



# PROGRAM YEAR 2020 ACTION PLAN

## For HUD-Funded Programs

**John Engen, Mayor, City of Missoula**  
**Office of Housing and Community Development**  
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Missoula, Montana 59802  
(406) 552-6396



# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

Montana is a state of more than one million people. Missoula County covers approximately 2,600 square miles in the western part of the state and has more than 118,000 residents. Missoula is the only incorporated city in the County, with a population of more than 74,000. The City's population density is 2,427 per square mile, compared with the state average of 6.8 persons per square mile. The Missoula Urban Services Area, defined as the City's wastewater and sewer service treatment area, contains 77% of the County's population. Missoula is the regional trade center for Western Montana, serving more than a quarter of the state's population for health care and retail businesses.

While Missoula boasts many assets that foster community development, the lack of housing affordability serves as a barrier to the community's continued growth. According to the Missoula Organization of Realtors' 2019 Housing Report, the median price of a home increased 8.1% to \$290,000 in 2018. In the last 10 years, the median price of a home in Missoula has increased by 39%. The Housing Affordability Index for Missoula fell well below 100 in 2018, which indicates that a family with a median income would have a difficult, if not impossible, time qualifying for a mortgage on a median-priced home.

According to the most recent 2017 data, the number of renters spending more than 30% of their income on housing increased, reaching almost 49%, and they are likely to have a hard time meeting other financial obligations. This data, coupled with citizen participation input, clearly demonstrates the need to create new opportunities for affordable housing as part of this Action Plan.

Missoula's Office of Housing & Community Development (HCD) administers the Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) programs. Missoula became an Entitlement City for CDBG in 1999 and a Participating Jurisdiction (PJ) for HOME in 2003, designations that mean that HUD grants funding for those programs directly to the City, and does not require the City to compete for the funds with other state jurisdictions. Missoula often uses HOME and CDBG funds jointly to develop projects by leveraging resources to improve the supply of affordable housing, public improvements, and public services to Missoula's low- and moderate-income residents.

In connection with the CARES Act, the City of Missoula was allocated additional funding (CDBG-CV funds) to address the COVID-19 pandemic and its impact on the community to be used to prevent, prepare for, and respond to the pandemic during the program year.

## **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

### **Goal #1 - Rental Housing**

The City will work to increase and preserve the supply of safe, healthy, affordable rental units for extremely low, low, and moderate-income households in Missoula. We will focus on addressing known challenges to the construction of new rental housing stock and the preservation of existing stock. Outcomes will include an increase in the number of affordable rental units available, as well as the improvement of the quality of rental housing in Missoula. PY20 projects will include development of 202 affordable rental homes on two separate sites; 30 permanent supportive housing vouchers will be placed in one of the sites, along with a navigation center to provide supportive services for the residents and others in the community.

### **Goal #2 - Homeownership**

The City will work to increase homeownership opportunities and preserve existing affordable homeownership stock (including mobile home parks and manufactured housing) that is safe and healthy for low, moderate, and middle-income households in Missoula. Outcomes of this goal area will include the improvement of the number and variety of homeownership opportunities in Missoula as well the preservation and maintenance of existing affordable homeownership housing stock in Missoula. PY20 projects will provide financial, renter and housing education and counseling programs to the community, as well as the preservation of 25 existing affordable homes.

### **Goal #3 - Homelessness**

The City will work to expand Missoula's capacity to address homelessness, making it rare, brief, and one time only for those experiencing homelessness in the community. To do this, we plan to invest in capital or public service projects that build systemic capacity in the Missoula Coordinated Entry System. Outcomes for this goal area will include public services targeted to those experiencing homelessness, such as overnight shelter, transitional housing, and supportive services to help individuals navigate the resources available to them. PY20 projects will provide ongoing shelter and supportive services for homeless families and those healing from domestic violence; one project in particular will support the development of a fully accessible facility with housing for unsheltered families and a domestic violence shelter.

**Additionally, in response to the COVID-19 pandemic,** CDBG-CV allocations will be used to support outreach, services, and appropriate supportive services for homeless individuals in isolation and quarantine in compliance with U.S. Centers for Disease Control and Prevention guidance. The choice to use the CDBG-CV funds to support our shelter system and homeless populations in particular was made based on coordination with and a formal request from the City-County Health Department and County Emergency Management Agency's Community Organizations Affected by Disaster (COAD) Task Force. This group recommended the CDBG-CV funds target our shelter system and homeless population in part because no other federal funding sources or disaster funding sources could effectively be used for these purposes.

#### **Goal #4 - Planning & Administration**

The Office of Housing & Community Development will plan annually to ensure we are successfully meeting the first three goals identified in this plan. Ensuring that planning for our HUD-funded programs align and complement other community planning efforts and city housing policy are top priorities over the course of this action plan and the current consolidated plan. Additionally, we will work to establish additional, flexible funding sources to support our housing and community development goals. The Outcomes associated with this goal area will include more efficient systems and processes in the Department administration of funds.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City has administered the CDBG Entitlement program since 1999, and the HOME program since 2003. Over the course of those years, the administration of these federal funds has shifted from being contracted to Missoula County Grants and Community Programs staff, back to City of Missoula staff in 2016 with the opening of the Office of Housing & Community Development (HCD) at the City.

The Office of Housing & Community Development was created by the Mayor of Missoula to address an increasing need to focus and strategize to address housing challenges in the city. In the past several years, Missoula has seen remarkable growth in its economy and population. Missoula is a community with incredible people and an attractive quality of life. The very nature of our community and our collectively held values are what make Missoula a great place to live. This growth and vitality, however, has brought challenges. Home prices have steadily increased in recent years, outpacing wage growth and causing many Missoulians to find it challenging to afford safe and healthy homes. From young families to retirees, more than half of Missoulians cannot afford to participate in the increasingly expensive housing market. A majority of respondents surveyed in 2020 agreed that the biggest housing challenges facing Missoula are a lack of affordable rental homes and a lack of affordable homes to purchase. Survey respondents identified the construction of housing that is affordable for Missoulians who earn less than the median wage as their top priority. When responding for the city as a whole, two

initiatives tied for second most important – financial rental assistance and homelessness services. When asked whether they are satisfied with their current housing options, 73% of those who responded to the question said no.

As a result of these challenges, HCD has shifted the focus of these federal grants programs since its inception in 2016 to be more targeted on making an impact on the number and quality of affordable homes in Missoula and working to end homelessness in the community. This has meant focusing Annual Action Plans and the 2019-2023 Consolidated Plan on fewer goals. This strategy intends to more highly leverage these federal grants programs and make greater impact in the areas that the community sees the most need. HCD has also focused over the past few years on building partnerships with both nonprofit and for-profit organizations with the goal of leveraging the resources and unique strengths of these partners to help us reach our collective goals. The Consolidated Plan and this Annual Action Plan are a continuation of that more focused strategy. During this period, we hope to end homelessness in the community and alleviate the pressures on the housing market to ensure that all Missoulians can afford their homes.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

A Citizen Participation Plan guides all HCD citizen participation processes. It includes policies and procedures related to public notice, increasing citizen participation, and how citizen feedback should be used. The CPP is attached. Below is a summary of outreach performed in the development of the Action Plan.

##### **CDBG and HOME Application Workshop:**

On Jan. 16, 2020, the City held a CDBG and HOME Application Workshop. Application guidelines were distributed and funding approximations for PY2020 were discussed. Local non-profit agency personnel, City Council, and the public were invited.

##### **Community Needs Assessment Survey (CNA):**

In Jan. and Feb. 2020, the City administered a CNA survey for the community to share their top priorities related to CDBG and HOME funds. In total, 767 individuals responded, a 49% increase from the previous year. The survey was available online and distributed via HCD email lists.

##### **Community Needs Assessment Meeting:**

On March 4, 2020, the City held a community meeting to review the results of the online survey and ask for further feedback. In total, 17 individuals attended the meeting. A summary of survey results is attached. One of Missoula's biggest housing challenges is simply the lack of housing stock; we do not have enough affordable homes in Missoula to meet the need, especially for the large proportion of residents who rent their homes. Relatedly, the housing stock does not meet needs, including accessibility and options for folks to age in place.

## **CDBG-CV Funds Consultation Process and the Community Organizations Active in Disaster (COAD)**

### **Task Force:**

HCD used a more streamlined outreach and allocation process to respond quickly to community needs caused by the global COVID-19 pandemic. HCD directly approached and coordinated with the local COAD Task Force to identify the most pressing needs in the community for COVID response efforts and those activities without other federal funding resource available. COAD membership includes community medical experts, health care providers, homeless service providers, and emergency management staff (roster is attached). The COAD collectively identified the highest needs that were eligible for CDBG-CV funds and sent a letter outlining those funding priorities to HCD. HCD staff then worked directly with organizations recommended for funding to confirm their eligibility and proposed activities.

### **Public Comment Period and Public Hearing:**

The Action Plan, which includes the CDBG, HOME and CDBG-CV CARES ACT funding recommendations, was posted on our online engagement portal for 22-day public comment, from May 25 to June 15, 2020. City Council conducted a public hearing on June 8, 2020 and kept that hearing open for public comment until final approval of the Action Plan on June 15, 2020.

### **Affirmatively Furthering Fair Housing/Analysis of Impediments to Fair Housing:**

The AI is a statewide effort in Montana shared between entitlement communities (Billings, Great Falls, and Missoula), the state of Montana (Montana Department of Commerce, MDOC) and disseminated by HUD. The AI looks at data, goals, and needs of the participating entitlement communities in the context of fair housing to identify and analyze impediments to fair (i.e. non-discriminatory, affordable) housing for community members and to reduce those obstacles. The AI aims to improve local planning and fair housing availability. Since early 2018, entitlement cities, MDOC, and AmeriCorps VISTA members have contributed to the AI. The AI is expected to be published in spring of 2020.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

A summary of public comments can be found in the Appendix.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

There were no public comments received that were not accepted and incorporated into the Action Plan.

## **7. Summary**

Missoula is a vibrant community that uses many resources beyond financial allocations to address its needs in the realm of housing and community development. Increasing pressure in the housing market

in recent years has resulted in a tight rental market and very high median home prices. In response, the Office of Housing & Community Development has moved towards a more targeted strategy aimed at leveraging community partnerships to end homelessness in the community and alleviate the pressures on the housing market to ensure that all Missoulians can afford their homes. The Consolidated Plan along with this Annual Action Plan represent the next phase in this strategy and aligns closely with the City's first comprehensive Housing Policy, released in 2019 entitled "A Place to Call Home: Meeting Missoula's Housing Needs." These Plans and the city's housing policy will be implemented in concert with one another to support Missoula's most vulnerable populations meet their housing needs.

In 2020, Missoula and the world face an unprecedented public health crisis with the COVID-19 pandemic. This crisis has created emergent needs especially in our Coordinated Entry System, Missoula's homelessness response sector. Based on these needs and the connection to our existing consolidated plan goal the Office of Housing & Community Development in coordination with our local Community Organizations Affected by Disaster Task Force chose to use our CDBG-CV funds to help stop the spread of COVID-19 citywide by supporting outreach, services, and appropriate supportive services for homeless individuals in isolation and quarantine in compliance with U.S. Centers for Disease Control and Prevention guidance.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	MISSOULA	
CDBG Administrator	MISSOULA	Missoula Office of Housing & Community Development
HOPWA Administrator		
HOME Administrator	MISSOULA	Missoula Office of Housing & Community Development
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The City of Missoula Office of Housing & Community Development administers the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs for the City of Missoula, Montana. The City has administered the CDBG Entitlement Program since 1999 and the HOME program since 2003.

HOME and CDBG funds are awarded to the City from the U.S. Department of Housing & Urban Development (HUD) annual budget based on a Federal Fiscal Year (FFY). The FFY21 runs from October 1, 2020 through September 30, 2021. Program Years (PY) are adopted by each local jurisdiction and are often different from the FFY. The City of Missoula Program Year 2020 runs from July 1, 2020 through June 30, 2021. The City of Missoula Program Year runs concurrent with the City of Missoula Fiscal Year.

**Consolidated Plan Public Contact Information**

For information about Missoula's 2019-2023 Consolidated Plan for HUD-Funded Programs:

Go To: <http://www.ci.missoula.mt.us/2086/Housing-Community-Development>

Call: (406) 552-6399

Mail/Visit: Office of Housing & Community Development

400 Ryman St. (physical address)

435 Ryman St. (mailing address)

Missoula, MT 59802

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

In developing the Action Plan, the City’s Office of Housing & Community Development (HCD) collaborates with a number of City departments (including the Mayor’s Office, City Attorney, Development Services, Public Works, Parks & Recreation, City/County Health Department, Partnership Health Center, Fire Department, and City Finance) and the Missoula Housing Authority, Missoula County Office of Emergency Management, non-profit and for-profit housing developers, lenders, real estate professionals, economic development specialists, community-based human service providers and private citizens. Information was collected from the U.S. Census, demographic and mapping data, the local REALTOR® database, individual interviews, and an array of previously developed planning documents describing housing and community development services and needs. We appreciate the time and support of all of our partner agencies and departments in the creation of this plan.

### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

Housing & Community Development staff regularly attend meetings within both City and County government and participate actively in the meetings and events sponsored by our nonprofit and for-profit partners. HCD staff have been working to build these relationships since 2016 when the office opened. An important aspect of that relationship has been coordinating efforts within the areas of housing, public improvements, economic development and public services. HCD staff also coordinates and administers Missoula’s At-Risk Housing Coalition (ARHC) as well as the Coordinated Entry System.

Housing & Community Development maintains an email and mailing list of individuals and entities that are interested in the planning process and the award and administration of the City’s HOME and CDBG programs, and other community development activities. This list includes representatives of Missoula’s Public Housing Agency, nonprofit, and for-profit assisted housing providers, and representatives of the community’s private and governmental health, mental health, and service agencies; many are listed in the table below. Regular updates and information action items are sent to the lists, especially at times when public comment is being solicited. HCD also distributes information via the At-Risk Housing Coalition frequently.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Missoula Continuum of Care Coalition is titled the At-risk Housing Coalition (ARHC). ARHC is an ongoing formal task force comprised of representatives from health and human service agencies and

governmental departments. ARHC was formed in 1993 to initiate a community-wide effort to prevent and address homelessness. In 2004, ARHC formalized as a coalition requiring membership and adherence to agreements and protocols. ARHC works on issues surrounding low-income housing and homelessness in Missoula and coordinates the local effort to plan and provide comprehensive services through a continuum of care.

ARHC meets bi-monthly and sub-committees meet both monthly and bi-monthly. Members perform the Annual Homeless Point-in-Time Survey and Housing Inventory. They plan, review and endorse local projects for HUD Continuum of Care funding and represent Missoula on the MT Continuum of Care Board of Directors. Members of ARHC committees also work on distinct projects, such as the annual Project Community Connect, annual Point-in-Time Survey and Housing Inventory, Missoula's Coordinated Entry System, and program planning and coordination.

ARHC membership includes representation from local government (City and County), health care, mental health and substance abuse service providers, law enforcement/corrections agencies, affordable housing developers, the Missoula Housing Authority, the district homeless school liaison, victim service providers, street outreach teams, veteran service providers, homeless shelter director and staff members, leadership of a local interfaith collaborative, faith-based service providers and university students (e.g., social work, psychology, public administration).

In 2017, the Coordinated Entry System introduced a By-Name List intended to give the Continuum of Care a robust set of data points that can be used in addition to the annual Point-in-Time Count. In November of 2019, Missoula began using a new Homeless Management Information System called Service Point. Over 50 users have access to HMIS, including CoC funded agencies and non-CoC funded agencies, like our emergency shelter, faith-based outreach provider and several other organizations. Coordinated Entry System information is now collected via the database.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The District XI Human Resource Council (HRC) is the local recipient of Emergency Solution Grant (ESG) funds. In 2012 and 2013, the HRC hosted meetings where local Continuum of Care (CoC) members discussed the needs of Missoula's homeless individuals, and worked with the HRC to prioritize the use of Missoula's ESG funds. The representatives determined that a portion of ESG funds would be used for a Rapid Re-housing program. Representatives also produced a universal "intake form" used by staff at social service agencies. Local providers advised on the electronic, universal intake form. With input from the CoC, the HRC designated the 2-1-1 Information and Referral phone system as the virtual point of entry for homeless persons. In February 2017, the CoC re-designed our Coordinated Entry System, which includes additional Access Points, a new assessment tool, and additional components, such as diversion,

case conferencing and the By-Name-List. Our new HMIS software, Service Point, is administered through Pathways MISI, a contractor selected by the Statewide CoC. Pathways is responsible for training, licensing monitoring and ongoing technical assistance throughout Missoula and statewide.

The Missoula CoC is an active participant in the State CoC, and works closely with the State to develop performance standards, evaluate program outcomes, and to develop policies and procedures for the administration of the Homeless Management Information System (HMIS). Highlights of the oversight and collaborative implementation activities are:

- Performance standards are provided by both the HEARTH Act and HUD, and the MT CoC incorporates them into grantee scoring criteria and performance review processes.
- The MT CoC Board reviews scoring measures each year to stay current with federal changes and provides recommended performance measures to the CoC membership at its annual membership meeting for final approval.
- CoC membership adopts scoring measures.
- Performance data tables are constructed from HMIS three-times a year by CoC staff and reported by program type to the following grantees: permanent supportive housing, transitional housing, ESG, and Reallocation-Rapid Rehousing. Grantees participate in performance review sessions to evaluate progress and, if standards are not being met, each group is responsible for developing remediation activities. Each program group provides input or recommendations on future performance measures to the MT CoC board.
- Staff (DPHHS & CoC) and user groups provide input to board. MT CoC staff and the Montana Department of Public Health and Human Services-ESG program managers also provide input to the MT CoC Board.
- Board considers changes and makes recommendations to the membership. The Montana CoC Board is responsible for providing, governing and operating a HMIS, and the MT CoC bylaws provide for a HMIS Oversight Committee to conduct ongoing supervision. This active committee created an ad hoc group, appointed by the Board, to undertake a comprehensive review of the existing system including its future governance, management, funding, and vendor selection. In early 2019, the State CoC Board Coordinator and Bloom Consulting facilitated and convened critical homeless and housing partners from around the state of Montana to research and select a new HMIS provider; the move to the new ServicePoint through Pathways MISI system went live September 2019.

A Policies and Procedures Manual was developed by the HMIS grantee and vendor using HUD provided documents and future HMIS users in focus groups and beta testing and will be reviewed annually to ensure compliance with national HMIS standards.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	City of Missoula
	<b>Agency/Group/Organization Type</b>	Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended planning meetings to develop needs assessment and other related Action Plan sections
2	<b>Agency/Group/Organization</b>	City of Missoula Department of Neighborhoods
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Shared opportunities for citizen participation with the Neighborhood Councils.
3	<b>Agency/Group/Organization</b>	Development Services - City of Missoula
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Conducted growth policy planning meetings to develop needs assessment and other related Action Plan sections

4	<b>Agency/Group/Organization</b>	HOMEWORD
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Education Service-Fair Housing Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended the Community Needs Assessment to share input in development of the Action Plan.
5	<b>Agency/Group/Organization</b>	HUMAN RESOURCE COUNCIL DISTRICT XI
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless Service-Fair Housing Regional organization Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended the Community Needs Assessment to share input in development of the Action Plan.
6	<b>Agency/Group/Organization</b>	Missoula County
	<b>Agency/Group/Organization Type</b>	Health Agency Other government - County Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended the Community Needs Assessment to share input in development of the Action Plan.
7	<b>Agency/Group/Organization</b>	MISSOULA HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	PHA Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended the Community Needs Assessment to share input in development of the Action Plan.

