

**2015**

**C**onsolidated

**A**nnual

**P**erformance  
and

**E**valuation

**R**eport

**For Program Year 2015  
July 1, 2015 through  
June 30, 2016**

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**City of Missoula,  
Montana**

**The annual report of housing,  
economic development, public  
facility, and human service  
programs funded by the U.S.  
Department of Housing and  
Urban Development (HUD).**

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**John Engen, Mayor**



## ***CR-05 - Goals and Outcomes***

**Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**  
**This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.**

The City of Missoula’s strategy for addressing the community’s needs in the areas of housing, economic development, public improvements, and public services is outlined in the sections that follow and have been executed through an interlocal agreement with the City/County Department of Grants and Community Programs (GCP) since 1996. Missoula does not target the assistance it provides through HUD programs by geography alone, but directs assistance to where it is needed most—to extremely low-, low- and moderate-income individuals, households and neighborhoods.

The Strategic Plan reiterates the priority goals and needs as established through public meetings, and lists the anticipated resources and the institutional delivery system—particularly as it assists special needs populations—that are available to meet those needs. The public housing authority’s role in providing housing, barriers to affordable housing, and the City’s homelessness and anti-poverty strategies are also outlined.

Finally, the City assesses the use of funds, particularly CDBG, and addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified in order to meet program goals and statutory and regulatory provisions.

In the following Table 1 and the subsequent text, Missoula’s resources are described for the past program year 2015 in comparison to the anticipated resources over the five years covered by Missoula’s Consolidated Plan, PY 2014 to PY 2018. Following a community needs assessment plan, the City of Missoula received applications for, and awarded CDBG and HOME funds to, projects under Goal 2 - Rental Housing, and under Goal 9 - Public Services. All of the outcome measures for this past year were met or exceeded with the exception of a rental housing project which is under construction and will provide 27 new housing units. Table 2 shows the status of project over the five-year period of the Strategic Plan.

The resources listed here are all financial, and are not all-encompassing. Funds come from other sources that are not within the purview of HUD-sponsored programs, but still contribute to the vitality of the City. These funds come to local government, but also to nonprofit and for-profit agencies and businesses, and may not be represented here.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**  
**Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.**

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Goal 1 - Homelessness	Homeless	CDBG: \$130,000/ HOME: \$50,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	546	109.20%	0	0	N/A
Goal 2 - Rental Housing	Affordable Housing	CDBG: \$475,000 / HOME: \$1,564,000	Rental units constructed	Household Housing Unit	20	8	40.00%	27	0	0.00%
Goal 2 - Rental Housing	Affordable Housing		Rental units rehabilitated	Household Housing Unit	0	0		0	0	N/A
Goal 2 - Rental Housing	Affordable Housing		Homeowner Housing Added	Household Housing Unit	0	0		0	0	N/A
Goal 2 - Rental Housing	Affordable Housing		Homeowner Housing Rehabilitated	Household Housing Unit	0	0		0	0	N/A

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Goal 2 - Rental Housing	Affordable Housing		Tenant-based rental assistance / Rapid Rehousing	Households Assisted	100	51	51.00%	34	34	100.00%
Goal 2 - Rental Housing	Affordable Housing		Housing for People with HIV/AIDS added	Household Housing Unit	6	8	133.33%	0	0	N/A
Goal 3 - Homeownership	Affordable Housing	CDBG: \$250,000 / HOME: \$350,000	Rental units rehabilitated	Household Housing Unit	4	4	100.00%	0	0	NA
Goal 3 - Homeownership	Affordable Housing		Homeowner Housing Rehabilitated	Household Housing Unit	25	13	52.00%	25	13	52.00%
Goal 3 - Homeownership	Affordable Housing		Direct Financial Assistance to Homebuyers	Households Assisted	0	0		0	0	N/A
Goal 4 - Public Improvements	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$860,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	825	0	0.00%	0	0	N/A

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Goal 4 - Public Improvements	Homeless Non-Homeless Special Needs Non-Housing Community Development		Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	50	0	0.00%	0	0	N/A
Goal 5 - Economic Development	Non-Housing Community Development Economic Development	CDBG: \$50,000	Jobs created/retained	Jobs	5	0	0.00%	0	0	N/A
Goal 5 - Economic Development	Non-Housing Community Development Economic Development		Businesses assisted	Businesses Assisted	1	0	0.00%	0	0	N/A
Goal 6 - Sustainability and Environment	Housing and Neighborhoods	CDBG: \$50,000	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	1	0	0.00%	0	0	N/A
Goal 7 - Affordable and Fair Housing	Affordable Housing Non-Homeless Special Needs Fair Housing	CDBG: \$25,000	Other	Other	1	1	100.00%	1	1	100.00%

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Goal 8 - Planning	Administration and Planning	CDBG: \$551,536 / HOME: \$155,894	Other	Other	1	1	100.00%	1	1	100.00%
Goal 9 - Public Services	Public Services	CDBG: \$413,652	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2000	1713	85.65%	1000	1195	119.50%
Goal 9 - Public Services	Public Services		Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	500	690	138.00%	500	690	138.00%
Goal 9 - Public Services	Public Services		Homeless Person Overnight Shelter	Persons Assisted	100	136	136.00%	100	136	136.00%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The CDBG funds particularly address housing needs of extremely low-, low-income, and moderate-income individuals and households through public services and public improvements. Public improvement activities included the construction of the John Lynn Apartments, an eight-unit multi-family apartment for persons with special needs. Additional supportive services are provided to John Lynn Apartment residents by the Western Montana Mental Health Services. CDBG funds provided \$175,000, and HOME funds provided \$60,000 for the construction of the John Lynn Apartments. The units have been fully occupied since completion of the project.

CDBG is providing funding to RAMP, Inc. which makes housing accessible for individuals with mobility impairments. To date, RAMP has spent down half of its CDBG awards and has assisted 20 clients with accessibility needs. RAMP will continue to fill requests for the remaining \$35,000 to make homes more accessible.

CDBG provided \$160,000 to construct a public park in a LMI neighborhood in Missoula. Due to a slow start with the Kiwanis Park project, funding for the award was moved to PY2016. Project planning is moving forward, and an accessible playground will be constructed.

CDBG Public Services projects met and exceeded projected accomplishments for numbers of people served. This category of CDBG funding is always in high demand and very competitive. Project outcomes are one factor in the selection process for CDBG applicants in the Public Services category. Additionally, priority is placed on an applicant/agency's ability to demonstrate sustainable services, both by maximizing other private, state, and local funds and by minimizing the need for CDBG support. Also, applicants must ensure they are not duplicating services already available.

For Program Year 2015, agencies receiving HOME and CDBG funding leveraged a total of \$5,995,105 in other resources including \$925,104 in other federal funds, \$3,813,921 in state funds, \$539,216 in county funds, and \$716,864 in private funds. The HOME match will be provided from the balance of excess match generated in previous program years.

Finally, HUD's Integrated Disbursement Information System (IDIS) formalizes reports including the PR 23 for HOME and the PR 23 for CDBG funds, and the PR 51 report on CDBG accomplishments.

