

**MONTANA DEPARTMENT OF COMMERCE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CONTRACT AMENDMENT # MT-CDBG-PL-22-02B**

This Contract Amendment is entered into by and between Yellowstone County, Montana ("Contractor"), and the Montana Department of Commerce ("Department").

The Contractor and the Department mutually agree to amend Contract #MT-CDBG-PL-22-02 executed on August 16, 2023, and Contract #MT-CDBG-PL-22-02A executed on December 16, 2024, as follows:

1. Section 5, EFFECTIVE DATE AND TIME OF PERFORMANCE is amended to read as follows:

Section 5. EFFECTIVE DATE AND TIME OF PERFORMANCE

- (a) This Contract shall take effect upon execution by the parties and will terminate on December 31, 2026, or upon approval of Grantee's Project completion report by the Department, whichever is later, unless otherwise terminated in accordance with this Contract.
- (b) All authorized expenses to be reimbursed must be incurred by the Grantee between April 27, 2023, and September 30, 2026. All requests for reimbursement must be submitted to the Department within ninety (90) days after September 30, 2026.
- (c) The activities to be performed by the Grantee will be completed according to the implementation schedule set forth in Exhibit A-2. The Grantee may modify the implementation schedule set forth in Exhibit A-2 only with prior written approval of the Department.
- (d) The Grantee will procure its engineer or other primary contractor within six (6) months of the execution of this Contract, or the Contract will terminate unless the Department determines, in its sole discretion, that Grantee has demonstrated substantial progress towards procuring an engineer or contractor.
- (e) The Department may grant an extension to this Contract upon request by the Grantee if the Department determines, in its sole discretion, that the Grantee has demonstrated progress toward completion of the Project, has engaged in a good faith effort to comply with the duties, terms, and conditions of this Contract, and that the failure to comply with any of those services, duties, terms, or conditions resulted from circumstances beyond

the Grantee's control. A written request for an extension must be submitted at least sixty (60) days prior to December 31, 2026.

2. Exhibit A has been amended. Please refer to the Amended Exhibit, which is attached to the Contract and specifically incorporated herein by this reference. Amended Exhibit A-2 supersedes and replaces previous versions of Exhibit A in their entirety.
3. All other provisions of the Contract remain in full force and effect.

YELLOWSTONE COUNTY:

Mark Morse, Commission Chair

Date

MONTANA DEPARTMENT OF COMMERCE:

Mandy Rambo, Deputy Director

Date

EXHIBIT A-2
Implementation Schedule

TASK	MONTH
PROJECT START UP	
Preparation of MDOC Contract	Complete
PROCUREMENT OF PROFESSIONAL ASSISTANCE	
Submit Request for Proposals to DOC for approval, if required	Complete
Publish RFP	Complete
Select professional	Complete
Execute agreement with professional	Complete
PROJECT IMPLEMENTATION	
Prepare draft deliverables	Complete
Submit interim Request for Funds, Progress Report and draft deliverables	Complete
Public review and comment	August – November 2025
Finalize deliverables	November – December 2025
PROJECT CLOSE OUT	
Submit final deliverables	December 2025 - January 2026
Submit final Request for Funds and Completion Report	March 2026

Contract Information Sheet

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

Last Revised September 2024

Contract Number:	MT-CDBG-PL-22-02B	Original Contract Amount:	\$37,500.00
Contractor's Name:	Yellowstone County	Amount of Prior Amendments:	
Contractor Liaison:	Russell Burton	Current Amendment Amount:	
Contractor's Liaison Email:	rburton@yellowstonecountymt.gov	Total Contract Value:	\$37,500.00
Approved to Form Name:		Funding Source:	Federal
Approved to Form Email:			
Contractor (signee) Name:	Mark Morse	Program Number/Division:	60 - Community MT
Contractor's Email:	mmorse@yellowstonecountymt.gov	Org Number:	606023
Contractor's Address:	PO Box 35003	Vendor Number:	23572
Contractor's Address 2:	Billings, MT 59107	Project Name (optional):	CDBG-PL-22-02B
Attest Name:			
Attest Email:		Start Date:	4/27/2023
Attest Name (2):			
Attest Email (2):			
		End Date:	12/31/2026
Delegation:	Commerce	Absolute End Date:	
Procurement Method:	Exempt*		
Contract Type:	Grant		
Contract Usage:	Fixed		

Purpose of this contract/amendment:	Delegation Agreement Section 4.5.o* Program Grants West Billings Neighborhood Plan Update
Scope & duties of this contract:	Professional Services to complete a West Billings Neighborhood Plan Update. This Plan will identify and recommend transportation improvements, a preferred future land use plan, public safety improvements, and growth management tools.

