



**AGENDA  
CITY OF LAUREL  
CITY COUNCIL WORKSHOP  
TUESDAY, FEBRUARY 18, 2020  
6:30 PM  
CITY COUNCIL CHAMBERS**

**Public Input:** *Citizens may address the Council regarding any item of City business that is not on tonight's agenda. The duration for an individual speaking under Public Input is limited to three minutes. While all comments are welcome, the Council will not take action on any item not on the agenda. If a citizen would like to speak or comment regarding an item that is on tonight's agenda, we ask that you wait until the agenda item is presented to the Council by the Mayor and the public is asked to comment by the Mayor. Once again, each speaker is limited to three minutes.*

*Be advised, if a discussion item has an upcoming public hearing, we would request members of the public to reserve your comments until the public hearing. At the public hearing, the City Council will establish an official record that will include all of your comments, testimony and written evidence. The City Council will base its decision on the record created during the public hearing. Any comments provided tonight will not be included in the record or considered by the City Council.*

**General Items**

1. Mayor's re-appointment of Linda Frickel to the LURA Advisory Board for a four-year term ending December 31, 2023.
2. Appointment of Nicole Leverenz to the Laurel Ambulance Service.

**Executive Review**

3. Resolution - A Resolution Of The City Council Authorizing The Submission Of An Application To The Montana Historic Preservation Grant Program.

**Council Issues**

4. West Railroad Discussion.

**Other Items**

**Review of Draft Council Agendas**

5. Draft Council Agenda for February 25, 2020.

**Attendance at Upcoming Council Meeting**

**Announcements**

The City makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.

**DATES TO REMEMBER**

**Item Attachment Documents:**

1. Mayor's re-appointment of Linda Frickel to the LURA Advisory Board for a four-year term ending December 31, 2023.



## CITY OF LAUREL

### BOARDS, COMMISSIONS, AND COMMITTEES

### REAPPOINTMENT FORM

Date: 12-19-19

Name of Member: Linda Fricke

I presently serve on the LURA and wish  
(Board/Commission/Committee)  
to be considered for reappointment to another term.

Signature: Linda Fricke

Date: 12-19-19

Please submit this form to: Administrative Assistant  
City of Laurel  
P.O. Box 10  
Laurel, MT 59044

**Item Attachment Documents:**

2. Appointment of Nicole Leverenz to the Laurel Ambulance Service.



**CITY OF LAUREL  
MONTANA**  
**EMERGENCY MEDICAL SERVICES**  
215 W 1<sup>ST</sup> ST  
LAUREL, MONTANA – 59044  
OFFICE: (406) 628 – 1611 | DISPATCH: (406) 628 - 8737



Hello Mayor,

I would like to recommend for hire as a volunteer EMT Nicole Leverenz. We feel she will bring a lot to the service. She is also finishing up the paramedic program at MSUB. This will give us another ALS provider to the service. Please let me know if you have any questions.

Interim EMS Director

**X**

*Levi Vandersloot*

*2-10-20*

Levi Vandersloot  
Interim EMS Director

**Item Attachment Documents:**

3. Resolution - A Resolution Of The City Council Authorizing The Submission Of An Application To The Montana Historic Preservation Grant Program.

**RESOLUTION NO. R20-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE MONTANA HISTORIC PRESERVATION GRANT PROGRAM.**

WHEREAS, the City of Laurel is applying to the Montana Department of Commerce for financial assistance from the Historic Preservation Grant Program for the rehabilitation and improvement of Riverside Park and its facilities;

WHEREAS, the City of Laurel agrees to comply with all State laws and regulations and the requirements described in the Montana Historic Preservation Grant Program Application Guidelines;

WHEREAS, the City of Laurel shall complete an environmental assessment for submittal no later than May 1<sup>st</sup>, 2020 in support of this application;

NOW THEREFORE BE IT RESOLVED, the City Council hereby authorizes the Mayor and/or Planning Director to submit a Historic Preservation Grant application to the Montana Department of Commerce on behalf of the City of Laurel, to act on its behalf, and to provide such additional information as may be required.

Introduced at a regular meeting of the City Council on February \_\_\_\_\_, 2020, by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this \_\_\_\_th day of February \_\_\_\_\_, 2020.

APPROVED by the Mayor this \_\_\_\_th day of \_\_\_\_\_, 2020.

CITY OF LAUREL

\_\_\_\_\_  
Thomas C. Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Bethany Langve, Clerk-Treasurer

Approved as to form:

\_\_\_\_\_  
Sam S. Painter, Civil City Attorney

## **APPENDIX A**

### **MHPG Application and Statutory Review Criteria**

The following section lists the six (6) statutory criteria used to score and recommend proposed projects, along with the criteria that will be considered by Commerce in evaluating each applicant's response. MHPG applicants are required to submit Section 1 of the application and include a signature of the authorized representative of the applicant. MHPG applicants are required to submit Section 2 of the application and include narrative responses that describe the relationship of their proposed MHPG project to each of the statutory criteria, except where noted otherwise. Each application will be scored based upon the extent to which the proposed project is consistent with each statutory criterion, using the point levels identified within each criterion where a score of one (1) is the lowest score possible.

Narrative responses should adequately explain the proposed project as concisely as possible; however, the applicant may use as many pages as necessary. Only information pertaining directly to the proposal and the MHPG Statutory Criteria should be included. Relevant information and associated documents that are submitted with a MHPG Program application cannot exceed 25 MB in total, except for a formal Preliminary Architectural Report, Historic Structure Assessments or similar reports.

In order to avoid unnecessary duplication, the applicant can reference other pertinent portions of the application or appendices in the narrative responses to the priorities. However, the applicant should not reference another portion of the application, such as the PAR, without including a narrative statement that provides at least a summary of what is being referenced. For example, an applicant should not simply state, "See page 4 of the Preliminary Architectural Report" as a response to a statutory criterion.

The following general definitions are applied to all non-technical ranking criteria relative to the overall quality of the applicant's response or situation and relative to the ranking criteria and applicable special requirements.

**LEVEL 5:** The applicant provides a very complete narration that thoroughly addresses the overall criterion, applicable ranking issues, and minimum requirements, including very complete substantive supporting documentation to support its claims. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered exemplary, particularly innovative, or to be extremely consistent with the intent of the ranking criterion. There are no ranking issues of any significance that were not completely addressed.

**LEVEL 4:** The applicant provides a solid narration addressing the overall criterion, applicable ranking issues, and minimum requirements, with strong documentation to support its claims. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered above average, very thorough, or to be very consistent with the intent of the ranking criterion. A "LEVEL 4" score would not reflect the level of excellence or be as consistent with the intent of the ranking criterion as a "LEVEL 5" would be. The application may not have completely addressed some ranking issues, but these were considered to be minor concerns.

**LEVEL 3:** The applicant provides an adequate narrative addressing the overall criterion, applicable ranking issues, and minimum requirements, with acceptable documentation to support its claims. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered average, adequate, or to be generally consistent with the intent of the ranking criterion. The application meets the minimum requirements for responding to the criterion and



has documented compliance with the special requirements that are pertinent to the ranking criterion; however, the application may not have adequately considered some ranking issues that may be potentially important.

LEVEL 2: The applicant provides some narration addressing the overall criterion, ranking issues, and minimum requirements, but may have provided weak or inadequate responses and/or documentation to clearly or completely support its claims or compliance with a requirement. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered below average, inadequate, or not entirely consistent with the intent of the ranking criterion. The application has not met all the minimum requirements for responding to the ranking criterion or has not complied with all the special requirements that are pertinent to the ranking criterion. The application may not have been complete or did not consider or adequately address some ranking issues that are considered to be important.

LEVEL 1: The application presents serious weaknesses in the narrative responses to the ranking criterion, ranking issues, and lack critical supporting documentation, or fails to adequately document compliance with one or more of the criterion. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered very weak, seriously inadequate or inconsistent with the intent of the ranking criterion. The application either did not address or did not provide sufficient information regarding several critical ranking issues.

## MHPG Application Section I.

1. **Applicant:** \_\_\_\_\_
2. **Property Owner (if different from applicant):** \_\_\_\_\_
3. **Authorized Representative of Applicant:** \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
4. **Primary Contact:** \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**5. Project Type:** Please select one type under the appropriate eligible project type

Historic Site: ☐ Infrastructure ☐ Maintenance ☐ Building Code Issue  
☐ Security ☐ Climate Control ☐ Fire Protection

Historical Society: ☐ Infrastructure ☐ Maintenance ☐ Building Code Issue  
☐ Security ☐ Climate Control ☐ Fire Protection

History Museum: ☐ Infrastructure ☐ Maintenance ☐ Building Code Issue  
☐ Security ☐ Climate Control ☐ Fire Protection

<b>5. Grant Funding Request Information</b> Amount Requested: \$ _____ Total Amount of Leverage: \$ _____ Total Project Cost: \$ _____			<b>6. Project Address:</b> Physical Address: City:	
<b>7. Funding Sources</b>				
Source	Type of Funds	Amount	Status of Commitment (provide documentation as applicable)	Rates and Terms (if applicable)
MT Historic Preservation Grant	Grant			


**8. Brief Description of current project and proposed solution or activity to be completed**

*a. Background and project (please provide narrative response):*

*b. Description of proposed solution (please provide narrative response):*

**9. Certification to Submit:**

**The undersigned authorized representative hereby certifies that** (a) the information set forth in this application is correct to the best of his/her knowledge; (b) s/he has received, read, and understood these guidelines and agrees to comply with all requirements; (c) the elected officials of the local government have formally authorized the submittal of this application, as applicable; (d) s/he has the authority to act on behalf of the applicant in submitting this application, and (e) agrees to comply with all applicable state or federal laws and statutes associated with carrying out the project.

