

STIP Program Documents - Revised 01/19/2023

STATE AGENCY STIP PARTICIPATION AGREEMENT							
STIP Program Manager Montana Board of Investments boi_stip@mt.gov P.O. Box 200126 Helena, MT 59620-0126 Phone (406)444-0003						<i>For Official Use Only</i> TA Account Number	
<i>The State agency listed below hereby agrees to participate in the STIP Program as established under Section 17-6-202, MCA, and the terms and conditions of the STIP operations as determined by the Montana Board of Investments (Board):</i>							
Section 1. State Agency Information Summary							
State Agency →					Tax Identification Number (TIN) →	81-0302402	
Mailing Address →		City →		State →	MT	Zip →	
Contact Name →							
Phone →		E-mail →					
Section 2. SABHRS Investment and Earnings Information							
Please complete the following investment accounting information. <i>If the agency chooses to have the STIP earnings reinvested, the earnings must be reinvested to the SABHRS Business Unit and Fund holding the STIP investment.</i>							
Investment Business Unit →		Investment Fund Number →		Investment Fund Name →			
Reinvest Earnings <input type="checkbox"/>				Distribute Earnings <input type="checkbox"/>			
STIP Earnings Business Unit →				STIP Earnings Business Unit →			
STIP Earnings Fund Number →				STIP Earnings Fund Number →			
STIP Earnings Fund Name →				STIP Earnings Fund Name →			
STIP Earnings Org/Project →				STIP Earnings Org/Project →			
Section 3. Endorsement							
The person(s) whose name(s) appears below is (are) the employee of State Agency with authority to authorize the purchase and sale of shares in the STIP for the accounts of the State Agency, and the Board shall be notified promptly of any changes in authorized personnel. *							
Name→		Phone →		E-Mail →			
Name→		Phone →		E-Mail →			
Name→		Phone →		E-Mail →			
On behalf of the State Agency, as the preparer, I certify that all the information contained within the agreement is true, accurate and complete as of the date hereof.							
Signed:				Date:			
Printed Name:				Title:			
Section 4. Authorization of Interest Retention							
On the next line, please cite the relevant legal authority (i.e., sections of state law, court decree, trust agreement, etc.) that authorizes the fund to retain interest earnings in their account and that the fund is legally entitled to participate in the STIP.							
Signature of State Agency Legal Counsel verifying information.							
Signed:				Date:			
Printed Name:				Title:			

**The Board shall instruct STIP transactions for this STIP investment account to offset transactions for the purchase or sale of other pools or separately managed investments.*

Exhibit A

STIP PARTICIPATION INFORMATION SHEET							
STIP Program Manager Montana Board of Investments boi_stip@mt.gov PO Box 200126 Helena, MT 59620-0126 Phone 406.444.0003					<i>For Official Use Only</i>		
Requests must be submitted by Authorized Representative of the Participant.					STIP DATA INVEST TA ACCT ID		
<i>The STIP Participant listed below agrees to participate in the STIP Program as established under § 17-6-204, MCA, and the terms and conditions of STIP operations as determined by the Montana Board of Investments as follows:</i>							
Section 1. STIP Participant Information Summary							
STIP Participant Name →				Tax Identification Number (TIN) →			
Mailing Address →		City →		State →	MT	Zip →	
STIP Account # → <i>(For official use only)</i>							
Authorized Representative Name, First →		Name, Last →		Title →			
Telephone Number →		Fax Number →		E-mail →			
Section 2. Investment and Earnings Information							
The STIP Participant has the option to either reinvest their earnings or distribute earnings. Check one box only.							
Reinvest Earnings <input type="checkbox"/>				Distribute Earnings <input type="checkbox"/>			
Section 3. Authorized Delegates							
The Authorized Delegate(s) whose name(s) appears below is (are) authorized to purchase and sell shares in STIP for the Participant.							
Name, First →		Name, Last →		E-Mail →			
Name, First →		Name, Last →		E-Mail →			
Name, First →		Name, Last →		E-Mail →			
I hereby certify as the Authorized Representative of the STIP Participant that the information contained herein is true, accurate and complete as of the date hereof.							
Signature →				Date →			
Printed Name →				Title →			

Exhibit B

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FORM											
STIP Program Manager Montana Board of Investments boi_stip@mt.gov PO Box 200126 Phone 406.444.0003				Helena, MT 59620-0126							
Local Government Name:											
STIP Account #: <i>(For official use only)</i>											
<p>I, the undersigned, a duly Authorized Representative of the local governing board, hereby authorize the Montana Board of Investments to initiate electronic debit and/or credit to the account listed below. The Authorized Representative acknowledges the origination of ACH transactions to the listed account complies with the provisions of federal law.</p> <p>Any sale, purchase, or distribution of funds will be made by Electronic Funds Transfer or wire debiting or crediting to the appropriate treasury or shareholder bank account. Please specify the local government depository.</p> <p style="text-align: center;">Check one transaction type only.</p> <table border="1" style="width: 100%;"><tr><td colspan="3">Checking Account <input type="checkbox"/></td><td colspan="3">Savings Account <input type="checkbox"/></td></tr></table>						Checking Account <input type="checkbox"/>			Savings Account <input type="checkbox"/>		
Checking Account <input type="checkbox"/>			Savings Account <input type="checkbox"/>								
Name of Bank→		Routing/ABA No→									
Address→											
City→		State→		MT	Zip→						
Account Number→											
I hereby certify as the Authorized Representative of the STIP Participant that the information contained herein is true, accurate and complete as of the date below.											
Signature →		Date→									
Printed Name→		Title→									
<p>Please notify the Board if you have applied a filter or a block to your account.</p>											