**CR-10 - Racial and Ethnic composition of families assisted**

**Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)**

	<b>CDBG</b>	<b>HOME</b>
White	998	98
Black or African American	6	0
Asian	9	0
American Indian or American Native	86	9
Native Hawaiian or Other Pacific Islander	8	0
<b>Total</b>	<b>1,107</b>	<b>107</b>
Hispanic	34	0
Not Hispanic	1,073	107

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

**Narrative**

Table 2 - Table of assistance to racial and ethnic populations by source of funds is an Integrated Disbursement Information System (IDIS) generated chart.

There were no street improvement or sidewalk construction projects in PY 2015, both of which may provide an indirect benefit in areas with particular racial or ethnic characteristics. However, the Kiwanis Park project near downtown was awarded in PY 2014, and let for a construction bid in PY 2015. Due to a slow start it will be completed in PY 2016. It will benefit an area of mixed racial and ethnic characteristics, and will have a number of accessible features including restrooms, a level shelter, and accessible play equipment. The project activities are not targeted to specific geographical areas; however, most projects are located in areas of 7% to 12% minority population households. There are no areas of Missoula having 13% or more minority households. As a community, Missoula has a 6% demographic of non-English speaking persons. The City has provided the CAPER notice in Spanish (the second language most spoken at home at 14%) as well as English.

There are many persons of Mixed race reported in the IDIS system, whose numbers are not drawn into the CAPER template for reporting



purposes.

Per 24 CFR 92.508(a)(7), HOME grantees are required to maintain fair housing and equal opportunity documentation, including data on the extent to which each racial and ethnic group and single-headed households (by gender of household head) have applied for, participated in, or benefited from, any program or activity funded in whole or in part with HOME funds. Agencies receiving HOME funds are required to send a designated representative to attend a qualified fair housing training. HUD has proposed a new rule on Affirmatively Furthering Fair Housing (AFFH) and the City is reviewing the rule and the new data tools as well as consulting with the State on potential collaboration. With respect to race and ethnicity, Whites, Blacks, Asians, American Indian or American Natives, Native Hawaiian or Other Pacific Islanders, and Hispanics are represented in the City's population who benefitted from CDBG and HOME funds. The City continues to implement affirmative efforts to involve racial and ethnic minorities, and the IDIS reporting system is an improvement in recordkeeping by the City's program grantees.

Numbers of Female Heads of Households and persons with disabilities were also recorded and tracked in the IDIS system, but the data was not pulled into the generated chart. PR 03 reports in IDIS are available. One PY 2015 activity specifically assists persons with disabilities. The Regional Access Mobility Project (RAMP) provides custom-build ramps so the elderly and persons with mobility challenges can access their homes.

The City provides auxiliary aids and services to persons with disabilities in order to participate in and enjoy the benefits of the programs or activities receiving federal assistance including telecommunication devices for deaf or hard of hearing (TTY/State Relay number 711), in printed materials made available to participants, applicants, beneficiaries, and employees, and in procedures where persons can contact and obtain information concerning the existence and location of accessible services, activities and facilities. The City is fully aware that programs, as well as buildings, need to be accessible and all meeting sites chosen are fully accessible as a matter of policy.

**CR-15 - Resources and Investments 91.520(a)**

**Identify the resources made available**

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	Public-federal	1,650,000	458,880
HOME	Public-federal	900,000	177,112

**Table 3 – Resources Made Available**

**Narrative**

Table 3 is a report generated by the IDIS system. It provides a comparison between the expected amounts of funds available from each resource and the amount actually expended in the program year. The *Resources made available* data is drawn from the City's Strategic Plan and Annual Action Plan. The *Expended during program year* data is based on drawdowns completed during the program year.

**Identify the geographic distribution and location of investments**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City of Missoula	100	100	City limits

**Table 4 – Identify the geographic distribution and location of investments**

**Narrative**

One hundred percent (100%) of HUD allocations are utilized in the City of Missoula.

The City directs its efforts to projects that identify specific needs for low-and moderate-income (LMI) persons and households rather than directing its allocations of CDBG or HOME to any particular geographical section of the City. Missoula has no areas of high minority concentration (some are 7% to 12%), although concentrations of minorities vary throughout the City.

**Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Federal funding will leverage private, state, and local funds through outside sources of funding (e. g., volunteer labor and in-kind support). Additionally, the ability of a project/agency to demonstrate the readiness to provide sustainable services by both maximizing other sources of funding and minimizing or eliminating the need for ongoing CDBG and/or HOME support is one of the ranking criteria for all applications. An agency/project must also ensure that they are not duplicating services that are already available and that other sources of funding have been explored.

For Program Year 2015, agencies receiving HOME and CDBG funding were leveraging other resources to carry out their programs. Other resources include \$925,104 in other federal funds, \$3,813,921 in state funds, \$539,216 in county funds, and \$716,864 in private funds—a total of \$5,995,105 leveraged by CDBG and HOME funds.

The resources listed here are all financial, and are not all-encompassing. Funds come from other sources that are not within the purview of HUD-sponsored programs, but still contribute to the vitality of the City. These funds come to local government, but also to nonprofit and for-profit agencies and businesses, and are not represented in the table above.

The other resource not listed here is the army of Missoula staff and volunteers who provide their personal time and money to assist their fellow Missoulians every day. Most boards are all-volunteer, and every nonprofit relies heavily on volunteer support to accomplish its work.

The HOME program requires a match of 25%. Match is also provided from activities funded from the balance of excess match from previous years. See also Attachment 3 for the HOME Match Report.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	3,194,742
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	3,194,742
4. Match liability for current Federal fiscal year	157,679
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	3,037,062

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
00	\$26,042.54	0	0	\$26,042.54

Table 7 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	0	0	0			
Number	0	0	0			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 8– Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**

**Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition**

Parcels Acquired		0	0			
Businesses Displaced		0	0			
Nonprofit Organizations Displaced		0	0			
Households Temporarily Relocated, not Displaced		0	0			
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

**CR-20 - Affordable Housing 91.520(b)**

**Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of Homeless households to be provided affordable housing units	34	34
Number of Non-Homeless households to be provided affordable housing units	26	0
Number of Special-Needs households to be provided affordable housing units	70	0
<b>Total</b>	<b>130</b>	<b>34</b>

**Table 11 – Number of Households**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of households supported through Rental Assistance	34	34
Number of households supported through The Production of New Units	26	0
Number of households supported through Rehab of Existing Units	70	0
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>130</b>	<b>34</b>

**Table 12 – Number of Households Supported**

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The Tenant Based Rental Assistance (HOME/TBRA) program continued to include provide rental assistance for persons who are homeless or at-risk of homelessness. Two non-profit organizations took on the task of providing TBRA assistance and will provide rental assistance in the coming year.

Due to staff turnover, one of the agencies offering TBRA funds was unable to provide TBRA services during the interim period of staff changes. This resulted in reduced numbers for TBRA-assisted households for PY15. Since the hiring of a dedicated staff member in January, this agency is back on track for offering TBRA funding to qualified households.