8	<b>Agency/Group/Organization</b>	POVERELLO CENTER
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended CDBG & HOME Workshop Application meeting, and attended the Community Needs Assessment to share input in development of the Action Plan.
9	<b>Agency/Group/Organization</b>	NORTH MISSOULA COMMUNITY DEVELOPMENT CORPORATION
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Civic Leaders Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended CDBG & HOME Workshop Application meeting, and attended the Community Needs Assessment to share input in development of the Action Plan.

10	<b>Agency/Group/Organization</b>	YWCA of Missoula
	<b>Agency/Group/Organization Type</b>	Housing Services-Victims of Domestic Violence Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended CDBG & HOME Workshop Application meeting, and attended the Community Needs Assessment to share input in development of the Action Plan.
11	<b>Agency/Group/Organization</b>	Missoula County Office of Emergency Management, Community Organizations Active in Disaster (COAD)
	<b>Agency/Group/Organization Type</b>	Local Task Force - Emergency Management
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Shared input in the response to community need from the COVID-19 pandemic.

**Identify any Agency Types not consulted and provide rationale for not consulting**

Based on consistent feedback in our Community Needs Assessment surveys and community meetings, as well as gaps and needs analyses performed in recent years, a clear prioritization of housing and homeless services has arisen. Based on these priorities, HCD has chosen to focus outreach and consultation in those service areas. This has resulted in less robust consultation in service areas prioritized in previous plans such as criminal justice, arts, mental health and healthcare, and economic development.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Montana Continuum of Care Coalition	The statewide Continuum of Care provides funding for many of the activities provided locally to bring services and housing to homeless individuals and families.
10 Year Plan to End Homelessness	City of Missoula Housing & Community Development	Drafting of the Growth Policy Plan is under the purview of the City's Development Services Department. HCD consults closely with Development Services to ensure Consolidated Plan goals and strategies align with other City policies dealing with development within the City and future residential development opportunities.
Our Missoula Growth Policy	City of Missoula Development Services	Drafting of the Growth Policy Plan is under the purview of the City's Development Services Department. HCD consults closely with Development Services to ensure Consolidated Plan goals and strategies align with other City policies dealing with development within the City and future residential development opportunities.
Our Missoula Development Guide	City of Missoula Development Services	The Our Missoula Development Guide uses a Development Model that joins Growth Policy recommendations with recent development data to help identify quality places that provide opportunities for creating a supply of land that meets projected demand. The methodology is illustrated through mapping Capability, Capacity and Suitability to provide the public and decision makers with detailed community demographic profile, growth pattern information and a database of information important to the discussion of growth. This project contributes greatly to Growth Policy amendments and City Housing Policy. HCD also uses the guide to understand the need and opportunities for housing in Missoula.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Pedestrian Facilities Master Plan	City of Missoula Transportation Division	HCD consults closely with the Transportation Division to ensure Consolidated Plan goals and strategies align with other City policies dealing with development of infrastructure within the City.
State Consolidated Plan and Annual Action Plans	State of Montana, Department of Commerce	The City and the State of Montana's HOME and CDBG programs collaborate on jointly funded projects. The City testifies at public comment sessions on the States plans and participates in planning meetings to help develop those plans.
Missoula County Jail Diversion Master Plan	Missoula County Sheriff's Office	The JDMP proposes short and long-term policy and procedure changes to reduce the number of nonviolent arrestees and offenders in the Missoula County Detention Facility (MCDF).
Conservation and Climate Action Plan	City of Missoula Housing & Community Development	The Energy Conservation Coordinator works across all department to coordinate implementation of the Conservation & Climate Action Plan and integrate concepts into municipal operations, infrastructure and services.
Missoula Housing Policy - A Place to Call Home	City of Missoula Housing & Community Development	The city-wide Housing Policy, entitled "A Place to Call Home: Meeting Missoula's Housing Needs" aims to create a cohesive policy and program approach in the city to minimize barriers and provide financial incentives where possible to promote the production and preservation of diverse, healthy, and safe homes that all Missoulians can afford.
FEMA's National Preparedness Goal	Missoula Disaster Planning Committee	Missoula County's DES staff prepares and manages plans and programs directed at disaster preparedness and coordination of response and recovery. This service is mandated by State Law (10-3-401 MCA) and is provided to the City of Missoula and Missoula County through an Interlocal Agreement.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

The City values its partnership with the local, state, and federal governmental entities in developing the Consolidated Plan and Annual Action Plan. Within the City, HCD works with other City agencies, including Development Services, the City-County Health Department, Missoula Housing Authority, Missoula Redevelopment Agency, Missoula Economic Partnership, and Partnership Health Center, in assessing needs, coordinating planning efforts, and providing services.

This partnership also includes associations with other local governmental agencies, such as Missoula County and quasi-governmental Neighborhood Councils; the State of Montana, which administers State HOME and CDBG and the statewide Continuum of Care program; and our federal partners, including the U.S. Department of Housing and Urban Development and the Environmental Protection Agency. At every level of the Action Plan process, from holding public meetings to soliciting public comment to planning, writing and implementing the Action Plan itself, relevant agency requirements are at the forefront of what is done and how it is accomplished.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

A Citizen Participation Plan (CPP) guides all HCD citizen participation processes. It includes policies and procedures related to public notice, increasing citizen participation, and how citizen feedback should be used. The CPP is attached. Below is a summary of outreach performed in the development of the Action Plan.

#### **CDBG and HOME Application Workshop:**

On Jan. 16, 2020, the City held a CDBG and HOME Application Workshop. Application guidelines were distributed and funding approximations for PY2020 were discussed. Local non-profit agency personnel, City Council, and the public were invited.

#### **Community Needs Assessment Survey (CNA):**

In Jan. and Feb. 2020, the City administered a CNA survey for the community to share their top priorities related to CDBG and HOME funds. In total, 767 individuals responded to the survey, a 49% increase from the previous year. The survey was available online and distributed via HCD email lists.

#### **Community Needs Assessment Meeting:**

On March 4, 2020, the City held a community meeting to review the results of the online survey and ask for further feedback. In total, 17 community members attended the meeting. A summary of survey results is attached. One of Missoula's biggest housing challenges is simply the lack of housing stock; we do not have enough affordable homes in Missoula to meet the need, especially for the large proportion of residents who rent their homes. Relatedly, the groups talked about how the housing stock we do have does not meet needs, including accessibility and options for folks to age in place.

#### **CDBG-CV Funds Consultation Process and the Community Organizations Active in Disaster (COAD) Task Force:**

HCD used a more streamlined outreach and allocation process to respond quickly to community needs caused by the global COVID-19 pandemic. HCD directly approached and coordinated with the local COAD Task Force to identify the most pressing needs in the community for COVID response efforts and those activities that did not have any other federal funding resource available. COAD membership includes community medical experts, health care providers, homeless service providers, and emergency management staff (roster is attached). The COAD collectively

identified the highest needs that were eligible for CDBG-CV funds and sent a letter outlining those funding priorities to HCD. HCD staff then worked directly with organizations recommended for funding to confirm their eligibility and proposed activities.

**Public Comment Period and Public Hearing:**

The Action Plan, which includes the CDBG, HOME and CDBG-CV CARES ACT funding recommendations, was posted on our online engagement portal, EngageMissoula, for 22-day public comment, from May 25 to June 15, 2020. City Council conducted a public hearing on June 8, 2020 and kept that hearing "open" virtually for public comment until final approval of the Action Plan on June 15, 2020.

**Affirmatively Furthering Fair Housing/Analysis of Impediments to Fair Housing:**

The Analysis of Impediments (AI) is a statewide effort in Montana shared between entitlement communities (Billings, Great Falls, and Missoula), the state of Montana (Montana Department of Commerce, MDOC) and disseminated by HUD. The AI looks at data, goals, and needs of the participating entitlement communities in the context of fair housing to identify and analyze impediments to fair (i.e. non-discriminatory, affordable) housing for community members and to reduce those obstacles. The AI aims to improve local planning and fair housing availability. Since early 2018, entitlement cities, MDOC, and AmeriCorps VISTA members have contributed to the AI. The AI is expected to be published in spring of 2020.

**Citizen Participation Outreach**

<b>Sort Order</b>	<b>Mode of Outreach</b>	<b>Target of Outreach</b>	<b>Summary of response/attendance</b>	<b>Summary of comments received</b>	<b>Summary of comments not accepted and reasons</b>	<b>URL (if applicable)</b>
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>Members of governmental and non-profit agencies</p>	<p>CDBG and HOME Application Workshop meeting held on January 16, 2020 and attended by 14 people from the Missoula area.</p>	<p>The CDBG and HOME Application Workshop was held on Jan. 16, 2020. Guidelines were distributed and funding approximations for PY20 were discussed. Local non-profit agency personnel, City Council, and the public were invited to attend and provide input. Attendees were invited to participate in the Action Plan Update process. HCD staff reviewed with attendees Application Guidelines and responded to questions.</p>	<p>No comments were rejected.</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Internet Outreach	Non-targeted/broad community	To advertise the CDBG & HOME Workshop, a notice was placed on the Office of Housing & Community Development (HCD) website leading up to the January 16, 2020 meeting. HCD also emailed an invitation to this meeting to 96 community leaders so that they could share the invitation with their networks.	N/A	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>Members of governmental and non-profit agencies</p>	<p>Annual Community Needs Assessment meeting held on March 4, 2020 and attended by 17 people from the Missoula area. Comments were solicited through February 7, 2020.</p> <p>Annual Action Plan 2020</p>	<p>Local non-profit agency personnel, City Council, city staff, Neighborhood Council leaders, &amp; the public were invited to identify areas of community need. The meeting also included the Annual Action Plan process. All stated needs were summarized &amp; sent to meeting participants, the City Council, and a CDBG/HOME interest email list, for additional feedback. Overwhelmingly, the need for increased affordable housing in Missoula was the number one issue. A summary of public comments can be found in the Appendix.</p>	<p>No comments were rejected.</p> <p>27</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Newspaper Ad	Non-targeted/broad community	To advertise the Community Needs Assessment meeting, English-Spanish legal ads and display ads were published in the local newspaper of general distribution, the Missoulian, on Sunday, February 24, 2020 and March 2, 2020.	A summary of public comments can be found in the Appendix.	No comments were rejected.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Internet Outreach	Non-targeted/broad community	To advertise the Community Needs assessment meeting, a notice was placed on the Office of Housing & Community Development (HCD) website leading up to the March 4, 2020 meeting. HCD also emailed an invitation to this meeting to 96 community leaders so that they could share the invitation with their networks.	N/A	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Newspaper Ad	Non-targeted/broad community	To advertise the Annual Action Plan meetings and the CDBG, HOME and CDBG-CV funding recommendations, and to solicit comments, legal ads were published in the local newspaper of general distribution, the Missoulian, on June 7 and June 14, 2020.	Comments on the Annual Action Plan are in the Appendix.	No comments were rejected.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Internet Outreach	Non-targeted/broad community	To advertise the Annual Action Plan meetings and the CDBG, HOME and CDBG-CV funding recommendations, and to solicit comments, a notice was placed on the Office of Housing & Community Development online engagement portal, EngageMissoula, during the public comment period from May 25, 2020 to June 15, 2020.	Comments on the Annual Action Plan are in the Appendix.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Internet Outreach	Non-targeted/broad community	To communicate about issues (e.g., soliciting input, inviting attendance, etc.) with regard to the PY 2020 Annual Action Plan and the CDBG, HOME and CDBG-CV funding recommendations, Housing and Community Development staff maintained an email list of 96 community leaders. HCD staff emailed this list so that they would share Action Plan-related information with their vast networks.	N/A	N/A	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The City has a history of collaborating with nonprofit service organizations to address priority housing needs. The table that immediately follows and the subsequent text describes Missoula's CDBG and HOME resources for the upcoming year. This includes federal, state, local, and private resources expected to be available to the city to address the priority needs and specific objectives identified in this Annual Action Plan.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	576,954	29,370	309,953	916,277	1,765,480	Annual allocation awarded to the City of Missoula as an Entitlement City plus prior year resources and program income.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	394,193	470,926	0	865,119	1,083,200	Annual allocation awarded to the City of Missoula as a Participating Jurisdiction plus program income.
Other	public - federal	Public Services Other	339,403	0	0	339,403	0	In response to the Coronavirus/COVID-19 pandemic, on March 27, 2020 the President signed the Coronavirus Aid, Relief and Economic Security (CARES) Act, Public Law 116-136, to assist communities in addressing the growing needs made apparent by this public health crisis.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Federal funding will leverage private, state, and local funds as well as leveraging other types of support such as volunteer labor and in-kind support. In each award decision, the ability of a project or agency to demonstrate sustainable services by both maximizing other sources of funding and minimizing or eliminating the need for ongoing CDBG or HOME support is an important ranking criterion. An agency or project must ensure that they are not duplicating services already available and that other sources of funding have been explored.

**HOME Match.** The HOME Program requires participating jurisdictions to provide a 25 percent match on most HOME entitlement funds expended each program year. Match is a permanent contribution to affordable housing of non-federal funds. Applicants for HOME-CHDO set-aside funds are encouraged to demonstrate matching funds. Matching funds are reported and approved by HCD annually. HOME-funded projects and match resources are reported in the annual CAPER.

For Program Year 2020, agencies receiving HOME and CDBG funding are leveraging other resources to carry out their programs. Based on financial information submitted with each application, CDBG subrecipients are estimated to leverage \$12,435,262 from a variety of sources including \$11,842,858 in private funds, \$450,000 in state funds, and \$142,404 in local funds.

For the HOME program, based on financial information submitted with each application, HOME CHDOs and subrecipients are estimated to leverage \$39,054,380 from a variety of sources including \$35,304,380 in private funds, \$3,000,000 in state funds, and \$750,000 in local funds.

In total subrecipient projects have been recommended for \$1,400,700 of CDBG and HOME fund allocations by the City of Missoula. These partnering agencies and projects are estimated to leverage \$51,489,642 from a variety of sources. In addition, subrecipient projects have been recommended for \$339,403.00 of CDBG-CV fund allocations by the City of Missoula.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City is continuously reviewing its available vacant public lands to see what might be used to address the community's needs. Given the need to produce more affordable housing, the City is evaluating these parcels to determine which may be most appropriate for housing or mixed-use development. Several years ago, the City awarded several parcels to the Missoula Housing Authority to construct affordable housing; one of which is a six-unit affordable rental development that was completed in 2016. Two remaining parcels were functioning as unofficial neighborhood “pocket parks,” but have now been developed as community gardens through the efforts of the City's Department of Parks and Recreation and Garden City Harvest, with a number of other community partners. The City of Missoula is in the process of developing a formal public land disposition policy, which will guide the development of two city-owned 5+ acre parcels in Qualifying Census Tracts and a newly designated Opportunity Zone.

**Discussion**

The resources listed here are financial and thus 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 and CDBG- and HOME-funded projects. Missoula staff and volunteers who provide their personal time and money to assist their fellow Missoulians every day cannot be adequately captured here. Most boards are all volunteer, and every nonprofit relies heavily on volunteer support to accomplish its work. Volunteer labor and in-kind support are often captured in project budgets, but are difficult to quantify in all instances. The City's CDBG and HOME funding decisions try to leverage and capture the value of those contributions and support projects with varied and robust funding and support bases.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Rental Housing	2019	2023	Affordable Housing Homeless		Rental Housing	CDBG: \$0 HOME: \$350,000	Rental units constructed: 202 Household Housing Unit
2	Homelessness	2019	2023	Homeless		Homelessness	CDBG: \$65,000 HOME: \$0 CDBG-CV: \$339,403	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted Homeless Person Overnight Shelter: 1650 Persons Assisted Housing for Homeless added: 44 Household Housing Unit
3	Homeownership	2019	2023	Affordable Housing		Homeownership	CDBG: \$218,780 HOME: \$0	Public service activities other than Low/Moderate Income Housing Benefit: 1007 Persons Assisted Homeowner Housing Rehabilitated: 25 Household Housing Unit
4	Planning and Administration	2019	2023	Planning and Administration		Planning and Administration	CDBG: \$105,833 HOME: \$35,363	Other: 2 Other

Table 6 – Goals Summary

Goal Descriptions

1	<b>Goal Name</b>	Rental Housing
	<b>Goal Description</b>	In PY20, HOME funding will support the development of a 202-unit affordable rental project that will contribute to the overall Consolidated Plan Goal of Rental Housing.
2	<b>Goal Name</b>	Homelessness
	<b>Goal Description</b>	<b>In PY2020, CDBG funding will support four projects related to homelessness in the community.</b> The first is a homeless shelter's intake and assessment of new clients (Poverello Center Rapid Intake). The second is an emergency housing program for homeless families (YWCA Ada's Emergency Housing). The third is a housing retention program where a specialist works with recently-housed chronically homeless individuals to help keep them housed (Poverello Center Housing Retention Specialist). The fourth is the development of a fully accessible facility with housing for unsheltered families and a domestic violence shelter. Each of these projects supports the Missoula Coordinated Entry System. <b>Additionally, in response to the COVID-19 pandemic,</b> CV-Public Services funding will be used to support our shelter system and homeless populations through outreach, services and appropriate support to unsheltered homeless individuals (Poverello Center, CV-Poverello Homeless Outreach and CV-Poverello Emergency Shelter Sanitation) and support and service coordination for homeless individuals in isolation and quarantine in response to the pandemic (Missoula City-County Health Department, CV-Community Outreach) in order to help stop the spread of COVID-19 citywide.
3	<b>Goal Name</b>	Homeownership
	<b>Goal Description</b>	In PY20, CDBG funds will support Homeward's Financial and Homeownership Education Programs. PY20 CDBG funds will also support the preservation of 25 existing affordable homes.

<b>4</b>	<b>Goal Name</b>	Planning and Administration
	<b>Goal Description</b>	In PY20, Missoula's Office of Housing & Community Development will continue to undertake annual planning and administration tasks for CDBG and HOME, including grants administration, financial reporting, and development of the Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER).

# Projects

## AP-35 Projects – 91.220(d)

### Introduction

Missoula's Office of Housing & Community Development (HCD) recommends funding eight CDBG and HOME projects in addition to funding administration and planning up to HUD limits. The eight projects will be funded with **2020 CDBG-HOME** allocations. Additionally, in response to the COVID-19 pandemic, HCD recommends funding four CDBG-CV projects with **2020 CDBG-CV** allocations.

