



MONTANA

DEPARTMENT OF COMMERCE

**2021 Biennium
TREASURE STATE ENDOWMENT PROGRAM
COMMUNITY DEVELOPMENT DIVISION**

**ADMINISTRATION GUIDELINES & APPLICATION FOR
INFRASTRUCTURE PLANNING GRANTS**

Commerce will receive applications starting June 17, 2019

DOCCDD@MT.GOV

<https://comdev.mt.gov/Programs/TSEP/PlanningGrants>

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I. APPLICATION GUIDELINES

INTRODUCTION

The Treasure State Endowment Program (TSEP) is a state-funded program created in 1992 and is administered by the Department of Commerce (Commerce). It was established to help solve serious health and safety problems and assist communities with the financing of public facilities projects. The program helps local governments with infrastructure planning as well as constructing, upgrading, or repairing drinking water systems, wastewater treatment facilities, sanitary or storm sewer systems, solid waste disposal and separation systems, and bridges. These guidelines pertain to Infrastructure Planning grants only. Instructions on how to apply for Project grants (for construction), or Emergency grants are contained in separate guidelines.

Grant funds are made available for TSEP Infrastructure Planning grants through the legislative process. Applications for Infrastructure Planning grants will be accepted on a continuous basis, until all TSEP Infrastructure Planning grant funds has been allocated. Applications for grants to be awarded by Commerce will not be awarded, however, until after the 2019 Legislature has passed the bill containing TSEP Infrastructure Planning grant funding and the Governor has signed the bill containing TSEP Infrastructure Planning grant funding.

These application guidelines explain how cities, towns, counties, special purpose districts, and tribal governments can apply for TSEP financial assistance pertaining to Infrastructure Planning grants.

The following information highlights some of the aspects of the Treasure State Endowment Program:

A. Cities, towns, counties, consolidated governments, county or multi-county water, sewer, or solid waste districts, and tribal governments are eligible to apply for TSEP Infrastructure Planning grants. Types of projects eligible for Infrastructure Planning grant funding include:

- Preliminary Engineering Reports
- Capital Improvement Plans
- Other (contact the TSEP Program)

Infrastructure Planning grants must address one or more of the following: drinking water systems, wastewater treatment facilities, sanitary or storm sewer systems, solid waste disposal and separation systems, and/or bridges.

B. In addition to Infrastructure Planning grants, eligible applicants can apply for funds for Project grants and Emergency grants. TSEP Project grants are awarded by the Legislature, which convenes every two years. TSEP Emergency grants are awarded by Commerce until all funds are allocated.

C. There are various administrative procedures and requirements that go along with receiving TSEP Project grant funds. The *TSEP Project Administration Manual*, which contains the administrative procedures and requirements for TSEP Project grant funds, is available on the Commerce website at: <https://comdev.mt.gov/Programs/TSEP/ProjectGrants/GrantAdministration>.

If you have any questions regarding this *TSEP Administrative Guidelines & Application for Infrastructure Planning*

Grants, available technical resources and assistance, or other aspects of Treasure State Endowment Program, please contact Community Development Division staff by phone at (406) 841-2770 or by email at DOCCDD@mt.gov.

The Department of Commerce does not discriminate on the basis of disability in admission to, access to, or operations of its program, services, or activities. Individuals who need aids or services for effective communications or other disability-related accommodations in the programs and services offered, are invited to make their needs and preferences known. Please provide as much advance notice as possible for requests.

ELIGIBLE APPLICANTS

- A. Eligible applicants for TSEP assistance include any:
- Incorporated city or town;
 - County;
 - Consolidated government;
 - County or multi-county water, sewer, or solid waste district; or
 - Tribal government (includes any federally recognized Indian tribe within the State of Montana).

- B. Private water or sewer users' associations are not eligible to apply for TSEP funds because they are not a public entity. In order to apply for TSEP funds, an association would first have to be legally created as a county or multi-county water and sewer district (pursuant to sections 7-13-22 and 23, MCA) before submitting a TSEP application.

Non-public entities are not eligible for TSEP assistance. Under Article V, Section 11 of the Montana Constitution, the Legislature is prohibited from making any appropriation for religious, charitable, industrial, educational, or benevolent purposes to any private individual, private association, or private corporation not under the control of the State.