In both Table 11 and 12 above, the goal for the production of new units for non-homeless persons was increased from 26 units to 27 units. Homeward's Sweetgrass Commons project is currently under

construction with the assistance of HOME and CDBG funding and will be completed in PY16. Also in the table above, the goal for rehab of existing units was reduced from 70 to 0. The Missoula Housing Authority's River Ridge project to rehab 70 existing special needs housing units found other sources of funding from the State of Montana and withdrew its HOME and CDBG applications.

The One-Year Goals are generated by the IDIS system from input in the Action Plan.

**Discuss how these outcomes will impact future annual action plans.**

Missoula is using its CDBG and HOME funds to support several projects that provide affordable housing within the City limits. The projects include Tenant-Based Rental Assistance (HOME/TBRA) to households that have incomes no more than 80% of the area median income; the construction of ramps to allow access to the homes of seniors or persons with disabilities so they may keep their housing, and the construction of a 27-unit affordable rental apartment building on a site in the Sawmill District that was cleaned up with some assistance from EPA Brownfields funding.

Funding has been declining in past years and adversely affects numbers of persons or households the City had expected to support. Future available funding for HOME and CDBG programs will impact future annual action plans and the ability to provide affordable housing, or allow persons to keep their housing.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Persons Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	4	28
Low-income	4	8
Moderate-income	2	1
<b>Total</b>	<b>10</b>	<b>37</b>

**Table 13 – Number of Persons Served**

**Narrative Information**

Table 13 – Numbers for CDBG Actual and HOME Actual were modified to reflect actual reported extremely low, low, and moderate income persons served in 2015 in IDIS report PR 23 for CDBG and HOME.



## ***CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)***

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Missoula does not currently provide direct assistance to homeless outreach programs. There are, however, several programs in Missoula that specialize in reaching out to homeless persons and assessing their individual needs. The Poverello Center's Homeless Outreach Team (HOT) works to identify barriers to housing and services for Missoula's chronically homeless individuals. The HOT Team goal is to reintegrate chronically homeless people into the local continuum of services through daily outreach on the streets and in homeless encampments. Additionally, the HOT Team provides short-term motel stays for chronically homeless men and women with special needs or who are facing special circumstances such as a hospital discharge. The HOT Team recently partnered with two outside organizations; the Missoula Interfaith Collaborative and the Montana State University's College of Nursing. These partnerships will add significant numbers of well-trained volunteers to the HOT Team volunteer base, which are necessary for the long-term sustainability of the program.

The Western Montana Mental Health Center's Projects for Assistance in Transition from Homelessness (PATH) Team provides short-term case management, linkage and referral, and advocacy services to individuals who are homeless or at imminent risk of becoming homeless, and who suffer from a serious mental illness and/or have a substance abuse disorder. In Missoula, the PATH team serves more than 160 people annually, of whom 67% are literally homeless. Outreach is provided at homeless shelters, Native American service centers, jails, and agencies serving veterans on a daily basis.

In January of each year, ARHC and the City/County Department of Grants and Community Programs coordinate a Project Homeless Connect event. Project Homeless Connect is a one-day, one-stop event aimed at connecting homeless persons (sheltered and unsheltered) and those at-risk of becoming homeless with core services. In January 2016, more than 200 community volunteers and 93 government agencies, non-profits, social service providers, and local businesses came together to provide services to more than 349 Missoulians. Based on their needs, attendees were able to receive a wide variety of services in one location, including medical and dental care, assistance with obtaining housing and employment, credit reports, clothing, food, mental health services, haircuts, eyeglasses, food stamps, senior services, bus passes, and more. The event offers an opportunity to assess and address the needs of many of Missoula's homeless not currently receiving services.

HOME / TBRA funds, the Emergency Solutions Grant funds and Continuum of Care Rapid Re-housing funds are utilized to house homeless families and those at-risk for homelessness with monthly rental assistance.

## **Addressing the emergency shelter and transitional housing needs of homeless persons**

The Poverello Center serves as Missoula's emergency shelter for homeless individuals who are not actively intoxicated. The Poverello Center offers individual beds and overflow beds that are used when the Center exceeds capacity. In 2013, the Poverello Center served an average of 85 people per night, and provided 30,882 nights of shelter to 1,107 unduplicated individuals. In PY 2013, the Poverello Center received City and State Community Development Block Grant (CDBG) funds to replace the existing shelter, which is overcrowded and non-accessible, with a modern facility that will better meet the needs of the community. Construction on the new Poverello Center Emergency Shelter was completed in the late fall of 2014, and operations were moved to the new location in PY 2014. In PY 2015, the City awarded the Poverello Center CDBG public service funds for their rapid intake and assessment program for incoming clients at the shelter. In January 2016, during the annual Point-in-Time housing inventory, the Poverello Center sheltered 109 individuals, to include 15 veterans.

Although Missoula does not have an emergency shelter for homeless families, the YWCA Gateway Assessment Center and Ada's Place Emergency Housing Programs (which receives CDBG public service funds) provide intake, assessment, and case management to assist homeless one- and two-parent families with obtaining mainstream resources, employment, and permanent housing. The programs offer two types of temporary emergency housing: one- to three-night emergency motel vouchers through the Gateway Assessment Center, and 50-day motel stays through Ada's Place Emergency Housing Program where an average of nine families are on the wait list. The YWCA also manages the Pathways domestic violence shelter, which provides emergency shelter for women and children in crisis from domestic violence and/or sexual violence. The shelter contains five individual beds and 14 family beds.

Additional emergency shelter programs that are not City-funded include: Family Promise of Missoula provides emergency shelter and case management services to homeless families for up to 90 days through a network of congregations; the Union Gospel Mission of Missoula provides shelter for single mothers and their children, and the Open Aid Alliance provides motel vouchers for short-term stays for clients living with HIV/AIDS.

Although the County of Missoula has secured State CDBG and HOME funds for construction of transitional or permanent living facilities that also serve the City, the City of Missoula does not provide direct funding to any of Missoula's transitional or housing programs, to include: the Carole Graham Home, which provides six units of transitional housing and chemical dependency treatment for substance abusing, pregnant, and/or parenting women and their children; Mountain Home Montana, which provides four units of permanent housing, case management, and mental health services to pregnant or parenting young women between the ages of 16 and 24, and up to 12 children; the Western Montana Mental Health Center SHARE House program, which is an 18-bed (six dedicated homeless beds), treatment-focused transitional housing program for individuals who are chemically dependent and/or have co-occurring disorders; Valor House, a long-term transitional housing program that offers 17 single-occupancy apartments, along with case management and supportive services, to

homeless veterans; the Poverello Center Housing Heros program provides 26 transitional housing beds for veterans; and the YWCA Ada's Place Transitional Housing program, which provides case management and 10 units of transitional housing assistance for domestic violence survivors and their children.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The City of Missoula funds a homelessness prevention component of the Family Basics program through WORD (Women's Opportunity and Resource Development, Inc.). This program provides case management and rental assistance to families who are at-risk of homelessness. In addition, the At-Risk Housing Coalition (ARHC) convenes and monitors the Winter Shelter program that operates each December through April with the mission of keeping people housed during the coldest winter months by providing rental assistance to those at-risk of homelessness. A committee comprised of ARHC members from four agencies screens applications for Winter Shelter funds and selects recipients. The Family Basics and Winter Shelter programs coordinate rental assistance efforts to most efficiently leverage resources for those at-risk of homelessness.

