

**MONTANA DEPARTMENT OF COMMERCE  
MAIN STREET PROGRAM  
CONTRACT #MT-MMS-19-004**

This agreement ("Contract") is entered into by the City of Great Falls, Montana ("Grantee") and the Montana Department of Commerce ("Department").

The Grantee and the Department hereby agree to the following terms:

**Section 1. PURPOSE**

The purpose of this Contract is to provide funding to the Grantee for community revitalization activities approved by the Department under the Montana Main Street Program ("MMS" or "Program").

**Section 2. AUTHORITY**

This Contract is issued under authority of Title 90, Chapter 1, Part 1 of the Montana Code Annotated ("MCA").

**Section 3. APPLICATION INCORPORATED BY REFERENCE**

The Grantee's application for Program assistance, including any written modifications or reports resulting from the review of the application by the Department (collectively "Project"), is specifically incorporated into this Contract by this reference and the representations made therein are binding upon the Grantee.

**Section 4. ACCEPTANCE OF PROGRAM REQUIREMENTS**

- (a) The Grantee will comply with all applicable local, state, and federal laws as well as all applicable regulations, ordinances, and resolutions now in effect or as may be amended during the term of this Contract. Grantee will comply with all administrative directives and procedures that may be established or amended by the Department for the Program, including the most current version of the *MMS Program Guidelines*.
- (b) The Grantee agrees that all contracts and subcontracts entered into for the completion of the activities described in Section 6 will require such contractors, subcontractors, and subrecipient entities to also comply with all requirements placed on the Grantee in paragraph (a) of this Section.
- (c) The Grantee agrees to repay to the Department any funds advanced under this Contract that the Grantee, its contractors, subcontractors, or subrecipient entities, or any public or private agent or agency to which it delegates authority to carry

out portions of this Contract, expends in violation of the terms of this Contract, the statutes, and regulations governing the Program or any applicable local, state, or federal requirements.

- (d) The Grantee acknowledges and agrees that neither the funding of the Project under this Contract nor any review of the final deliverables by the Department constitutes the Department's approval or endorsement of the contents of such.

**Section 5. EFFECTIVE DATE AND TIME OF PERFORMANCE**

- (a) This Contract shall take effect upon execution by the parties and will terminate on June 30, 2020 or upon approval of Grantee's Project completion report by the Department, whichever is later, unless otherwise terminated in accordance with this Contract.
- (b) All authorized expenses to be reimbursed must be incurred by the Grantee between January 8, 2019 and March 31, 2020. All requests for reimbursement must be submitted to the Department within ninety (90) days after March 31, 2020.
- (c) The activities to be performed by the Grantee will be completed according to the implementation schedule set forth in Exhibit A. The Grantee may modify the implementation schedule set forth in Exhibit A only with prior written approval of the Department.
- (d) The Grantee will procure its primary contractor to complete the Project within six (6) months of the execution of this Contract or the Contract will terminate unless the Department determines, in its sole discretion, that Grantee has demonstrated substantial progress towards procuring a contractor.
- (e) The Department may grant an extension to this Contract upon request by the Grantee if the Department determines, in its sole discretion, that the Grantee has demonstrated progress toward completion of the Project, has engaged in a good faith effort to comply with the duties, terms, and conditions of this Contract, and that the failure to comply with any of those services, duties, terms, or conditions resulted from circumstances beyond the Grantee's control. A written request for an extension must be submitted at least sixty (60) days prior to June 30, 2020.

**Section 6. SCOPE OF WORK**

The Grantee will complete the Project and administer this Contract as set forth in the Grantee's application for Program assistance, including any amendments, approved by the Department. The Grantee will use Program funds for the following major components of the Project:

- Create a Downtown Block Revitalization Revisioning Study for three target blocks.

**Section 7. BUDGET**

- (a) The total amount to be awarded to the Grantee under this Contract shall not exceed \$20,000.
- (b) A copy of the Project budget is attached as Exhibit B and specifically incorporated herein by this reference. Any changes to the budget as proposed and incorporated within this Contract require a written request to and approval by the Department.
- (c) Any authorized funds not expended under this grant by the later date referenced in Section 5(b) or otherwise accounted for in accordance with the provisions of this Section will revert to the Department and will be used to finance other Program projects.