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**Signature**

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**Date**

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**Printed Name and Title**

## **MHPG Application Section II.**

Applicants are required to provide narrative responses to each of the statutory criteria, unless otherwise specifically permitted.

### **STATUTORY CRITERIA - A**

**up to 150 in Possible Points**

**The degree to which a project supports economic stimulus or economic activity, including job creation and work creation for Montana contractors and service workers.**

*As applicable to the proposed project, address the following in your response:*

1. Describe how your project will have an economic impact in the following areas:
  - job creation for Montana contractors, service workers, and other related jobs;
  - local economy and;
  - increased tourism.
2. Describe how your project relates to community goals and previous or concurrent planning efforts (downtown revitalization plan, growth policy, historic preservation plan, economic development strategy, etc.).

### **STATUTORY CRITERIA - B**

**up to 200 in Possible Points**

**The degree to which the project activity can demonstrate the purpose and need. This includes the relevancy of whether the project activity provides features that establish or enhance security, climate control, or fire protection for museums or address infrastructure, maintenance, or building code issues for museums, historical societies, or historic sites.**

*As applicable to the proposed project, address the following in your response:*

1. Describe the current use and condition of the historic resource.
2. Describe the deficiency the proposed project will address and how this has impacted the historic resource. Please also explain the duration of time the deficiency has existed.
3. Describe how the proposed project will address the identified deficiency.
4. Describe how receiving MHPG funding will enable proper completion of the proposed project and enable the long-term financial stability of the resource.
5. Describe how the proposed project was selected and prioritized in relation to plans to preserve and maintain the historic resource.

**STATUTORY CRITERIA - C****up to 150 in Possible Points**

**The degree to which timing of the project can be completed without delay, including access to matching funds and approval of permits, if needed.**

*As applicable to the proposed project, address the following in your response:*

1. Describe the organization's capacity and ability to complete the proposed project in a timely manner.
2. Describe the status and availability of all matching funds needed to complete the proposed project.
3. Describe how receipt of MHPG funding will enable the ability to leverage additional funding such as grants, loans, and Historic Tax Credits.
4. Describe any potential timeline considerations that are related to permits, environmental considerations or related activities to complete the proposed project.

**STATUTORY CRITERIA - D****up to 250 in Possible Points**

**The degree to which the project activity contributes historic or heritage value related to the state of Montana.**

*As applicable to the proposed project, address the following in your response:*

1. Describe the historical context and significance of the historic resource associated with the proposed project including:
  - Heritage value related to the state of Montana;
  - the value of the resource to the local community; and
  - any relevant designations or listings.
2. Describe how the proposed project will sustain the character defining features and integrity of the historic resource.
3. Describe how the proposed project will help promote and interpret the heritage value of the historic resource.

**STATUTORY CRITERIA - E****up to 100 in Possible Points**

**The degree to which the applicant demonstrates successful track record or experience of the organization directing the project or similarly related projects.**

*As applicable to the proposed project, address the following in your response:*

1. Describe the organizational capacity and experience with similar projects of all project partners. Please identify the entity that will administer the grant.

2. Describe your organization's most recent project, specifically identifying
  - any significant barriers or impediments and how your organization overcame them;
  - any project delays;
  - any changes to the budget.
3. If available, please provide a copy of your organization's most recent audit. Please discuss if there were any unresolved audit issues.

<b>STATUTORY CRITERIA - F</b>
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<b>up to 250 in Possible Points</b>
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**The degree to which the project has ongoing economic benefit to the state as a result of project completion.**

1. Describe the ongoing economic impact of the proposed project to the local or regional area as a result of project completion.
2. Describe the ongoing economic impact of the proposed project to Montana as a result of project completion.
3. Describe if this project will enable future phases and detail how such subsequent work will provide an economic benefit as a result of project completion.
4. Please describe your long-term vision for the historic resource and explain how this project fits into organizational plans (strategic, interpretive, business, outreach, etc.).
  - a. Will this project decrease your operating costs, and, if applicable, how will those savings be reinvested?

### Sample Project Budget

Please adjust the budget rows and columns to accurately reflect the use of MHPG and matching MHPG funding that will contribute to the completion of project activities.

<b>BUDGET for:</b> _____		<b>Date:</b> _____		
(Project Title)				
	<b>SOURCE: MHPG</b>	<b>SOURCE: Match (Identify)</b>	<b>SOURCE:</b>	<b>TOTAL</b>
<b>Professional Consultant Activities</b>				
<b>Permitting</b>				
<b>Construction Costs</b>				
<b>Building Materials</b>				
<b>Other (Describe)</b>				
<b>TOTAL PROJECT BUDGET</b>	\$	\$	\$	\$

### **Sample Implementation Schedule**

Please adjust the Implementation schedule of tasks to accurately reflect the completion of project activities.

<b>TASK</b>	<b>MONTH / YEAR</b>
<b>ADVERTISEMENT FOR PROFESSIONAL SERVICES</b>	
Publish RFP	
Select firm	
Professional services Draw	
<b>MAJOR ACTIVITIES/MILESTONES</b> (BELOW ARE EXAMPLES. PLEASE CHANGE AS NECESSARY FOR THE PROPOSED PROJECT.)	
Construction bidding	
Select contractor	
Construction	
Substantial completion	
Project Closeout	
<b>Drawdowns</b>	
Submit draft report and request first drawdown of funds	
Submit final report and request final drawdown of funds	



## Environmental Overview

Montana Historic Preservation Grants are a state action subject to the Montana Environmental Policy Act (MEPA). MEPA specifies three different levels of environmental review, based on the significance of the potential impacts. The levels are: (1) exempt or excluded from MEPA review; (2) environmental assessment (EA), and (3) environmental impact statement (EIS). The following outlines the environmental review process that must be completed by the applicant for each project proposed for MHPG funding.

For detailed information on MEPA, see *A Guide to the Montana Environmental Policy Act*, or *A Citizen's Guide to Public Participation in Environmental Decision Making*, at:

<http://leg.mt.gov/css/Publications/environmental/default.asp> or  
<http://leg.mt.gov/css/services%20division/lepo/mepa/mepaforpublic.asp>

All necessary environmental review of the proposed project is recommended to be completed prior to submission of the application for grant funding. Any application received without documentation that the environmental review process has been completed, must complete the environmental review process and submit documentation to Commerce no later than May 1, 2020 or risk being determined incomplete by Commerce.

To document completion of the environmental review process the applicant must follow Appendix B on our website. Applicant must provide documentation of the completed environmental review process and include with all documentation of the public review process, including but not limited to, the public notice for and minutes of a public hearing at which the environmental review was discussed, the public comments received, and the final decision on the environmental determination made during a public meeting. In order to complete the environmental review process the applicant may need to complete Appendix B-1 and B-2.

Please refer to our website for Appendix B, B-1, and B-2 to document the environment review process, including the Environmental Review Form and the Environmental Review Checklist.  
<https://comdev.mt.gov/Programs-and-Boards/Montana-Historic-Preservation-Grant>



Community Development Division

**MONTANA HISTORIC PRESERVATION  
GRANT PROGRAM**  
**2020 Application and Guidelines for the 2023 Biennium**

**DRAFT**

**Grant Applications Due No Later Than**

**February 28, 2020**

DOCCDD@mt.gov

<https://comdev.mt.gov/Programs-and-Boards/Montana-Historic-Preservation-Grant>

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## **Appendix A**

MHPG Program Application and Statutory Questions

## **Appendix B**

Environmental Review Process

## 2020 Montana Historic Preservation Grant Application and Guidelines for the 2023 Biennium Projects

### I. Introduction

The Montana Historic Preservation Grant (MHPG) Program is a state-funded program created in 2019 as a result of Senate Bill 338 (SB 338), Sections I through I7. The MHPG Program is designed to support public or private entities with the preservation of historic sites, historical societies, or history museums through grant funding. The MHPG Program provides the opportunity to stimulate economic development, community revitalization, and statewide tourism through increased investment, job creation or retention, business expansion, and local tax base growth. Combined with such return on investment, the program supports the preservation of Montana's historic structures, sites, societies, and museums, contributing to the maintenance and demonstrating the economic impact of historical resources throughout the state. The program coordinates with wider historic preservation technical assistance available and utilizes the diversity of funds to address both the financial and preservation gaps of projects. The program funding invests in the critical point to help projects move forward, catalyzing local revitalization and economic growth.

MHPG program applications, grant application guidelines, project administration manual, other relevant information and resources are available on the Montana Department of Commerce (Commerce), Community Development Division (Division) website at <https://comdev.mt.gov/Programs-and-Boards/Montana-Historic-Preservation-Grant>. Interested persons can also e-mail MHPG program staff at [DOCCDD@mt.gov](mailto:DOCCDD@mt.gov) or call staff at (406) 841-2770 regarding any questions they may have about the MHPG Program.

Funding is made available for MHPG through the legislative process, all MHPG grants approved are dependent upon the availability of funding. In order to be considered for the 2023 biennium, the deadline for submitting a grant application for funding is February 28, 2020.

These application guidelines explain how a public or private entity can apply for MHPG funding to be considered for an award of funds through the program, and include the application and reference to the administrative requirements of the program

Alternative accessible formats of this document will be provided upon request. If you need this document in an alternative format, such as large print, Braille, audio tape, or computer diskette, please contact the Montana Department of Commerce Community Development Division at (406) 841-2770, TDD (406) 841-2702, or the Relay Services number, 711.

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.

## II. Eligible Applicants

All applicants must have the management capacity to undertake and satisfactorily complete the project applied for and assure proper management of the MHPG funds. Grant recipients must be in compliance with all applicable auditing and financial reporting requirements and have the capability to specifically assure proper tracking and recording of funds awarded.

