

**RESOLUTION TO APPLY FOR TREASURE STATE ENDOWMENT FUNDS
PRELIMINARY ENGINEERING GRANT**

RESOLUTION NO. 18-2015

WHEREAS, Fergus County is applying to the Montana Department of Commerce for financial assistance from the Treasure State Endowment Program (TSEP) for a Comprehensive Capital Improvements planning grant;

WHEREAS, Fergus County has the legal jurisdiction and authority to finance capital improvements, and authorize the creation of a Comprehensive Capital Improvements Plan;

WHEREAS, Fergus County agrees to comply with all State laws and regulations and the requirements described in the TSEP Application & Administration Guidelines for Infrastructure Planning Grants specifically, and those that will be described in the TSEP Project Administration Manual generally;

WHEREAS, Fergus County commits to provide the amount of matching funds as proposed in the TSEP application; and

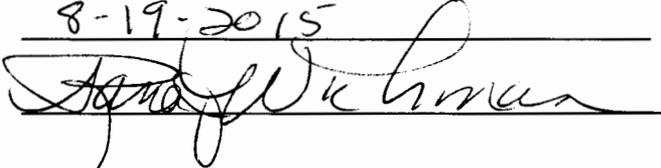
That Sandra Youngbauer, Chair of the Fergus County Commission, is authorized to submit this application to the Montana Department of Commerce, on behalf of Fergus County, to act on its behalf and to provide such additional information as may be required.

Signed: 

Name: Sandra Youngbauer

Title: Chair of Commission

Date: 8-19-2015

Attested: 

TSEP PRELIMINARY ENGINEERING GRANT APPLICATION FORM

Applicant Information:

1. Name of Applicant: Fergus County

2. Type of Governmental Entity: County
 (Incorporated Municipality, County, Tribal Government, County Water/Sewer District, Solid Waste District, Etc.)

3. Federal Tax Identification Number: 81-6001358

4. Contact Person: Name: Sandra Youngbauer

Title: Commission Chair

Name of Firm: (if applicable) _____

Street/P.O. Box: 712 W Main

City/State/Zip: Lewistown, MT 59457

Telephone/Fax Numbers: (406) 535-5116 (406) 535-9023

Email address: syoungbauer@co.fergus.mt.us

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 Grant</i>	SOURCE: Local Funds	SOURCE:	TOTAL
Professional Services	\$15,000	\$15,000		\$30,000
Other Services				

Proposed Implementation Schedule:

Estimated Start Date of Infrastructure Planning: September 14, 2015

Estimated Completion Date of Infrastructure Planning: September 30, 2016

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 1).

Proposed Project Description:

The Fergus County planning grant will be used to write a Comprehensive Capital Improvement Plan (CCIP) for Fergus County. A CCIP is a budgeting and financial tool used by local governments to establish long term needs for maintaining, improving, or building new public facilities.

Fergus County will be creating a comprehensive plan, which means they will include all infrastructure and facilities that the County is responsible for maintaining. This includes, but is not limited to, the following:

1. Public Facilities: Public buildings, schools, parks, etc.
2. Public Safety: Fire protection, law enforcement, emergency services
3. Healthcare Facilities
4. Transportation: Roads, bridges, airports
5. Economic Development

The proposed work plan for completing the CCIP includes the following:

1. Assess Fergus County Needs
 - a. Gather basic information about the County in general and its public facilities in particular, creating an inventory of existing facilities
 - b. Examine historic public project activities and budgets
 - c. Gather input on needs from county departments
 - d. Seek public participation and input
2. Prioritize Needs
 - a. Utilize Needs Assessment material and preliminary cost evaluations to review overall needs of the County
 - b. Determine method for establishing priorities
 - c. Once projects are prioritized where some may potentially be eliminated from further evaluation, provide further detailed evaluation of project priorities including but not limited to alternatives analysis, project costs, operation and maintenance costs, target dates for completion, potential impact to taxpayers, and amount of public support anticipated.

3. Evaluate Funding Options
 - a. County financial condition
 - b. Identify alternate funding options
 - c. Develop a funding strategy
4. Adopt and Implement the CCIP

Please find the proposed Table of Contents for the CCIP attached.

Required Attachments

A proposed Implementation Schedule is included as Attachment 1, as well as a draft Table of Contents for the CCIP. Documentation of the resolution by Fergus County Commissioners that shows commitment of matching funds is also attached.

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 Fergus County (Applicant), I am legally authorized to enter into an agreement with the Montana Department of Commerce if a TSEP grant is awarded. I further declare that if a TSEP grant is awarded, the grant will be used to prepare:

- 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, then the PER will follow the format that meets the requirements of the Uniform Preliminary Engineering Analysis 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 Analysis 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.

Sandra Young
Signature

August 19 2015
Date

Presiding Officer
Title

ATTACHMENT 1

PRELIMINARY ENGINEERING IMPLEMENTATION SCHEDULE

TASK	MONTH / YEAR
ADVERTISEMENT FOR ENGINEERING SERVICES	
Submit RFP to MDOC for approval	
Publish RFP	Completed May, 2015
Select engineering firm	Completed June, 2015
Execute agreement with engineering firm	Completed August, 2015
MAJOR PRELIMINARY ENGINEERING ACTIVITIES/MILESTONES	
Compile Needs Assessment Data from County Department Heads and Public Meetings	September - December 2015
Develop prioritization criteria and assist Commission with setting goals including development of cost estimates.	January - May 2016
Draft CIP for Commission Review	June - July 2016
Submit revised CIP to public for review (i.e. on line forum and public presentation.	July - August 2016
Finalize CIP and incorporate plan into budget	September 2016
TSEP DRAWDOWNS	
Submit draft report and request first drawdown of funds	July 2016
Submit final report and request final drawdown of funds	October 2016

Draft Table of Contents
Fergus County Comprehensive Capital Improvement Plan

1. Introduction
2. Capital Improvement Planning
 - a. Objectives
 - b. Planning Area and Population Description
3. CIP Development and Prioritization
 - a. Assess Needs
 - b. Identify Projects and Prioritize Needs
 - c. Evaluate Funding Options
 - d. Adopt and Implement the CCIP
4. Capital Improvement Inventories and Needs
 - a. Public Facilities: Public Buildings, Schools, Parks, Other
 - i. Description of Existing Facilities
 - ii. Summary of Needed Improvements
 - b. Public Safety: Fire Protection, Law Enforcement, Emergency Services
 - i. Description of Existing Facilities
 - ii. Summary of Needed Improvements
 - c. Healthcare Facilities
 - i. Description of Existing Facilities
 - ii. Summary of Needed Improvements
 - d. Transportation: Roads, Bridges, Airports
 - i. Description of Existing Facilities
 - ii. Summary of Needed Improvements
 - e. Economic Development
 - i. Description of Existing Facilities
 - ii. Summary of Needed Improvements
 - f. Non-prioritized Projects
 - i. Description of Existing Facilities
 - ii. Summary of Needed Improvements
5. Funding Sources
 - a. County General Funds
 - b. Grants and Loans
 - c. Bonding
 - d. Government Agencies
6. Comprehensive Capital Improvements Plan
 - a. Prioritized Projects with Costs and Dates (5-year plan)