- C. Counties are eligible to apply for a TSEP Infrastructure Planning grant in order to study problems related to subdivisions or areas of the county that are not yet served by a county water and sewer district.
- D. Cities and towns are eligible to apply for a TSEP Infrastructure Planning grant to study problems related to subdivisions or areas outside of the city's boundaries in order to study the area for possible annexation or to decide whether to provide services to the area.

ELIGIBLE PROJECTS

- A. Preliminary Engineering Reports (PER) to study the following:
- Drinking water systems;
 - Wastewater treatment systems;

- Sanitary sewer or storm sewer systems;
- Solid waste disposal and separation systems; and
- Bridges.

B. Comprehensive Capital Improvements Plans (CIP).

DETAILS OF INFRASTRUCTURE PLANNING GRANTS

TSEP Infrastructure Planning grants can be used to fund infrastructure planning documents such as Preliminary Engineering Reports and Capital Improvements Plans. **The maximum amount that will be awarded for a TSEP Infrastructure Planning grant is \$15,000.**

Please contact Community Development Division staff for information on environmental review requirements if you are considering submitting a subsequent Project grant application.

TSEP grantees should be prepared to provide information to Commerce about how they intend to procure, or have procured, grant administration and/or professional services in accordance with the procurement laws applicable to them, including but not limited to a copy of any advertisements and a copy of the request for proposals or qualifications.

Commerce strongly suggests that the attorney for the local government review and approve the procurement procedures. Community Development Division staff are available to review procurement procedures as a technical service, but Commerce has no direct approval authority.

Additionally, if awarded funding, local governments must provide documentation demonstrating that requirements for procurement, insurance and other grant administration requirements have been met. See Section II of these guidelines for additional information.

MATCH REQUIREMENTS

Local governments must provide matching funds on a dollar-for-dollar basis. Firm loan commitments or local cash reserves are acceptable forms of match. Grants or other cash contributions from local, state or federal agencies, programs or private organizations may also be considered acceptable forms of match. The entire match for the project must be firmly committed before TSEP funds will be awarded, with documentation accompanying the application at the time of submittal. In-kind services such as labor performed by the employees of the applicant are not eligible as match.

In documenting financial commitment, the applicant must:

- Specify the amount and source of the funds; and
- For funds committed by a local government, provide a resolution by the governing body that specifies the amount of the commitment; or
- For all other funds, provide funding status at time of application. If awarded other funding, provide documentation of funding award to Community Development Division staff at that time.

The Montana Board of Investments offers deferred repayment loans for preliminary engineering studies, which may serve as the required match for a TSEP Infrastructure Planning grant. The INTERCAP

program staff can approve these loans and have the funds to you in as little as one month from the time you apply. For more information about the program contact: INTERCAP Program, Montana Board of Investments, Montana Department of Commerce, PO Box 200126, Helena MT 59620-0126, (406) 444-0001.

ELIGIBLE AND INELIGIBLE EXPENSES

A. Eligible Expenses

TSEP Infrastructure Planning grant funds can be used for the preparation of infrastructure planning documents such as Preliminary Engineering Reports (PER) and Capital Improvements Plans (CIP). CIPs must be comprehensive and developed in accordance with the most current version of the *Capital Improvements Planning Manual* developed by the Community Technical Assistance Program (CTAP) at Commerce. Other planning efforts that support the development of a capital improvement plan may be considered as eligible expenses on a case-by-case basis, with pre-approval from Commerce.

For PERs, project expenses eligible to be reimbursed by TSEP funds include any reasonable expenses incurred in the preparation of plans, studies, analyses, or research in the preparation of a PER as generally described in the most current *Uniform Application for Montana Public Facility Projects*, or the *Preliminary Engineering Report Outline for Bridge Projects* (for bridge projects). In the preparation of a PER related to bridge projects, TSEP funds can be used to assess the condition of all bridges within the applicant's jurisdiction.

The PER and CIP Technical Document Guidelines are available on the Commerce website at: <http://comdev.mt.gov/Programs/TSEP/PlanningActivities/Toolkit>.