### A. Eligible applicants for MHPG assistance include:

#### a. Person

- i. Individuals may apply through a fiscal agent, which is a 501(c)3 incorporated nonprofit tax-exempt organization and, as applicable, must submit a letter of approval from the property owner of the historical site, historical society, or history museum that would receive the benefit of the MHPG funded activity. The fiscal agent will be the recipient of the grant award and becomes the legal applicant of record, manages the disbursement of grant funds according to the Commerce reimbursement processes, and is responsible for all the requirements of the specific grant. Commerce is not able to act as a fiscal agent for an individual applying to the MHPG Program.
- ii. Individuals may apply in coordination with a local government and must submit a letter of approval from the property owner of the historical site, historical society, or history museums that would receive the benefit of the MHPG funded activity.

#### b. Association

- i. For-profit or not for profit organizations and businesses may apply directly but must submit a letter of approval from the property owner, if the property is not owned by the applicant, of the historical site, historical society, or historical museum that would receive the benefit of the MHPG funded activity.

#### c. Governing Unit: Governing Units may apply directly but must submit a letter of approval from the property owner, if the property is not owned by the applicant, of the historical site, historical society, or historical museum that would receive the benefit of the MHPG funded activity. The following governing units are eligible to apply:

- i. Incorporated city or town,
- ii. County
- iii. Consolidated government, or
- iv. Tribal government

- I. A waiver of sovereign immunity will be a provision included in the grant contract. If the project is awarded, at the time the grantee wishes to enter into a contract, the following will be required 1) a waiver containing the provisions of 90-6-709, MCA, approved and signed by the tribal government before the contract is executed of 2) a resolution approving the tribe enter into the contract that contains the provisions of 90-6-709, MCA before the contract is executed. Applicants may submit the waiver of sovereign immunity at time of application, or, if that is not possible, the waiver will be a condition of the award and will need be submitted with other start up conditions, to allow for an applicant to enter into a contract with Commerce.

### **Additional Considerations for Eligible Applicants**

Applicants should be familiar with their status of audit compliance and related financial considerations at the time of application, as applicable audit and financial compliance reports are reviewed by Commerce staff as part of the ranking process. Information related to the audit and financial status of a local government applicant is available at any time on the Department of Administration, Local Government Services website at <http://sfsd.mt.gov/LGSB>.

### **III. Eligible Projects**

Eligible applicants can apply to complete projects or activities for the preservation of historic sites, historical societies, or history museums. Preservation activities include:

- A. Internal or external “brick-and-mortar” improvements that will address infrastructure, building renovation, maintenance, or building code issues
- B. Improvements that will enhance security, climate control, or fire protection; and
- C. Projects with a total cost over \$50,000 may use up to 10% of grant funding for planning and/or grant administration costs that are directly related to the preservation activities A. and B.

Historic sites will be considered eligible if one of the below criteria is met:

- Structure or site is listed on National, State, or Local Historic Registry
- Structure or site contributes to a historic district
- A structure more than 50 years old and has documented significance to the history of a Montana community or region

### **Additional Considerations for Eligible Projects**

#### **A. Budget and Implementation**

Application budgets must be rounded to the nearest whole dollar amount.

The project scope of work should be completed in a reasonable amount of time.

Projects should demonstrate a reasonable and achievable budget and implementation schedule. Applicants will be given preference if they anticipate completion of project activities within 4 years from June 1, 2020 and can demonstrate in their application that all non-MHPG funding will be secured no later than July 1, 2021. Projects which can demonstrate economic impact within this time frame may be given a priority recommendation in the statutory criteria.

For example, a project that can demonstrate the firm commitment of non-MHPG leveraged project funds that addresses the entirety of the project or phase may be better positioned to demonstrate economic impact. Conversely, a vacant building that requires roof repair, but lacks any other components or leveraged funds, may indeed require assistance to protect a historical resource with value to Montana, but may not be positioned to be competitive in demonstrating local impact in a reasonable timeframe.

#### **B. Project scope of work**

Proposed preservation projects submitted to MHPG for funding must be comprised of “stand-alone” activities. The intent of the requirement is to preclude preliminary-type work from being funded that

would only result in a substantive improvement once additional funds were obtained, and the project can be completed.

For example, an application request to replace a roof should affirm that the foundation and other structural elements are secure and address these issues as part of the project to ensure a stabilized building. Similarly, a project to replace shingle roofing should also ensure that skip sheathing, rafters, etc. are sound.

Applicants should be aware of the conditions of a building in relation to the request for funds and prioritize activities accordingly. Applicants are not required to completely eliminate a particular type of deficiency, such as the completion of all building code issues for the entire museum facility, within the scope of the proposed project, but rather apply for a single phase of a multi-phase project.

For example, internal rehabilitation should be subsequent to roof repairs if any water damage or wall repair must take place. Similarly, a museum may prioritize upgrades to the fire protection system and address additional building code issues in future phases.

- C. Projects may include multiple activities within their scope of work, but applicants should demonstrate that items are necessary for a complete project. If there are elements of a project that Commerce does not consider to be “stand-alone,” Commerce may recommend that a “stand alone” element of the proposed project not be funded.

The MHPG Program can support a multitude of projects of varying sizes across the state. Generally, more substantive preservation activities and projects may require feasibility or planning (including but not limited to, Historic Structure Assessments or Preliminary Architectural Reports) aspects in combination with brick-and-mortar activities. Planning components may be especially helpful when projects need to determine the architectural soundness of a structure.

Applicants may include the necessary planning components of a project in the proposal. This may include architectural assessments, feasibility studies, or basic design plans. Additionally, proposals may include the expenses to conduct a nomination to list a structure on the National Register since historic preservation rehabilitation projects are best positioned for success when using the Federal and State Historic Tax Credits. Please consult with the Montana State Historic Preservation Office for guidance on the nomination process and to determine if a structure is eligible for nomination.

The following hypothetical project application examples illustrate the various potential pathways project proposals may take using the MHPG Program:

- A local history museum requires roof repairs, ADA facility upgrades, and a climate control system for exhibit storage. The museum is taking steps toward implementing a strategy that will more prominently position the organization in the region, coordinate interpretation with other history institutions, and expand visitation through local municipal partnerships. The museum has been fundraising and uses local funds as match. The application notes the requested funds will help the institution to expedite its strategic plan and allow it to address key facility needs.
- A non-profit historical society’s building is listed on the National Register of Historic Places and has minor roof repairs to maintain the structure and to prevent any further damage. The society and the community are exploring long-term funding solutions for more substantial rehabilitation. The non-profit historical society applies for a modest amount to address immediate repair needs with the intention to apply for a larger sum in a subsequent grant cycle while it identifies other resources available for the longer-term improvements. The society

includes a request for a preliminary architectural report (PAR) in the application so that future rehabilitation will be better informed with structural and financial analysis. Match comes from a combination of society funds and a small grant from a private foundation.

- A private owner of a vacant building listed on the National Register of Historic Places has been investing significant funds over the last few months into the rehabilitation of a large two-story structure using the Federal/State Historic Tax Credit. In order to maintain the historic significance of the structure, the owner intends to find materials that best match the original windows and will incur slightly more expenses than originally anticipated. The owner works with the Town to apply to request an amount that augments these extra expenses and allows for the purchase and crafting of authentic window treatments for the building.
- A private owner recently purchased a hotel building constructed 85 years ago, but not listed on the National Register of Historic Places. The owner has plans for a mixed-use renovation and works with a local non-profit to apply for funds to complete a National Register nomination and listing process, restore the boarded-up windows, and repoint brickwork. The grant has enhanced the buildings appearance and allowed the owner to leverage Historic Tax Credits to complete the rehabilitation project. The total project, once completed, will provide needed retail and housing, supporting economic vitality in the historic downtown.

#### D. Project Design Considerations

Projects should strive to adhere to the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and the related guidelines for preserving, rehabilitating, restoring, and reconstructing historic buildings, historic sites, structures, objects, and community districts. The standards address both exterior and interior historic building work and suggest consistent approaches to treatments and techniques that help maintain the integrity of historical resources. Choosing the most appropriate treatment for a building requires careful decision making about the historical significance of a building and taking into consideration other factors:

- **Level of Significance**  
National Historic Landmarks, designated for their “exceptional significance in American history,” and other properties important for their interpretive value may be candidates for Preservation or Restoration. Rehabilitation, however, is the most commonly used treatment for most historic buildings.
- **Physical Condition**  
Preservation may be appropriate if distinctive materials, features, and spaces are essentially intact and convey the building’s historical significance. If the building requires more extensive repair and replacement, or if alterations or a new addition are necessary for a new use, then Rehabilitation is probably the most appropriate treatment.
- **Proposed Use**  
Many historic buildings can be adapted for a new use or updated for a continuing use without seriously impacting their historic character. However, it may be very difficult or impossible to convert some special-use properties for new uses without major alterations, resulting in loss of historic character and even integrity.
- **Code and Other Regulations**



Regardless of the treatment, regulatory requirements must be addressed. But without a sensitive design approach such work may damage a building's historic materials and negatively impact its character. Therefore, because the ultimate use of the building determines what requirements will have to be met, some potential uses of a historic building may not be appropriate if the necessary modifications would not preserve the building's historic character. This includes adaptations to address natural hazards as well as sustainability.

For more detailed guidance, please refer to the National Park Service (NPS) website [NPS Standards & Treatment Guidelines 2017](#)

#### **IV. Eligible Funding**

The amount of eligible funding is derived from the tax collections allocated in 15-68-820(3)(b) and (4)(c) and deposited into the Historic Preservation Grant Account and further carried out according to the guidance established in SB 338. The legislature must approve and award all projects.