**Section 8. ACCESS TO AND RETENTION OF RECORDS**

- (a) The Grantee agrees to create and maintain records supporting the services covered by this Contract, including but not limited to, financial records, supporting documents, and such other records as are required by law or other authority, for a period of five (5) years after either the termination date of the Contract or the conclusion of any claim, litigation, or exception relating to the Contract taken by the State of Montana or third party, whichever is later. These records will be kept in the Grantee’s offices in Great falls, Montana.
- (b) The Grantee shall provide the Department, Montana Legislative Auditor, or their authorized agents access to any records necessary to determine contract compliance.

**Section 9. LIAISONS**

All project management and coordination on behalf of the Department shall be through a single point of contact designated as the Department’s liaison. Grantee shall designate a liaison that will provide the single point of contact for management and coordination of Grantee’s work. All work performed pursuant to this Contract shall be coordinated between the Department’s liaison and the Grantee’s liaison. The liaisons for this Contract are:

**For the Department:  
Keegan Hall (or successor)  
Program Specialist, MDOC  
301 S. Park Ave.**

**For the Grantee:  
Tom Micuda (or successor)  
City of great Falls  
PO Box 5021**

**P.O. Box 200523  
Helena, MT 59620-0523  
406-841-2818  
Keegan.hall@mt.gov**

**Great Falls, MT 59403  
406-455-8432  
Tmicuda@greatfallsmt.net**

## **Section 10. METHOD OF REIMBURSEMENT**

- (a) The Department will not release any Program funds to the Grantee until the Grantee has obtained firm commitments for all other financial resources to be involved in the Project, as defined in Section 6 and Exhibit B. The Grantee may not expend or obligate any Program funds, other than for administrative purposes, until the Department determines that this condition has been satisfied.
- (b) The Department agrees that, if and when the funds described in paragraph (a) of this Section are available, the Department will authorize the Grantee to request reimbursement from funding awarded for the Project.
- (c) The Department agrees to reimburse the Grantee for eligible Project costs incurred on or after the date identified in Section 5(b) upon the successful completion of activities set forth in Section 6. All reimbursements must be supported by adequate documentation provided by the Grantee, and require Department approval of the Grantee's request for reimbursement. In requesting reimbursement, the Grantee will follow the instructions supplied by the Department.
- (d) Payment to the Grantee for approved Project activities under this Contract will generally be in accordance with the disbursement schedule listed below:
  - (i) Payment #1 – 50% of the grant award amount will be available after the Department receives a draft of the Project deliverables in accordance with the preliminary conference call. This draft will also serve to document that the Grantee is adequately proceeding toward the preparation of a complete and acceptable final product.
  - (ii) Payment #2 – The remaining 50% of the grant award amount will be available after the Department receives a final copy of all required deliverables to be completed under the Contract, proof of matching funds, a Project completion report, and Grantee's final request for reimbursement.
- (e) The Department will not reimburse the Grantee for any costs incurred prior to the date identified in Section 5(b), any expenses not included in Exhibit B or an approved adjustment thereto, any ineligible expenses as set forth in the most current version of the *MMS Program Guidelines*, or any expenses not adequately supported by the Grantee's records.

- (f) As set forth in Section 17, if the Grantee fails to or is unable to comply with any of the terms and conditions of this Contract any costs incurred will be the Grantee's sole responsibility.
- (g) The Department is allowed fifteen (15) working days to process a request for reimbursement once adequate supporting documentation has been received by the Department. The Grantee shall provide banking information before or at the time of Contract execution in order to facilitate electronic funds transfer payments.
- (h) If the Grantee changes one of its sources of funding or the cost of the Project increases after the Grantee has obtained the firm commitment of non-Program funds, the Department may, at its discretion, suspend the distribution of Program funds until the Grantee obtains a firm commitment of funds for the full Project budget.
- (i) The Department may reduce the Grantee's amount of Program funds provided by this Contract if actual Project expenses are lower than projected by the Grantee in Exhibit B or the Grantee obtains a greater amount of grant funds from other sources than as presented in the Project application.
- (j) If the Department determines that the Grantee has failed to satisfactorily carry out its responsibilities under this Contract or has breached the terms of this Contract, the Department may withhold reimbursement to the Grantee until such time as the Department and the Grantee agree on a plan to remedy the deficiency.
- (k) Requests for reimbursement for contracted or subcontracted services must include appropriate documentation demonstrating compliance with contract requirements.
- (l) The Grantee may not use monies provided through this Contract as payment for Project costs that are reimbursed from other sources.
- (m) The Department, in its sole discretion, may allow the Grantee to amend Section 6. The Department will review the following: likelihood to expend all grant funds prior to the deadline in Section 5(b); progress toward completion of the Project; good faith effort to comply with any of the duties, terms, and conditions of this Contract; and the failure to comply with any of those services, duties, terms, or conditions resulted from circumstances beyond the Grantee's control. A written request for an amendment to Section 6 must be submitted at least sixty (60) days prior to the termination date of this Contract.