Updates or addendums to PERs should be stand-alone documents. Reliance on previous PERs is discouraged. Submittal of multiple PERs may result in a reduced score during a TSEP Project grant ranking process.

Reimbursement cannot occur until a contract between Commerce and the grantee has been fully executed. Note that reimbursement terms will typically provide for up to 50% of the TSEP grant amount to be reimbursed upon submittal of a draft of the PER or CIP acceptable to Commerce. Proof of expenditure of match may be required prior to reimbursement. The remaining funds will be paid after the completed report has been submitted and reviewed by Commerce, or its representative, and proof of expenditure of match has been received. The final amount reimbursed is based on the dollar-for-dollar ratio for the entire project. If the final project cost is less than specified in the contract, the final payment shall not result in reimbursement of TSEP grant funds in an amount greater than the dollar-for-dollar ratio.

B. Ineligible Expenses

Costs that have been incurred prior to a grantee receiving its Notice of Award letter are ineligible for reimbursement with TSEP Infrastructure Planning grant funds. Costs incurred prior to the date that the Governor signed the bill containing the TSEP Infrastructure Planning funds are ineligible for match. The costs of preparing TSEP other grant applications, including responding to the statutory priorities, are ineligible for reimbursement, but may be counted as match.

SUBMITTING AN APPLICATION

Eligible applicants may apply for one TSEP Infrastructure Planning grant per funding cycle. However, counties or consolidated governments may submit one application to study its bridge system or any other eligible infrastructure that is the responsibility of the county or consolidated government, and another application to study the water or wastewater system of an unincorporated community that has not yet formed as a water and/or sewer district. The application process is noncompetitive, and applications are processed on a first-come first-serve basis, based on the following conditions:

- Commerce will accept and award applications on a continuous basis until all funds have been allocated
- Only complete applications will be processed and considered for award. The application must be complete in all respects, including the documentation of the commitment of matching funds.
- Only one application per project per cycle will be accepted; applications to study the same system from multiple eligible applicants will not be funded.
- Commerce will only provide reimbursement to local governments that are in compliance with the State's auditing and reporting requirements provided for in Section 2-7-503, MCA. If the local government has failed to conduct audits or submit reports as required by statute, or has received an adverse audit opinion or disclaimer from any state or federal agency or authorized agent thereof, a grant will be tentatively awarded, but no funds will be released until the reporting requirements have been complied with, or if an audit is required before a financial report can be submitted, an auditor has been contracted with and the audit is scheduled. If one of these two actions have not taken place within one year of award, the grant award may be rescinded and the funds may be released to award to another eligible applicant.
- Commerce will start accepting grant applications for the 2021 biennium funds on or after June 17, 2019, for applicants that have not received TSEP Infrastructure Planning grant funds before or have not received funds within the past four years. Commerce will start awarding grants after the Legislature appropriates the funds by passing the bill that contains funding for TSEP Infrastructure Planning grant funding and the Governor signs that bill. Applications for grants to be awarded by Commerce will not be awarded, however, until after the 2019 Legislature and the Governor has signed the bill containing TSEP Infrastructure Planning grant funding.
- The following applies to TSEP Infrastructure Planning grants:
 - Applications from local governments that received a TSEP Infrastructure Planning grant in the previous cycle, will not be processed until August 1, 2019. If grant funds are remaining on that date, complete applications will be processed in the order that they are received. The August 1, 2019, date does not apply if a local government applies for a different system. For example, a city could submit a wastewater system PER in one cycle and a water system PER in the next cycle.
 - Applications to update, amend, or improve a PER or CIP, for the specific project addressed in the original PER, and previously funded by Commerce (TSEP, CDBG, or the Coal Board) within the past four years will only be considered after August 1, 2019.
 - Applications to update, amend, or improve a PER for which the applicant has already received a TSEP Project grant for that same project will be considered on a case by case basis, as funding allows.

- Commerce reserves the right to limit the amount of the PER or CIP grant to an amount appropriate to the scope of the planning project.

See Appendix A for a copy of the planning grant application. One hard copy and one electronic copy of the application materials must be submitted to Commerce.

TIMING & REQUIREMENTS

Local governments that are awarded a TSEP Infrastructure Planning grant are expected to complete their report, plan, assessment or policy in a timely manner.