##### **Matching Funding Sources for MHPG Projects**

Eligible applicants may apply for funding up to \$500,000 per eligible project. Match is encouraged and may increase the competitiveness of an application, but is not required unless the applicant is a for-profit entity.

##### **A. Eligible and Ineligible Match**

1. A minimum match of 25% of the total project cost is required for all for-profit applicants. Match greater than 25% may increase the competitiveness of an application from a for-profit entity. Additionally, the Division's website has information regarding other resources that may be a better fit or complement the MHPG program.
  - a. In-kind donations are not considered eligible match.
2. In order to be eligible for a MHPG project grant, matching funds must be provided by the for-profit applicant to assist in financing the total project cost. For-profit applicants do not need to secure match before applying; however, documentation of match will be required after MHPG awards are made. Additional information as to eligible match can be found in the MHPG Project Administration Manual available on the Division's website.

##### **B. Eligible and Ineligible Reimbursable Project Expenses**

Successful applicants can begin incurring eligible project costs once awarded funds through successful legislation and may request reimbursement after meeting all start-up conditions and executing a contract with Commerce. MHPG grantees are required to adhere to various laws and requirements of the State and the program. Failure to do so could result in MHPG funds not being eligible for reimbursing project activities such as professional consultant services, building material purchases, construction, etc. Applicants that plan to commence a project before it has been approved for funding should discuss their plans with the MHPG staff to ensure that they have sufficient matching funds as required by the program and do not take any steps that could violate state law or regulations. Additional information as to eligible project expenses can be found in the MHPG Project Administration Manual available on the Division website.

## V. Application Submission

### General Requirements

To apply for a MHPG, an eligible applicant must complete the required application information listed below by February 28, 2020. One hard copy and one electronic copy of the MHPG application, any relevant information (such as photos and nominations), and associated documents (such as plans or design documents) must be postmarked or delivered to the Department of Commerce, 301 South Park Ave., PO Box 200523, Helena MT, 59620 on or before the application date listed in these guidelines. It is preferable that electronic copy of application information and associated documents be transmitted via the file transfer service at <https://transfer.mt.gov>. Applicants will need to create an account in the transfer service, upload the files and email the transfer to [DOCCDD@mt.gov](mailto:DOCCDD@mt.gov) prior to or by close of business on the application date listed in these guidelines. Please identify your upload(s) to include the name of the grantee in the file name.

Only one application per project is permitted each application cycle. Applications from multiple eligible applicants for the same project in any given application cycle are not allowed. This does not preclude an application for a subsequent phase in the next application cycle.

To apply for any of the funding approved through the legislative process, applicants must provide the following MHPG application information:

**Appendix A:** A MHPG application including responses to Statutory Criteria review criteria,

**Appendix B:** Completed Environmental Review forms that comply with the information in these guidelines. If the applicant is unable to complete this review by March 1, 2020, Commerce will accept the environmental information until May 1, 2020. If the Environmental Review is not completed and documentation of its completion has not been submitted to Commerce by May 1, 2020; the application will be considered incomplete, and;

**Associated Documents:** As applicable, relevant information and associated documents. Please note this information cannot exceed 25 MB in total, except for a formal Preliminary Architectural Report, Historic Structure Assessments or similar reports.

### Environmental Review

Montana Historic Preservation Grants are a state action subject to the Montana Environmental Policy Act (MEPA). MEPA specifies three different levels of environmental review, based on the significance of the potential impacts. The levels are: (1) exempt or excluded from MEPA review; (2) environmental assessment (EA), and (3) environmental impact statement (EIS). The following outlines the environmental review process that must be completed by the applicant for each project proposed for MHPG funding.

For detailed information on MEPA, see *A Guide to the Montana Environmental Policy Act*, or *A Citizen's Guide to Public Participation in Environmental Decision Making*,

at: <http://leg.mt.gov/css/Publications/environmental/default.asp> or  
<http://leg.mt.gov/css/services%20division/lepo/mepa/mepaforpublic.asp>

All necessary environmental review of the proposed project is recommended to be completed prior to submission of the application for grant funding. Commerce will accept applications on February 28, 2020 without a completed environmental review process documentation, as long as the applicant submits documentation of a completed environmental review process by May 1, 2020. Any application received

on February 28, 2020 without documentation that the environmental review process has been completed, must complete the environmental review process and submit documentation to Commerce no later than May 1, 2020 or risk being determined incomplete by Commerce.

To document completion of the environmental review process the applicant must provide documentation of the completed environmental review process and include with all documentation of the public review process, including but not limited to, the public notice for and minutes of a public hearing at which the environmental review was discussed, the public comments received, and the final decision on the environmental determination made during a public meeting. Please see Appendix B for a more complete discussion of the environmental review process.

## **VI. Award Process**

Commerce staff has no decision-making authority over any application. Commerce only provides recommendations to the legislature that are advisory. Commerce staff will review applications based on the extent to which the proposed project relates to each of the six (6) statutory criteria found in SB 338 and listed below. To facilitate Commerce's review, applications should be organized according to the appendix format outlined in the Application Submission section of these guidelines. The applicant may not submit any additional information after the application deadline, unless requested by Commerce staff or is part of the Environmental Review process, in order to clarify information already presented in the application.

### **SB 338 Statutory Criteria:**

- a) The degree to which the project supports economic stimulus or economic activity, including job creation and work creation for Montana contractors and service workers;
- b) The degree to which the project activity can demonstrate the purpose and need of the project. This includes whether it provides features that establish or enhance security, climate control, or fire protection for museums or address infrastructure, maintenance, or building code issues for museums, historical societies, or historic sites;
- c) The degree to which timing of the project can be completed without delay, including access to matching funds and approval of permits, if needed;
- d) The degree to which the project activity contributes historic or heritage value related to the State of Montana;
- e) The degree to which the applicant demonstrates a successful track record or experience of the organization directing the project; and,
- f) The degree to which the project's expected ongoing economic benefit to the state as a result of the project completion.

To prepare the recommendations, Commerce will review all applications in consultation with the Tourism Advisory Council (TAC) and the State Historic Preservation Office (SHPO), before they are submitted to the legislature, as indicated below. Commerce may allow outside technical review of applications by other public or private agencies or professionals when deemed necessary to assure adequate review. Commerce may take additional information into account based upon Commerce's or other agency's knowledge about a proposed project or community in the scoring of an application.

Commerce will prepare its recommendations, present them to the legislature by the 15<sup>th</sup> day of the regular legislative session. The legislature will make the funding decisions.

Consultation with the TAC and SHPO will include the following steps:

1. An initial list of applications will be provided to both TAC and SHPO, as well as being posted on the Division's website
2. Electronic access to the applications submitted for MHPG funding will be provided to TAC and SHPO
3. Commerce will review all the applications in consultation with TAC and SHPO, after which, Commerce will make recommendations to the legislature on each proposal submitted to the Department.
4. Any consultation information will be included with the Commerce Recommendation Report that will be made available online and/or provided to the Legislative Appropriations Committee, no later than the 15<sup>th</sup> day of the regular legislative session.

## **VII. Project Administration**

Please see the Project Administration Manual on the Division website for information on how to administer a MHPG project. Projects must be completed in accordance with the applicable rules or the grantee risks losing the grant.

### **Changes to an Awarded Project**

Commerce cannot approve amendments to the scope of work or budget affecting priority activities or improvements that would materially alter the intent and circumstances under which the application was originally recommended by Commerce and approved through the legislative process. Significant changes to the scope of work or budget could jeopardize the continued funding of the project using MHPG funds if Commerce determines that the proposed amendments could “materially alter the intent and circumstances” under which the project was originally approved. Grantees that request a modification that significantly affects the scope of work or budget for an awarded MHPG eligible project, that is already under contract, must have their proposed modification presented to the Legislature for its approval at the next regular legislative session.

## **APPENDIX A**

### **MHPG Application and Statutory Review Criteria**

The following section lists the six (6) statutory criteria used to score and recommend proposed projects, along with the criteria that will be considered by Commerce in evaluating each applicant's response. MHPG applicants are required to submit Section 1 of the application and include a signature of the authorized representative of the applicant. MHPG applicants are required to submit Section 2 of the application and include narrative responses that describe the relationship of their proposed MHPG project to each of the statutory criteria, except where noted otherwise. Each application will be scored based upon the extent to which the proposed project is consistent with each statutory criterion, using the point levels identified within each criterion where a score of one (1) is the lowest score possible.

Narrative responses should adequately explain the proposed project as concisely as possible; however, the applicant may use as many pages as necessary. Only information pertaining directly to the proposal and the MHPG Statutory Criteria should be included. Relevant information and associated documents that are submitted with a MHPG Program application cannot exceed 25 MB in total, except for a formal Preliminary Architectural Report, Historic Structure Assessments or similar reports.

In order to avoid unnecessary duplication, the applicant can reference other pertinent portions of the application or appendices in the narrative responses to the priorities. However, the applicant should not reference another portion of the application, such as the PAR, without including a narrative statement that provides at least a summary of what is being referenced. For example, an applicant should not simply state, "See page 4 of the Preliminary Architectural Report" as a response to a statutory criterion.

The following general definitions are applied to all non-technical ranking criteria relative to the overall quality of the applicant's response or situation and relative to the ranking criteria and applicable special requirements.

**LEVEL 5:** The applicant provides a very complete narration that thoroughly addresses the overall criterion, applicable ranking issues, and minimum requirements, including very complete substantive supporting documentation to support its claims. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered exemplary, particularly innovative, or to be extremely consistent with the intent of the ranking criterion. There are no ranking issues of any significance that were not completely addressed.