## **Section 11. REPORTING REQUIREMENTS**

- (a) Project Progress Reports: During the term of this Contract the Grantee will submit Project progress reports to the Department in conjunction with each request for reimbursement. These reports will describe the status of the activities set forth in Section 6, including, at a minimum, the percentage completed, costs incurred, funds remaining, and projected completion date. Additionally, the report must provide documentation supporting each claim for expenses to be reimbursed, describe any significant problems encountered in carrying out the Project, and the scope of any necessary modifications the Grantee is requesting in the Project scope of work, budget, or implementation schedule. The Department, at its sole discretion, may decline to honor any request for reimbursement if the required project progress report has not been submitted to or approved by the Department.
- (b) Project Completion Report: Upon completion of the Project, the Grantee will submit a final Project completion report for Department approval. The Project completion report will describe the total costs incurred for the Project, identify the final completion date, and summarize any significant problems encountered in carrying out the Project. Upon approval of the Project completion report, the Department will issue a notice of Project close-out.

## **Section 12. PROJECT MONITORING**

The Department or any of its authorized agents may monitor and inspect all phases and aspects of the Grantee's performance to determine compliance with Section 6 of this Contract, the proper use of funds, and other technical and administrative requirements of this Contract, including the adequacy of the Grantee's records and accounts. The Department may advise the Grantee of any specific areas of concern and provide the Grantee opportunity to propose corrective actions acceptable to the Department.

## **Section 13. NOTICE**

All notices required under the provisions of this Contract must be in writing and delivered to the parties' liaisons identified herein either by first class mail or personal service.

## **Section 14. REFERENCE TO CONTRACT**

The Contract number must appear on all invoices, reports, and correspondence pertaining to the Contract.

## **Section 15. ASSIGNMENT, TRANSFER AND SUBCONTRACTING**

- (a) The Grantee may subcontract any portion of this Contract to accomplish the completion of the Project. However, Grantee accepts responsibility for the adherence to the terms of this Contract by such contractors, subcontractors, or subrecipient entities and by any public or private agents or agencies to which it delegates authority to carry out any portion(s) of this Contract. The Grantee may not otherwise assign or transfer any portion of this Contract without the express written consent of the Department.
- (b) The Grantee's assignment, transfer, or subcontract of this Contract or any portion thereof neither makes the Department a party to that agreement nor creates any right, claim, or interest in favor of any party to that agreement against the Department. No contractual relationships exist between any subcontractor, assignee, or transferee and the Department.
- (c) The Grantee must immediately notify the Department of any litigation concerning any assignment, transfer, or subcontract of this Contract or any portion thereof.

## **Section 16. CONTRACT AMENDMENT**

This Contract may not be enlarged, modified, or altered without a written agreement signed by all parties to the Contract.

## **Section 17. TERMINATION OF CONTRACT**

This Contract may only be terminated in whole or in part as follows:

- (a) Termination Due to Loss or Reduction of Funding: The Department, at its sole discretion, may terminate or reduce the scope of this Contract if any funding sources are eliminated or reduced for any reason. If a termination or modification is required, the Department may, if sufficient Program funds are available, compensate the Grantee for eligible services rendered and actual, necessary, and eligible expenses incurred as of the revised termination date. The Department will notify the Grantee of the effective date of the termination or modification of this Contract and, if a reduction in funding is required, provide the Grantee with a modified Project budget amount.
- (b) Termination for Cause with Notice to Cure Requirement: The Department may terminate this Contract for failure of the Grantee, its contractors, subcontractors, or subrecipient entities to perform or comply with any of the services, duties, terms, or conditions contained in this Contract after giving the Grantee written notice of the stated failure. The written notice will demand performance of the stated failure within a specified period of time not less than thirty (30) days. If the demanded

performance is not completed within the specified period, the termination is effective at the end of the specified period.