- Grantees that have not procured an engineer or planning professional within six months of a signed grant agreement will cause the grant to be terminated, unless the grantee can demonstrate substantial progress in obtaining an engineer or planning professional.
- Grant contracts will not be extended past the completion date stated in the contract unless the grantee can demonstrate substantial progress and show good cause for extending the termination date.
- An applicant will not be awarded a new TSEP Infrastructure Planning grant until all previous TSEP Infrastructure Planning grants have been closed.

II. GRANT ADMINISTRATION

This section describes the specific requirements related to the administration of Infrastructure Planning grants. These grants can only be used to fund work related to infrastructure planning.

A. TSEP Contract

The TSEP Infrastructure Planning grant recipient is required to enter into a grant agreement with Commerce. Commerce will establish a termination date in the contract. Infrastructure Planning grant contracts won't be extended past the contract expiration date unless reasonable progress can be shown. Grant recipients that have not procured an engineer or professional services within six months of a signed grant agreement will cause the grant to be terminated, unless the grant recipient can demonstrate substantial progress in obtaining an engineer or planning professional.

Grant recipients must be in compliance with the State's auditing and reporting requirements provided for in 2-7-503, MCA.

Additionally, if awarded funding, local governments must provide documentation demonstrating that requirements for procurement, insurance and other grant administration requirements have been met.

B. Signature Certification and Depository Forms

The Signature Certification Form, which authorizes several local officials to sign requests for payment, must be completed and submitted to Commerce before a request for funds can be processed. At least two officials must sign each drawdown request.

The Designation of Depository Form will also need to be completed before any TSEP funds can

be sent to the grant recipient. This Form provides that the payment for a grant will be sent directly to the local government's designated bank account.

Both Forms are available on the Commerce website at:
<http://comdev.mt.gov/Programs/TSEP/PlanningActivities/Toolkit>

C. Expenses Eligible for Reimbursement

TSEP funds can be used for the preparation of plans, studies, analyses, or research in the preparation of a PER as generally described in the most current edition of the *Uniform Application for Montana Public Facility Projects*, or the *Preliminary Engineering Report Outline for Bridge Projects* (for bridge projects), or a comprehensive CIP in accordance with the work plan/table of contents as provided in the TSEP Infrastructure Planning grant application. A complete final planning product will be required to be submitted to Commerce at the conclusion of the planning grant. An electronic copy of the final PER or CIP is required.

Technical Document Guidelines are available on the Commerce website at:
<http://comdev.mt.gov/Programs/TSEP/PlanningActivities/Toolkit>

Infrastructure Planning grant funds cannot be used as reimbursement for the preparation of a TSEP Project application, but those preparation costs can be counted as match toward a TSEP Project grant application

D. Request for TSEP Funds

No TSEP funds appropriated for the 2021 biennium will be available for actual distribution until after July 1, 2019.

Commerce will reimburse the TSEP grant recipient a maximum of 50% of the total grant amount for incurred expenses within 30 days of receipt of an approved draft infrastructure planning document. A draft PER must generally address each item required in the PER outline as presented in the most current edition of the *Uniform Application for Montana Public Facility Projects*, or the *Preliminary Engineering Report Outline for Bridge Projects* (for bridge projects). While it is not expected that the document will be complete, it must show clearly that all applicable items required for a PER are being addressed and that the engineer is proceeding toward the preparation of a complete and acceptable final product.

Commerce will reimburse the TSEP grant recipient the balance of the grant funds within 30 days of receipt of an approved final document for any additionally incurred expenses not claimed in the first payment. The final version must be complete and have been reviewed by Community Development Division staff; an electronic version of the final product will be required. The final amount reimbursed is based on the dollar-for-dollar ratio for the entire project. If the final project cost is less than specified in the contract, the final payment shall not result in reimbursement of TSEP planning grant funds in an amount greater than the dollar-for-dollar ratio.

Grantees that plan to submit a TSEP Project grant application should contact Community Development Division staff for guidance on environmental requirements, and other Project grant application requirements.