CDBG funds received during the competitive application round did not exceed the amount of CDBG funds HCD had on hand to award, between the PY20 Allocation and prior year funds on hand. HCD made the remaining funds available to the COVID 19 Pending Response efforts.

Four of the projects fall into the public services category for CDBG and service the needs of homeless Missoulians and provide financial and homeownership education to the community. One project is a CDBG public facility that will provide shelter and supportive services for homeless families and those healing from domestic violence. Another CDBG housing project will help to preserve existing affordable homeownership stock in Missoula. Four CDBG-CV projects will be used to support our shelter system and unsheltered homeless populations through outreach, services, and appropriate supportive services for homeless individuals in isolation and quarantine in order to help stop the spread of COVID-19 citywide.

A HOME-funded project will provide 202 homes people can afford on two separate sites; 30 permanent supportive housing vouchers will be placed in one of the sites, along with a navigation center to provide supportive services for the residents and others in the community, and a CHDO project will be funded for operating expenses. In addition to the 12 projects listed above, HCD also has administration and planning projects for the year.

On February 19, 2020, HCD received CDBG and HOME funding allocation amounts for 2020. HCD will comply with all federally mandated percentage limits including:

- HOME: 15% minimum CHDO set-aside; 10% maximum Administration and Planning; 5% maximum CHDO Operating Assistance; 10% maximum CHDO predevelopment loan (as percentage of total CHDO set-aside)
- CDBG: 15% maximum Public Services; 20% maximum Administration and Planning.

CDBG-CV funding allocation amounts will comply with federally mandated percentage limits according to approved waivers.

Any HOME project funding changes will be subject to underwriting and subsidy layering. The City may make necessary adjustments to project funding amounts based on applicable federal requirements.

**Projects**

#	Project Name
1	YWCA Missoula - Ada's Place Emergency Housing
2	Homeword - Financial, Renter, and Homebuyer Education and Counseling
3	Poverello Center - Housing Retention Specialist
4	Poverello Center - Rapid Intake and Assessment
5	Homeword - Trinity
6	NMCDC- Clark Fork Commons
7	Homeword, Inc. - CHDO Operating Assistance
8	YWCA Missoula - YWCA Facility Expansion
9	CV-MCCHD Community Outreach
10	CV-Poverello Center Homeless Outreach Project
11	CV-Poverello Center Emergency Shelter Sanitation Project
12	HCD CDBG Admin PY20
13	HCD HOME Admin PY20
14	CV-COVID 19 Pending Response

**Table 7 - Project Information**

## **Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

### **CDBG & HOME**

HCD staff reviewed guidelines and grant ranking criteria with prospective applicants and members of the public at the CDBG-HOME Application Workshop on January 16, 2020. Ranking criteria for the funds included the following: Alignment with Missoula's Consolidated Plan, Low-to-Moderate Income Benefit (focused on not only numbers served but also larger community impact), Project Feasibility, Match (applicants received points based on amount of confirmed financial match to the project), Organizational Capacity, and Community Priorities such as homelessness and creation or preservation of low-to-moderate income housing units.

The applications submitted for HOME and CDBG funding were reviewed by staff from the Office of Housing & Community Development (HCD), and a member of the City Council, and ranked according to the criteria established in the grant package guidelines. The review team assigned points based on these criteria and then ranked the projects based on average points received. Once this ranking was complete, funds were awarded to the top-ranking projects. Requests for funding from HOME and CDBG usually far exceed available funds, and that is the primary obstacle to addressing underserved needs.

### **CDBG-CV CARES ACT FUNDING**

HCD used a more streamlined allocation process for CDBG-CV funds provided through the CARES Act of 2020. HCD directly approached and coordinated with the local Community Organizations Active in Disaster (COAD) Task Force to identify the most pressing needs in the community for COVID response efforts and those activities that did not have any other federal funding resource available.

The COAD Task Force, composed of the organizations listed in the COAD Member Roster (See Appendix), collectively identified the highest needs that were eligible for CDBG-CV funds and sent a letter outlining those funding priorities to HCD. HCD then worked directly with the agencies carrying out those identified high-need activities to ensure there were eligible organizations, eligible activities, and able to complete all requirements for contracting, reporting, and drawdown procedures. During this process, HCD obtained documentation for each project including budget, narrative of intended outcomes, and CDBG compliance.

After review, the staff recommendations for Federal Fiscal Year 2020 CDBG, HOME and CDBG-CV awards were presented to City Council for its review beginning at a committee meeting on May 27, 2020 and ultimate approval at a full City Council meeting on June 15, 2020.

**AP-38 Project Summary**  
**Project Summary Information**

1	<b>Project Name</b>	YWCA Missoula - Ada's Place Emergency Housing
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$24,332
	<b>Description</b>	YWCA Missoula's Ada's Place Gateway and Emergency Housing Program provides intakes, assessment, and case management to assist unsheltered homeless one- and two-parent families in obtaining mainstream resources, employment, and permanent housing. The program offers temporary emergency housing through 50-day stays in local motel rooms or studio apartments leased by the YWCA.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	250 families experiencing homelessness or are at risk of experiencing homelessness.
<b>Location Description</b>	<u>Case Management &amp; Assessment</u> : 1130 W Broadway, Missoula MT, 59802. <u>Emergency Housing</u> : Budget Inn – 800 E Broadway, Missoula MT 59802; Hogan House – 246 S. 6th St. W, Missoula MT 59802; EH Studios – 430 S. 5th St. E. and 3735 Stephens Ave., Missoula MT 59802.	
<b>Planned Activities</b>	Gateway is the only emergency housing program for homeless families in Missoula that allows them to remain in the same location while enrolled in the program. Gateway assists homeless families and families at risk of becoming homeless through referral, personal advocacy, case management and support services and by providing short-term emergency motel vouchers and 50-day emergency shelter. All program participants are low income. These families are in need of assistance to ensure the provision of basic needs such as nutrition, clothing, shelter, education, and healthcare. The intensive case management services assist families in connecting to mainstream services with the ultimate goal of achieving permanent housing.	
2	<b>Project Name</b>	Homeward - Financial, Renter, and Homebuyer Education and Counseling
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homeownership
	<b>Needs Addressed</b>	Rental Housing Homeownership

	<b>Funding</b>	CDBG: \$18,278
	<b>Description</b>	Homeward anticipates serving 1007 total unduplicated people through financial, renter and housing education and counseling programs. Of those served, 606 of those people will be living on low-to-moderate incomes. The activities will include financial education/counseling, rental education/counseling, and housing education/counseling.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1007 unduplicated people. Of those served, 606 of those people will be living on low-to-moderate incomes.
	<b>Location Description</b>	At the Poverello Center, 1110 W Broadway St, Missoula, MT 59802, and throughout Missoula.
	<b>Planned Activities</b>	<p>Goal #1: Provide financial education/counseling to <b>250 unduplicated households</b>, including <b>186 LMI households (76%)</b>. Anticipated outcomes: increasing financial literacy and financial stability.</p> <p>Goal #2: Provide rental education/counseling to <b>110 unduplicated households</b>, including <b>94 LMI households (85%)</b>. Anticipated outcomes: housing stability and increased access to housing.</p> <p>Goal #3: Provide housing education/counseling to <b>647 unduplicated households</b>, including <b>326 LMI households (50%)</b>. Anticipated outcomes: increased access to homeownership.</p>
<b>3</b>	<b>Project Name</b>	Poverello Center - Housing Retention Specialist
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$14,599

<b>Description</b>	A Housing Retention Specialist will work with individuals housed through the Coordinated Entry System (CES) and the Poverello Center to support them in maintaining housing long term. Overall, these efforts lessen the individual and community costs of homelessness and keep every episode of homelessness "rare, brief and non-recurring." The main goal of Housing Retention is to prevent recurring episodes of homelessness. Project goals are closely aligned with national HUD HEARTH goals, and they are intentionally low due to the high challenges of housing individuals experiencing chronic homelessness and/or struggle with substance abuse and behavioral health.
<b>Target Date</b>	6/30/2021
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 LMI people
<b>Location Description</b>	The Poverello Center, 1110 W. Broadway, Missoula, MT 59802

	<b>Planned Activities</b>	<p>Leasing up: Housing Specialist works with MCES case manager (often the Pov HOT-Team) for a warm hand-off as the client leases up and moves into their new home. Housing Specialist helps client secure household furnishing and other goods.</p> <p>First month: First four client meetings-Housing Retention Specialist focuses on building rapport, renter education, supporting client(s) in a new environment and goal setting. Each meeting completed earns the client a \$10 gift card.</p> <p>Second month: meetings may diminish to twice a month, focusing on personal goals, financial management, and any issues that may arise.</p> <p>Third and fourth month: meetings may go down to once a month and focus on social/emotional supports.</p> <p>Fourth month: Client wellness survey completed w/ gift card incentive for completion.</p> <p>Months six-twelve: Meetings may continue or go down to every other month, or once a quarter. At six and twelve months, a longer evaluation meeting may take place and larger gift cards will be distributed.</p> <p>At 12 to 18 months, the housing specialist will work toward termination of the support relationship, celebrating successes and looking towards future goals.</p> <p>Quarterly project reports completed and returned to the City of Missoula.</p>
4	<b>Project Name</b>	Poverello Center - Rapid Intake and Assessment
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$24,332

<b>Description</b>	In keeping with HUD priorities and Missoula's Reaching Home Plan, this project connects individuals experiencing homelessness promptly with appropriate resources and services in order to decrease the personal and community costs of homelessness. The project is a first point of contact for these individuals, providing immediate access to appropriate resources, especially employment and housing. The desired outcome of this project is to shorten the length of time that anyone spends homeless in Missoula. To achieve this, the project aims to 1) decrease average length of shelter stay to < 30 days; 2) conduct intake assessments with 75% of new clients each quarter; 3) divert 3% of the individuals who encounter the project from homelessness, and 4) with CES partners, participate in regular case conferences to find housing and other solutions as quickly as possible for highly vulnerable clients.
<b>Target Date</b>	6/30/2021
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,300 LMI households
<b>Location Description</b>	At the Poverello Center and throughout Missoula

	<b>Planned Activities</b>	<p>Provide people first arriving in shelter, or anyone who asks for help, with immediate resources for finding employment and housing, and to meet other needs (such as medical or mental health services, public benefits-like social security income, disability or food stamps, or substance abuse treatment). Intake assessments also provide staff with critical information about a new shelter resident’s needs and challenges. Within the CES, the Rapid Intake Project supports vulnerability assessment interviews with previously un-assessed individuals. Staff members log assessment data into the CES central database, which populates a “By Name List” of the most vulnerable individuals in need of services. Members of the CES, including Poverello staff, then collaborate closely to meet the needs of the people whose needs are quantified as the greatest.</p> <p>As in previous years, we request CDBG funds to support Poverello Center Lead Staff in ongoing oversight and development of the assessment process. The Rapid Intake project has transitioned with the rest of the CES to the Homeless Management Information System (HMIS) as the centralized database into which all assessment results are entered. CDBG funds will contribute to ongoing work to transition Poverello systems to HMIS, and in turn to access reports and data from HMIS that help us to track the outcomes of our work within CES. Reliable data and clearly tracked outcomes will help the Poverello Center and other members of the CES to evaluate our own work, as well as to leverage our efforts into additional financial resources and community support for ending homelessness.</p>
5	<b>Project Name</b>	Homeword - Trinity
	<b>Target Area</b>	
	<b>Goals Supported</b>	Rental Housing
	<b>Needs Addressed</b>	Rental Housing
	<b>Funding</b>	HOME: \$806,000

<b>Description</b>	Homewood, Missoula Housing Authority (MHA), and BlueLine Development are partnering to develop Trinity Apartments. The 202 new rental homes are located on two sites, Cooley Street (72 homes) and Mullan Road (130 homes). Trinity will be for individuals and families in a mix of 1-, 2-, 3-, and 4-bedroom homes for residents qualifying between 30% and 70% of the Area Median Income (AMI). MHA is providing 30 project-based vouchers to subsidize rents for 30 one-bedroom apartments that will serve the chronically homeless. A proposed Navigation Center will be located at the Mullan site providing access to supportive services.
<b>Target Date</b>	12/31/2022
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	202 low-to-moderate income households will benefit
<b>Location Description</b>	<ul style="list-style-type: none"> <li>• 72 homes will be at the Cooley Site in the Northside Neighborhood in the 1600 Block of Cooley, bounded by Cooley, Stoddard, Burns and Cowper Streets.</li> <li>• 130 homes and the proposed Navigation Center will be in the 2300 block of Mullan in the adjacent Westside Neighborhood.</li> <li>• Both locations provide easy access to essential goods and services and transportation routes.</li> </ul>

	<b>Planned Activities</b>	<ul style="list-style-type: none"> <li>• Trinity Apartments will provide homes that are income and rent-restricted. The rents are set by HUD and are generally calculated to set the rents at 30% of the gross income of households earning a specific AMI.</li> <li>• At Trinity, the rents will be set for incomes at or below the 30, 50, 60 And 70% AMIs. Thus, people earning lower incomes will be able to afford the rents.</li> <li>• MHA will provide 30 Project-based Vouchers for 30 homes at the Mullan site. The residents of those homes will pay no more than 30% of their gross income for rent.</li> <li>• The income and rent restrictions will be required at Trinity for a minimum of 46 years. A deed restriction will be recorded on the properties to ensure this.</li> <li>• For some people at risk of homelessness or suffering from chronic homelessness, the lack of a home they can afford is only a part of the problem. Even if they find a home they can afford, they need more support to help them keep the home. For these folks, the 30 permanent supportive homes at the Mullan site will help them keep their homes through supportive services and staff.</li> </ul>
6	<b>Project Name</b>	NMCCDC- Clark Fork Commons
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homeownership
	<b>Needs Addressed</b>	Homeownership
	<b>Funding</b>	CDBG: \$175,000
	<b>Description</b>	The proposed project is to reroof the three main flat-roof buildings, the balcony roofs, and two shingled gable-roofs, that are a part of the ADA units, at Clark Fork Commons.
	<b>Target Date</b>	12/21/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The current CFC rehabilitation project will preserve and maintain existing affordable home ownership stock in Missoula for the benefit of the larger community as well as for the individual LMI CFC owners and any resident housemates there who would otherwise need to secure shelter in competition with Missoula’s notoriously cost-burdened renter population. The proposed reinvestment in these centrally located 25 homes will perpetuate the community investment in decent housing for CFC’s diverse resident population.
	<b>Location Description</b>	CFC is located at 1401 Cedar St. near its intersection with Hillside St., in the Downtown Master Plan designated West Broadway Gateway. CFC is in low-income designated US Census Tract 2.01, now also an IRS Opportunity Zone.
	<b>Planned Activities</b>	NMCDC’s timeline will, as closely as possible, reflect a timely bidding, letting and construction process, which corresponds to contractor availability and the 2020 building season. To advance the project as expeditiously as possible, an architect-advised bid preparation for complete reroofing of all CFC buildings will be commissioned by NMCDC in the spring of this year. If the City deems grant funds awardable, the bidding process will commence later in the spring. The construction start would be as early as CDBG allowable and as early as the selected contractor’s schedule of availability within the 2020 program year beginning in July of 2020.
<b>7</b>	<b>Project Name</b>	Homeword, Inc. - CHDO Operating Assistance
	<b>Target Area</b>	
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Planning and Administration
	<b>Funding</b>	HOME: \$19,700
	<b>Description</b>	Homeword will use CHDO Operating Assistance to support their efforts to plan and develop new housing developments that will result in increased rental and homeownership units that are affordable for low-to-moderate income households.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Homeword, 1535 Liberty Lane, Missoula, MT 59808

	<b>Planned Activities</b>	
8	<b>Project Name</b>	YWCA Missoula - YWCA Facility Expansion
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$400,000
	<b>Description</b>	YWCA Missoula proposes new construction of a 35,000 square foot, fully accessible building to include 31 family housing rooms, and a 16-room Domestic Violence Shelter. Total project cost estimate is \$11,838,394, which includes a construction estimate of \$7,536,299. This CDBG request is for construction costs only. YWCA owns the site, sewer and water are available. Zoning allows the domestic violence shelter, and the family housing center as a conditional use. The site is centrally located at 1800 S. Third Street West, within walking distance to schools, grocery stores, public transportation, and employment opportunities. The Meadowlark will serve 100% LMI households.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	250 families experiencing homelessness or are at risk of experiencing homelessness
<b>Location Description</b>	<u>Case Management &amp; Assessment</u> : 1130 W Broadway, Missoula MT, 59802. <u>Emergency Housing</u> : Budget Inn – 800 E Broadway, Missoula MT 59802; Hogan House – 246 S. 6th St. W, Missoula MT 59802; EH Studios – 430 S. 5th St. E. and 3735 Stephens Ave., Missoula MT 59802.	
<b>Planned Activities</b>	Gateway is the only emergency housing program for homeless families in Missoula that allows them to remain in the same location while enrolled in the program. Gateway assists homeless families and families at risk of becoming homeless through referral, personal advocacy, case management and support services and by providing short-term emergency motel vouchers and 50-day emergency shelter. All program participants are low income. These families are in need of assistance to ensure the provision of basic needs such as nutrition, clothing, shelter, education, and healthcare. The intensive case management services assist families in connecting to mainstream services with the ultimate goal of achieving permanent housing.	
9	<b>Project Name</b>	CV-MCCHD Community Outreach

	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$832 CDBG-CV: \$81,269
	<b>Description</b>	The Missoula City-County Health Department's (MCCHD) vision is to provide service to unsheltered homeless individuals placed in COVID-19 quarantine and isolation locations. A Public Health Social Worker will be hired to support clients through daily wellness checks and provide isolation adherence support. The Social Worker works collaboratively with the COVID-19 Registered Nurse to assure clients wellness and basic needs are met. The Social Worker will work with community partners to support continuity to homelessness linkages to care and rehousing efforts.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	312 people served
	<b>Location Description</b>	Missoula City-County Health Department, 301 West Alder, Missoula, MT 59802
	<b>Planned Activities</b>	1. The Social Worker will provide service to unsheltered clients in Covid-19 quarantine and isolation locations. 2. The Supervisor will provide support for social worker and grant requirements. 3. Office supplies, cell phone and laptop are needed for offsite protective care of client. 4. Travel mileage is needed to coordinate community services. 5. Personal Protective Equipment is needed to be prepared to protect themselves.
<b>10</b>	<b>Project Name</b>	CV-Poverello Center Homeless Outreach Project
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG-CV: \$161,963