RESOLUTION AUTHORIZING PARTICIPATION IN THE MONTANA BOARD OF INVESTMENTS
SHORT-TERM INVESTMENT POOL (STIP)

CERTIFICATE AS TO
RESOLUTION NO. _____ AND ADOPTING VOTE

Political Subdivision: _____
Governing Body: _____

Type, date, time, and place of meeting: A _____ meeting held on _____
at _____ o'clock ____m. in _____, Montana.

Members present:

Members absent:

I, the undersigned, being the qualified and acting recording officer for the political subdivision identified above ("Participant"), certify that the attached RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS SHORT-TERM INVESTMENT POOL AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO and Exhibits A and B ("Resolution"):

- (1) is a true and correct copies of the original Resolution on file in the Participant's original records.
- (2) was approved and adopted by the Participant's Governing Body as required by law; and
- (3) has not been amended or repealed.

DATED this ____ day of _____, 20__.

By _____
Its _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING PARTICIPATION IN THE MONTANA BOARD OF INVESTMENTS OF SHORT-TERM INVESTMENT POOL AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO

BE IT RESOLVED BY THE _____ (the "Governing Body")
of _____ (the "Participant") AS FOLLOWS:

ARTICLE I

DEFINITIONS

The following terms will have the meanings indicated below for all purposes of this Resolution unless the context clearly requires otherwise:

"Account" means a specific Participant Bank account to be used in conducting STIP Program transactions.

"Agreement" means the agreements of the Participant contained within this Resolution.

"Authorized Representative" means the officer or official of the Participant designated and authorized by the Governing Body to act on behalf of Participant in the STIP Program.

"Authorized Delegate" means any officer, official, or employee of the Participant delegated authority by the Authorized Representative to initiate transactions using the STIP Program.

"Bank" means a financial institution designated and authorized to send and receive money on behalf of the Participant for purposes of participation in the STIP Program.

"Board" means the Board of Investments, a state agency organized and existing under the laws of the State.

"Exhibit A" means the STIP Participation Information Sheet attached to and incorporated into this Resolution as provided in Article IV, Section 3.01.

"Exhibit B" means the Electronic Funds Transfer Authorization Form attached to and incorporated into this Resolution as provided in Article IV, Section 3.01.

"Governing Body" means the governing body of political subdivision (Participant) authorized by Montana state law to participate in the STIP Program.

"Participant" means the political subdivision requesting participation in the Board's STIP Program.

"Short-Term Investment Pool" means the Board's investment program administered under the direction of the Board of Investments as authorized by the Unified Investment Program and as more fully defined and described by the Montana Code Annotated and in the Board's Governing Policies. "Short-Term Investment Pool" is synonymous with "STIP" and "Program" as used in this Resolution and Exhibits A and B.

ARTICLE I

SHORT-TERM INVESTMENT POOL PARTICIPATION AGREEMENT

Section 1.01 Participation Agreement. The Governing Body requests participation in the STIP Program and agrees that Participant will comply with and be bound by all laws, policies, procedures, and participation requirements applicable to the Program, as may be amended from time to time.

Section 1.02 STIP Program. STIP is available to state and local governments to serve their short-term cash flow and deposit needs. The Program's objectives are to preserve capital and maintain high liquidity. The Program has the following attributes:

- 1) STIP transactions are fixed at \$1 per share;
- 2) STIP interest on pool assets accrues daily;
- 3) STIP earnings distribution methods are:
 - (a) Interest is distributed at the beginning of the month and can be distributed as cash to the designated Bank; or
 - (b) earnings can be reinvested into STIP;
- 4) Buying or selling shares in STIP requires one (1) business day's notice (transactions for which notice is received after 2:00 p.m. will be processed two (2) business days after receipt of the original notice);
- 5) Access to STIP is only through the Board's electronic web-based portal (no cash, checks or notifications by fax, phone or email will be accepted);
- 6) The Board's STIP web portal provides real-time information on each account including investment balances, buys, sells, pending transactions, and transaction notes, as determined by the authorized user; and
- 7) The Board reports the Short-Term Investment Pool on a Net Asset Value (NAV) basis on its financial statements. A NAV per share of STIP will be reflected on the Board's website for each month-end period.

Section 1.03 Review of Policies, Procedures, and Participation Requirements. Participant represents that it has reviewed to its satisfaction all Board policies, procedures, and participation requirements applicable to the STIP Program. See, Board Governance Policies 40.600, 40.601, and 40.602.