In Missoula, a number of local groups formed Partners for Reintegration, a Community Task Force that is working with the faith community and others to address homelessness among former inmates and the need for mentors. Missoula's Department of Corrections (DOC) Re-entry Probation Officer has been instrumental in the creation of this group, which has also been working with the Montana Sentencing Commission to be more involved in re-entry efforts. DOC has only limited re-entry funds available and will need legislative approval for any additional funds to support local re-entry initiatives. The DOC will continue to work with local programs to assist those with felony convictions and the previously incarcerated with overcoming the barriers that contribute to homelessness.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Following a series of stakeholder meetings in 2013 to consider best practices and to assess the housing needs of people who are homeless in Missoula, it was decided the two of Missoula's current Department of Housing and Urban Development (HUD)-funded Continuum of Care transitional

housing programs (the Poverello Center's Joseph Residence and the YWCA Ada's Place) would merge into one rapid re-housing program, to be managed by the YWCA. To this end, Missoula County applied to HUD for Continuum of Care rapid re-housing funds for the YWCA Ada's Place Rapid Re-housing Project in January of 2014. Starting July 1, 2014, the YWCA provided rapid re-housing assistance and case management to homeless families in Missoula County who are living on the street, in emergency shelters, or who are fleeing domestic violence. Priority placement is given to chronically homeless families. Short-term (up to 2 months), and/or medium-term (up to 6 months), tenant-based rental assistance and support services were provided to participating families, depending on their needs.

The YWCA rapid re-housing program works in coordination with the HRC Emergency Solutions Grant (ESG) rapid re-housing program, the HRC TBRA program, the WORD TBRA program, and the Salvation Army Emergency Winter Shelter program to connect eligible individuals and families with the most appropriate forms of housing assistance. An ARCH review committee, staffed by the aforementioned agencies, is responsible for soliciting and reviewing individual applications for housing assistance that will prevent homelessness. For example the county-funded Winter Shelter program run by the Salvation Army between November and April provides assistance with utility bills in the coldest winter months.

In Missoula, ESG funding is awarded directly to the HRC. The ESG rapid re-housing (RRH) program was used to provide homeless individuals in a three-county area with any of the following forms of assistance: one to three months of rental assistance, a rental security deposit equal to no more than two months' rent, last months' rent, a utility security deposit, rental application fees, utility payments, utility arrears up to six months, and arrears from a prior rental. The ESG RRH program targeted individuals who met the literally homeless definition (at a homeless shelter, place not meant for human habitation, hotel if paid for by charitable organization and transitional housing if they were homeless at the time of entry).

Tenant-Based Rental Assistance (TBRA) helps low- and very low-income families in obtaining decent, safe, and sanitary housing in private accommodations by making up the difference between what they can afford and the approved rent for an adequate housing unit. The City of Missoula's TBRA program is funded by the City's Home Investment Partnerships (HOME) program and carried out by Women's Opportunity and Resource Development, Inc. (WORD) and the District XI Human Resource Council. The TBRA program provided a monthly rental subsidy (difference between 30% of household income and rent payment standard), with up to 4 months' rent subsidy/year; security deposit (maximum equal to two months' rent), and /or utility deposits (only in conjunction with rental subsidy or security deposit assistance) for heat, electricity, or water utilities, paid directly to the utility company. This program has been successful in helping participants retain housing and giving homeless individuals the tools necessary to acquire safe and affordable housing.

## ***CR-30 - Public Housing 91.220(h); 91.320(j)***

### **Actions taken to address the needs of public housing**

#### **Public housing**

In June 2013, Missoula Housing Authority's (MHA) property for seniors and persons with disabilities at Vantage Villa was severely damaged in an arson-caused fire. The building was ready for occupancy as of October 1, 2015 and was fully leased by November 2015. Two units of new construction replacement public housing were completed and leased in October 2015. With continued funding cuts in operating subsidies and capital funds, MHA's ability to further improve public housing or resident initiatives is severely impaired.

#### **PHAS**

MHA's PHAS score for 2015 is 91 – high performing.

#### **Section 8**

See discussion under *HUD funding* below.

#### **Development**

MHA received a State HOME grant which will be used to build a 6-unit apartment complex on land donated by the City of Missoula. Construction will start in August 2016. River Ridge, the 70-unit LIHTC property acquired in August 2013, received an allocation of tax credits and rehab work is underway with a completion date of November 2016.

#### **Shelter Plus Care**

MHA administered 112 Shelter Plus Care vouchers providing permanent supportive housing for homeless individuals with disabilities and their families. The vouchers have been fully leased for many years. However, due to significant changes in the way Continuum of Care (CofC) funds are awarded, making a portion of the award competitive at a national level, MHA's Shelter Plus Care award has been reduced by about 33%, which means that approximately 37 vouchers have been lost.

#### **HUD funding**

CY2016 funding is sufficient to lease up to the full allocation of 774 vouchers. Severe cuts in administrative fees, however, continue to make administration of the program challenging. Public Housing funding was allocated at approximately 84% during CY2016.

**Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

No new initiatives in PY 2015. The Section 8 Homeownership Program is still available for public housing residents who meet the requirements for the program.

**Actions taken to provide assistance to troubled PHAs**

The Missoula Public Housing Authority is not a troubled PHA.

### ***CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)***

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

Missoula's Mayor and members of its City Council set policy for the City, including those addressing the barriers to affordable housing. Staff that deal with the policies pertaining to land use controls, zoning ordinances, building codes, fees and charges, and growth limitations are housed in the City's Development Services Department. That department researches policy questions, (looking for best practices and following the direction and requests of the Mayor and administration, as well as City Council); provides information and seeks comment from the public and other parties interested in the policies; makes recommendations to administration and Council; and enforces policy as adopted by the Mayor and City Council.

Development Services completed a major update of *Our Missoula* Growth Policy in November 2015, one that took almost two years to develop and involved hundreds of elected officials, government and private agencies, nonprofit groups and businesses, planning organizations, neighborhood groups, and the general public. The Department of Grants and Community Programs took part in that process to help inform the discussion about affordable housing barriers, as well as other public policy related to housing and community development. Continued efforts to favorable affordable housing development are through assessing and structuring affordable housing incentives and methods such as fee waivers, expedited permitting, and inclusionary zoning.

*Our Missoula* includes specific recommendations to address the institutional structure and public policies that serve as barriers to affordable housing. The decision to ultimately accept any recommendations, or to propose new ones, will come from the City's elected leaders. See the section below on *Actions taken to address institutional structure*.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The City provides voluntary density bonuses as a recently new incentive for the development of affordable housing in certain areas. The density bonuses do not prevent permanent affordable housing development in other areas and no developer in the specific areas has used the option.