	<b>Description</b>	The intent of the COVID-19 Homeless Outreach Project is to provide outreach services to those who have left the emergency shelter to socially distance themselves outdoors and to the increasing number of individuals who are entering homelessness due to the pandemic's economic impact. The goals of the project staff, who will work in conjunction with the existing Homeless Outreach Team, are to 1) conduct in-the-field screenings for COVID, 2) Provide COVID-19 education, and 3) support individuals who are unsheltered in Missoula with the resources and assistance they need to meet basic human needs and to move into stable, permanent housing.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<div>150 unduplicated individuals in a year</div>
	<b>Location Description</b>	The Poverello Center, 1110 W. Broadway, Missoula, MT 59802
	<b>Planned Activities</b>	In order for the Poverello to serve the increasing number of unsheltered individuals in the Missoula community, the Poverello's Homeless Outreach Team requires increased staffing. CDBG funds will add three temporary FTE positions to the HOT Team: A COVID Outreach Liaison and 2 FTE staff. Under the supervision of the liaison, who will provide leadership to the Poverello as well as the entire Coordinated Outreach Team in relation to COVID activities, the 2 FTE staff will work alongside the Homeless Outreach Team and will be specifically designated as COVID-19 Homeless Outreach Project staff.
<b>11</b>	<b>Project Name</b>	CV-Poverello Center Emergency Shelter Sanitation Project
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG-CV: \$96,171

	<b>Description</b>	The intent of the Emergency Shelter Sanitation Project is to ensure that the Poverello Center, which provides an essential yet congregate service within the Missoula community, is as safe and sanitary as possible for its guests, volunteers and staff. The goals of the project are to 1) keep the coronavirus from transmitting among individuals experiencing homelessness in Missoula, 2) provide as sanitary environment as possible for the Poverello's service users, volunteers and staff, and 3) to retain the Poverello's essential employees by taking every measure possible to ensure a sanitary work environment.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1000 unduplicated individuals in a year
	<b>Location Description</b>	The Poverello Center, 1110 W. Broadway, Missoula, MT 59802
	<b>Planned Activities</b>	CDBG COVID-19 funds will be used to pay for 1.5 FTE sanitation staff as well as COVID response equipment and supplies. The 1.5 FTE includes one full-time janitor as well as a .5 FTE addition to the Facility Manager position, which is currently a .5 FTE position. The project has budgeted \$8,600 for COVID Response Equipment & Supplies, which includes a sneeze guard and its installation on the Poverello's front desk.
12	<b>Project Name</b>	HCD CDBG Admin PY20
	<b>Target Area</b>	
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Planning and Administration
	<b>Funding</b>	CDBG: \$115,390
	<b>Description</b>	Administrative activities undertaken by the Office of Housing & Community Development to administer CDBG funds for program year 2020.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	Administrative activities undertaken by the Office of Housing & Community Development to administer CDBG funds for program year 2020.
<b>13</b>	<b>Project Name</b>	HCD HOME Admin PY20
	<b>Target Area</b>	
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Planning and Administration
	<b>Funding</b>	HOME: \$39,419
	<b>Description</b>	Administrative activities undertaken by the Office of Housing & Community Development to administer HOME funds for program year 2020.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Administrative activities undertaken by the Office of Housing & Community Development to administer HOME funds for program year 2020.
<b>14</b>	<b>Project Name</b>	CV-COVID 19 Pending Response
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$143,514
	<b>Description</b>	HCD will keep the remaining CDBG funds on hand to fund additional projects that arise during the program year to meet the growing needs of the City's at risk population, and to address unforeseen implications or continuing effects of the pandemic.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	TBD

	<b>Location Description</b>	TBD
	<b>Planned Activities</b>	Additional projects that arise during the program year to meet the growing needs of the City's at risk population, and to address unforeseen implications or continuing effects of the pandemic.

## AP-50 Geographic Distribution – 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City directs its efforts to projects that identify specific needs for low- and moderate-income (LMI) persons and households rather than direct its allocations of CDBG or HOME to any particular geographical section of the City. Missoula is small enough that concentrations of minorities vary throughout the City. According to the 2019 ACS, about 8.8% of Missoula’s population were non-white and 3.4% were classified as Hispanic of any race. An area of minority concentration is defined as census tracts where the minority concentration is at least 5% greater than the City as a whole. Therefore, census tracts or areas with 13.5% or greater minority population would be considered an area of minority concentration. Missoula is not racially diverse, and no census tracts in Missoula that meet the definition of area of minority concentration. The largest minority groups are “Two or More Races,” “Hispanic,” and “American Indian.”

The City has identified six Urban Renewal Districts (URD) within City limits, which are designated as revitalization areas. HCD staff will collaborate with initiatives in these URD’s focused on comprehensive neighborhood revitalization.

### Geographic Distribution

Target Area	Percentage of Funds

Table 8 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

Missoula does not prioritize how it allocates its investments in the community on a geographic basis. All awards are made based on need of low- and moderate-income persons and households. Some CDBG awards are made on the basis of a neighborhood consisting of census tracts that have more than 51% of their residents whose incomes are less than 80% of the area median income. That is the only geographic distinction made for Missoula CDBG or HOME projects.

### Discussion

N/A

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

In the past several years, Missoula has seen remarkable growth in its economy and population. This growth and vitality, however, has brought challenges. Home prices have steadily increased in recent years, outpacing wage growth and causing housing affordability to be a challenge for many Missoulians. From young families to retirees, students to large employers, the increasingly expensive housing market is unaffordable to more than half of households in Missoula. Surveying in 2020 revealed a widespread perception of affordability problems in the City, with a majority of respondents agreeing that the biggest housing challenges facing Missoula are a lack of affordable rental homes and homes to purchase.

During the 2020 Program Year, Home and CDBG funds will be used to assist low-income persons in at least 25 households by providing rehabilitation that will help to preserve and maintain 25 existing affordable homes; 24 of the 25 units will, upon resale, continue to be limited to purchase by income-qualified, HUD-eligible, households. Additionally, supplemental funding will be provided to a PY20 project for 202 new rental homes for residents qualifying between 30% and 70% of the Area Median Income. CDBG funds will also provide supportive services to approximately 2,600 individuals who will benefit from emergency shelter, coordinated entry system assessment and entry, housing retention support, and financial and renter education

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	1,650
Non-Homeless	1,007
Special-Needs	0
Total	2,657

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	246
Rehab of Existing Units	25
Acquisition of Existing Units	0
Total	271

**Table 10 - One Year Goals for Affordable Housing by Support Type**

## Discussion

There are ranges of institutional obstacles and public policy that may pose barriers to creating affordable housing. Most of the barriers to affordable housing identified in the Missoula community are due to regulatory restrictions, a lack of funding sources, and a lack of partnership and community cohesion around the construction of affordable housing.

Perhaps the single largest and most important strategy to remove these barriers is the City of Missoula's Housing Policy. This policy has been developed over a two-year period through a community-driven process involving hundreds of Missoulians volunteering their time to help write the policy. It aims to create a cohesive policy and program approach in the city to minimize barriers and provide financial incentives where possible to promote the production and preservation of diverse, healthy, and safe homes for Missoulians. The policy includes working closely with several affordable housing development partners whose mission-driven approach provides opportunities to increase affordable housing in the City. It also includes recommendations for code changes to reduce regulatory barriers and the creation of a flexible, local funding source to support the construction of affordable housing.

This policy was adopted in the PY19 Action Plan year and will be fully implemented during the 2019-2023 Consolidated Plan cycle. This involves strategically devoting city resources, including CDBG and HOME dollars, to construction and rehabilitation of affordable housing for low- and moderate-income Missoulians. It is anticipated that during this period the City will have the opportunity to support the construction of new rental units, additional housing for the homeless, and new homeownership opportunities. It is estimated that the City will provide housing to approximately 315 extremely low-income, low-income, and moderate-income families through these various efforts.

Additionally, the City is continuously reviewing its available vacant public lands to support residential development. Given the need to produce more affordable housing, the City is evaluating these parcels to determine which may be most appropriate for housing or mixed-use development. The City of Missoula is in the process of developing a formal public land disposition policy, which will guide the development of two city-owned 5+ acre parcels in Qualifying Census Tracts and a newly designated Opportunity Zone.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The City of Missoula's public housing authority is the Missoula Housing Authority. The Missoula Housing Authority (MHA) provides quality-housing solutions for low- and middle-income households in Missoula and the surrounding area.

Missoula voters created the Missoula Housing Authority in 1978. Currently, Montana state law states that public housing authorities shall address the problems of poor building conditions, improper planning, excessive land coverage, and unsafe conditions caused by overcrowding. To solve these problems, MHA is authorized to purchase property, demolish and rebuild areas of unsafe housing, and build new housing projects.

MHA operates and administers public housing, Housing Choice Vouchers (previously known as Section 8), Shelter Plus Care, Single Room Occupancy (SRO), and housing for homeless veterans' programs. It also develops affordable rental properties and provides rental management services to a number of affordable housing projects in Missoula. MHA provides subsidized housing (PH, HCV, SPC) for over 1,000 families, and owns (sometimes in partnership) and manages affordable housing for 535 other households.

### **Actions planned during the next year to address the needs to public housing**

In July 2018, Missoula Housing Authority converted the application process for Public Housing and Housing Choice Vouchers from a paper application to online applications, making it easier and much more convenient for people to apply. Major upgrades to siding, windows, kitchens, bathrooms, and flooring in about 20 properties are scheduled to be completed in 2019-2020. Interior work will be scheduled in vacant units, minimizing the disruption to tenants. Additional renovations to Public Housing homes have been scheduled for winter 2019/spring of 2020 and include replacement of siding and windows at several multi-family sites, some concrete repair and complete rehabs of master bathrooms in 24 homes.

MHA is in the planning phase of a new HUD program referred to as "Streamlined Voluntary Conversion." This program will convert all Public Housing units to project-based Housing Choice vouchers. The homes will continue to be owned and managed by MHA with very little disruption, if any, to the current residents. The conversion places these important subsidized units on a more stable funding platform, providing tenants with more security and the option of portability, which is not available to them under the Public Housing program. The rent they pay remains the same and they will still have access to the Family Self-Sufficiency Program, a program that assists them with overcoming barriers to employment. The anticipated date for conversion is late spring 2020.

Missoula Housing Authority is in the construction phase of a 12-unit apartment complex that will house chronically homeless individuals in the community who are frequent utilizers of services. Construction is scheduled to be complete in winter 2020.

Also scheduled for 2020-2021 is the development of a new 200-unit affordable housing complex called Villagio, which will include 32 units with project-based vouchers, allowing the project to reach down to lower income levels than would be possible without the vouchers.

Another exciting project in the planning phase is Trinity Apartments. This project is a collaboration among another non-profit developer, a private developer, and supportive service providers. It includes 202 units of homes people can afford on two separate sites. Thirty permanent supportive housing vouchers will be placed in one of the sites, along with a navigation center to provide supportive services for the residents and others in the community.

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

The Housing Authority's Resident Advisory Board meets once a year and advises staff and the Board of Commissioners on policies of interest to them. MHA has had for many years a Housing Choice Voucher Homeownership program, which is open to voucher and public housing program participants. Residents are offered the services of FSS (Family Self-Sufficiency) Coordinators. A key component of the PH FSS program are the escrow accounts made available to families, many of whom utilize these funds for homeownership. Currently 21 families in PH FSS have escrow accounts established and 19 are currently making monthly deposits in their accounts. The average family earns \$200.00 per month. Total escrow being held for these families is \$90,083.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The Missoula Housing Authority is a high-performing agency.

### **Discussion**

N/A

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

Missoula’s Continuum of Care (CoC) strategy includes triage, diversion, crisis stabilization through outreach, emergency shelter, and information and linkages using the coordinated entry system; assistance with securing resources and essential social services; housing stabilization through prevention programs, rapid re-housing assistance, transitional housing, and case management; permanent supportive housing; and finally, interdependency in the market economy. Missoula’s strategy was developed and is implemented and coordinated by the At-Risk Housing Coalition (ARHC). ARHC is an ongoing formal task force comprised of representatives of health and human service agencies and City and County governmental agencies. Since its inception in 1992, ARHC has worked to establish a common understanding of the issues surrounding low-income housing and homelessness in Missoula, and to develop a comprehensive plan with long- and short-term solutions. Projects are supported by ARHC-member agencies, and through grant funding administered on behalf of the community by local government or private non-profit entities.

The City and County have been key collaborators in the Missoula CoC and in community-wide planning processes designed to address the issue of providing adequate housing for low-income residents. The Office of Housing & Community Development (HCD) guides the work of ARHC by providing meeting coordination, facilitation of communications and strategies, and clerical support.

In October of 2012, the Reaching Home Work Group, convened by Mayor John Engen, released “Reaching Home: Missoula’s 10-year plan to end homelessness (2012-2022).” In September 2013, a Reaching Home Coordinator was hired to begin implementation of the 10-year plan. The ARHC Executive Committee, comprised of the executive directors or upper-level managers of governmental and social service agencies that give direct assistance to people who are homeless or are at-risk of becoming homeless, works closely with the Reaching Home Coordinator on plan development and implementation.

**In 2020, Missoula and the world face an unprecedented public health crisis with the COVID-19 pandemic.** This crisis has created emergent needs especially in our Coordinated Entry System, Missoula’s homelessness response sector. The choice to use CARES Act 2020 funds to support our shelter system and unsheltered homeless populations in particular was made based on coordination with and a formal request from the City-County Health Department and County Emergency Operations Management’s Community Organizations Affected by Disaster (COAD) Homelessness Task Force. In response to these needs and the connection to our existing consolidated plan goal, these funds will be used to help stop the spread of COVID-19 citywide by supporting outreach, services, and appropriate supportive services for homeless individuals in isolation and quarantine in compliance with U.S. Centers for Disease Control and Prevention guidance.

## **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

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

In 2020, the City will reach out to homeless persons through the following grant-funded programs and activities: the Poverello Center, which will provide Housing Retention Services and Rapid Intake and Assessment to homeless individuals, as well as supporting outreach, services and appropriate support to unsheltered homeless individuals in order to help stop the spread of COVID-19; the Missoula County Health Department will provide support and service coordination for homeless individuals in isolation and quarantine in response to the pandemic; and the YWCA of Missoula for the Ada's Place Emergency Housing Program, which offers motel vouchers for homeless families. In addition, the "Meadowlark" Housing Facility broke ground in August 2019 and is estimated to be completed the beginning of 2021. The new facility will replace the need for motel vouchers and provide critical support and shelter in a single location.

Several programs in Missoula specialize in reaching out to homeless persons, assessing their individual needs and providing a wide-range of unduplicated services. As part of our Coordinated Entry System implementation, Missoula operates a Coordinated Outreach Team comprised of staff from the Poverello Center's Homeless Outreach Team (H.O.T.), Western Montana Mental Health Center's federally-funded PATH program (Projects for the Assistance in Transitioning from Homelessness), Open Aid Alliance's Peer Support and harm reduction "Uncovery" treatment program, Volunteers of America, Missoula Police Department's Downtown Business Improvement District Officer and Hope Rescue Mission. The group assesses need and identifies access barriers for people experiencing chronic homelessness and households that need to be met "where they are at" – literally and circumstantially. This team serves as a Coordinated Entry Service Access Point, providing basic need survival items, like food, tents and clothing items. They also provide short-term case management as well as testing services (HIV, HEP C and Syphilis), syringe exchange services, overdose prevention training and supplies and peer services.

Lastly, the City purchased Outreach Grid, which provides a centralized platform that allows outreach workers to collect and store client and camp information and to provide referrals for individuals to services. This platform also engages community stakeholders by allowing them to contribute information that will assist in identifying and engaging homeless individuals and households, and connecting those at risk to proper housing and services. Training and implementation in this software is underway.

In January of each year, the At-Risk Housing Coalition organizes Project Community Connect, a one-day, one stop event aimed at connecting homeless persons and those at-risk of becoming homeless with critical social services. In 2020, more than 90 community volunteers and 60 government agencies, non-profit providers, and 115 local business members came together to provide 2,563 direct services to

approximately 541 people (includes 159 children) at the event, with 61 families in total and 45 pets. The next Project Community Connect event is scheduled for January 2021, in conjunction with the annual nationwide point-in-time homeless count.

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

The Poverello Center serves as Missoula's primary emergency shelter for homeless individuals who are not acutely intoxicated. The Poverello Center offers 115 individual beds, and has 40 overflow beds. In November of 2019, the Poverello Center began operating the Emergency Winter Shelter Program in order to reduce the number of adults sleeping in places not meant for human habitation in Missoula. The Poverello Center is checking in guests at their primary location and transporting guests to the Salvation Army when there is a need for overflow beds. The Poverello has shifted their "zero drug/alcohol policy" to a policy based on one's ability to be safe, kind and respectful during this period of time. So far this winter season, the Poverello Center reports their lowest census at 140 and their highest at 210. In the winter, the Poverello Center's bed capacity is 175 and Salvation Army's is 60 for a total of 235 beds.

Although Missoula does not have a physical emergency shelter for homeless families, the YWCA Gateway Assessment Center and Ada's Place Emergency Housing Programs (which receive CDBG public service funds) provide intake, assessment, and case management to assist homeless one- and two-parent families with obtaining 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. The YWCA also manages the Pathways domestic violence shelter, which offers emergency shelter for women and children in crisis from domestic violence and/or sexual violence. The shelter contains 5 individual beds and 14 family beds.

Additional emergency shelter programs include Family Promise of Missoula, which offers emergency shelter and case management to homeless families for up to 90 days through a network of congregations. The Missoula Interfaith Collaborative (MIC) and YWCA have partnered to make available transitional housing for families experiencing homelessness. First Presbyterian Church owns a house that the church has dedicated for use as transitional housing for a family that would otherwise be homeless. The MIC and YWCA conduct intake and placement, as well as ongoing case management for families living in the house. The two organizations are working towards adding more church-sponsored houses to their transitional housing inventory.

In addition, YWCA and the Missoula Interfaith Collaborative "Meadowlark" Housing Facility broke ground in August 2019. This new facility will replace the need for motel vouchers and provide critical support and shelter in a single location. It's estimated to be completed by early 2021 and will have 31 rooms for families experiencing homelessness and 13 rooms for individuals and families fleeing domestic violence, 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.

**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**

Missoula currently provides several forms of rental assistance and supportive housing to shorten the length of homelessness and facilitate a successful transition into safe, stable, and permanent housing. The YWCA's rapid re-housing program can serve up to 80 homeless families in Missoula County who are living on the street, in emergency shelters, or who are fleeing domestic violence with rapid re-housing assistance and case management. Priority placement is given to chronically homeless families; and short-term (up to 2 months), and/or medium-term (up to 12 months), tenant-based rental assistance and social services are offered to participating families, depending on their needs.

The YWCA rapid re-housing program works in coordination with Missoula's Coordinated Entry System and the Salvation Army Emergency Winter Shelter rental assistance program to connect eligible individuals and families with the most appropriate forms of housing assistance. The rapid re-housing service providers meet as needed to coordinate services in a manner that maximizes the collective impact of rapid rehousing funding in the Missoula community.

In Missoula, ESG funding is awarded directly to the Human Resource Council (HRC). The ESG rapid re-housing (RRH) program can be used to assist homeless individuals in a three-county area with any of the following: 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 targets individuals who meet 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) and receives direct referrals from Missoula's Coordinated Entry System.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving**

**assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The Missoula community has a robust collaborative effort that engages in system level planning aimed at addressing prevention, systems of care, and planning for successful discharges.