A Request for Funds Form (for Infrastructure Planning grants) is used by TSEP grant recipients to request TSEP funds for reimbursement of eligible project costs (available on the Commerce website at: <http://comdev.mt.gov/Programs/TSEP/PlanningActivities/Toolkit>). The Request for Funds form, along with a copy of detailed invoices showing hourly rate breakdown by activity and employee (at minimum) from the consultant, Signature Certification and Designation of Depository Forms, and either the draft or final document, should be sent to Community Development Division staff at Commerce.

Upon receipt, Community Development Division staff will review the request to ensure that the Form is properly completed, invoices are adequate, and the planning document meets minimum requirements and is acceptable to Commerce. TSEP grant recipients will be notified if the draft or final document is found to be unacceptable for payment.

E. Close out of the Grant

Prior to final payment, the TSEP grant recipient must submit to Commerce a final complete document as stated above. The TSEP grant recipient must provide a certification to Commerce showing compliance with TSEP Infrastructure Planning grant requirements (available on the Commerce website at: <http://comdev.mt.gov/Programs/TSEP/PlanningActivities/Toolkit>). The TSEP grant recipient must retain all project related records for a minimum of three years after the final close out of the grant.

APPENDICES

APPENDIX A

TSEP INFRASTRUCTURE PLANNING GRANT APPLICATION FORM

AUTHORIZING STATEMENT

I hereby declare that the information included in, and all attachments to, this application is true, complete, and accurate to the best of my knowledge. I further declare that, on behalf of (Insert Name of Applicant), I am legally authorized to enter into an agreement with the Montana Department of Commerce if a TSEP is awarded.

- 1) I further declare that if a TSEP grant is awarded, and if that grant is to be used to prepare a Preliminary Engineering Report (PER), then the PER will follow the format that meets the requirements of the *Uniform Preliminary Engineering Report for Montana Public Facility Projects* outline and will include a completed environmental checklist.
- 2) Or, if that grant is to be used to prepare a Capital Improvements Plan (CIP), then the CIP will be comprehensive and in accordance with criteria acceptable to Commerce.

I understand that Commerce will only review the final PER in an attempt to ensure that the information presented in the PER meets the basic requirements of the *Uniform Preliminary Engineering Report for Montana Public Facility Projects* outline, and that Commerce will not certify the quality of the PER. I further understand that the review and approval of the content of the PER by Commerce does not guarantee that a subsequent application to TSEP for a construction project would result in the maximum number of points being assigned in the scoring of the engineering problem or design during the TSEP ranking process.

Name
(printed): _____

Title
(printed): _____

Signature: _____ **Date:** _____

APPLICANT INFORMATION SUMMARY

1. **Name of Applicant:** _____

2. **Mailing Address:** _____

3. **Type of Governmental Entity:** _____

4. **Federal Tax ID Number:** _____

CONTACT INFORMATION SUMMARY

CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE:

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

PROJECT ENGINEER/ARCHITECT (if applicable):

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

LEGAL COUNSEL/ATTORNEY:

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

PRIMARY CONTACT PERSON (if different from CEO/Auth Rep):

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

GRANT/LOAN ADMINISTRATOR (if applicable):

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

CLERK/CONTRACT ATTESTER:

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

PROJECT PROPOSAL DETAILS

Type of Grant Applied For (check one):

- Preliminary Engineering Report (PER)
 Capital Improvements Plan (CIP)
 Other (Documentation of Commerce approval required)

Proposed Budget:

| | SOURCE: <i>TSEP PL Grant</i> | SOURCE: | SOURCE: | TOTAL |
|-----------------------|---------------------------------|---------|---------|-------|
| Professional Services | | | | |
| Other (list details) | | | | |

Proposed Implementation Schedule:

Estimated Start Date of infrastructure planning activities: _____

Estimated Completion Date of infrastructure planning activities: _____

Attach a proposed implementation schedule. This schedule should include the major milestones including field activities, draft report preparation and review, and final report preparation and submittal (see Attachment I).