**LEVEL 4:** The applicant provides a solid narration addressing the overall criterion, applicable ranking issues, and minimum requirements, with strong documentation to support its claims. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered above average, very thorough, or to be very consistent with the intent of the ranking criterion. A "LEVEL 4" score would not reflect the level of excellence or be as consistent with the intent of the ranking criterion as a "LEVEL 5" would be. The application may not have completely addressed some ranking issues, but these were considered to be minor concerns.

**LEVEL 3:** The applicant provides an adequate narrative addressing the overall criterion, applicable ranking issues, and minimum requirements, with acceptable documentation to support its claims. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered average, adequate, or to be generally consistent with the intent of the ranking criterion. The application meets the minimum requirements for responding to the criterion and

has documented compliance with the special requirements that are pertinent to the ranking criterion; however, the application may not have adequately considered some ranking issues that may be potentially important.

**LEVEL 2:** The applicant provides some narration addressing the overall criterion, ranking issues, and minimum requirements, but may have provided weak or inadequate responses and/or documentation to clearly or completely support its claims or compliance with a requirement. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered below average, inadequate, or not entirely consistent with the intent of the ranking criterion. The application has not met all the minimum requirements for responding to the ranking criterion or has not complied with all the special requirements that are pertinent to the ranking criterion. The application may not have been complete or did not consider or adequately address some ranking issues that are considered to be important.

**LEVEL 1:** The application presents serious weaknesses in the narrative responses to the ranking criterion, ranking issues, and lack critical supporting documentation, or fails to adequately document compliance with one or more of the criterion. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered very weak, seriously inadequate or inconsistent with the intent of the ranking criterion. The application either did not address or did not provide sufficient information regarding several critical ranking issues.

## MHPG Application Section I.

1. **Applicant:** \_\_\_\_\_
2. **Property Owner (if different from applicant):** \_\_\_\_\_
3. **Authorized Representative of Applicant:** \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
4. **Primary Contact:** \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**5. Project Type:** Please select one type under the appropriate eligible project type

Historic Site: ☐ Infrastructure ☐ Maintenance ☐ Building Code Issue  
☐ Security ☐ Climate Control ☐ Fire Protection

Historical Society: ☐ Infrastructure ☐ Maintenance ☐ Building Code Issue  
☐ Security ☐ Climate Control ☐ Fire Protection

History Museum: ☐ Infrastructure ☐ Maintenance ☐ Building Code Issue  
☐ Security ☐ Climate Control ☐ Fire Protection

<b>5. Grant Funding Request Information</b> Amount Requested: \$ _____ Total Amount of Leverage: \$ _____ Total Project Cost: \$ _____			<b>6. Project Address:</b> Physical Address: _____ City: _____	
<b>7. Funding Sources</b>				
Source	Type of Funds	Amount	Status of Commitment (provide documentation as applicable)	Rates and Terms (if applicable)
MT Historic Preservation Grant	Grant			


**8. Brief Description of current project and proposed solution or activity to be completed**

*a. Background and project (please provide narrative response):*

*b. Description of proposed solution (please provide narrative response):*

**9. Certification to Submit:**

**The undersigned authorized representative hereby certifies that** (a) the information set forth in this application is correct to the best of his/her knowledge; (b) s/he has received, read, and understood these guidelines and agrees to comply with all requirements; (c) the elected officials of the local government have formally authorized the submittal of this application, as applicable; (d) s/he has the authority to act on behalf of the applicant in submitting this application, and (e) agrees to comply with all applicable state or federal laws and statutes associated with carrying out the project.

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**Signature**

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**Date**

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**Printed Name and Title**



## MHPG Application Section II.

Applicants are required to provide narrative responses to each of the statutory criteria, unless otherwise specifically permitted.

### **STATUTORY CRITERIA - A**

**up to 250 in Possible Points**

**The degree to which a project supports economic stimulus or economic activity, including job creation and work creation for Montana contractors and service workers.**

*As applicable to the proposed project, address the following in your response:*

1. Describe how your project will have an economic impact in the following areas:
  - job creation for Montana contractors, service workers, and other related jobs;
  - local economy and;
  - increased tourism.
2. Describe how your project relates to community goals and previous or concurrent planning efforts (downtown revitalization plan, growth policy, historic preservation plan, economic development strategy, etc.).

### **STATUTORY CRITERIA - B**

**up to 200 in Possible Points**

**The degree to which the project activity can demonstrate the purpose and need. This includes the relevancy of whether the project activity provides features that establish or enhance security, climate control, or fire protection for museums or address infrastructure, maintenance, or building code issues for museums, historical societies, or historic sites.**

*As applicable to the proposed project, address the following in your response:*

1. Describe the current use and condition of the historic resource.
2. Describe the deficiency the proposed project will address and how this has impacted the historic resource. Please also explain the duration of time the deficiency has existed.
3. Describe how the proposed project will address the identified deficiency.
4. Describe how receiving MHPG funding will enable proper completion of the proposed project and enable the long-term financial stability of the resource.
5. Describe how the proposed project was selected and prioritized in relation to plans to preserve and maintain the historic resource.

**STATUTORY CRITERIA - C****up to 150 in Possible Points**

**The degree to which timing of the project can be completed without delay, including access to matching funds and approval of permits, if needed.**

*As applicable to the proposed project, address the following in your response:*

1. Describe the organization's capacity and ability to complete the proposed project in a timely manner.
2. Describe the status and availability of all matching funds needed to complete the proposed project.
3. Describe how receipt of MHPG funding will enable the ability to leverage additional funding such as grants, loans, and Historic Tax Credits.
4. Describe any potential timeline considerations that are related to permits, environmental considerations or related activities to complete the proposed project.

**STATUTORY CRITERIA - D****up to 250 in Possible Points**

**The degree to which the project activity contributes historic or heritage value related to the state of Montana.**

*As applicable to the proposed project, address the following in your response:*

1. Describe the historical context and significance of the historic resource associated with the proposed project including:
  - Heritage value related to the state of Montana;
  - the value of the resource to the local community; and
  - any relevant designations or listings.
2. Describe how the proposed project will sustain the character defining features and integrity of the historic resource.
3. Describe how the proposed project will help promote and interpret the heritage value of the historic resource.

**STATUTORY CRITERIA - E****up to 100 in Possible Points**

**The degree to which the applicant demonstrates successful track record or experience of the organization directing the project or similarly related projects.**

*As applicable to the proposed project, address the following in your response:*

1. Describe the organizational capacity and experience with similar projects of all project partners. Please identify the entity that will administer the grant.

2. Describe your organization's most recent project, specifically identifying
  - any significant barriers or impediments and how your organization overcame them;
  - any project delays;
  - any changes to the budget.
3. Please provide a copy of your organization's most recent audit. Please discuss if there were any unresolved audit issues.

<b>STATUTORY CRITERIA - F</b>
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<b>up to 150 in Possible Points</b>
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**The degree to which the project has ongoing economic benefit to the state as a result of project completion.**

1. Describe the ongoing economic impact of the proposed project to the local or regional area as a result of project completion.
2. Describe the ongoing economic impact of the proposed project to Montana as a result of project completion.
3. Describe if this project will enable future phases and detail how such subsequent work will provide an economic benefit as a result of project completion.
4. Please describe your long-term vision for the historic resource and explain how this project fits into organizational plans (strategic, interpretive, business, outreach, etc.).
  - a. Will this project decrease your operating costs, and, if applicable, how will those savings be reinvested?

### **Sample Project Budget**

Please adjust the budget rows and columns to accurately reflect the use of MHPG and matching MHPG funding that will contribute to the completion of project activities.

<b>BUDGET for:</b> _____		<b>Date:</b> _____		
(Project Title)				
	<b>SOURCE: MHPG</b>	<b>SOURCE: Match (Identify)</b>	<b>SOURCE:</b>	<b>TOTAL</b>
<b>Professional Consultant Activities</b>				
<b>Permitting</b>				
<b>Construction Costs</b>				
<b>Building Materials</b>				
<b>Other (Describe)</b>				
<b>TOTAL PROJECT BUDGET</b>	\$	\$	\$	\$

### **Sample Implementation Schedule**

Please adjust the Implementation schedule of tasks to accurately reflect the completion of project activities.

<b>TASK</b>	<b>MONTH / YEAR</b>
<b>ADVERTISEMENT FOR PROFESSIONAL SERVICES</b>	
Publish RFP	
Select firm	
Professional services Draw	
<b>MAJOR ACTIVITIES/MILESTONES</b> (BELOW ARE EXAMPLES. PLEASE CHANGE AS NECESSARY FOR THE PROPOSED PROJECT.)	
Construction bidding	
Select contractor	
Construction	
Substantial completion	
Project Closeout	
<b>Drawdowns</b>	
Submit draft report and request first drawdown of funds	
Submit final report and request final drawdown of funds	

## Environmental Overview

Montana Historic Preservation Grants are a state action subject to the Montana Environmental Policy Act (MEPA). MEPA specifies three different levels of environmental review, based on the significance of the potential impacts. The levels are: (1) exempt or excluded from MEPA review; (2) environmental assessment (EA), and (3) environmental impact statement (EIS). The following outlines the environmental review process that must be completed by the applicant for each project proposed for MHPG funding.

For detailed information on MEPA, see *A Guide to the Montana Environmental Policy Act*, or *A Citizen's Guide to Public Participation in Environmental Decision Making*, at:

<http://leg.mt.gov/css/Publications/environmental/default.asp> or  
<http://leg.mt.gov/css/services%20division/lepo/mepa/mepaforpublic.asp>

All necessary environmental review of the proposed project is recommended to be completed prior to submission of the application for grant funding. Any application received without documentation that the environmental review process has been completed, must complete the environmental review process and submit documentation to Commerce no later than May 1, 2020 or risk being determined incomplete by Commerce.