The At-Risk Housing Coalition (ARHC) convenes and monitors The Salvation Army's Winter Shelter rental assistance program. This program operates each December through April with the mission of keeping people housed during the coldest months by providing eviction prevention 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. Additionally, the Youth Crisis Diversion Project works to keep youth from becoming homeless and unaccompanied by working with families in crisis and providing them with the necessary counseling and case management to work through issues in the home.

In 2013, the Montana Legislature created a statewide Re-entry Task Force to bring a multi-agency focus to the state's re-entry efforts. The task force has recognized that a coordinated and streamlined approach to providing social services is the most critical component when discharging from the correctional system. The Reentry Task Force has identified housing as one of its main priorities. Individuals reentering the community from prison face significant barriers in locating and maintaining affordable housing. Since homelessness is closely associated with recidivism, it is important that former inmates have access to stable housing. Affordable, stable housing for offenders contributes to more stable relationships with children and other family members, and within the wider community.

Currently, when an offender is preparing to leave an institution, correctional staff offer assistance and referral to resources in the community. Most housing must be secured with outside family backing and financial resources. If an offender is a resident of a prerelease center, the goal is to work through the program and obtain housing, employment and a support system to strengthen the offender's ties to the community. This is accomplished through assistance given by prerelease staff and the funds an offender has obtained through employment in the community.

In addition to this work, Partners for Reintegration (PFR), a community coalition of local agencies, faith congregations, service providers, and community volunteers, including previously incarcerated individuals, is addressing homelessness and lack of access to safe, affordable housing for returning citizens and their families.

In the fall of 2019, The Montana Continuum of Care Coalition was one of 23 locations HUD selected to participate in the Youth Homelessness Demonstration Program. Montana will receive up to \$3.4 million to address and reduce homelessness among LGBTQIA+, justice involved youth, unaccompanied minors, youth of color, foster youth and victims of sex trafficking and exploitation. Currently, Montana receives around \$2.4 million annually from HUD and this money will go toward new programs. An RFP is

expected to be released in March 2020 and communities will need to ensure youth involved in the process and ensure their projects meet the following HUD Key Principles: Equity, Positive Youth Development and Trauma Informed Care, Family Engagement, Immediate Access to Housing with No Preconditions, Youth Choice, Individualized and Client-Drive Supports and Social and Community Integration.

## **Discussion**

The Strategic Goals in the action plan and in the five-year Consolidated Plan contribute to the City's overall effort to reach out to homeless persons by working to fully implement Reaching Home: Missoula's 10-Year Plan to End Homelessness. The city's entire homelessness infrastructure is guided by this 10-Year Plan. The At-Risk Housing Coalition (ARHC), which is Missoula's Continuum of Care organization, implements the Coordinated Entry System of the 10-Year Plan, which aims to prevent and divert households from entering the homeless system, reduce duplication of services, provide data to improve outcomes, and result in prioritizing limited housing resources. Coordinated Entry not only saves lives, but it saves our community money as well.

This Plan's Homelessness Goal (Goal 3), directly speaks to the Coordinated Entry System and aims to strengthen and build capacity in that system. Goals 1 (Rental Housing) and 2 (Homeownership) contribute to this homelessness system by aiming to create more home types that Missoulians can afford, lessening pressure on the rental and homeownership markets.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

A range of barriers to affordable housing development were identified through the development of the 2019-2023 Consolidated Plan and in the 2018 report commissioned by the City and Missoula Organization of Realtors entitled “Making Missoula Home.” Barriers identified tended to fall into one of four categories: regulatory environment, housing development costs, funding resources, and community awareness and alignment around the problem. The City housing policy was released in the spring of 2019 and aims to address these barriers. The City of Missoula is actively working on the implementation of these policy efforts.

### **Actions it planned 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**

Most of the barriers to affordable housing identified in Missoula’s 2019-2023 Consolidated Plan are due to regulatory restrictions, a lack of funding sources, and a lack of partnership and community cohesion around development of affordable housing. Perhaps the single largest and most important strategy to remove these barriers is the City of Missoula’s forthcoming Housing Policy. This policy has been developed over a two-year period through a community-driven process involving hundreds of Missoulians volunteering their time to help write the policy. It aims to create a cohesive policy and program approach in the city to minimize barriers and provide financial incentives where possible to promote the production and preservation of diverse, healthy, and safe homes for Missoulians. The policy includes working closely with several affordable housing development partners whose mission-driven approach provides opportunities to increase affordable housing in the City. It also includes recommendations for code changes to reduce regulatory barriers and the creation of a flexible, local funding source to support the construction of affordable housing.

Our Missoula Growth Policy, most recently updated in 2015 and undergoing a review in 2020 provides important strategies to remove barriers to affordable housing and works closely with the Housing Policy. It notes the need to “grow inward” where infrastructure already exists, and increase “the amount of land zoned for multi-dwelling development.” Objectives in the Growth Policy to address barriers to affordable housing include rezoning land for multi-family development, modifying the zoning regulations to provide more options for affordable housing, in-fill development on under-utilized parcels and potential redevelopment of brownfield sites. The Growth Policy also recommends engaging community leaders and community groups to build support for multi-family and affordable housing developments.

The Urban Fringe Development Area Project (UFDA) first started in 2007. Renamed the Our Missoula Development Guide (OMDG) in 2019, this project works to plan how to accommodate a projected 15,000 new dwelling units over the next 15-years. The OMDG project provides the public and decision makers with detailed community demographic profile, growth pattern information and a database of information important to the discussion of growth. The forthcoming update of the OMDG development yearbook will better identify locations where housing (including affordable housing) can be efficiently developed. Criteria such as proximity to services and adequate infrastructure will be considered while at the same time ... “avoiding promotion of costly low-density development and development that impacts natural resources.”

**Discussion:**

The Office of Housing & Community Development is actively engaging in the implementation process for city housing policy, which will address some of the barriers to affordable housing discussed in prior sections. HCD will also continue to work with and partner with City Development Services and partner organizations in the community to address these barriers and further access to affordable housing community-wide.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The Office of Housing & Community Development (HCD) administers the City of Missoula's HOME and CDBG allocations, though additional funding efforts add value to these investments. The Missoula Redevelopment Agency administers Tax Incremental Financing (TIF) in six Urban Renewal Districts. Whenever possible, HCD leverages TIF resources from MRA to support HOME and CDBG-funded projects. In addition, the City of Missoula administers EPA Brownfields Assessment and RLF Cleanup funds and often utilizes these funds to facilitate affordable housing development.

### **Actions planned to address obstacles to meeting underserved needs**

Missoula holds an annual Community Needs Assessment (CNA) meeting to gather comments from the public and community housing and public 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 CNA meeting will continue to take advantage of media and other outreach avenues to reach areas of underserved needs.

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 the community impact that will result from these investments.

The Missoula City Council adopted a comprehensive citywide Housing Policy, entitled "A Place to Call Home: Meeting Missoula's Housing Needs" on June 24, 2019. This policy aims to leverage all city assets and funding sources available to support underserved needs, especially in the realm of housing affordability.

### **Actions planned to foster and maintain affordable housing**

Most of the barriers to affordable housing identified in Missoula are due to regulatory restrictions, a lack of funding sources, and a lack of partnership and community cohesion around affordable housing. Perhaps the single largest and most important strategy to remove these barriers is the City of Missoula's comprehensive citywide Housing Policy, entitled "A Place to Call Home: Meeting Missoula's Housing Needs," which was adopted in 2019. This policy was developed over a two-year period through a community-driven process involving hundreds of Missoulians volunteering their time to help write the policy. It aims to create a cohesive policy and program approach in the city to minimize barriers and provide financial incentives where possible to promote the production and preservation of diverse, healthy, and safe homes for Missoulians. The policy includes working closely with several affordable housing development partners whose mission-driven approach provides opportunities to increase affordable housing in the City. It also includes recommendations for code changes to reduce regulatory

barriers and the creation of a flexible, local funding source to support the construction of affordable housing.

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The “Our Missoula Development Guide: Looking Forward” report continues the legacy of the former Urban Fringe Development Area (UFDA) project that started in 2007. The report provides a new Development Model intended to replace the previous Residential Allocation Map. It provides guidance to the public and decision-makers for the implementation of the goals, policies, and objectives in the Our Missoula Growth Policy. The model joins Growth Policy recommendations with recent development data to help identify quality places that provide opportunities for creating a supply of land that meets the 650 residential-unit-per-year projected demand. The methodology is illustrated through mapping Capability, Capacity, and Suitability in this Looking Forward report.

### **Actions planned to reduce lead-based paint hazards**

The City of Missoula works to address lead-based paint (LBP) hazards as applicable on any city project. This includes new construction on sites that require site contamination cleanup (using Brownfields funds), homeownership rehabilitation projects, and down payment assistance loans. All homeowner rehabilitation or rental assistance projects funded through the City’s HOME or CDBG programs require that units constructed prior to 1978 must pass a visual inspection for lead-based paint by certified LBP inspectors. Owners or managers are required to complete a disclosure certification of their knowledge of the use of LBP in the unit; potential tenants or buyers are provided a brochure outlining LBP hazards, and a Lead Warning Statement is attached to the rental lease or home purchase documents. If required, mitigation procedures must be successfully completed prior to occupancy, and a second inspection is done to verify compliance. If the owner/landlord is unwilling to abate identified LBP hazards, the assisted client is directed to find another unit.

In addition, the Missoula City-County Health Department provides lead testing upon request and provides brochures and a video about the hazards of lead in paint and other materials.

### **Actions planned to reduce the number of poverty-level families**

The City of Missoula and the Office of Housing & Community Development make conscious efforts to

coordinate and closely align action plan goals for HUD-Funded Programs with other city planning efforts. This plan and the goals contained within it are meant to work closely with other existing efforts to alleviate poverty in Missoula. The first two goals of this plan, Rental Housing and Homeownership, are intended to bolster and support the City Housing Policy as well as “Reaching Home: Missoula’s 10-Year Plan to End Homelessness” by providing intentionality and resources to meet the goals contained in those plans and policies. These goals also support and speak to Our Missoula Growth Policy and the Our Development Guide, both of which aim to help Missoula meet its housing needs through smart, sustainable growth. Goal 3 of this plan, Homelessness, speaks directly to building capacity and supporting the 10-Year Plan to End Homelessness and the At-Risk Housing Coalition in Missoula.

### **Actions planned to develop institutional structure**

The Office of Housing & Community Development (HCD) is a relatively new division within the City of Missoula’s government created in July 2016. Currently, HCD consists of a Director, a Community Development Manager, two CDBG-HOME Grants Administrators, a Reaching Home Coordinator and a Program Specialist, and an EPA Brownfields Grants Administrator. In July 2019, HCD assumed oversight of two existing city departments, the Office of Neighborhoods and Energy Conservation/Climate Action. The mission of these departments to empower our neighborhoods, increase quality of life, and address sustainability across the community will strengthen the work of HCD and further capacity to achieve our goals. The office has recently had an AmeriCorps VISTA, as well as interns from the University of Montana.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

Missoula has various public and private housing and social services agencies that coordinate a number of activities through different avenues.

The At-Risk Housing Coalition (ARHC), a coalition of health, human service, and local government agencies that was formed in 1992, works on issues concerning low-income housing and homelessness in Missoula and coordinates local efforts to plan and deliver comprehensive services through a Continuum of Care (CoC). In January of each year, ARHC organizes a Project Community Connect event: a one-day, one-stop event aimed at connecting homeless persons (sheltered and unsheltered) and those at-risk of becoming homeless with core social service agencies. The event offers an opportunity to assess and address the needs of many of Missoula’s homeless persons who are unassisted.

Nonprofit housing developers, primarily Community Housing Development Organizations, meet occasionally to discuss future projects and local issues affecting housing. Private for-profit housing developers, realtors, nonprofits, and others are also part of those discussions from time to time. The annual HOME and CDBG workshop has also become an avenue for discussion and coordination of

efforts, as well as a key time to synchronize 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.

Missoula participates in the statewide Montana Housing Coordinating Team, which is organized by the Montana Department of Commerce. Meetings are held quarterly to discuss affordable housing, new developments, funding opportunities and other currently available resources and plans.

Additionally, through the implementation of the comprehensive housing policy, the City of Missoula has created several citizen-led advisory groups to assist in successful policy implementation. These include an implementation team to set goals and ensure accountability to the plan, and a citizen advisory group, ensuring diversity in homeowners, renters, and incomes, to provide guidance on annual assessment and goal setting.

**Discussion:**

None

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

All CDBG funds expected to be available during the program year include program income that will have been received before the start of the next program year. Because the City does not have programs for Section 108 loans, surplus from urban renewal settlements, line of credit for planned use not included in prior plans, or float-funded activities, there is subsequently no program income from these programs. All program income will be expended before or in conjunction with allocated CDBG or HOME funds, and for activities that benefit persons of low- and moderate-income.

HOME funds expected to be available during the program year include program income that will have been received before the start of the next program year, and will be spent for activities that benefit persons of low- and moderate-income. HOME funds are not used to refinance existing debt secured by multifamily housing that may be rehabilitated with HOME funds.

The City of Missoula does not have program funds for ADDI, HOPWA or ESG.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	11,083
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>11,083</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
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2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

84.00%

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(I)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

24 CFR 92.205 describes the following as forms of investments allowed by the HOME program:

*(1) A participating jurisdiction may invest HOME funds as equity investments, interest-bearing loans or advances, non-interest-bearing loans or advances, interest subsidies consistent with the purposes of this part, deferred payment loans, grants, or other forms of assistance that HUD determines to be consistent with the purposes of this part. Each participating jurisdiction has the right to establish the terms of assistance, subject to the requirements of this part.*

*(2) A participating jurisdiction may invest HOME funds to guarantee loans made by lenders and, if required, the participating jurisdiction may establish a loan guarantee account with HOME funds. The HOME funds may be used to guarantee the timely payment of principal and interest or payment of the outstanding principal and interest upon foreclosure of the loan.*

Missoula does not intend to use any other form of investment beyond those listed above

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

In awarding HOME funds for homeownership, including down payment assistance, closing costs or other HOME assistance provided directly to the homebuyer, the City of Missoula has adopted the recapture provisions as specified by 24 CFR 92.254 and described in detail below. Homebuyers assisted under HOME will be required to adhere to recapture guidelines applied to their home. An organization awarded HOME funds (the "Subrecipient") for homebuyer assistance will be instructed to use the recapture method, and must submit their policy for the applicable recapture method if a home is sold during the period of affordability.

In accordance with 24 CFR 92.254(a)(5)(ii)(A)(5), which states "If the HOME assistance is only used for the development subsidy and therefore not subject to recapture, the resale option must be used," if the City of Missoula provides HOME assistance as development subsidy only, it will follow

the resale provisions detailed in the full City of Missoula Resale and Recapture Policy. In accordance with HUD guidance, these resale provisions will apply to all Program Year 2018 HOME-assisted housing development activities as well as any homebuyer development projects that were approved in previous program years and are completed during PY2020.

To see the full City of Missoula Resale and Recapture Policy, contact the Office of Housing & Community Development at (406) 552-6396 or visit <https://ci.missoula.mt.us/2086/Housing-CommunityDevelopment>.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

To enforce HOME Program requirements, a Restriction Agreement, Subordinate Deed of Trust, and Promissory Note are used and contain the following provisions:

- Principal residency requirement.
  - Equity share provision upon sale of the home purchased with HOME fund assistance.
  - Equity sharing based on the ratio of subsidy provided to the purchase cost of the home.
  - Recapture provision is based on net proceeds available from sale, transfer or foreclosure of the home.
  - The Restriction Agreement, Subordinate Deed of Trust, and Promissory Note are executed at the closing for the home purchase and are recorded at that time.
4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City of Missoula does not currently use or plan to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

The City of Missoula is committed to complying with all applicable CDBG and HOME regulations.

None

## Attachments

## Citizen Participation Comments

### Citizen Participation Plan

The Citizen Participation Plan for the Missoula Consolidated Plan sets forth Missoula's policies and procedures for CDBG and HOME subrecipient public notification and open meeting requirements, citizen participation in the Consolidated Plan, amendments to the Plan, review of performance reports and solicitation of citizen participation.

#### Citizen Participation Plan Values

- Equity
- Community
- Accessibility
- Exploration

#### Public outreach

In preparing the Consolidated Plan or Plan Updates/Amendments, Annual Action Plan, or Consolidated Annual Performance and Evaluation Report, the Missoula Office of Housing & Community Development (HCD) shall contact and inform 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, people who are disabled, persons living with HIV/AIDS, people with substance and chemical abuse issues, victims of domestic violence, and people who are homeless;
- State and local health and child welfare agencies (regarding lead-based paint);
- Units of local government in Missoula County, including City and County planning agencies
- The appropriate offices of state government;
- Local neighborhood and citizen groups; and,
- The Missoula Housing Authority and residents of public and subsidized housing.

Additionally, HCD shall initiate the following actions:

- Take 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,
- Take steps to encourage the participation of all of its citizens including minorities and non-English speaking persons, and persons with disabilities.

Before adoption of the Consolidated Plan, HCD shall make the following information available through public notice and through outreach to the groups listed above. This information, as applicable, shall be broadly published and made available within timeframes outlined in this policy:

- The amount of CDBG and HOME assistance Missoula will receive (grant funds and program income);
- The range of activities that may be undertaken; and,
- The estimated amount that will benefit people with low- and moderate-incomes.

## Standards for public notice

Notice shall be provided to the public via email, city website, mail, broadcast or cable media, or social media, and will also be published twice in the publication designated by the City of Missoula for legal notices at least two consecutive weeks prior to any hearing date. Notice of hearings must be sufficiently detailed to allow for citizens to identify the content of the hearing with recognized programs or services and must also provide information listing the locations at which complete copies of any plans or reports can be found (library, HCD office, city or county website, public places, etc.). The time required for public notification is listed below.

### Public notice requirement for:

Consolidated Plan:	Public hearing before City Council, minimum of 30 days to receive comments, concluding no later than the date the Consolidated Plan is to be submitted to HUD.
Amendments:	Public hearing before City Council, minimum of 30 days to receive comments, commencing on the date that the first notice appears.
Annual Action Plan:	Public hearing before City Council, minimum of 30 days to receive comments, concluding no later than the date the Annual Action Plan is to be submitted to HUD.
CAPER:	No public hearing, minimum of 15 days to receive comments, concluding no later than the date the CAPER is to be submitted to HUD.
HOME applicants:	Public hearing, minimum of 14 days to receive comments, concluding no later than the HOME application submittal to HCD.

## Public hearings

HCD (the City) shall, at a minimum, conduct two public hearings as part of the process of preparing the Consolidated Plan, Annual Action Plan, or Plan Updates.

One public hearing concerning amount of funds to be awarded, uses, etc. may be held prior to the formulation of the proposed Consolidated Plan, Annual Action Plan, or Plan Update.

A second public hearing shall be held when the draft of the Consolidated Plan, Annual Action Plan, or Plan Update is considered for adoption by the Missoula City Council.