Proposed Project Narrative:

For an Infrastructure Planning grant that is to be used to prepare a PER, provide a description of the project that is being proposed for construction after the preliminary engineering is completed (using separate sheets as necessary), and the proposed activities and work schedule in completing the preliminary engineering:

1. The type of project;
2. The project location (using maps & text);
3. A brief history of the system, and its known or presumed deficiencies;
4. Any related compliance issues;
5. A brief description of alternatives that are being considered at the time of this application; and

6. Activities that will take place (including the process to be used to procure an engineer) and products produced.

For CIPs provide a brief description of the plan that is being proposed and the types of infrastructure that will be evaluated and planned for. The CIP must be comprehensive and should identify the current and future infrastructure needs of the jurisdiction. Include a proposed work plan and a proposed table of contents.

Required Attachments:

- Documentation showing the legal creation of the district (if a county water and/or sewer district);
- Documentation (i.e. resolution or formal letter) showing the commitment of matching funds; and
- Proposed implementation schedule (Attachment I).

ATTACHMENT I
IMPLEMENTATION SCHEDULE

| TASK | MONTH / YEAR |
|---|---------------------|
| ADVERTISEMENT FOR PROFESSIONAL SERVICES | |
| | |
| Publish RFP | |
| Select firm | |
| Execute agreement with firm | |
| MAJOR ACTIVITIES/MILESTONES (BELOW ARE EXAMPLES. PLEASE CHANGE AS NECESSARY FOR THE PROPOSED PROJECT.) *PLEASE CONTACT COMMUNITY DEVELOPMENT DIVISION STAFF FOR RELEVANT CONSTRUCTION GRANT REQUIREMENTS IF USING THE PROPOSED PROJECT FOR FUTURE TSEP AND/OR CDBG GRANTS. | |
| Review condition of existing system | |
| Determine needs of community | |
| Prepare draft PER/CIP | |
| Hold public meetings/hearings as applicable | |
| Final PER submittal to MDOC | |
| | |
| | |
| | |
| | |
| TSEP Drawdowns | |
| Submit draft report and request first drawdown of funds | |
| Submit final report and request final drawdown of funds | |

APPENDIX B

SAMPLE RESOLUTION TO AUTHORIZE SUBMISSION OF TSEP APPLICATION

Each application for TSEP Infrastructure Planning grant funds must be accompanied by a copy of a resolution formally adopted by the applicant and authorizing:

- The submission of the TSEP Infrastructure Planning grant application in compliance with the *TSEP Application Guidelines*, and
- The applicant's chief elected official or chief executive officer to act on its behalf in regard to the application and to provide such additional information as may be required, and
- Local funding commitment

The resolution must also indicate the governing body's intent to commit to any funding for the project that will be provided by the applicant. The applicant must show a commitment from other grant sources or be willing to commit by resolution that they will cover the funds from other grant sources if those other grants are not awarded.

Applicants must have the legal jurisdiction and authority to finance, operate and maintain the proposed facility and, where applicable, must have the demonstrated financial capacity to repay any debt incurred. In all cases, the applicant assumes complete responsibility for proper financial management of the TSEP funds awarded to it and compliance with all State laws and regulations. Pursuant to Section 2-7-504, MCA, all TSEP recipients must be able to demonstrate that their financial management systems meet generally accepted accounting principles before Commerce will disburse TSEP funds for a local project.

Additionally, if awarded funding, local governments must provide documentation demonstrating that requirements for procurement, insurance and other grant administration requirements have been met.

See sample resolution on next page.

Resolution No.[TBD]
Authorization to Submit TSEP Infrastructure Planning Grant Application

WHEREAS, the (Name of applicant) is applying to the Montana Department of Commerce for financial assistance from the Treasure State Endowment Program (TSEP) to (describe purpose of project);

WHEREAS, the (Name of applicant) agrees to comply with all State laws and regulations and the requirements described in the *TSEP Administrative Guidelines & Application for Infrastructure Planning Grants* specifically, and those that will be described in the *TSEP Project Administration Manual* generally;

WHEREAS the (Name of applicant) commits to provide the amount of matching funds as proposed in the TSEP application;

WHEREAS the (Name of applicant) commits to provide any funding from other grant sources listed in the application budget if not awarded by those grant sources; and

That (name of Chief Elected Official or Chief Executive Officer), (title), is authorized to submit this application to the Montana Department of Commerce, on behalf of (Name of applicant), to act on its behalf and to provide such additional information as may be required.

Signed: _____

Name: _____

Title: _____

Date: _____

Attested: _____