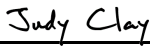
Liaison:	Inara Naranjo	Program Manager:	tara.green2@mt.gov
Liaison Email:	Inara.Naranjo@mt.gov	Operations Manager:	scrider@mt.gov
Liaison Phone:	406-841-2901	Additional Email:	

Signed by:



10/28/2025

Signed by:



10/29/2025

Signed by:



10/29/2025

Division Administrator

Fiscal Review

Legal Counsel

Deputy Director

OBPP

Information Technology

SITSD

Copies To:

Liaison

Director (> \$200K)

Deputy Director (<\$25K)

Perceptive

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Certificate Of Completion

Envelope Id: BDC50054-5ED4-4B90-9B00-3D961E06FAD5
 Subject: Montana Department of Commerce Contract #MT-CDBG-PL-22-02B for Signature
 Source Envelope:
 Document Pages: 4
 Certificate Pages: 6
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Status: Sent

Envelope Originator:
 Contracts Admin
 PO Box 200501
 301 S. Park Ave
 Helena, MT 596200501
 doccontracts@mt.gov
 IP Address: 161.7.26.23

Record Tracking

Status: Original
 10/28/2025 11:02:38 AM
 Security Appliance Status: Connected
 Storage Appliance Status: Connected

Holder: Contracts Admin
 doccontracts@mt.gov
 Pool: StateLocal
 Pool: MT Dept of Commerce

Location: DocuSign
 Location: Docusign

Signer Events

Galen Steffens
 galen.steffens@mt.gov
 Division Administrator
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

 6BD699DDCF9F443...
 Signature Adoption: Pre-selected Style
 Using IP Address: 161.7.26.109

Timestamp

Sent: 10/28/2025 11:24:25 AM
 Viewed: 10/28/2025 2:54:04 PM
 Signed: 10/28/2025 2:54:17 PM

Electronic Record and Signature Disclosure:
 Accepted: 10/28/2025 2:54:04 PM
 ID: bd4b12a1-f842-4846-ba01-82a08302ac39

Judy Clay
 judy.clay@mt.gov
 Security Level: Email, Account Authentication (None)

Signed by:

 84C6673124BE432...
 Signature Adoption: Pre-selected Style
 Using IP Address: 161.7.26.165

Sent: 10/28/2025 2:54:19 PM
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 Signed: 10/29/2025 9:43:23 AM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Patrick Quinn
 patrick.quinn@mt.gov
 Security Level: Email, Account Authentication (None)

Signed by:

 FB0E6F9DF363423...
 Signature Adoption: Pre-selected Style
 Using IP Address: 161.7.26.108

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Electronic Record and Signature Disclosure:
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 ID: 9cbec3d0-74be-4029-9823-e177d6a38c27

Mark Morse
 rburton@yellowstonecountymt.gov
 Security Level: Email, Account Authentication (None)

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 Viewed: 10/29/2025 9:50:24 AM

Electronic Record and Signature Disclosure:
 Accepted: 10/29/2025 9:50:24 AM
 ID: 75034046-580b-46c1-955e-ffbd064ebaa4

Signer Events	Signature	Timestamp
Mandy Rambo Mandy.rambo@mt.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Tara Green tara.green2@mt.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 8/2/2023 9:38:33 AM ID: 73c652a5-51f8-4232-8ded-f8206c8222b3	COPIED	Sent: 10/28/2025 11:24:24 AM Viewed: 10/28/2025 12:56:10 PM
Stephanie Crider scrider@mt.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 10/14/2025 2:42:34 PM ID: 24517d56-08f3-4561-a7b5-abf94051ba49	COPIED	Sent: 10/28/2025 11:24:24 AM
Inara Naranjo inara.naranjo@mt.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 10/28/2025 11:24:25 AM Viewed: 10/28/2025 12:00:29 PM
Marta Bertoglio marta.bertoglio@mt.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 10/17/2025 8:16:06 AM ID: 0633c8e4-4f9d-400a-9a99-2aea19e774b9		
Russell Burton rburton@yellowstonecountymt.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/28/2025 11:24:25 AM
Envelope Updated	Security Checked	10/29/2025 9:35:27 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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