The establishment of inclusionary zoning policies in the development of any market rate housing can increase the availability of affordable housing, but previous proposals to institute inclusionary zoning have been met with opposition and not been adopted by City Council. The City of Bozeman, Montana's other major college town, has adopted an inclusionary zoning policy. No proposals to re-investigate inclusionary zoning in Missoula have been broached at this time.

The City has previously leveraged its federal CDBG and HOME funding towards the development of new affordable housing and the preservation of existing housing, including city-owned properties that

have been assembled for the development for higher density residential within current zoning regulations, including the Sweetgrass rental apartments developed by Homeword, Inc., a Missoula CHDO. Under state law, the City may dispose of City-owned land for the use of affordable housing, and has done so for the limited number of parcels currently identified as being suitable for use, by deeding them to the Missoula Housing Authority (MHA) for construction of rental housing. The City also facilitated MHA receiving a building slated for demolition that was then moved to one of the city-owned lots.

Missoula held an annual Community Needs Assessment meeting in January 2016 to gather input from the public and community housing and service providers as to what are perceived as the needs of the community in the areas of housing, economic development, public improvements, and public services. The City asked participants at these meetings to prioritize the needs in order to better ascertain where the needs are the greatest. In addition, GCP created an online survey and presented the results at the community needs assessment meeting.

The primary obstacle to addressing underserved needs is the fact that funding levels are simply insufficient to meet the needs. Requests for funding from HOME and CDBG usually far exceed funds available. To address the obstacle of limited funding, the City employs ranking criteria for the funds weighing most heavily on proof of need, with planning, capacity, leverage, and numbers assisted also being critically important. Competition for Public Service funding from 15% of CDBG funds has become so competitive that the focus has primarily been on projects that meet basic needs such as food, shelter, and medical care above all other considerations.

#### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

Missoula CDBG and HOME funds were used in new construction of a twenty-seven-unit apartment. As new construction, not only were no lead-based paints (LBP) used, but products with low volatile organic compounds (VOCs) were used, which reduces hazards to the housing occupants. Construction contractors were advised of this requirement from the outset of the construction project.

The City used CDBG funds for a project to install ramps to make homes more accessible to seniors and persons with disabilities. While this project is not likely to require any lead abatement, if ramp assembly causes any issue with lead-based paint requirements, then rehabilitation will be done.

Tenant-based rental assisted (TBRA) was funded by HOME in Program Year 2015. As potential renters found housing, a visual inspection was conducted by certified LBP inspectors if that housing was constructed prior to 1978. Owners or managers were required to complete a disclosure certification of their knowledge of the use of LBP in the unit, potential tenants or buyers were provided a brochure outlining LBP hazards, and a Lead Warning Statement was attached to the rental lease or home purchase documents. If required, mitigation procedures had to have been successfully completed prior to occupancy and a second inspection done to verify compliance. If the owner/landlord was unwilling to abate identified LBP hazards, the assisted client was directed to find another unit.



### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Missoula's antipoverty strategy is focused on the creation of higher-paying jobs and the provision of affordable housing. Montana's wage rates remain among the lowest in the nation while housing costs, especially in the western valleys that include Missoula, remain high. While the national housing crisis resulted in a small decrease in median house prices, there has been an increase in the price of median homes in the City of Missoula, and there has been little impact seen on rentals, which is the housing most used by those living in poverty. The combination of low wages and high housing costs makes it extremely difficult for families and individuals living below the poverty standard to move up the economic ladder.

The City continued to work on projects intended to expand local employment opportunities, as each project carries with it possible employment opportunities for low- and moderate-income persons in the project area, through the Section 3 program. Section 3 opportunities were advertised in the local newspapers, written into project contracts, and discussed during pre-construction meetings. The Department of Grants and Community Programs (GCP) also secured funding for Missoula County to create quality jobs for Missoula residents. Given the limited CDBG entitlement dollars allocated to the City, GCP worked more closely with the State and County to secure CDBG funds on behalf of economic development projects, and with the City, County, and the Montana Big Sky Trust Fund to secure job training grants on behalf of businesses that commit to creating new jobs in Missoula. The City has also adopted the Missoula Quality Job and Labor Protection Ordinance (March 2001) to insure that businesses receiving economic-development assistance meet minimum standards for employment practices and compensation.

Community Housing Development Organizations (CHDOs) collaborated with the City in its efforts to provide more affordable housing opportunities. Missoula's three CHDOs are the North Missoula Community Development Corporation, Homeward, Inc., and Human Resource Council, Inc.

Through these agencies and the CDBG and HOME programs, the City participated in the development of housing units intended to address the broad range of need among the community's lower-income population. The City continued to commit 15% of its CDBG allocation towards public service projects, which help address poverty by funding programs that provide low- and moderate-income people with basic human services, such as food and shelter.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

#### **Growth Policy recommended actions**

- Host roundtable discussions with housing developers to determine the barriers to developing housing in the downtown area.
- Support financing tools to promote affordable housing such as financing bonds, tax increment financing, loans, and housing trust, etc.
- Continue rental assistance programs that move people quickly from homelessness into

housing with support services that also include job training and employment assistance.

- Develop additional safe, affordable and permanent housing for low-income, homeless families and seniors such as small multi-dwelling housing with services/subsidy, transitional housing, housing cooperative, micro-apartments, graduated senior housing communities, etc.
- Conduct a housing needs assessment to identify the demand for affordable housing, inventory developable land, market for downtown housing, and areas that can accommodate higher density multi-dwelling development, etc.
- Consider zoning tools to address affordable housing or the high cost of housing such as reduce minimum lot size, density bonuses for affordable units, mobile homes, mixed use developments, cottage homes, etc.
- Identify appropriate areas in the community to develop high density housing.

### **City Council adopted Housing Goal**

*Meet the needs of a growing and diverse population in regard to age, income, physical abilities and household size by having a sufficient supply of housing and developing a variety of housing types.*

### **City adopted Objectives**

1. Identify mechanisms, innovative zoning provisions, incentives and financing tools to promote the construction of permanent affordable housing.
2. Develop affordable housing opportunities, such as condominiums and micro-apartments for older adults seeking to downsize.
3. Increase the overall supply of decent, safe and affordable homes for renters and home buyers through new construction and improved maintenance of the existing affordable housing stock.
4. Increase the availability of fair housing to meet the needs of citizens of Federal, State, and City protected classes.
5. Increase the availability of rental subsidies to meet housing needs of the low to moderate income households.
6. Increase accessibility in new construction and including design features to accommodate seniors and individuals with disabilities.
7. Preserve existing affordable rental units.
8. Increase the inventory of housing for seniors including affordable housing and graduated senior housing communities.
9. Increase the number of affordable, safe housing options for students that are located in close proximity to the University of Montana campus.
10. Increase awareness of landlord-tenant responsibilities and address reasonable accommodations.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The City's goals, programs, and policies work to reduce poverty, job loss and low wages. However, goals, programs, and policies need to be strengthened for persons who are at the extremely low-income level, chronically homeless, or at-risk of homelessness. The City works with private industry, businesses, developers, and social service agencies through enhanced coordination among the Continuum of Care, public and assisted housing providers, and private and governmental health, mental health, and service agencies. The Consolidated Plan serves as a roadmap and guiding document for the City and its partners as it continues to work to alleviate poverty and coordinate housing assistance and services for persons who are homeless and recently homeless who now live in permanent housing (especially individuals and families with children, veterans and their families, and unaccompanied youth who are chronically homeless).