- (c) Effect of Termination: In the event of termination due to the Grantee's, its contractors', subcontractors', or subrecipient entities' failure to perform or comply with any of the services, duties, terms, or conditions of this Contract, any costs incurred will be the responsibility of the Grantee. However, at its sole discretion, the Department may approve requests by the Grantee for reimbursement of eligible expenses incurred. The Department's decision to authorize payment of any costs incurred or to recover expended Program funds will be based on a consideration of the extent to which the expenditure of those funds represented a good faith effort of the Grantee to comply with any of those services, duties, terms, or conditions of this Contract, and on whether the failure to comply with any of those services, duties, terms, or conditions resulted from circumstances beyond the Grantee's control.

## **Section 18. COMPLIANCE WITH APPLICABLE LAWS**

- (a) The Grantee, in performance of work under the Contract, must fully comply with all applicable federal, state, or local laws, rules and regulations, including but not limited to, the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973, the Patient Protection and Affordable Care Act ("ACA"), and Executive Order No. 12-2015, *Amending and Providing For Implementation of the Montana Sage Grouse Conservation Strategy*. Any subletting or subcontracting by the Grantee subjects subcontractors to the same requirements.
- (b) In accordance with Section 49-3-207, MCA and Executive Order No. 04-2016, the Grantee agrees that the hiring of persons to perform the Contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, sex, pregnancy, childbirth or medical conditions related to childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status.
- (c) The ACA requires a Grantee, if Grantee is an applicable large employer under the ACA, to provide healthcare coverage for its employees, who provide services for the State and work for thirty (30) or more hours per week. This coverage must also cover the eligible employee's dependents under the age of 26. The coverage must meet the minimum essential coverage, minimum value, and affordability requirements of the employer responsibility provisions of the ACA under Section 4980H, and otherwise satisfy the requirements of the ACA Section 4980 H if

provided by the State.

**Section 19. ACCOUNTING, COST PRINCIPLES, AND AUDITING**

- (a) The Grantee, in accordance with Sections 2-7-503, MCA and other authorities, must maintain for the purposes of this Contract an accounting system of procedures and practices that conforms to Generally Accepted Accounting Principles (“GAAP”).
- (b) The Department, any other legally authorized governmental entity, or their authorized agents may, at any time during or after the term of this Contract, conduct in accordance with Sections 2-7-503, 5-13-304, and 18-1-118, MCA and other authorities, audits for the purposes of ensuring the appropriate administration, expenditure of monies, and delivery of services provided through this Contract.

**Section 20. AVOIDANCE OF CONFLICT OF INTEREST**

- (a) The Grantee will comply with Sections 2-2-121, 2-2-201, 7-3-4256, 7-3-4367, 7-5-2106, and 7-5-4109, MCA, as applicable, and any other applicable local, state, or federal law regarding the avoidance of conflict of interest.
- (b) The Grantee agrees that none of its officers, employees, or agents will solicit or accept gratuities, favors, or anything of monetary value from contractors, subcontractors, or potential contractors and subcontractors, who provide or propose to provide services relating to the project funded under this Contract.
- (c) The Grantee shall promptly refer to the Department any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor, or other person has submitted any false claim or has committed any criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving funds provided under this Contract.

**Section 21. COMPLIANCE WITH WORKERS’ COMPENSATION ACT**

Grantees are required to comply with the provisions of the Montana Workers’ Compensation Act while performing work for the State of Montana in accordance with Sections 39-71-401, 39-71-405, and 39-71-417, MCA. Proof of compliance must be in the form of workers’ compensation insurance, an independent contractor's exemption, or documentation of corporate officer status. Neither the Grantee nor its employees are employees of the State. This insurance/exemption must be valid for the entire term of the Contract. Proof of compliance and renewal documents must be sent to the Department within thirty (30) days of Contract execution.