To document completion of the environmental review process the applicant must follow Appendix B on our website. Applicant must provide documentation of the completed environmental review process and include with all documentation of the public review process, including but not limited to, the public notice for and minutes of a public hearing at which the environmental review was discussed, the public comments received, and the final decision on the environmental determination made during a public meeting. In order to complete the environmental review process the applicant may need to complete Appendix B-1 and B-2.

Please refer to our website for Appendix B, B-1, and B-2 to document the environment review process, including the Environmental Review Form and the Environmental Review Checklist.  
<https://comdev.mt.gov/Programs-and-Boards/Montana-Historic-Preservation-Grant>

## Appendix B

Montana Historic Preservation Grants are a state action subject to the Montana Environmental Policy Act (MEPA). MEPA specifies three different levels of environmental review, based on the significance of the potential impacts. The levels are: (1) exempt or excluded from MEPA review; (2) environmental assessment (EA), and (3) environmental impact statement (EIS). The following outlines the environmental review process that must be completed by the applicant for each project proposed for MHPG funding.

For detailed information on MEPA, see *A Guide to the Montana Environmental Policy Act*, or *A Citizen's Guide to Public Participation in Environmental Decision Making*, at:

<http://leg.mt.gov/css/Publications/environmental/default.asp> or  
<http://leg.mt.gov/css/services%20division/lepo/mepa/mepaforpublic.asp>

All necessary environmental review of the proposed project is recommended to be completed prior to submission of the application for grant funding. Any application received without documentation that the environmental review process has been completed, must complete the environmental review process and submit documentation to Commerce no later than May 1, 2020 or risk being determined incomplete by Commerce.

To document completion of the environmental review process the applicant must provide documentation of the completed environmental review process and include with all documentation of the public review process, including but not limited to, the public notice for and minutes of a public hearing at which the environmental review was discussed, the public comments received, and the final decision on the environmental determination made during a public meeting.

### Statutory or Categorical Exemptions

Certain actions are exempt from MEPA review, either because they have been specifically exempted by the statute or, because of their special nature, do not normally have a significant effect on the environment. The following types of actions are statutorily exempt from MEPA review under ARM 8.2.304(5):

- Administrative actions (routine clerical or similar functions, including but not limited to administrative procurement, contracts for consulting services, or personnel actions);
- Minor repairs, operations, and maintenance of existing equipment or facilities;
- Investigation and enforcement; data collection activities; inspection of facilities or enforcement of environmental standards;
- Ministerial actions (in which the agency exercises no discretion and rather acts upon a given state of facts in a prescribed manner);
- Actions that are primarily social or economic in nature and that do not otherwise affect the human environment;

The following types of actions are categorically exempted from MEPA review under ARM 8.2.328(2):

- Projects that will be partially funded by, or for which the applicant must obtain a permit from, a state or federal agency which, by reason of its funding or permitting function, has primary responsibility to consider the environmental impacts of the project under MEPA or the National Environmental Policy Act;
- Activities which do not involve or lead directly to construction, such as planning studies, scientific

research and analysis, surveys, or engineering;

- Projects primarily involving the acquisition of capital equipment;
- Projects that involve only minor repairs or rehabilitation to an existing facility, including functional replacement of an existing facility or facility components;
- Projects where the footprint of the proposed structures, pipelines, or other infrastructure would be substantially unchanged from existing conditions, and there is no increase in the population served by the facility; or
- Emergency repairs, reconstruction, restoration, retrofitting, or replacement of an existing facility that is in operation or under construction when damaged and the action:
  - (i) occurs within the existing facility footprint and in a manner that substantially conforms to the preexisting design, function, and location as the original (which may include upgrades to meet existing codes and standards as well as upgrades warranted to address conditions that have changed since the original construction); and
  - (ii) is commenced within six months after the date of the emergency.

If the proposed project qualifies for an exemption, then the applicant should submit documentation that the environmental process (including public review process) is complete and the applicant has formally approved its determination that the project qualifies for an exemption. Applicants must submit relevant documentation and the Environmental Review Form (Appendix B-1) to Commerce. An exemption may not be appropriate if significant public controversy exists over the project's potential effect on the quality of the human environment; the proposed project shows some potential for causing a significant effect on the quality of the human environment; or the project might possibly affect sensitive environmental or cultural resource areas or endangered or threatened species and their critical habitats.

### **Environmental Assessment (EA)**

An EA is a written analysis of a proposed action to determine whether an EIS is required or is needed to serve one or more of the other purposes described in ARM 8.2.304(2). Normally, a thoroughly completed Environmental Checklist and responses to the six questions contained in the Environmental Review Form (see below) will suffice as the draft EA for public review and comment, and may then be revised as necessary to constitute the final EA. Anyone authorized to perform work on behalf of the applicant may prepare the draft EA, using all available information and evidence. The applicant's authorized representative must sign the draft EA, and the final environmental determination must be made by the applicant's representatives or board. Preparation of an EA ensures the fullest appropriate opportunity for public review and comment on a proposed action, including alternatives and planned mitigation, and examines and documents the effects of a proposed action on the quality of the human environment. The EA also allows the project proponent to determine the need to prepare an EIS through an initial evaluation and determination of the significance of impacts associated with a proposed action.

In addition, an applicant may prepare an EA whenever the proposed action is one that might normally require an EIS, but the significant effects of the project appear to be mitigated below the level of significance through design, enforceable controls, and/or conditions imposed by the agency or other government agencies. For an EA to suffice in this instance, the applicant must determine that all of the impacts of the proposed action have been accurately identified, that they will be mitigated below the level of significance, and that no significant impact is likely to occur. The applicant may not consider compensation for purposes of determining that impacts have been mitigated below the level of significance.



An EA is a public document and may be inspected upon request. Any person may obtain a copy of an EA by making a request to the applicant. **The applicant shall submit a copy of each completed EA (Appendix B-2), Environmental Review Form (Appendix B-1) and related documentation to Commerce as a part of the grant application.** The applicant is responsible for providing public review of an EA as necessary to match the complexity and seriousness of environmental issues associated with a proposed action and the level of public interest in the action. Methods of accomplishing public review include publishing a news release or legal notice to announce the availability of an EA, summarizing its content and soliciting public comment; holding public meetings or hearings; maintaining mailing lists of persons interested in a particular action or type of action and notifying them of the availability of EAs on such actions; and distributing copies of EAs for review and comment. Where an action is one that normally requires an EIS, but effects that otherwise might be deemed significant are mitigated in the project proposal or by controls imposed by the applicant, public involvement must include the opportunity for public comment, a public meeting or hearing, and adequate notice. The applicant is responsible for determining appropriate methods to ensure adequate public review on a case-by-case basis.

The applicant shall consider all substantive comments received in response to a draft EA and decide, at a public meeting, that either:

1. that an EIS is necessary;
2. that the EA did not adequately reflect the issues raised by the proposed action and must be revised; or
3. that an EIS is not necessary, and make a final decision on the proposed action (executing the contract with Commerce to receive Montana Historic Preservation Grant Program funds for the grantee's project).

**The applicant must provide a copy of the Final EA (Appendix B-2) to Commerce with documentation of public review, opportunity for public comment, a final decision on the EA at a public meeting, and the Environmental Review Form (Appendix B-1).**

Any time the applicant proposes substantial changes to the project affecting the original EA, the grant recipient must repeat its environmental review for the revisions to the project, assuring the environmental impacts of the revised project are adequately identified, addressed by the grantee, and any necessary public review provided. When completed, the applicant must follow the original process and again provide environmental documents to Commerce.

## **Environmental Impact Statement (EIS)**

An EIS is required whenever an EA indicates that an EIS is necessary, or an applicant proposes an action that may significantly affect the quality of the human environment (a “major action”).

MEPA and Commerce’s rules require that a draft EIS circulated for public review must contain all of the following:

1. a description of the proposed action, including its purpose and benefits;
2. a listing of any state, local, or federal agencies that have overlapping or additional jurisdiction and a description of their responsibility for the proposed action;
3. a description of the current environmental conditions in the area affected by the proposed action or alternatives, including maps and charts, whenever appropriate;
4. a description of the impacts on the quality of the human environment of the proposed action, including: direct, indirect, and cumulative impacts; potential growth-inducing or growth-inhibiting impacts; irreversible and irretrievable commitments of environmental resources, including land, air, water and energy; economic and environmental benefits and costs of the proposed action; and the relationship between local short-term uses of man's environment and the effect on maintenance and enhancement of the long-term productivity of the environment;
5. an analysis of reasonable alternatives to the proposed action, including the alternative of no action and other reasonable alternatives that may or may not be within the jurisdiction of the agency to implement, if any;
6. a discussion of mitigation, stipulations, or other controls committed to and enforceable by the applicant or other government agency;
7. a discussion of any compensation related to impacts stemming from the proposed action;
8. an explanation of the tradeoffs among the reasonable alternatives;
9. the applicant’s preferred alternative on the proposed action, if any, and its reasons for the preference;
10. a section on consultation and preparation of the EIS that includes the names of those individuals or groups responsible for preparing the EIS; a listing of other agencies, groups, or individuals who were contacted or contributed information; and a summary list of source materials used in the preparation of the draft EIS;

11. a summary of the draft EIS; and

12. other sections that may be required by other statutes in a comprehensive evaluation of the proposed action, or by the National Environmental Policy Act or other federal statutes governing a cooperating federal agency.

Following preparation of a draft EIS, the applicant must distribute copies to the Governor; Commerce; the Environmental Quality Council; appropriate state and federal agencies; and all persons who have requested copies. The applicant must allow 30 days for public comment on the EIS, which may be extended an additional 30 days at the discretion of the applicant or upon application of any person for good cause. When preparing a joint EIS with a federal agency or agencies, the applicant may also extend this period in accordance with time periods specified in regulations that implement the National Environmental Policy Act.