Missoula had a number of different avenues through which activities were coordinated between various public and private housing and social services agencies.

The At-Risk Housing Coalition (ARHC), a coalition of health, human service, and local government agencies that was formed in 1993, worked on issues concerning low-income housing and homelessness in Missoula and coordinated local efforts to plan and provide comprehensive services through a Continuum of Care.

Nonprofit housing developers, primarily Community Housing Development Organizations (CHDOs), met occasionally to discuss future projects and local issues affecting housing. Private for-profit housing developers, realtors, nonprofits, and others were also part of those discussions. The annual HOME and CDBG workshop in January 2016 became an avenue for discussion and coordination of efforts, as well as a key time to coordinate timing of applications for local and state funding for projects to maximize available funds and increase the success rate for projects to be developed in Missoula.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

In the Consolidated Plan, the City has identified nine goals/objectives and corresponding outcomes; and, as related to impediments to fair housing choice, Missoula has made the following goal:

*Goal #7 – Affordable and Fair Housing. The City will continue to address community-wide affordable and fair housing issues.*

*Outcome: The City will work to eliminate barriers to affordable housing and improve fair housing compliance through periodic action plans and analyses of impediments to fair housing, and will enhance compliance with city, state and federal laws, regulations and rules such as the Montana Human Rights Act, Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of Title I of the Housing and Community Development Act of 1974, Title II of the Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, Age*

*Discrimination Act of 1975, Title IX of the Education Amendments Act of 1972 and the City of Missoula's anti-discrimination Resolution 3428.*

With a dedicated staff person focusing on Affirmatively Furthering Fair Housing (AFFH) issues and an Action Plan in place, the City can continue to expand outreach accessibility, and to provide a more complete report on those activities in the future. Missoula has initiated conversations with State staff to find ways to collaborate on AFFH activities and reporting.

In a previous Analysis of Impediments to Fair Housing (AI) in 2010, the following impediments to fair housing choice were identified and addressed:

Transportation - The City is now providing free accessible bus transportation year around, which offers anyone an opportunity to commute for work or pleasure in and around the community.

Rental Practices - The City and its grantees in the HOME and CDBG program receive training in impediments to fair housing choices for people in one or more of the protected classes of Title VIII of the Civil Rights Act of 1968 (race, color, national origin, sex, religion, familial status, or disability).

Fair Housing Enforcement - The City cooperates with and receives training from the Montana Fair Housing organization.

Zoning - The City does not have any negative barriers created by the development standards or building code to fair housing choice. However, housing incentives and methods such as fee waivers, expedited permitting and inclusionary zoning favor overcoming any impediments to fair housing choice.

And finally, the use of HOME funds for Tenant Based Rental Assistance (TBRA) has helped families overcome this impediment to fair housing choice. Participants are aware of the wide variety of housing types and neighborhoods available to them. All efforts are made to ensure that participants take advantage of the freedom of housing choice and expansion of housing opportunities made possible by the TBRA program. By consistent and thorough reporting of beneficiaries assisted in protected classes, and by enforcement of minimum Housing Quality Standards, TBRA administrators enhance community efforts to improve fair housing choices and maintain the existing housing stock.

## ***CR-40 - Monitoring 91.220 and 91.230***

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Each of the projects funded by CDBG or HOME is administered by a GCP grants administrator. A written contract is entered into outlining the responsibilities of the grantee and the City. Included in contracts is a requirement for quarterly reports. In addition, each request for a draw made by grantees is accompanied by documentation of the expenses for which reimbursement is requested. The GCP grants administrators review the documents presented, and follow up with direct questions should anything be unclear. GCP staff created and utilized a step-by-step guide for subrecipients on how to successfully administer a construction project funded through federal funds like CDBG and HOME including Section 3 and disadvantaged and minority business outreach, and labor standards. The document provided clear guidance on every phase of a construction project, from kick-off to completion.

Grants administrators also have informal conversations—either on the telephone or through email—with most grantees regularly, to keep informed of the project’s status and to help trouble-shoot problems that may arise. GCP staff also attend regular construction meetings for housing and public improvement projects funded with CDBG or HOME. Active projects result in almost daily contact with the recipients of HOME and CDBG.

The City has been tracking performance measures through the IDIS system, using the HUD performance measures. Performance measurements have been added to all applications, and are reviewed during the ranking process.

Formal, on-site monitoring takes place upon project completion for all CDBG housing and public improvements construction projects as well as on a periodic basis for public service projects. HOME projects are monitored periodically, based on project size and amount of funds involved. HOME on-site monitoring continues until the affordability period is complete. See CR-50 for details on HOME monitoring.

Minority business enterprise/women’s business enterprise data is collected and reported for each construction project prior to and throughout the construction phase. The City places a Section 3 newspaper ad with each construction projects to solicit low-income participants in the project area. A list of Disadvantaged Business Enterprises maintained by the State of Montana is distributed to likely contractors.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

### **Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

In preparing the Consolidated Annual Performance and Evaluation Report (CAPER), the City contacted and informed all organizations located in or working in Missoula that fit the following descriptions:

Public and private agencies that provide housing, health, and social services including those that provide services to children, the elderly, persons with disabilities, persons living with HIV/AIDS, people with substance and chemical abuse issues, victims of domestic violence, and persons who are homeless; State and local health and child welfare agencies (regarding lead-based paint); units of local government including City and County planning agencies; appropriate offices of state government; local neighborhood and citizen groups; and, the Missoula Housing Authority and residents of public and subsidized housing.

Additionally, GCP initiated the following actions: took steps to encourage participation by low- and moderate-income persons, particularly those living in areas where CDBG or HOME funds are proposed to be used; and, took steps to encourage the participation of all of its citizens including minorities and non-English speaking persons, and persons with disabilities. These actions were conveyed in the public legal notice printed in the regional newspaper in English and in Spanish, and distributed to the above organizations or interest lists, and particularly offered assistance to persons who were non-English speaking, or needed accommodations for disabilities.

### **Standards for public notice**

Notice was provided to the public via email, mail, and social media, and was published twice in the publication designated by the City of Missoula for legal notices at least two consecutive weeks prior to the deadline. For the CAPER, no public hearing is required. Notices were sufficiently detailed to allow for citizens to identify and have access to recognized programs or services and provided information listing the locations at which complete copies of any plans or reports can be found (GCP office, city or county website, by mail or email, etc.). As a matter of policy, public meetings are held at times and locations convenient to potential beneficiaries and in a facility that is physically accessible to persons with disabilities.