## Section 22. OWNERSHIP AND PUBLICATION OF MATERIALS

All reports, information, data, and other materials prepared by the Grantee or any of its contractors or subcontractors in furtherance of this Contract are the property of the Grantee and the Department. Both Grantee and the Department have the royalty-free, nonexclusive, and irrevocable right to reproduce, publish, authorize others to use, and to otherwise use, in whole or part, such property and any information relating thereto. No material produced in whole or part under this Contract may be copyrighted or patented in the United States or in any other country without the prior written approval of both the Department and the Grantee.

## Section 23. INSURANCE

- (a) General Requirements: Grantee must maintain and assure that its representatives, assigns, and subcontractors maintain for the duration of the Contract, at their own cost and expense, liability insurance against claims for injuries to persons or damages to property, including contractual liability, that may arise from or in connection with the performance of the duties and obligations in the Contract by Grantee, its agents, employees, representatives, assigns, or subcontractors. This insurance must cover such claims as may be caused by any negligent act or omission. The State, its officers, officials, employees, and volunteers must be covered as additional insureds for all claims arising out of the use of grant proceeds provided by the State of Montana.
- (b) General Liability Insurance: At its sole cost and expense, Grantee must purchase occurrence coverage with minimum combined single limits of \$1 million per occurrence and \$2 million aggregate per year, or as established by statutory tort limits of \$750,000 per claim and \$1,500,000 per occurrence as provided by a self-insurance pool insuring counties, cities, or towns, as authorized under Section 2-9-211, MCA.
- (c) Professional Liability Insurance: Grantee shall assure that any representatives, assigns, and subcontractors performing professional services under this Contract purchase occurrence coverage with combined single limits for each wrongful act of \$1,000,000 per occurrence and \$2,000,000 aggregate per year. *Note: if "occurrence" coverage is unavailable or cost prohibitive, the contractor may provide "claims made" coverage provided the following conditions are met: (1) the commencement date of the Contract must not fall outside the effective date of insurance coverage and it will be the retroactive date for insurance coverage in future years; and (2) the claims made policy must have a three (3) year tail for claims that are filed after the cancellation or expiration date of the policy.*
- (d) General Provisions: All insurance coverage must be with a carrier licensed to do business in the State of Montana and with a Best's rating of at least A-, or by a

public entity self-insured program either individually or on a pool basis as provided by Title 2, MCA. All certificates and endorsements must be received by the Department prior to beginning any activity provided for under the Contract. Grantee must notify the Department immediately of any material change in insurance coverage, such as changes in limits, coverage, change in status of policy, etc. The Department reserves the right to request complete copies of Grantee's insurance policy, including endorsements, at any time.

#### **Section 24. HOLD HARMLESS AND INDEMNIFICATION**

The Grantee agrees to protect, defend, and save the State, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the Grantee's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed, omissions of services, or in any way resulting from the acts or omissions of the Grantee and/or its agents, employees, representatives, assigns, or subcontractors under this Contract.

#### **Section 25. DEFAULT**

Failure on the part of either party to perform the provisions of the Contract constitutes default. Default may result in the pursuit of remedies for breach of contract as set forth herein or as otherwise legally available, including but not limited to damages and specific performance.

#### **Section 26. DEBARMENT**

The Grantee certifies and agrees to ensure during the term of this Contract that neither it nor its principals, contractors, subcontractors, or subrecipient entities are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Contract by any governmental department or agency.

#### **Section 27. FORCE MAJEURE**

Neither party will be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, bombs, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the non-performing party, so long as such party is using its best efforts to remedy such failure or delays.

**Section 28. SEPARABILITY**

A declaration by any court, or any other binding legal forum, that any provision of the Contract is illegal and void shall not affect the legality and enforceability of any other provision of the Contract, unless the provisions are mutually dependent.

**Section 29. ARBITRATION**

Unless otherwise agreed to in writing or provided for by law, arbitration is not available to the parties as a method of resolving disputes that would arise under the Contract.

**Section 30. NO WAIVER OF BREACH**

No failure by the Department to enforce any provisions hereof after any event of breach will be deemed a waiver of its rights regarding that event, or any subsequent event. No express failure of any event of breach will be deemed a waiver of any provision hereof. No such failure or waiver will be deemed a waiver of the right of the Department to enforce each and all the provisions hereof upon any further or other breach on the part of the Grantee.