After the time for public comment and review has expired, the applicant must prepare a Final EIS for approval at a public meeting, which must also contain:

1. a summary of major conclusions and supporting information from the draft EIS and the responses to substantive comments received on the draft EIS, stating specifically where such conclusions and information were changed from those which appeared in the draft;
2. a list of all sources of written and oral comments on the draft EIS, including those obtained at public hearings, and, unless impractical, the text of comments received by the applicant (in all cases, a representative sample of comments must be included);
3. the applicant responses to substantive comments, including an evaluation of the comments received and disposition of the issues involved;
4. data, information, and explanations obtained subsequent to circulation of the draft; and
5. the applicant recommendation, preferred alternative, or proposed decision together with an explanation of the reasons.

The applicant must distribute copies of the Final EIS to the Governor; Commerce; the Environmental Quality Council; appropriate state and federal agencies; all persons who submitted comments on or received a copy of the draft EIS; and all other members of the public upon request.

The applicant may not make a final decision on the proposed action being evaluated in a Final EIS (executing the contract with Commerce to receive Montana Historic Preservation Grant Program funds for the grantee's project) until 15 days from the date of transmittal of the Final EIS to the Governor and Environmental Quality Council. Until the applicant reaches its final decision on the proposed action, no action concerning the proposal may be taken that would have an adverse environmental impact or limit the applicant's choice of reasonable alternatives, including the no-action alternative.

Any time the applicant proposes substantial changes to the project affecting the original EIS, the applicant must repeat its environmental review for the revisions to the project, assuring the environmental impacts of the revised project are adequately identified, addressed by the grantee, and any necessary public review provided. When completed, the applicant must follow the original process and again provide environmental documents to Commerce.

### **Additional Environmental Considerations**

MHPG applicants are responsible for compliance with all applicable state environmental requirements. Some of the other state environmental requirements that *may* apply to Montana Historic Preservation Grant Program projects include:

- ☐ Stream Protection Act, Title 87, Chapter 5, Part 5, MCA
- ☐ Montana Solid Waste Management Act, Title 75, Chapter 10, Part 2, MCA
- ☐ Clean Air Act of Montana, Title 75, Chapter 2, MCA
- ☐ Water Quality Act, Title 75, Chapter 5, MCA
- ☐ Public Water Supplies, Distribution and Treatment, Title 75, Chapter 6, MCA
- ☐ Floodplain and Floodway Management, Title 76, Chapter 5, MCA
- ☐ The Montana State Antiquities Act, Title 22, Chapter 3, MCA
- ☐ The Montana Sage Grouse Habitat Conservation Program and Conservation Strategy, Executive Orders 10-2014 and 12-2015 and Chapter 445, Laws 2015 (SB 261) <https://sagegrouse.mt.gov/>

Some of the environmental permits that may be required on your project from other state agencies include the following:

- ☐ Asbestos Control Program – contact the Department of Environmental Quality (DEQ).
- ☐ Montana Stream Protection Act (SPA 124 Permit) – contact the Montana Department of Fish, Wildlife and Parks at 444-2449.
- ☐ Montana Floodplain and Floodway Management Act (Floodplain Development Permit) – contact the Montana Department of Natural Resources and Conservation at 444-0860 or the local floodplain

administrator.

- ☐ Federal Clean Water Act (404 Permit) – contact the U.S. Army Corps of Engineers in Helena at 441-1375.
- ☐ Short-Term Water Quality Standard for Turbidity (318 Authorization) – contact the Montana Department of Environmental Quality at 444-3080.
- ☐ Montana Water Use Act (Water Right Permit and Change Authorization) – contact the Montana Department of Natural Resources and Conservation at 444-6667 or the local DNRC Water Resources Regional Office. A useful website regarding water rights can be found at [http://www.dnrc.mt.gov/wrd/water\\_rts/default.asp](http://www.dnrc.mt.gov/wrd/water_rts/default.asp).
- ☐ Stormwater Discharge General Permits and/or Montana Pollutant Discharge Elimination System (MPDES Permit) – contact the Montana Department of Environmental Quality at 444-3080.
- ☐ Please check the DNRC website for a copy of “A Guide to Stream Permitting in Montana.” Their web address is [http://dnrc.mt.gov/permits/stream\\_permitting/default.asp](http://dnrc.mt.gov/permits/stream_permitting/default.asp).
- ☐ Cultural Resource Survey – You may need to perform a cultural resource survey for your project. The State Historic Preservation Office (SHPO) can be reached at 444-7715 for more information. There is guidance for consulting with SHPO at <http://mhs.mt.gov/shpo/archaeology/consultingwith.asp>.

**Appendix B-I  
Environmental Review Form**

**On a separate piece of paper, please answer the following as they apply to your proposed project:**

1. **Alternatives:** Describe reasonable alternatives to the project.
2. **Mitigation:** Identify any enforceable measures necessary to reduce any impacts to an insignificant level.
3. **Is an EA or Environmental Impact Statement (EIS) required?** Describe whether or not an EA or EIS is required and explain in detail why or why not.
4. **Public Involvement:** Describe the process followed to involve the public in the proposed project and its potential environmental impacts. Identify the public meetings -- where and when -- the project was considered and discussed, and when the applicant approved the final environmental assessment.
5. **Person(s) Responsible for Preparing:** Identify the person(s) responsible for preparation of this checklist.
6. **Other Agencies:** List any state, local, or federal agencies that have over-lapping or additional jurisdiction or environmental review responsibility for the proposed action and the permits, licenses, and other authorizations required; and list any agencies or groups that were contacted or contributed information to this Environmental Assessment (EA).

\_\_\_\_\_  
(1) Authorized Representative, Title

\_\_\_\_\_  
Date  
(Name of) Organization/Governmental Unit

\_\_\_\_\_  
(2) Authorized Representative

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

\* If an authorized representative (1) completes the checklist and this form, a chief elected official (2) must also sign authorizing acceptance of the review process. Explanation or statement of how/why that representative was authorized should also be included.

## Appendix B-2 Environmental Review Checklist

The applicant must include a completed Environmental Review Checklist and Environmental Review Form, if the appropriate environmental level is determined, with MHPG application materials.

<b>NAME OF PROJECT:</b>	
<b>PROPOSED ACTION:</b>	
<b>LOCATION:</b>	_____, Montana

<b>Key Letter:</b>		
<b>N:</b> No Impact; <b>B:</b> Potentially Beneficial; <b>A:</b> Potentially Adverse; <b>P:</b> Approval/Permits Required; <b>M:</b> Mitigation Required		
<b>PHYSICAL ENVIRONMENT</b>		
Key	1	Soil Suitability, Topographic and/or Geologic Constraints (e.g., soil slump, steep slopes, subsidence, seismic activity)
		<i>Response and source of information:</i>
Key	2	Hazardous Facilities (e.g., power lines, hazardous waste sites, acceptable distance from explosive and flammable hazards including chemical/petrochemical storage tanks, underground fuel storage tanks, and related facilities such as natural gas storage facilities & propane storage tanks)
		<i>Response and source of information:</i>
Key	3	Effects of Project on Surrounding Air Quality or Any Kind of Effects of Existing Air Quality on Project (e.g., dust, odors, emissions)
		<i>Response and source of information:</i>
Key	4	Groundwater Resources & Aquifers (e.g., quantity, quality, distribution, depth to groundwater, sole source aquifers)
		<i>Response and source of information:</i>

<b>Key Letter:</b>		
<b>N:</b> No Impact; <b>B:</b> Potentially Beneficial; <b>A:</b> Potentially Adverse; <b>P:</b> Approval/Permits Required; <b>M:</b> Mitigation Required		
Key	5	Surface Water/Water Quality, Quantity & Distribution (e.g., streams, lakes, storm runoff, irrigation systems, canals)
		<i>Response and source of information:</i>
Key	6	Floodplains & Floodplain Management (Identify any floodplains within one mile of the boundary of the project.)
		<i>Response and source of information:</i>
Key	7	Wetlands Protection (Identify any wetlands within one mile of the boundary of the project.)
		<i>Response and source of information:</i>
Key	8	Agricultural Lands, Production, & Farmland Protection (e.g., grazing, forestry, cropland, prime or unique agricultural lands) (Identify any prime or important farm ground or forest lands within one mile of the boundary of the project.)
		<i>Response and source of information:</i>
Key	9	Vegetation & Wildlife Species & Habitats, including Fish and Sage Grouse (e.g., terrestrial, avian and aquatic life and habitats)
		<i>Response and source of information:</i>



<b>Key Letter:</b>		
<b>N:</b> No Impact; <b>B:</b> Potentially Beneficial; <b>A:</b> Potentially Adverse; <b>P:</b> Approval/Permits Required; <b>M:</b> Mitigation Required		
Key	10	Unique, Endangered, Fragile, or Limited Environmental Resources, Including Endangered Species (e.g., plants, fish, sage grouse or wildlife)
		<i>Response and source of information:</i>
Key	11	Unique Natural Features (e.g., geologic features)
		<i>Response and source of information:</i>
Key	12	Access to, and Quality of, Recreational & Wilderness Activities, Public Lands and Waterways, and Public Open Space
		<i>Response and source of information:</i>
<b>HUMAN ENVIRONMENT</b>		
Key	1	Visual Quality – Coherence, Diversity, Compatibility of Use and Scale, Aesthetics
		<i>Response and source of information:</i>
Key	2	Nuisances (e.g., glare, fumes)
		<i>Response and source of information:</i>