Publication of the Consolidated Annual Performance and Evaluation Report (CAPER) shall not be subject to review at a formal public hearing, but will be noticed and distributed as described below.

Hearings must be held at times and locations convenient to potential and actual beneficiaries with accommodation for persons with disabilities and with non-English speaking assistance available as needed. A summary of the oral comments and those received in writing shall be included in any plan or

report produced after any hearing, along with a response to comments received or explanation as to why they were not included, if they were not.

#### Public process

**Procedures for Receiving Public Comment.** A written record of comments received at all meetings and shall be kept and used in preparing the final Consolidated Plan or Updates/Amendments, Annual Action Plan or CAPER. A summary of the oral comments and those received in writing shall be included in any plan or report produced after any hearing, along with a response to comments received or explanation as to why they were not included, if they were not.

**Amendments to the Consolidated Plan or Annual Action Plan.** Substantial changes to the City's published Consolidated Plan or Annual Action Plan or actual activities will require an amendment to the Consolidated Plan or Annual Action Plan. Possible areas of substantial change may include, but are not limited to, changes in awardee, service area, purpose, program beneficiaries, or national objectives compliance. A substantial change also occurs if a program or project's budget is changed by \$25,000 or more, or by more than 50 percent, whichever is less. Budgetary changes can be initiated by either the City or the program fund recipient. Return of funds or cancellation of an award will require an amendment to the Consolidated Plan or Annual Action Plan.

**Annual Action Plan.** In each year when a Consolidated Plan is prepared, the Annual Action Plan will be considered as part of the Consolidated Plan, subject to the same public notice and outreach. In other years, the public will be asked to review and comment on the draft Annual Action Plan.

**Consolidated Annual Performance & Evaluation Report.** Per the outreach section above, the public will be asked to review and comment on the draft Annual Performance Report. The City will provide public notice to include a brief summary of the uses of funds included in the Performance Report and will accept written public comment as described in Standards for Public Notice above. A summary of written comments received shall be included in the final version of the Performance Report along with an explanation of where the comments were addressed in the Performance Report or why they were not, if not.

**Procedures for Expedited Public Participation.** Due to COVID-19, *CDBG and HOME* program(s) flexibilities and amendments to plans are requested. These flexibilities and amendments establish expedited procedures to draft, propose, or amend consolidated plans (including annual action plans) and citizen participation plans. The minimum 5-day public comment period cited below for substantial amendments may run concurrently with a minimum 5-day public comment period on amendments to the City of Missoula's Citizen Participation Plan as outlined in "CARES Act Flexibilities for CDBG Funds Used to Support Coronavirus Response" dated April 9, 2020.

Given the need to expedite actions to respond to COVID-19, HUD waives 24 CFR 91.105(c)(2) and (k), as specified below, in order to balance the need to respond quickly to the growing spread and effects of COVID-19 with the statutory requirement to provide reasonable notice and opportunity for citizens to

comment on substantial amendments concerning the proposed uses of CDBG, HOME, HTF, HOPWA, or ESG funds.

- Public notice requirement may be shortened to 5 days in order to expedite the use of funds to meet local urgent needs. The 5-day period may run concurrently for comments on the action plan or consolidated plan amendment and amended citizen participation plans.
- In-person public hearings are not required. HCD may meet public hearing requirements with virtual public hearings if: 1) national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

**Access to Records.** HCD will make available a reasonable number of hard copies of the Consolidated Plan, Annual Action Plan, and Performance Reports, will post all documents on the City website, and will place copies in various locations to provide public access. HCD will also provide reasonable public access to records relating to the Consolidated Plan and use of CDBG and HOME funds for a period of five years.

**Complaints.** HCD shall issue a written, substantive response to every written citizen complaint regarding the Consolidated Plan, Plan Update, Annual Action Plan, or annual Performance Report within 15 working days of receiving the complaint.

**Compliance.** The City of Missoula agrees to follow this Citizen Participation Plan.

#### Guidelines for HOME subrecipients

HOME Applicants must provide the public with adequate notice and opportunity for comment in the planning and development of HOME grant applications. Applicants must:

- Hold a minimum of **one public meeting** of the application ***no later than seven days prior to the Application's submission***. The purpose of the meeting is to solicit public comment on the proposed project. The Applicant should give due consideration to all comments before the Application is submitted.
- The public meeting should be advertised as directed in "Standards for public hearings" in this Citizen Participation Plan, including two published notices to allow at least 14 days of public comment prior to submittal.
- Submit a record of any public meetings and copies of the public notices for the hearings (or affidavits of publication of the notices) held in relation to the application for HOME funds. A verbatim record is not necessary; the names of persons who attended and a summary of comments are sufficient.

Many Applicants find it advantageous to hold two or more public meetings—the first to obtain comments, the second to discuss the nature of the proposed project considered for application. ***Regardless of how many meetings are held, one must be held at least seven days prior to the application's submission.***

Public meetings must be held at times and locations convenient to potential beneficiaries and in a facility that is physically accessible for persons with disabilities.

#### Open meeting guidelines for HOME and CDBG subrecipients

All HOME and CDBG subrecipients are required to have Board of Directors meetings that are open to the public, as per the applicable Montana Code Annotated provisions in 2-3-203, MCA.

City of Missoula,  
Montana

# Program Year 2020 Community Needs Assessment Report

Online Survey: January 3 – February 8, 2020  
Community Meeting: March 4, 2020  
Report Released: March 18, 2020

John Engen, Mayor  
Office of Housing & Community Development  
435 Ryman St., Missoula, MT 59802  
(406) 552-6399



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## Key Findings from the 2020 Survey & Community Meeting

During the winter and spring of 2020, the Office of Housing & Community Development conducted an online survey and in-person meeting to get feedback from the community about major challenges and priorities in the realm of housing. This feedback informs the office's use of U.S. Department of Housing & Urban Development (HUD) entitlement funds through the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME).

- A total of 767 people responded to the annual community housing needs assessment survey. Respondents came from every neighborhood in Missoula, with the University District (76), Heart of Missoula (73), Northside (65), and Franklin to the Fort (62) neighborhoods having the most respondents.
- A majority of respondents agreed that the biggest housing challenges facing Missoula are a lack of affordable rental homes (577) and a lack of affordable homes to purchase (562). There was less agreement that poor quality housing stock (216), accessible homes (212), or a lack of diverse home types (138) are major challenges for Missoula.
- Survey respondents identified the construction of housing that is affordable for Missoulians who earn less than the median wage as their top priority for both the city as a whole (413) as well as in their neighborhoods (300). When responding for the city as a whole, two initiatives tied for second most important – financial rental assistance (245) and homelessness services (245).
- When responding about top priorities for their own neighborhoods, the second and third most common responses were financial rental assistance (253) and down payment assistance (195).
- When asked whether they are satisfied with their current housing options, 73% of the 658 who answered the question said no (483). A total of 468 elaborated as to why they are not satisfied. A majority simply commented again about general lack of affordable housing options (281). Many discussed frustration at a lack of affordable entry-level homeownership options (75). Smaller numbers discussed the low quality of homes in Missoula, both rental and homeownership (28), their desire for more accessory dwelling units (12), and more transit-connected or walkable options (11). The remaining comments varied with no particular themes.
- A total of 19 survey respondents consistently commented that high taxes are the biggest challenge for Missoula and that reducing taxes would be their top priorities.

"Missoula still needs more housing for desperately poor people, but it also needs opportunities for working poor & lower middle class to BUY small homes. Owning your home is a proven step to a better quality of life and even better educational and future employment opportunities for a family's children. Builders no longer see any profit in the type of small starter house that was common after WWII. But they're still needed. How can we make that happen?"

- 
- The Office hosted a community meeting to solicit additional feedback on March 4, 2020 at City Council Chambers. Seventeen people attended, mostly from partner housing service providers. Some key themes that arose are:
    - That one of the biggest housing challenges folks see is simply the lack of housing stock; we do not have enough affordable homes in Missoula to meet the need of our community, especially for the large proportion of our population who rent their homes. Relatedly, the groups talked about how the housing stock we do have does not meet needs, including accessibility and options for folks to age in place.
    - There is a disconnect and frustration between Missoula landlords and renters. Some attendees brought up fair housing concerns and others talked about the need for landlords to have some resource to mitigate their risks in renting to high barrier populations.
    - Priority housing initiatives according to the group should be homelessness services, downpayment assistance, and construction of new home types, including accessory dwelling units and entry-level homeownership options.
    - Lastly, attendees talked about innovative housing solutions they would like to see in Missoula. Some talked about finance tools like linkage fees and other revenue sources like the gas tax. Many innovative solutions discussed touched on ways to build more homes, and spread the absorption of these homes throughout all neighborhoods in Missoula; currently development of residential and affordable housing is concentrated in a few low-income neighborhoods that are zoned for higher density. In the rental market, groups talked about a universal application and application fee service and renter education courses that come with an application fee waiver.

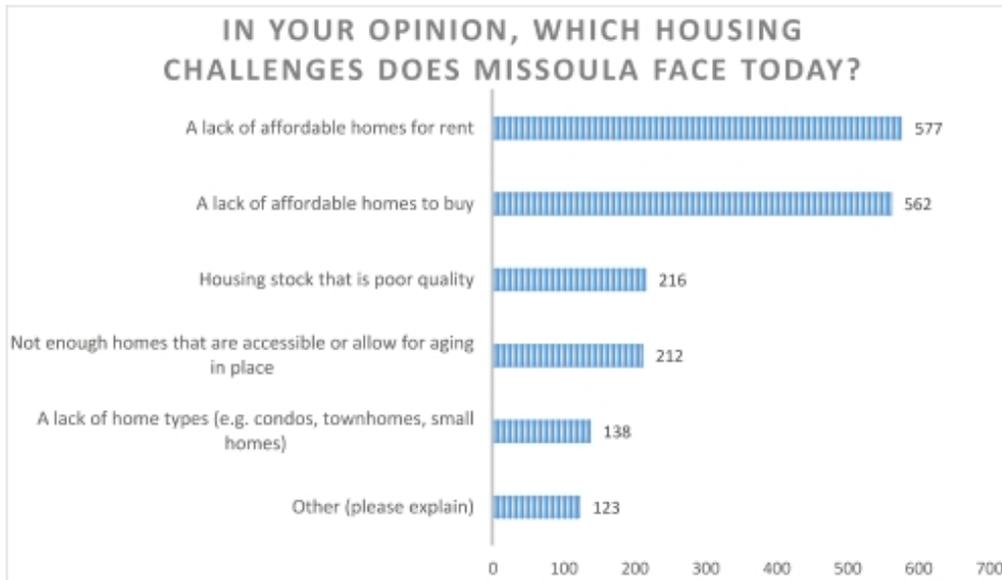
“Vertical, Urban development downtown! We should be building UP in the areas that are already paved/developed, and limited our open space development. We are increasing our flood risk and losing valuable green spaces.”

## Missoula's Housing Challenges

Survey respondents were asked a series of questions about the housing challenges facing Missoula today.

- A majority of survey respondents agreed that Missoula faces two major housing challenges:
  - A lack of affordable homes to rent (577)
  - A lack of affordable homes to buy (562)
- A smaller proportion of respondents identified poor-quality housing stock (216) and not enough accessible homes that allow for aging in place (212) as major challenges for Missoula.

**Figure 1 – Missoula's Major Housing Challenges**



- The survey asked those who identified poor-quality housing stock, lack of accessible/visitable homes, and lack of diversity of home types just how urgent they feel these problems are.
  - Of the 205 people who responded about quality housing stock, 43% of respondents identified poor-quality housing stock as somewhat urgent and 54% said it was very urgent.
  - Of the 203 that responded about accessibility, 37% of respondents said that a lack of accessible/visitable homes is somewhat urgent and 62% said it is very urgent.
  - Of the 139 people who responded about diversity of home types, 40% of respondents said that the lack of diverse home types is somewhat of an urgent problem in Missoula, and 53% said it is very urgent.

Of all 767 survey respondents, 123 added additional qualitative feedback on Missoula’s housing challenges.

- The biggest theme from these qualitative responses was additional comments about the high cost of housing in Missoula (23);
- Fifteen (15) respondents talked about the barriers that renters face in the Missoula market, including noting the higher barriers that folks who have criminal records face and the barrier that landlords create by requiring significant deposits or high application fees;
- Some respondents noted the general lack of housing stock as a major challenge in Missoula (13);
- Several respondents said that high taxes are a major barrier in Missoula to housing (10).

## Top Housing Priorities

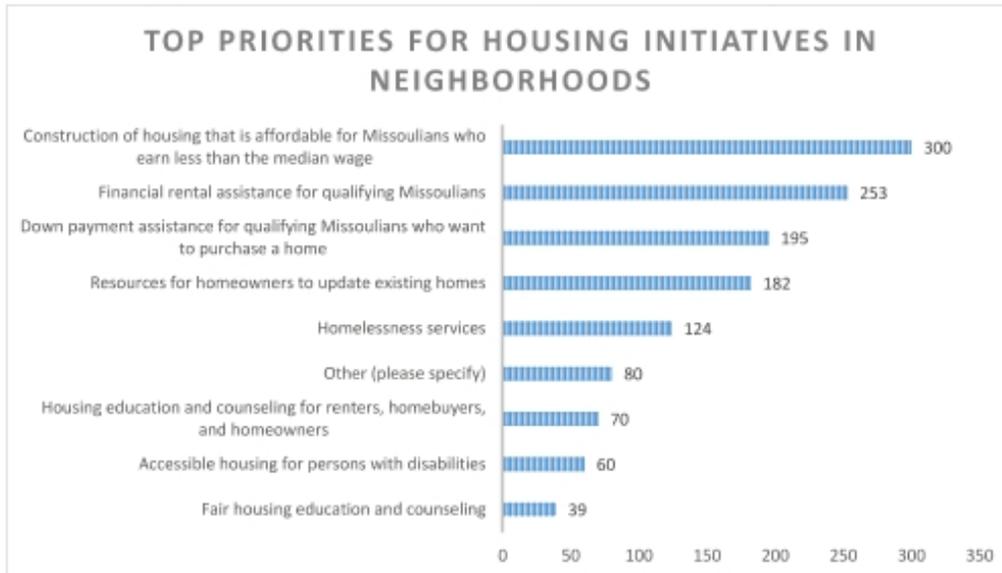
Survey respondents were asked, from a list of housing initiatives, which they would prioritize for the city as a whole and which they would prioritize for their own neighborhoods.

- Respondents identified the construction of housing that is affordable for Missoulians who earn less than the median wage as their top priority for both the city as a whole (413) as well as in their neighborhoods (300).
- When responding for the city as a whole, two initiatives tied for second most important – financial rental assistance (245) and homelessness services (245).
- When responding for their own neighborhoods, the second and third most common responses were financial rental assistance (253) and down payment assistance (195).

**Figure 2 – Respondent Priorities for Citywide Housing Initiatives**



**Figure 3 – Respondent Priorities for Housing Initiatives for their Neighborhoods**



Several respondents provided qualitative comments regarding their priorities for housing initiatives in the city and in their neighborhood. For the city as a whole, comments were wide-ranging, from asking for code changes to lower taxes, to additional renter protections.

“Removing restrictive ADU requirements in city code.”

“Senior housing for couples, to free up our empty nest homes.”

“Tax or other incentives for landlords that provide affordable housing. A number of us are in the ‘in between’ place of qualifying for assistance but not making enough. Wages do not keep pace with rental increases.”

Some respondents also provided qualitative comments regarding their priorities for housing initiatives in their own neighborhoods. These responses tended toward solutions for individuals, like rental assistance, rehabilitation funds, as well as discussion of updating city regulations and lowering taxes.

“Housing that supports small scale agricultural activities.”

“I would like resources for homeowners to add ADU’s or somehow create more rental housing in our neighborhood.”

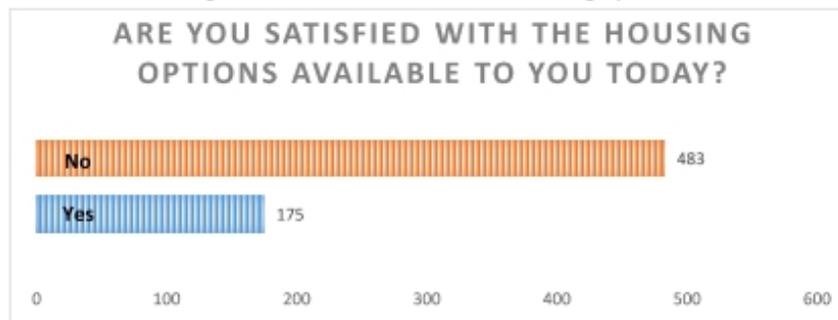
“Design standards and better long term planning for growth and infill. If we’re going to do it, we need to do it with some oversight on the part of the city in regards to the developers.”

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## Final Thoughts

At the end of the survey, respondents were asked whether they are satisfied with the housing options available to them today. A vast majority of the 658 who answered the question (73%) said no.

Figure 4 – Satisfaction with Current Housing Options



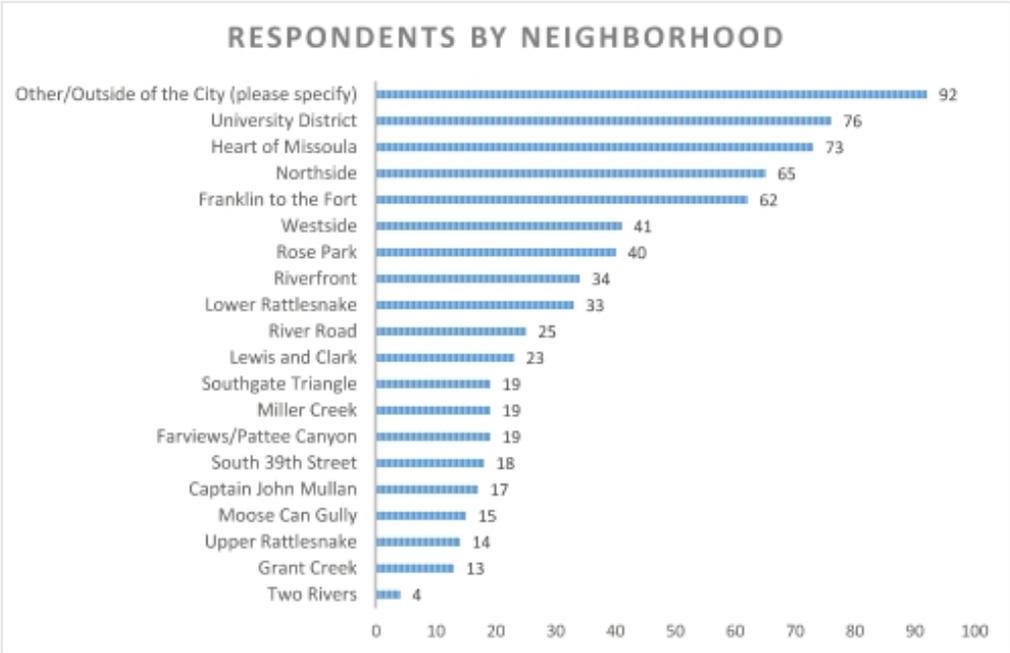
For those who responded “no” we asked what is missing from their options; 485 people provided qualitative feedback.