**Section 31. JURISDICTION AND VENUE**

This Contract is governed by the laws of Montana. The parties agree that any litigation concerning this Contract must be brought in the First Judicial District in Lewis and Clark County, State of Montana and each party must pay its own costs and attorney fees.

**Section 32. INTEGRATION**

The Contract contains the entire agreement between the parties. No statements, promises, or inducements of any kind made by either party or the agents of either party, not contained herein or in a properly executed amendment hereto are valid or binding.

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

**CITY OF GREAT FALLS:**

\_\_\_\_\_  
Greg Doyon, City Manager

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Melisa Kinzler, Finance Director

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Sara Sexe, Attorney

**MONTANA DEPARTMENT OF COMMERCE:**

\_\_\_\_\_  
Jennifer H. Olson, Administrator  
Community Development Division

\_\_\_\_\_  
Date

## EXHIBIT A Implementation Schedule

TASK	QUARTERS, 2019				QUARTERS, 2020			
	1st J F M	2nd A M J	3rd J A S	4th O N D	1st J F M	2nd A M J	3rd J A S	4th O N D
<b><u>PROJECT START-UP</u></b>								
Contract (City and DOC)	<b>X</b>							
<b><u>PROCUREMENT OF PROFESSIONAL ASSISTANCE</u></b>								
Prepare and Publish RFP	<b>X</b>							
Review and Evaluation of Proposals; Award	<b>X</b>							
Execute agreement with professional	<b>X</b>							
<b><u>PROJECT IMPEMANATION</u></b>								
Prepare development concepts		<b>X</b>						
Hold development charrette event		<b>X</b>						
Finalize development concepts and prepare architectural concept drawings			<b>X</b>					
Present development visions at downtown showcase			<b>X</b>					
<b><u>PROJECT CLOSE OUT</u></b>								
Submit Final Document			<b>X</b>					
Project Completion Report/Final Request for Funds				<b>X</b>				
Contract End Date						<b>X</b>		

EXHIBIT B  
Budget

	<b>SOURCE:</b> <i>Montana Main Street Program</i>	<b>SOURCE:</b> <i>Downtown Development Partnership</i>	<b>SOURCE:</b> <i>Great Falls Development Authority In-kind</i>	<b>TOTAL</b>
<b>Professional Architectural/Planning Services</b>	<b>\$20,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$30,000</b>

## CDD CONTRACT INFORMATION SHEET

**Division staff are required to complete the items in blue print.**

Date of Gov. Award Letter:	<u>1/8/2019</u>	Date Met StartUp Conditions:	_____
Contract Number:	<u>MT-MMS-19-004</u>	Division:	_____
Contractor's Name:	<u>City of Great Falls</u>	CDD	_____
Approved to Form Name:	<u>Sara Sexe, Attorney</u>		
Approved to Form Email:	<u><a href="mailto:saras@greatfallsmt.net">saras@greatfallsmt.net</a></u>		
Contractor (Signee) Name:	<u>Greg Doyon, City Manager</u>		
Contractor's Email:	<u><a href="mailto:gdoyon@greatfallsmt.net">gdoyon@greatfallsmt.net</a></u>		
Contractor's Address:	<u>PO Box 5021</u>		
Contractor's Address 2:	<u>Great Falls, MT 59403</u>	Vendor Number:	_____
Attest Name:	<u>Melissa Kinzler</u>		<u>23463</u>
Attest Email:	<u><a href="mailto:lkunz@greatfallsmt.net">lkunz@greatfallsmt.net</a></u>		
Additional Email:			
Duns Number:	_____	Begin Date:	_____
(Federal Funds Required)	_____		<u>1/8/2019</u>
Amount:	<u>20,000.00</u>		
Organization Number:	<u>532210</u>	End Date:	_____
RFP Number (if applicable):	_____		<u>6/30/2020</u>
Program Number:	<u>60</u>		

Liaison:	<u>Keegan Hall</u>	Program Manager:	<u><a href="mailto:twisemiller@mt.gov">twisemiller@mt.gov</a></u>
Liaison Email:	<u><a href="mailto:keegan.hall@mt.gov">keegan.hall@mt.gov</a></u>	Operations Manager:	<u>A.C. Rothenbuecher</u>
Liaison Phone:	<u>406-841-2818</u>	Additional Email:	_____