<b>Key Letter:</b>		
<b>N:</b> No Impact; <b>B:</b> Potentially Beneficial; <b>A:</b> Potentially Adverse; <b>P:</b> Approval/Permits Required; <b>M:</b> Mitigation Required		
Key	3	Noise -- suitable separation between noise sensitive activities (such as residential areas) and major noise sources (aircraft, highways & railroads)
		<i>Response and source of information:</i>
Key	4	Historic Properties, Cultural, and Archaeological Resources
		<i>Response and source of information:</i>
Key	5	Changes in Demographic (population) Characteristics (e.g., quantity, distribution, density)
		<i>Response and source of information:</i>
Key	6	General Housing Conditions - Quality, Quantity, Affordability
		<i>Response and source of information:</i>
Key	7	Displacement or Relocation of Businesses or Residents
		<i>Response and source of information:</i>

<b>Key Letter:</b>		
<b>N:</b> No Impact; <b>B:</b> Potentially Beneficial; <b>A:</b> Potentially Adverse; <b>P:</b> Approval/Permits Required; <b>M:</b> Mitigation Required		
Key	8	Public Health and Safety
		<i>Response and source of information:</i>
Key	9	Lead Based Paint and/or Asbestos
		<i>Response and source of information:</i>
Key	10	Local Employment & Income Patterns - Quantity and Distribution of Employment, Economic Impact
		<i>Response and source of information:</i>
Key	11	Local & State Tax Base & Revenues
		<i>Response and source of information:</i>
Key	12	Educational Facilities - Schools, Colleges, Universities
		<i>Response and source of information:</i>
Key	13	Commercial and Industrial Facilities - Production & Activity, Growth or Decline.
		<i>Response and source of information:</i>
Key	14	Health Care – Medical Services

<b>Key Letter:</b>		
<b>N:</b> No Impact; <b>B:</b> Potentially Beneficial; <b>A:</b> Potentially Adverse; <b>P:</b> Approval/Permits Required; <b>M:</b> Mitigation Required		
		<i>Response and source of information:</i>
Key	15	Social Services – Governmental Services (e.g., demand on)
		<i>Response and source of information:</i>
Key	16	Social Structures & Mores (Standards of Social Conduct/Social Conventions)
		<i>Response and source of information:</i>
Key	17	Land Use Compatibility (e.g., growth, land use change, development activity, adjacent land uses and potential conflicts)
		<i>Response and source of information:</i>
Key	18	Energy Resources - Consumption and Conservation
		<i>Response and source of information:</i>
Key	19	Solid Waste Management
		<i>Response and source of information:</i>
Key	20	Wastewater Treatment - Sewage System
		<i>Response and source of information:</i>

<b>Key Letter:</b>		
<b>N:</b> No Impact; <b>B:</b> Potentially Beneficial; <b>A:</b> Potentially Adverse; <b>P:</b> Approval/Permits Required; <b>M:</b> Mitigation Required		
Key	21	Storm Water – Surface Drainage
		<i>Response and source of information:</i>
Key	22	Community Water Supply
		<i>Response and source of information:</i>
Key	23	Public Safety – Police
		<i>Response and source of information:</i>
Key	24	Fire Protection – Hazards
		<i>Response and source of information:</i>
Key	25	Emergency Medical Services
		<i>Response and source of information:</i>
Key	26	Parks, Playgrounds, & Open Space
		<i>Response and source of information:</i>

<b>Key Letter:</b>		
<b>N:</b> No Impact; <b>B:</b> Potentially Beneficial; <b>A:</b> Potentially Adverse; <b>P:</b> Approval/Permits Required; <b>M:</b> Mitigation Required		
Key	27	Cultural Facilities, Cultural Uniqueness & Diversity
		<i>Response and source of information:</i>
Key	28	Transportation Networks and Traffic Flow Conflicts (e.g., rail; auto including local traffic; airport runway clear zones - avoidance of incompatible land use in airport runway clear zones)
		<i>Response and source of information:</i>
Key	29	Consistency with Local Ordinances, Resolutions, or Plans (e.g., conformance with local comprehensive plans, zoning, or capital improvement plans)
		<i>Response and source of information:</i>
Key	30	Is There a Regulatory Action on Private Property Rights as a Result of this Project? (consider options that reduce, minimize, or eliminate the regulation of private property rights.)
		<i>Response and source of information:</i>

## Sample Advertisement for Public Comment and Review of Environmental Review Record

The <local government> will hold a public hearing on <date> at <time/location> for the purpose of obtaining comments regarding the environmental review record for the proposed <type> project that will < scope of work>.

At the public hearing the proposed project will be explained, including the purpose and proposed area of the project, activities, budget, possible sources of funding, any costs that may result for local citizens as a result of the project, and a decision will be made on the environmental assessment. All interested persons will be given the opportunity to ask questions and express opinions regarding the proposed project and any environmental impacts.

Comments may be given orally at the meeting or submitted in writing before <date> at <time>.

Anyone wanting to review the environmental review record and project impacts or submit questions and comments should contact <who, how>. Copies of the draft environmental record is available at <where> and will also be available at the public meeting.

<Town/County/District>

---

Chief Elected official

Publish media name & dates:

Note: this meeting may also be a meeting at which the public comment is obtained on the PER, submission of grant applications, or other

**Sample of a Resolution to Accept the Determination that *(level of environment finding)* is  
Appropriate for the *(applicant, type of project)***

WHEREAS, the (Name of applicant) has completed an assessment to identify potential environmental impacts to the (describe purpose of project);

WHEREAS, the draft Environmental Assessment was made available for public comment and the findings were presented and reviewed at a public meeting;

WHEREAS, no substantive public comment was received, (or public comment was received and responded to);

WHEREAS, The (Name of applicant) has determined that the (type of Project) will not significantly affect the quality of the human environment and accordingly the (Name of Applicant) has determined an Environmental Impact Statement (or Environmental Assessment and EIS if project is Categorical Exclusion); is not necessary;

NOW, THEREFORE, BE IT RESOLVED by the (Council, Board, Commissioners) as follows;

That (Name of Applicant), Montana adopts the final Environmental Assessment for the (type of project).

Passes and approved on this date of (date)

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Attested: \_\_\_\_\_



**Item Attachment Documents:**

5. Draft Council Agenda for February 25, 2020.



**AGENDA  
CITY OF LAUREL  
CITY COUNCIL MEETING  
TUESDAY, FEBRUARY 25, 2020  
6:30 PM  
CITY COUNCIL CHAMBERS**

NEXT RES. NO.  
R18-XX

NEXT ORD. NO.  
O18-XX

**WELCOME . . .** By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, the City Council has specified times for citizen comments on its agenda -- once following the Consent Agenda, at which time citizens may address the Council concerning any brief community announcement not to exceed one minute in duration for any speaker; and again following Items Removed from the Consent Agenda, at which time citizens may address the Council on any matter of City business that is not on tonight's agenda. Each speaker will be limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council. Citizens may also comment on any item removed from the consent agenda prior to council action, with each speaker limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council. If a citizen would like to comment on an agenda item, we ask that you wait until the agenda item is presented to the Council by the Mayor and the public is asked to comment by the Mayor. Once again, each speaker is limited to three minutes.

Any person who has any question concerning any agenda item may call the City Clerk-Treasurer's office to make an inquiry concerning the nature of the item described on the agenda. Your City government welcomes your interest and hopes you will attend the Laurel City Council meetings often.

**Pledge of Allegiance**

**Roll Call of the Council**

**Approval of Minutes**

1. Approval of Minutes of February 11, 2020.

**Correspondence**

2. Laurel Chamber of Commerce Agenda for February 13, 2020; Laurel Chamber of Commerce Minutes of January 9, 2020.

**Council Disclosure of Ex Parte Communications**

**Public Hearing**

**Consent Items**

**NOTICE TO THE PUBLIC**

*The Consent Calendar adopting the printed Recommended Council Action will be enacted with one vote. **The Mayor will first ask the Council members if any Council member wishes to remove any item from the Consent Calendar for discussion and consideration.** The matters removed from the Consent Calendar will be considered individually at the end of this Agenda under "Items Removed from the Consent Calendar." (See Section 12.) The entire Consent Calendar, with the exception of items removed to be discussed under "Items Removed from the Consent Calendar," is then voted upon by roll call under one motion.*

3. Claims for the month of February 2020.
4. Clerk/Treasurer Financial Statements for the month of January 2020.
5. Approval of Payroll Register for PPE 2/9/2020 totaling \$199,117.60.
6. Approval of Workshop minutes of February 4, 2020.

**Ceremonial Calendar**

**Reports of Boards and Commissions**

7.
  - Budget/Finance Committee minutes of February 11, 2020.
  - Tree Board minutes of January 16, 2020.
  - Library Board minutes of December 10, 2019.

**Audience Participation (Three-Minute Limit)**

*Citizens may address the Council regarding any item of City business that is not on tonight's agenda. Comments regarding tonight's agenda items will be accepted under Scheduled Matters. The duration for an individual speaking under Audience Participation is limited to three minutes. While all comments are welcome, the Council will not take action on any item not on the agenda.*

**Scheduled Matters**

8. Mayor's re-appointment of Linda Frickel to the LURA Advisory Board for a four-year term ending December 31, 2023.
9. Appointment of Nicole Leverenz to the Laurel Ambulance Service.
10. Resolution - A Resolution Of The City Council Authorizing The Submission Of An Application To The Montana Historic Preservation Grant Program.

**Items Removed From the Consent Agenda****Community Announcements (One-Minute Limit)**

*This portion of the meeting is to provide an opportunity for citizens to address the Council regarding community announcements. The duration for an individual speaking under Community Announcements is limited to one minute. While all comments are welcome, the Council will not take action on any item not on the agenda.*

**Council Discussion**

*Council members may give the City Council a brief report regarding committees or groups in which they are involved.*

**Mayor Updates****Unscheduled Matters****Adjournment**

**The City makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.**

**DATES TO REMEMBER**