- A majority (281) simply commented again about general lack of affordable housing options.
- Many (75) discussed frustration at a lack of affordable entry-level homeownership options.
- Smaller percentages discussed the low quality of homes in Missoula, both rental and homeownership (28), their desire for more accessory dwelling units (12), and more transit-connected or walkable options (11). The remaining comments ranged in their topic area with no other significant themes. Many provided more information about their own particular circumstance and challenges. A few comments are excerpted below.
  - “I wish there were more mixed use neighborhoods and less purely residential ones.”
  - “Lower prices (either by new construction or rental assistance). My partner and I both attend graduate school full time. My partner works full time and I work 3 different jobs (about 30 hours/week) and we struggle to think about staying in Missoula because we will likely be priced out of buying housing.”
  - “Affordable housing. Housing options are too expensive -- both to buy and rent -- in comparison to wages. We make the median household income and it is still hard, with our housing making up nearly 40 percent of our monthly expenses. I can't imagine what it is like for those considered low-income.”
  - “Affordability. Many people in my age range feel that they will never have the opportunity to own their own home. We watch helplessly as out of state money floods in causing property values to skyrocket and destroying local culture.”

# Profile of Survey Respondents

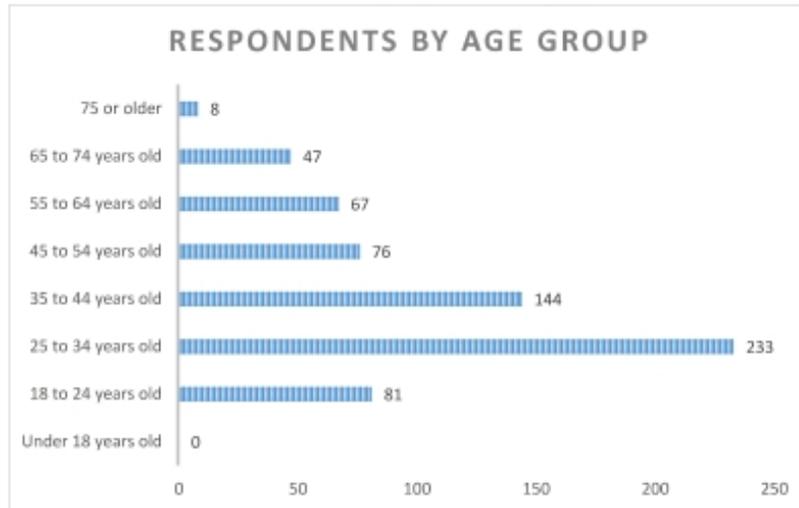
- 767 individuals responded to the Community Needs Assessment survey in 2020.
- Every neighborhood in Missoula was represented in respondents, with the University District, Heart of Missoula, Northside, and Franklin to the Fort neighborhoods having the most respondents.
- Of the 92 respondents from outside the city of Missoula, 70 reside in Missoula County, 10 reside in Ravalli County, 4 were individuals experiencing homelessness, 1 was from Lake County, 1 was from out of state, and 6 declined to specify their residence.

**Figure 5 – Survey Respondents by Neighborhood**



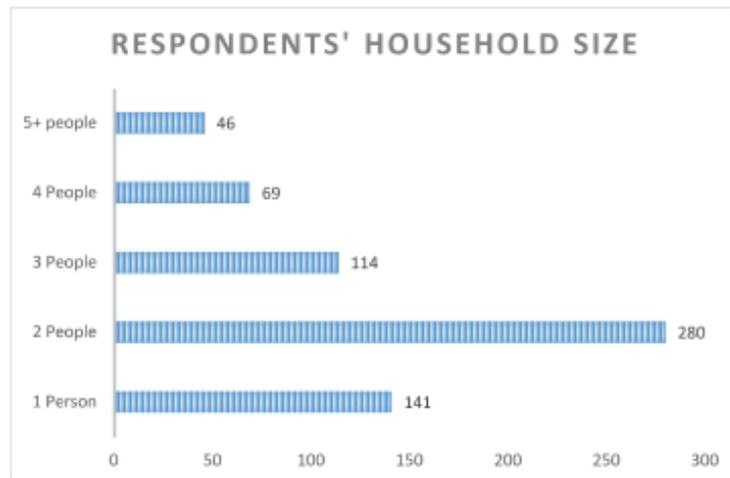
- A majority of survey respondents were 25 years old to 44 years old (377). Eighty-one respondents were between 18 and 24 years old. Fifty-five respondents were over 65 years old.

**Figure 6 – Survey Respondents by Age**



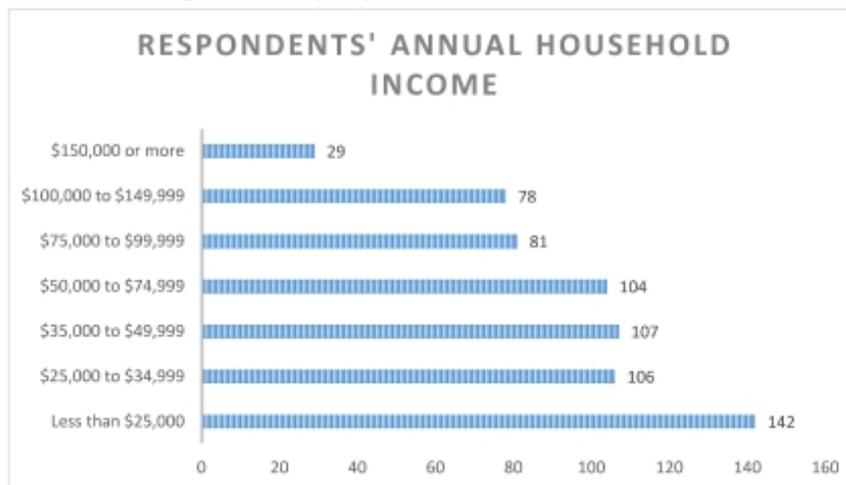
- A majority of respondents reside in households of 2 or fewer people (421). One-hundred and eighty three respondents live in households of 3-4 people. Lastly, 46 respondents live in households of five or more people.

**Figure 7 – Survey Respondents by Household Size**



- Over half of the survey respondents reported an annual household income below \$49,999 (355), while a small proportion (4%, or 29 respondents) reported annual household incomes above \$150,000.

Figure 8 – Survey Respondents' Annual Household Income



## Community Meeting on Housing Needs

The Office hosted a community meeting to solicit additional feedback on March 4, 2020 at City Council Chambers. Seventeen people attended, mostly from partner housing service providers. Some key themes arose from the small group conversations at the meeting, including:

- That one of the biggest housing challenges folks see is simply the lack of housing stock; we do not have enough affordable homes in Missoula to meet the need of our community, especially for the large proportion of our population who rent their homes. Relatedly, the groups talked about how the housing stock we do have does not meet needs, including accessibility and options for folks to age in place.
- There is a disconnect and frustration between Missoula landlords and renters. Some attendees brought up fair housing concerns and others talked about the need for landlords to have some resource to mitigate their risks in renting to high barrier populations.
- The groups discussed that we have to also talk about wages when talking about housing affordability; Missoula's wages have not kept pace with increasing costs.
- When thinking about specific housing initiatives that should be prioritized, many attendees talked about homeless services, which makes sense since many attendees work with the homeless. Services discussed include transitional housing and services for at-risk populations on the verge of homelessness.
- Attendees also talked about housing in general as a human right, and as very important to community health.
- At the other ending of the housing needs continuum, many attendees talked about the importance of downpayment assistance and construction of new home types, including accessory dwelling units, and priority housing initiatives. A recurring theme was the need to construct new homes that are

11

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affordable to entry-level homeowners and the fact that we do not see that price point much in Missoula right now.

- Lastly, attendees talked about innovative housing solutions they would like to see in Missoula. Most attendees talked about solutions related to getting new development to help financially support affordable housing like linkage fees, mandatory inclusionary zoning, and other revenue sources like the gas tax.
- Many innovative solutions discussed touched on ways to build more homes, and spread the absorption of those homes throughout the community rather than just concentrating them in low income neighborhoods. Some included accessory dwelling unit incentives, reducing regulatory “red tape,” and finding ways to create infill opportunities in nonconforming lots around Missoula.
- Several folks talked about the need for more and new financing options to support housing, and that led to a conversation about the need for advocacy at the state-level. Some even advocated for an overall tax increase in Missoula on property taxes, paired with a refund for those who file income taxes in Montana in order to increase the contribution from out of state second home owners.
- In the rental market, some innovative solutions discussed included a universal application and application fee service and renter education courses that come with an application fee waiver.

Missoula Community Housing Needs Assessment  
 Wednesday, March 4, 2020

Name	Organization	Neighborhood	Address	Include your email for updates
Krista Beckiewicz	MCCHD	NSWS	301 W. Alder	got it!
Jim Norton	HRC		1801 S. Higgins	
Jesse Swoyer	Ms. Sovello center			
Rieth Burke	HRC	3 <sup>rd</sup>	4311 Lake PL	rutehrcxi.org
Lindy Weiss	YWC&A	Westside	1130 W. Broadway	
Manuella Higgins	The Rowello Center	Westside		mhiggins@rowellocenter.org
SAM HILLIARD	City of MSla	Westside	1307 River St #2	williards@ci.missoula.us

Missoula Community Housing Needs Assessment  
 Wednesday, March 4, 2020

Name	Organization	Neighborhood	Address	Include your email for updates
Karissa Trujillo	HomeWood	F2F	2115 W. Kent Ave.	karissa@homeWood.org
BOB OAKS	NMCE	NS-WS		mcedward@gmail.com
Devra Ince	MSW student			
Lara Davidson	MUTA			
Joel Loos	FUMC and MIC	Heart of Missa	7015 New Castle Dr 59717	joel@5745@gmail.com
Robin Abreshaus	welcome back/citizen	Lewis & Clark	3351 Hollis St. 59801	robin.abreshaus@gmail.com
Heidi West	NMCD			
Kayla Talbot	Missoula County	Targel Rouge	8760 Mulberry Lane	kayla.talbot@outlook.com
Kate Laney	—	Two Rivers	280 Springbrook Dr.	Kate.Laney@msc.com
Robin Kent	—	Univ	525 Keith Ave	robin.kent@msc.com



City of Missoula & Missoula County

Welcome to the:

Missoula Community Needs Assessment  
Wednesday, March 4<sup>th</sup>, 2020  
6:00pm  
Missoula City Council Chambers

Photo by David Zawila

Missoula City Community Needs Assessment





## Community Needs Assessment

### Agenda

6:00pm – 6:10pm	Welcome and Introductions
6:10pm – 6:20pm	Community Needs Assessment Survey Results
6:20pm – 6:25pm	Group Formation and Introductions
6:25pm – 7:10pm	Each Small Group will discuss <ul style="list-style-type: none"><li>• 6:25-6:40 Challenges Facing Missoula</li><li>• 6:40-6:55 Initiatives</li><li>• 6:55-7:10 Innovative Solutions</li></ul>
7:10pm – 7:30	Share Out, Thank You and Gallery Walk





## Welcome and Introductions

Please share your

- Name
- Neighborhood or if you represent a neighborhood or organization
- 1 fun fact about Missoula, your neighborhood, or Western Montana (just for fun!)

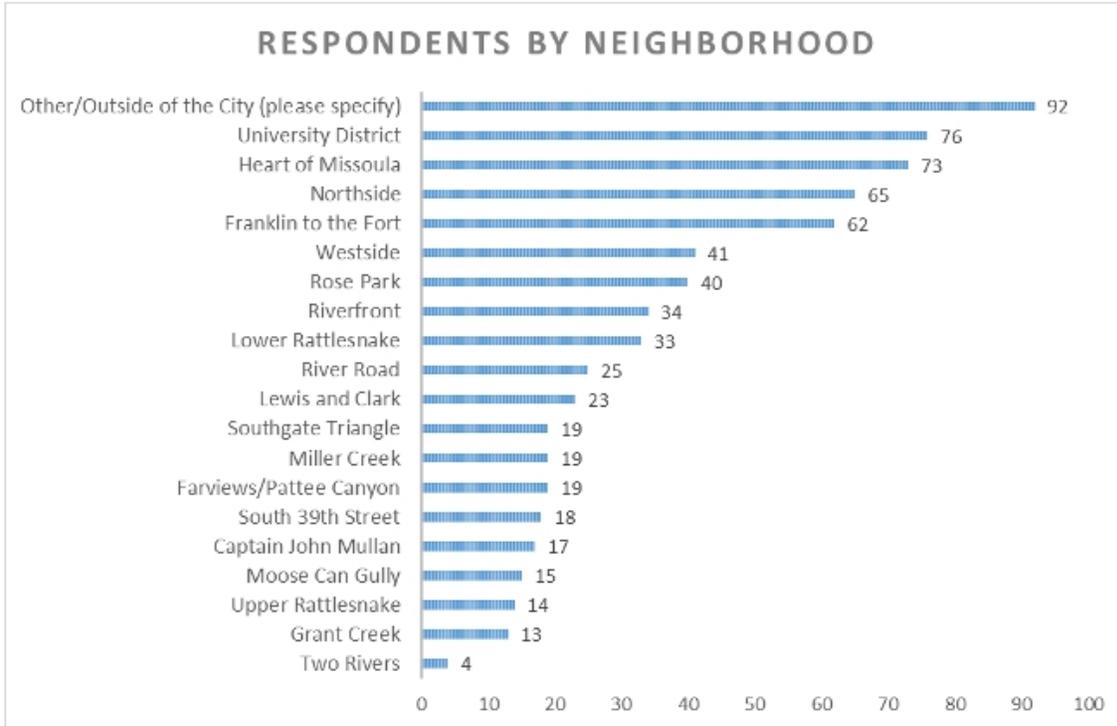






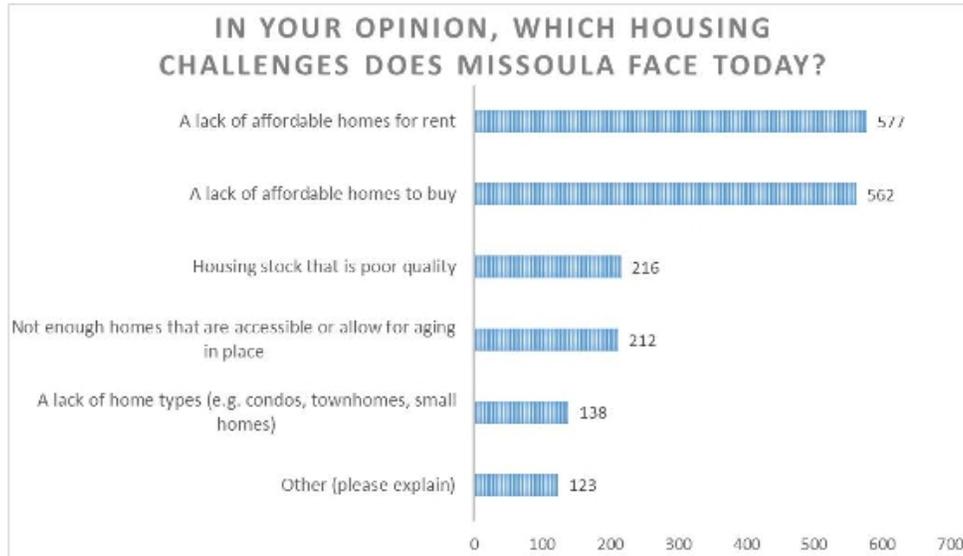
# Community Needs Assessment

## Profile of Survey Respondents





## Missoula's Major Housing Challenges



Missoula Community Needs Assessment





## Missoula's Top Housing Priorities

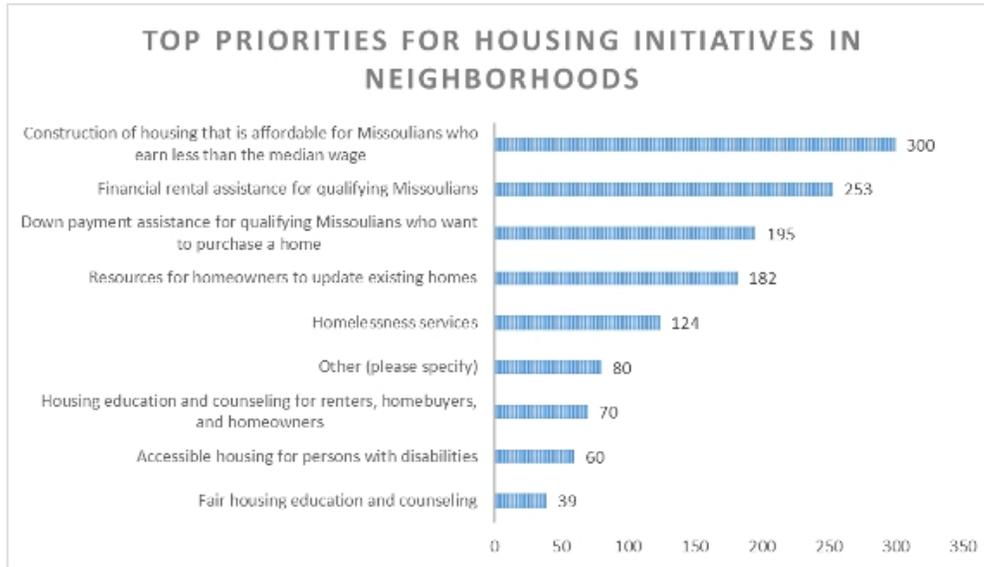


Missoula Community Needs Assessment





## Top Housing Initiatives in Neighborhoods





## Community Needs Assessment

Several respondents provided qualitative comments regarding their priorities for housing initiatives in the city and in their neighborhood. For the city as a whole, comments were wide-ranging, from asking for code changes to lower taxes, to additional renter protections.

“Removing restrictive ADU requirements in city code.”

“Senior housing for couples, to free up our empty nest homes.”

“Tax or other incentives for landlords that provide affordable housing. A number of us are in the ‘in between’ place of qualifying for assistance but not making enough. Wages do not keep pace with rental increases.”

Some respondents also provided qualitative comments regarding their priorities for housing initiatives in their own neighborhoods. These responses tended toward solutions for individuals, like rental assistance, rehabilitation funds, as well as discussion of updating city regulations and lowering taxes.

“Housing that supports small scale agricultural activities.”

“I would like resources for homeowners to add ADU's or somehow create more rental housing in our neighborhood.”

“Design standards and better long term planning for growth and infill. If we’re going to do it, we need to do it with some oversight on the part of the city in regards to the developers.”