### **CAPER**

Per the actions taken in outreach efforts above, members of the public were asked to review and comment on the draft Annual Performance Report. The City provided public notice to include a brief summary of the uses of funds included in the Performance Report and accepted written public comment as described in Standards for Public Notice above. A summary of written comments received is included in the final version of the Performance Report. In the City's advertisements for the CAPER it is offered to provide the CAPER in alternative formats (e.g. large print) and the use of the 711 Montana Relay service. Translation services can be provided on request. Persons with disabilities are

invited to request assistance in order to participate in meetings or access to programs. As a City/County office, the Department of Grants and Community Programs posts all items on the City or County on the County's web server and City-related items are posted with links to the County webpages. The CAPER, therefore, was referenced with accessibility information, including use of the 711 Montana Relay Service for persons who are deaf or hard of hearing.

***CR-45 - CDBG 91.520(c)***

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

There are no changes to the Consolidated Plan goals and objectives.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No.

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**



## ***CR-50 - HOME 91.520(d)***

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

**Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.**

The City has a risk-assessment review process for determining whether or not annual reviews of HOME assisted units greater than 26 are needed. In the case of the Solstice and Equinox projects, developed by Homeword, Inc., an operating CHDO, the City has determined that the risk is low. No additional monitoring was done in FY15 in conjunction with this schedule.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

The City of Missoula provides information and otherwise works to attract persons from all racial, ethnic and gender groups in the housing market to housing that is assisted with HOME program funding. The City places public notices in the local newspaper, has an email tree and mails to interested parties, advising of the availability of various programs to be undertaken. All written notices to owners and tenants contain either the Equal Housing Opportunity logo, statement or slogan:

*Equal Housing Opportunity Statement: We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.*

*Equal Housing Opportunity Slogan: Equal Housing Opportunity.*

Participants in the HOME (and CDBG) programs are required to use affirmative fair marketing practices to inform potential owners and tenants, as well as the public, about federal fair housing laws. All HOME- or CDBG-assisted housing providers must include the Equal Housing Opportunity logo, statement, or slogan in its written materials; solicit participants from various racial, ethnic or gender groups; maintain records of their affirmative marketing efforts; and maintain records of all tenants that must be provided for program monitoring.

Missoula uses the media, direct mailings, and email to contact the widest range possible of firms that will do business with the City, and makes a special point to seek proposals from minority and women's business enterprises. City contracts include provisions requiring contractors to seek subcontractors from minority and women's businesses and setting goals for the percentage of MBE/WBE contractors involved with a project funded by CDBG or HOME.

The City of Missoula is taking the next steps to affirmative marketing actions for HOME units, and is incorporating guidance from HUD to include:

- Develop guidance on affirmatively marketing tenant-based rental assistance and homebuyer assistance programs that were previously not covered by the HOME Rule.
- The policies must state the specific actions that staff, subrecipients, or State recipients must take in order to attract eligible persons in the market area without regard to race, color, national origin, sex, religion, familial status, or disability.
- Refer to §92.351(b) for specific items that the minority outreach procedures must address.
- Revise policies and procedures for tenant-based rental assistance programs and homebuyer development programs to incorporate this new guidance.
- Review existing guidance in the rental and homebuyer housing development programs to make sure these policies reflect that this requirement applies to projects with five or more HOME-assisted units, and make required revisions.
- Be sure any written agreements with State recipients; subrecipients; and owners, developers, or sponsors, in accordance with §92.504(c), include the affirmative marketing requirements.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

The amount and use of program income for projects in PY 2015 including characteristics may be found in the IDIS PR 09 HOME Program Income report.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

The City has evaluated and reduced lead-based paint hazards with the construction of new housing, and the distribution of information to homeowners receiving assistance from CDBG programs; it continued to provide housing and public services to homeless and low-income persons in order to reduce the number of poverty-level families; it continued to develop institutional structure, and enhanced coordination between public and private housing and social service agencies through the ARHC program.



## **PUBLIC COMMENT SOLICITED**

The **DRAFT City of Missoula's Program Year 2015 Consolidated Annual Performance and Evaluation Report (CAPER)** is now available for public review and comment. The City is required to prepare a CAPER each year which describes program accomplishments during the last fiscal year for the Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) programs for the program year ending June 30, 2016.

Public comments on the City's performance **received by noon, September 6, 2016**, will be included in the final version of the CAPER to be submitted to the U.S. Department of Housing and Urban Development (HUD). Comments may be made in writing to the Missoula Department of Grants and Community Programs (GCP), 435 Ryman, Missoula, MT, 59802 or via email to [jharte@missoulacounty.us](mailto:jharte@missoulacounty.us). The City of Missoula and GCP welcome comments on its CDBG and HOME activities, Consolidated Plan and annual Action Plan on a year-round basis.

Copies of the CAPER are available for review at GCP's office at 223 W. Alder or at [www.missoulacounty.us/grants](http://www.missoulacounty.us/grants). Persons wishing to receive a copy of the CAPER or to review it in an alternative format should contact Jean Harte at GPC, (406) 258-3712. Those who are deaf or hard of hearing may contact TTY 711. Those who need assistance to participate (non-English speaking, hearing impaired, etc.) should contact staff to request special arrangements.



## **SE SOLICITA COMENTARIO PUBLICO**

La **versión preliminar del Informe de Evaluación y Desempeño Anual Consolidado (Consolidated Annual Performance and Evaluation Report: CAPER) de la ciudad de Missoula para el programa del año 2015**, finaliza en Junio 30 del 2016, está disponible para revisión y comentarios públicos. El CAPER describe los logros durante el año fiscal anterior del Programa de Subsidios Globales para el Desarrollo Comunitario (CDBG), y el Programa de Asociación para Inversiones en Vivienda (HOME).

Los comentarios del público sobre los resultados de la Ciudad se recibirán hasta el **6 de Septiembre del 2016, a medio día**, y se incluirán en la versión final del CAPER para ser presentados al Departamento de Vivienda y Desarrollo Urbano (Housing and Urban Development: HUD). Los comentarios pueden ser enviados por escrito al Departamento de Becas y Programas de la Comunidad (Grants and Community Programs: GCP), 435 Ryman St., Missoula, MT, 59802, o por correo electrónico a [jharte@missoulacounty.us](mailto:jharte@missoulacounty.us). La ciudad de Missoula y GCP acoge favorablemente sus comentarios acerca de las actividades de CDBG y HOME, del Plan Consolidado, y del Plan Anual de Acción, durante todo el año.

Copias del CAPER están disponibles para su revisión en la oficina del GCP en 223 W. Alder, o en la página de internet: [www.missoulacounty.us/grants](http://www.missoulacounty.us/grants). Las personas que deseen recibir una copia del CAPER o revisarlo en un formato alternativo deben comunicarse con Jean Harte en GPC, (406) 258 3712. Personas con problemas auditivos, pro favor llamen TTY 711. Personas que necesiten asistencia para participar (por ejemplo: personas que no hablan inglés, personas con problemas auditivos, etc.) deben llamar al personal para solicitar arreglos especiales.