Section 1.04 Authorized Representative: The Governing Body designates _____, who holds the position of _____ as the Participant's Authorized Representative to execute transactions between STIP and the Bank.

The Governing Body (check one) DOES ☐ DOES NOT ☐ allow the Authorized Representative to appoint and remove additional Authorized Delegate(s) on behalf of the Participant. If "DOES" is checked, any addition or removal of an Authorized Delegate requires notice via the submission of a completed Exhibit A (STIP Participation Information Sheet) to the Board by the Authorized Representative before transactions will be accepted and processed.

The Governing Body designates and authorizes the Participant's Bank, (the "Bank"), identified in Exhibit B, with the Account Number and American Bankers Association (ABA) Number, for settlement of STIP participant transactions. The account is a (check one): Checking account ☐ Savings account ☐.

The Governing Body (check one): DOES ☐ DOES NOT ☐ allow the Authorized Representative to change either the Bank or the Account. If 'DOES' is checked, the Board will notify both the office of the Authorized Representative AND the office of the Governing Body within three (3) business days that such a change has been made.

The Governing Body (check one): DOES ☐ DOES NOT ☐ allow the Authorized Representative to change the earnings distribution method. If DOES NOT is checked, the Governing Body chooses the following earnings distribution method (check one): Reinvest cash earnings into STIP ☐ Distribute cash earnings to the Bank ☐.

Section 1.05 Change of Authorized Representative. Any change to the Authorized Representative requires a new Resolution adopted by the Governing Body. However, the absence of an Authorized Representative does not nullify the current authority of the Authorized Delegate(s) to make STIP transactions.

Section 1.06 Annual Confirmation. The Board will annually confirm with the Governing Body and the Authorized Representative the:

1. Name of the Authorized Representative;
2. Name(s) of any Authorized Delegate(s); and
3. Name of the Bank and the associated Account Numbers (truncated).

Section 1.07 Effective Date. Participant's Agreement will take effect when the Resolution Certificate, this Resolution, and completed and executed Exhibits A and B are received by the Board. The Participant's Agreement will stay in effect until terminated in writing by the Governing Body.

ARTICLE II

MISCELLANEOUS

Section 2.01 No Guaranteed Return. The Governing Body understands and agrees that there is no minimum or maximum interest rate or any guaranteed rate of return on STIP shares or funds invested in STIP shares.

Section 2.02 Voluntary Participation. By adopting this Resolution, the Governing Body acknowledges that it is not compelled to participate in STIP, that its participation in STIP is voluntary, and agrees to the Board's administration and governance of the Program according to the Board's policies, procedures, and participation requirements.

Section 2.03 Responsibility for Participant Mistakes. The Governing Body and Participant agree to hold harmless the state of Montana, the Board, and the Board's members, officials, and employees for the acts, omissions, mistakes, and negligence of the Participant, Governing Body, and their members, officials, and employees, including but not limited to an Authorized Representative or Authorized Delegate who, for any reason, is not qualified or mistakenly listed with the Board as a permissible representative to authorize transactions using the STIP Program, incorrect instructions as to amounts or timing of sales or purchases, or missed deadlines.

Section 2.04 No Warranty. The Governing Body and Participant agree that the Board makes no warranty that funds will be immediately available in the event of any failure of a third party or that Governing Body will not suffer losses due to acts of God, natural disasters, terrorism or threats of terrorism, civil disorder, medical epidemics or other calamities, or other market dislocations or interruptions.

Section 2.05 Participation Conditions; STIP Administration. The Governing Body and Participant acknowledge and agree that the Board will allow participation in STIP by and conduct STIP business with only those parties it determines are qualified and authorized to participate in the Program who abide by the Board's policies, procedures, and participation requirements. The Governing Body and Participant understand that the Board administers the STIP Program subject to Montana law and prudent fiduciary practices as required by Montana law and Board policy and that the Board is legally charged to manage the Unified Investment Program, which includes STIP, in accordance with the prudent expert rule as set forth in Montana law.

Section 2.06 STIP Not Insured Against Loss. The Governing Body and Participant understand and acknowledge that the Board's STIP Program is NOT FDIC insured or otherwise insured or guaranteed by the federal government, the state of Montana, the Board, or any other entity against investment losses.

ARTICLE III

EXHIBITS A AND B

Section 3.01 Approval and Adoption of Exhibits A and B. Attached to this Resolution are Exhibit A, the STIP Participation Information Sheet, and Exhibit B, the Electronic Funds Transfer Authorization Form, which together provide the instructions required by the Board to enable Participant's participation in the STIP Program. The Governing Body and Participant represent that Exhibits A and B have been completed and executed by the Participant's Authorized Representative and that Exhibits A and B must be complete and accepted by the Board before participation is allowed in the STIP Program. Exhibits A and B are hereby incorporated into and made a part of this Resolution and are approved and adopted by the Governing Body as if set forth fully herein.

APPROVED AND ADOPTED by the _____ this ____ day
of _____, 20____.

By _____
Its _____

Attest:

By _____
Its _____