Signatures:		Carbon Copies:	
Division Administrator	<u>Jennifer Olson</u> 4/10/2019	Liaison:	<input checked="" type="checkbox"/>
Fiscal Review	<u>Leri Quinlan</u> 4/10/2019	Director (> \$200K):	<input type="checkbox"/>
Legal Counsel	<u>Amy Barnes</u> 4/10/2019	Deputy Director (<\$25K):	<input checked="" type="checkbox"/>
	_____	Perceptive Content	<input checked="" type="checkbox"/>
	_____	Secretary of State:	<input type="checkbox"/>
	_____	BIA:	<input type="checkbox"/>
	_____	Clerk of Court:	<input type="checkbox"/>
	_____		

## Certificate Of Completion

Envelope Id: 57AE3523C65548E39536F9347E9FAD9A	Status: Sent
Subject: Montana Department of Commerce Contract #MT-MMS-19-004 for signature.	
Source Envelope:	
Document Pages: 16	Signatures: 3
Certificate Pages: 6	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Contracts Admin
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	PO Box 200501
	301 S. Park Ave
	Helena, MT 596200501
	doccontracts@esign.mt.gov
	IP Address: 161.7.59.22

## Record Tracking

Status: Original	Holder: Contracts Admin	Location: DocuSign
4/10/2019 12:09:37 PM	doccontracts@esign.mt.gov	

## Signer Events

Jennifer Olson  
jeolson@mt.gov  
Security Level: Email, Account Authentication (None)

## Signature

*Jennifer Olson*

Signature Adoption: Pre-selected Style  
Using IP Address: 174.208.35.121  
Signed using mobile

## Timestamp

Sent: 4/10/2019 12:32:09 PM  
Viewed: 4/10/2019 12:33:15 PM  
Signed: 4/10/2019 12:33:32 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 4/10/2019 12:33:15 PM  
ID: 85d1c1f8-a785-43e3-b226-d1f38b795121

Teri Juneau  
tjuneau@esign.mt.gov  
Fiscal Manager  
MT Dept of Commerce  
Security Level: Email, Account Authentication (None)

*Teri Juneau*

Signature Adoption: Drawn on Device  
Using IP Address: 161.7.59.18

Sent: 4/10/2019 12:33:34 PM  
Viewed: 4/10/2019 1:11:19 PM  
Signed: 4/10/2019 1:11:26 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Amy Barnes  
AmyBarnes@mt.gov  
Security Level: Email, Account Authentication (None)

*Amy Barnes*

Signature Adoption: Pre-selected Style  
Using IP Address: 161.7.59.20

Sent: 4/10/2019 1:11:28 PM  
Viewed: 4/10/2019 1:26:33 PM  
Signed: 4/10/2019 1:27:04 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 4/10/2019 1:26:33 PM  
ID: f5341493-ef18-43f3-aed4-26a81be4ef08

Sara Sexe  
ssexe@greatfallsmt.net  
Security Level: Email, Account Authentication (None)

Sent: 4/10/2019 1:27:06 PM  
Viewed: 4/22/2019 4:51:58 PM

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Accepted: 4/22/2019 4:51:58 PM  
ID: 1b954003-7e59-4562-9199-1c532edc55c0

Signer Events	Signature	Timestamp
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Greg Doyon  
gdoyon@greatfallsmt.net  
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Melissa Kinzer  
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**Electronic Record and Signature Disclosure:**  
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Jennifer Olson  
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**Electronic Record and Signature Disclosure:**  
Accepted: 4/10/2019 12:33:15 PM  
ID: 85d1c1f8-a785-43e3-b226-d1f38b795121

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Tash Wisemiller  
twisemiller@mt.gov  
Security Level: Email, Account Authentication (None)  
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Keegan Hall  
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Security Level: Email, Account Authentication (None)  
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Tara Rice  
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Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Accepted: 4/22/2019 4:18:48 PM  
ID: 4e14a1f1-9b5a-4fc3-8cc2-17df6509f572

Marty Tuttle  
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Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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Cyndi Davis

CDavis3@mt.gov

Security Level: Email, Account Authentication  
(None)

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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent

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4/10/2019 1:27:06 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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