## PUBLIC COMMENT SOLICITED



The **DRAFT** City of Missoula's Program Year 2015 Consolidated Annual Performance and Evaluation Report (CAPER) is now available for public review and comment. The City is required to prepare a CAPER each year which describes program accomplishments during the last fiscal year for the Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) programs for the program year ending June 30, 2016.

Public comments on the City's performance **received by noon, September 6, 2016**, will be included in the final version of the CAPER to be submitted to the U.S. Department of Housing and Urban Development (HUD). Comments may be made in writing to the Missoula Department of Grants and Community Programs (GCP), 435 Ryman, Missoula, MT, 59802 or via email to [jharte@missoulacounty.us](mailto:jharte@missoulacounty.us). The City of Missoula and GCP welcome comments on its CDBG and HOME activities, Consolidated Plan and annual Action Plan on a year-round basis.

Copies of the CAPER are available for review at GCP's office at 223 W. Alder or at [www.missoulacounty.us/grants](http://www.missoulacounty.us/grants). Persons wishing to receive a copy of the CAPER or to review it in an alternative format should contact Jean Harte at GPC, (406) 2583712. Those who are deaf or hard of hearing may contact TTY 711. Those who need assistance to participate (non-English speaking, hearing impaired, etc.) should contact staff to request special arrangements.



## SE SOLICITA COMENTARIO PUBLICO

La versión preliminar del Informe de Evaluación y Desempeño Anual Consolidado (Consolidated Annual Performance and Evaluation Report: CAPER) de la ciudad de Missoula para el programa del año 2015, finaliza en Junio 30 del 2016, está disponible para revisión y comentarios públicos. El CAPER describe los logros durante el año fiscal anterior del Programa de Subsidios Globales para el Desarrollo Comunitario (CDBG), y el Programa de Asociación para Inversiones en Vivienda (HOME).

Los comentarios del público sobre los resultados de la Ciudad se recibirán hasta el **6 de Septiembre del 2016, a medio día**, y se incluirán en la versión final del CAPER para ser presentados al Departamento de Vivienda y Desarrollo Urbano (Housing and Urban Development: HUD). Los comentarios pueden ser enviados por escrito al Departamento de Becas y Programas de la Comunidad (Grants and Community Programs: GCP), 435 Ryman St., Missoula, MT, 59802, o por correo electrónico a [jharte@missoulacounty.us](mailto:jharte@missoulacounty.us). La ciudad de Missoula y GCP acoge favorablemente sus comentarios acerca de las actividades de CDBG y HOME, del Plan Consolidado, y del Plan Anual de Acción, durante todo el año.

Copias del CAPER están disponibles para su revisión en la oficina del GCP en 223 W. Alder, o en la página de internet: [www.missoulacounty.us/grants](http://www.missoulacounty.us/grants). Las personas que deseen recibir una copia del CAPER o revisarlo en un formato alternativo deben comunicarse con Jean Harte en GPC, (406) 258 3712. Personas con problemas auditivos, pro favor llamen TTY 711. Personas que necesiten asistencia para participar (por ejemplo: personas que no hablan inglés, personas con problemas auditivos, etc.) deben llamar al personal para solicitar arreglos especiales.

## **PUBLIC COMMENTS**

>>> *Lori Davidson <ldavidson@missoulahousing.org> 8/25/2016 8:45 AM >>>*

*Good morning, Jean,*

*I'm curious on the rental housing HOME amount of \$1,564,000, how much is state and how much is city?*

*Thanks!*

*Lori*

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### **Reply from City**

Good morning, Lori,

Thank you for your question. The HOME amount you see is the total allocation for the five-year period of 2014-2018, as it was established when the Consolidated Plan was written in 2014. At that time, the City knew the HOME allocation for 2014, but had to estimate the anticipated annual HOME allocations for the following four years. Currently this report form doesn't allow any changes in that field.

As you know, the City of Missoula is a jurisdiction that receives HOME allocations independent of the State, and reports to HUD annually by means of the CAPER. Therefore, the rental housing HOME amount is all "city."

By the way, the Montana Department of Commerce reports to HUD in its own CAPER regarding their awards to county-only projects. Usually the Participating Jurisdictions (within the city limits of Great Falls, Missoula, and Billings) are excluded from competing in the State's program. Occasionally, the State may open the competition to PJs when they have excess funds or an insufficient number of qualified county applicants.

Let me know if you need additional information.

Jean

<<<<<<<ldavidson@missoulahousing.org> 8/26/2016 1:51 PM >>>

Thanks, Jean. I didn't remember it was for the five-year period.

Lori

>>> Cindy Weese <cweese@ywcaofmissoula.org> 8/25/2016 2:15 PM >>>

Jean –

*I've attached a document with changes relevant to the YWCA housing programs.*

*Cindy Weese  
Executive Director  
YWCA Missoula  
1130 W. Broadway  
Missoula, MT 59802  
Phone: (406) 543-6691  
Fax: (406) 543-6777  
www.ywcaofmissoula.org*



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**Reply from City**

**From:** Jean Harte [mailto:jharte@missoulacounty.us]  
**Sent:** Thursday, August 25, 2016 4:10 PM  
**To:** Cindy Weese  
**Subject:** RE: Draft Program Year 2015 CAPER - comments solicited

Thank you, Cindy. I'll make the changes and correct the last paragraph. The Winter Shelter committee was the subject of that sentence....trying to explain that a committee comes together to discuss applicants for winter shelter, and determines if ESG or a SA winter shelter program referral is appropriate for the individual or family.

Jean

>>> Cindy Weese <cweese@ywcaofmissoula.org> 8/26/2016 8:54 AM >>>

Thanks for the clarification, Jean. I misread that sentence.

>>> Alan White <AWhite@ci.missoula.mt.us> 8/24/2016 11:26 AM >>>

*I'd like to help you Jean but, I'm retiring and Sept 2nd is my last day. Too much to do and too little time.*

*Cheers!*

*Alan*

*Alan White, Construction Manager  
City of Missoula - Parks & Recreation  
100 Hickory Street  
Missoula, Montana 59801  
Ph 406 552-6261  
Fax 406 327-2159  
www.missoulaparks.org*

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**Reply from City**

Good luck to both of us in our journeys. Been wonderful working with you.

Jean



>>> "Bob Oaks" <nmcdc@montana.com> 9/1/2016 1:39 PM >>>

*Hello Jean,*

*We were not an awardee in this cycle but as one of Missoula's 3 CHDO organizations, NMCDC would like to reaffirm staff's suggestion that Inclusionary Housing discussions might profitably be introduced into Missoula's political realm. We believe that Missoula City Council should take a more active leadership role in implementing housing strategies to address Missoula's current crisis surrounding lack of affordable housing opportunity.*

*As a Community Land Trust provider, the NMCDC would also endorse any and all efforts to make permanent affordability a mandate of publicly subsidized LMI housing.*

*Thank you for the opportunity to comment.*

*Bob Oaks*

*Executive Director, NMCDC*

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**Reply from City**

Hello Bob,

Thank you very much for your comments.

Jean