Missoula Community Needs Assessment

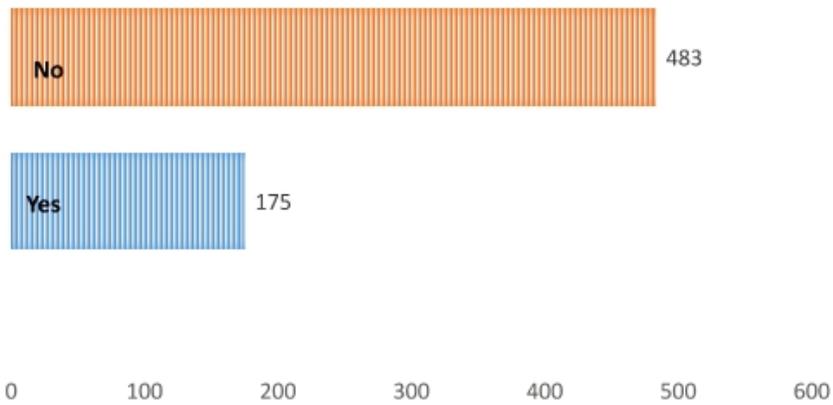




# Community Needs Assessment

## Satisfaction with Current Housing Options

ARE YOU SATISFIED WITH THE HOUSING  
OPTIONS AVAILABLE TO YOU TODAY?



Missoula Community Needs Assessment





## Community Needs Assessment

### Small Group Discussions

- Please number off, find your group and do very brief introductions.
- In these small groups you will have a short discussion about the challenges facing Missoula and the initiative or efforts you'd like to see prioritized and implemented.
- Engage in active and respectful listening.
- Please suspend judgment, evaluation, and criticism to respect diverse opinions.
- At the end we would like to hear from your group. If there were 3-5 key points you would like to share, that would be appreciated.





### What are the most pressing challenges Missoula is facing today regarding housing?

Some Examples:

- availability of affordable homes for rent
- availability of affordable homes to buy
- quality of housing options
- quantity of homes that are accessible or allow for aging in place
- variety of home types like townhomes, condos, small homes, etc.

Transition at 6:40

Missoula Community Needs Assessment





### What housing initiatives would you prioritize for Missoula?

- Accessible housing for persons with disabilities
- Construction of housing that is affordable for Missoulians who earn less than the median wage
- Down payment assistance for qualifying Missoulians who want to purchase a home (typically, to qualify for down payment assistance a single person must make no more than \$41,100/year, and a family of four must make no more than \$58,650/year)
- Fair housing education and counseling
- Homelessness services
- Housing education and counseling for renters, homebuyers, and homeowners
- Financial rental assistance for qualifying Missoulians (typically, to qualify for rental assistance a single person must make no more than \$30,840/year, and a family of four must make no more than \$43,980/year)
- Resources for homeowners to update existing homes

#### Transition 6:55





## Community Needs Assessment

Are there any other innovative housing solutions you'd like to see in Missoula?

Do you have any other ideas or thoughts to share with your group?





## Community Needs Assessment

### Brief Share Out

- What were the main challenges your group identified?
- What were the primary initiatives or efforts your group would prioritize?
- What did your group identify as alternative solutions or innovative approaches?





## Community Needs Assessment

Thank you for participating and engaging with other community members.

Your time and effort are greatly appreciated!

City of Missoula Office of Housing & Community Development Staff:

- Montana James, jamesm@ci.missoula.mt.us
- Karen Gasvoda, gasvodak@ci.missoula.mt.us
- Colin Woodrow, woodrowc@ci.Missoula.mt.us



MISSOULIAN - please publish the following as a LEGAL AD ON Sunday, June 7, 2020 and Sunday, June 14, 2020.



#### COMMENTS ON CITY'S ANNUAL ACTION PLAN REQUESTED

Notice is hereby given that the City of Missoula is asking for public comment on its draft annual Action Plan that describes activities that it will undertake as a Community Development Block Grant (CDBG) Entitlement City and as a Home Investment Partnerships Program (HOME) Participating Jurisdiction for the program year beginning July 1, 2020. This year's Annual Action Plan also includes CDBG-CV funds for COVID response activities from the CARES Act of 2020 and a corresponding update in our Citizen Participation Plan. The City's Program Year 2020 draft annual Action Plan, which includes project funding recommendations, is now available online at [www.EngageMissoula.com](http://www.EngageMissoula.com) for a public review and comment period ending on Monday, June 15, 2020.

The annual Action Plan and funding recommendations were presented to the Administration & Finance Committee of the City Council at its regular meeting May 27, 2020. The item is on the agenda for a public hearing tentatively scheduled before the City Council at its regular meeting June 8, 2020 at 6 PM. City Council meetings are currently being held virtually via Live Stream and On Demand. Instructions on how to view the meeting and make public comment are available here <http://www.ci.missoula.mt.us/webcasts>; click on a specific meeting within the calendar for the Citizen Participation Guide.

Submit any written comments to HCD by June 15, 2020: City of Missoula Office of Housing and Community Development (HCD), 435 Ryman, Missoula, MT, 59802. To receive a copy of the draft Action Plan or to review it in an alternative format, or to request special accommodations in order to participate, please contact HCD at 406.552.6218 or email [kgasvoda@ci.missoula.mt.us](mailto:kgasvoda@ci.missoula.mt.us), or contact the Montana Relay Service at TTY 711.

Public comments on the City's proposed activities submitted by June 15, 2020 will be included in the final version of the annual Action Plan submitted to the Department of Housing and Urban Development (HUD).

399 LEGALS MNAIXPL 399 LEGALS MNAIXPL

REQUEST FOR QUALIFICATIONS - Hydrologist

Separate sealed Statement for Qualification for a Hydrologist will be received by Missoula County, the Office of Missoula County Public Works, 6089 Training Drive, Missoula, MT 59808 until 3:00 P.M. local time on June 22, 2020. Due to COVID-19 restrictions, please mail or call (406-539-5975) for an appointment time to drop off your SOQ.

The project generally consists of, but is not necessarily limited to, the following major items:

The primary task is to expand the legally defined "Place of Use" for Lolo's water rights so that Lolo can pursue these rights to serve new users as the community grows both in population and in geographic boundaries. Expanding the Place of Use will require a Change Application with MT DNR under provisions of MCA 95-2-402.

Preparing a Change Application will require additional team members to the legal aspect already in place. Additional team members are being sought to provide hydrologic and water rights analysis. Such team members may also need to provide expert witness testimony in the event the Application is litigated.

The following are the key project elements:

Hydrologic and Water Right Analysis and Permit Preparation

A large portion of the work necessary to complete the Change Application will require a firm with expertise in hydrology and water rights analysis, and experience with municipal water right applications. The qualified firm must have qualified personnel and experience in the following:

- 1) Surface water hydrology
2) Aquifer testing and well field analysis and design.
3) Depletion analysis of potentially affected streams from increased groundwater pumping.
4) Adverse effects analysis on groundwater users from increased groundwater pumping.
5) Adverse effects analysis on surface water users from increased groundwater pumping.
6) Preparation of Water Right Change Applications for municipal use.
7) Historical water use analysis.
8) Expert witnessing in water right contested case hearings, district court and the Montana Water Court.

In addition, the qualified firm will preferably have experience in Change Applications that exceed the threshold of 4000 AC-FtVr and 5 S GFD (2,488.4 GPM), under the provisions of MCA 95-2-402(4).

A hard copy set of project documents may be obtained from the office of Missoula County Public Works, 6089 Training Drive, Missoula, MT 59808, phone 406-298-3702 or 406-630-5975.

An electronic copy is available on the Missoula County Public Works webpage at contact@missoula.mt.us.

No Guaranty of Qualifications may be withdrawn after the scheduled time for the submittal deadline of the SOQ specified above.

TENTATIVE SOQ SELECTION SCHEDULE

The anticipated schedule for consultant solicitation and selection for this contract is as follows (subject to change):
May 29, 2020: RFO released
June 26, 2020: SOQ due to be submitted to Missoula County
July 10, 2020: SOQs reviewed, rated, and ranked by the evaluation committee
July 24, 2020: Schedule supplement/reviews as necessary

The right is reserved to reject any or all SOQs as received, to waive informalities, to postpone the award of the contract for a period of not to exceed thirty (30) days, and to accept the lowest responsive and responsible SOQ which is in the best interest of the Missoula County.

Published at Missoula, Montana this 28th day of May, 2020.
#20201748 May 31, June 7, 14 & 21, 2020

399 LEGALS MNAIXPL 399 LEGALS MNAIXPL

NOTICE OF BOND SALE \$13,225,000

Sever System Revenue and Refunding Bonds, Series 2020A

City of Missoula, Montana

NOTICE IS HEREBY GIVEN by the City Council (the "Council") of the City of Missoula, Montana (the "City"), that the City will receive bids for the purchase of Sewer System Revenue and Refunding Bonds, Series 2020A, in the aggregate principal amount of \$13,225,000, the "Series 2020A Bonds," by sealed bid to Baker Tilly Municipal Advisors, LLC, the City's municipal advisor ("BakerTilly") or by electronic transmission through PARITYB, pursuant to instructions set forth in the Terms and Conditions of Sale, in each case until 10:00 a.m., M.T., on June 17, 2020, at which time bids will be opened, tabulated and presented to the Mayor and City Finance Director. Subject to the Terms and Conditions of Sale, if a responsive and acceptable bid is received, the Mayor and City Finance Director will award sale of the Series 2020 Bonds to the bidder with the lowest true interest cost.

The proceeds of the Series 2020A Bonds will be used to (i) pay or reimburse the City for the costs of certain improvements to its municipal sewer system; (ii) pay the City's Taxable Sewer System Revenue Bonds, Series 2010 (Recovery Zone Economic Development Bonds-Direct Pay) with stated maturities in the years 2021 and 2022; and (iii) fund a contract to be entered into for pay costs associated with the sale of the Series 2020A Bonds and the refunding.

The Series 2020A Bonds shall be dated, as originally issued, as of their date of delivery, shall bear interest from June 1, 2020, and shall have a term payable semiannually on January 1 and July 1 of each year, commencing January 1, 2021, to the registered owners of the Series 2020A Bonds as such appear in the Register as of the date of maturity for this purpose. An integral maturity of 1/8 of 1/100 of 1%. The initial price to the public as stated in the bid proposal for each maturity must be at least 97.0% of the aggregate principal amount of the Series 2020A Bonds of such maturity. All Series 2020A Bonds of the same stated maturity must bear the same interest from date of original issue until paid at a single, uniform rate. Interest will be calculated on the basis of a 360-day year consisting of twelve 30-day months.

The Series 2020A Bonds shall mature, subject to redemption as herein-after provided, on July 1 in each of the following years and amounts unless otherwise indicated in one or more term bonds, subject to adjustment as described below:

Year Principal Year Principal Amount
2023 \$279,000 2030 \$1,210,000
2024 \$355,000 2031 1,265,000
2025 \$620,000 2032 1,295,000
2026 \$755,000 2033 1,320,000
2027 \$45,000 2034 1,355,000
2028 1,165,000 2035 1,365,000
2029 1,185,000

The City reserves the right after bids are opened and prior to award, to increase or decrease the amount of any maturity or maturities in multiples of \$5,000 in order to produce sufficient net proceeds and to meet the City's structural goals. In the event the amount of any maturity is modified, the aggregate purchase price will be adjusted to result in the same gross spread per \$1,000 of Series 2020A Bonds as that set forth in the bid proposal for the maturity of such maturity. The differential between the price paid to the City for the Series 2020A Bonds and the price at which the bid indicates the Series 2020A Bonds are initially offered to the investing public shall be the Bidder's bid. The Bidder will have the option of combining the Series 2020A Bonds in one or more term bonds. If any Series 2020A Bonds are issued as term bonds, such term bonds will be subject to annual mandatory sinking fund redemption in the principal amount set forth in the foregoing schedule on each July 1, concluding no later than July 1, 2035, at a redemption price equal to the principal amount of such Series 2020A Bonds or portions thereof to be redeemed with interest accrued thereon and payable on January 1 and July 1 to the redemption date, in installments and in the same amounts and on the same dates as the Series 2020A Bonds would have matured if they were not included in a term bond.

The Series 2020A Bonds with stated maturities on or after July 1, 2031 will be subject to redemption on July 1, 2030, and any date thereafter, at the option of the City, in whole or in part, at a redemption price equal to the principal amount thereof to be redeemed plus interest accrued to the redemption date, without premium.

The Series 2020A Bonds shall be in the denomination of \$5,000 each or any integral multiple thereof of single maturities. The Series 2020A Bonds will be issued as fully registered bonds only. The Series 2020A Bonds will be issued in book-entry only form.

The City reserves the right to reject any and all bids and to sell the Series 2020 Bonds at a private or other sale.

Copies of the Terms and Conditions of Sale, the Preliminary Official Statement, Official Bid forms and additional information may be obtained through BakerTilly, 380 Jackson Street, Suite 300, Saint Paul, Minnesota 55101. Prospective bidders of the same stated maturity must bear in mind the Terms and Conditions of Sale and the Preliminary Official Statement for a detailed description of

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INVITATION FOR BID

East Middle School Renovation & Addition P.E. 22 Platte, Montana

RECEIPT OF BIDS

Sealed bids will be received for East Middle School Renovation & Addition (Sitework, MEP, Interior and Exterior Finishes), Emerson Elementary Bus Loop, East Middle School Grandstand Repairs and Sports Complex in Butte, MT by Langas and Associates and Butte School District No. 1 in Butte, Montana until 12:00 PM Noon (local time), on Wednesday, June 17th, 2020. The bids are to be delivered to the Butte School District Admin Building located 111 North Montana Street, Butte, Montana.

Bids will be received for the Butte School District No. 1, in accordance with the Plans, Specifications and other Contract Documents prepared by SMA Architects.

There will be a prebid walk for all subcontractors at 10:30 AM on June 3rd. We will meet out front of the main entry at EMS. This prebid walk is strongly encouraged for all subcontractors, especially MEP trades.

OBTAINING CONTRACT DOCUMENTS

Bidding documents will be on file at Montana plans exchanges as listed in the "INSTRUCTIONS TO BIDDERS" and physical sets may be obtained at Langas and Associates, P.O. Box 1019 E. Main Street, Suite 101, Bozeman, MT (406) 585-3420 upon refundable deposit of \$100.00 per set. Plans are also available at www.mingus.com. The password can be obtained by contacting Langas. Please ask for Matt Davis or Roger Davis for plan information.

Documents remain the property of the District and must be returned. Full term of deposit will be made for complete sets that are returned in an acceptable condition, without notes, marks, or mutilations, and within 15 calendar days after the opening of proposals. Plan holders that do not submit a proposal will forfeit their deposit.

PROPOSAL GUARANTEE

Bid Package Bids do not need to be accompanied by bid security. A performance and payment bond may be required before contract award. Please fill out the bid form correctly to include the bid amount for a performance and payment bond. If the proposal is accepted, the Bidder may be asked to execute the Contract and fill accept a Performance and Labor & Material Payment Bonds no later than 10 days after the Award of the Contract.

MONTANA STATE REQUIREMENTS

Each subcontractor will be required to have a valid Montana Public Contractor's License. The proper classification. The Contractor shall comply with all fair labor practices and must meet the requirements of the State Statutes, which require that preference be given to the employment of Montana Residents and must include the Montana prevailing wage rates to workers performing labor on contracts over \$25,000. Labor Rates are included in the specifications.

OWNER RIGHTS RESERVED

The Butte School District, hereinafter called the Owner, reserve the right to reject any or all proposals and to waive any formality or technicality in any proposal in the interest of the Owner.
#20201119 May 24, 31, June 7 & 14, 2020

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BID NOTICE

Regarding Public Review of the State Plan & Policy Manual for the Supplemental Nutrition Program for Women, Infants and Children (WIC) and Comment Period.

The Montana Department of Public Health and Human Services (the Department, Public Health and Safety Division) is considering amendment of its state plan/policy manual pertaining to the WIC program. In conformity with federal regulations, the Department is making the current plan available for public review and comment. The plan may be obtained online at <http://dphhs.mt.gov/publichealth/wic/wicplan> and a copy on a compact disc may be obtained by written request to the following address:

WIC Program
Montana Department of Public Health and Human Services
1925 11th Ave.
PO Box 202951
Helena, MT 59820-2951

The Department will accept written comments and proposals for amendments to the plan through July 19, 2020.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (date, or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9962. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
(2) fax: (202) 899-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
#20200291 June 14, 2020

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PUBLIC NOTICE

The City of Missoula Board of Adjustment will conduct a public hearing on the following item on Wednesday, June 24th, at 7:00 p.m., virtually via Zoom meeting.

Development Services has received a request from Keenan Whit on behalf of Blue Line Development and the Missoula Housing Authority for variances from the setback and height requirements of the RM1-45 residential zoning district for the construction of a 200-unit affordable multi-dwelling development.

The property is located at the corner of Otis Street and Shakespear Street (Coal Mine Road) in the School 5 Acre subdivision.

Your attendance and comments are welcomed and encouraged. The application can be viewed online at [www.ci.missoula.mt.us/PrivateProjects](http://www.ci.missoula.mt.us/PrivateProjects).

If anyone attending any of these meetings...

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NOTICE OF REQUEST FOR QUALIFICATIONS

ARCHITECTURAL AND OTHER CONSULTING SERVICES for Missoula County and City Federal Building Feasibility Study

MISSOULA - Missoula County and the City of Missoula are soliciting proposals for a qualified design team of teams to provide professional services related to the development and implementation of the County and City space needs master plans. The primary purpose of the project is master planning, feasibility analysis, historic and systems investigation, remediation planning, restoration planning, and renovation of the former federal courthouse at 200 E. Broadway (Missoula Federal Building). The Request for Qualifications (RFQ) procurement process will be used to select a firm(s) based on their capabilities, experience, interest and resources. A full description of the request can be found at <https://www.missoula.mt.us/governmentmanagement/auditor-auditor-office/Bids-proposals/RFQ-19-page>

All questions and communications regarding this RFQ must be emailed to Casey Gannon, County Management Analyst at [cgannon@missoula.mt.us](mailto:cgannon@missoula.mt.us).

Response are due on Friday, July 3rd, 2020 by 9pm.

BY ORDER OF THE BOARD OF MISSOULA COUNTY COMMISSIONERS

#20202804 June 14 & 21, 2020

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As the General Contractor/Construction Manager, Jackson Contract Group, Inc. on behalf of Missoula County will be accepting pricing for the Missoula County Elections Center Phase 2 Project. Work includes renovation of the existing Elections Center/warehouse building and site work. Bid due date is June 23rd at 3:00 pm MST. Bids must be delivered to Jackson Contract Group, 5800 Hwy 93 South, Missoula MT 59804.

For drawings and/or bidding questions please contact Eric Matheson at [jacksoncontractgroup.com](mailto:jacksoncontractgroup.com). Bid documents may also be obtained at any Montana Builders Exchange.
#20202387 June 7, 14, 21, 2020.

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CALL FOR BIDS

Notice is hereby given that Missoula County Public Schools, Missoula, Montana, will accept sealed bids for: Pavilion Elementary Cooling System Upgrades. Specifications are available at <https://www.mcpssmt.org/Page/4852>. The bid opening date is June 23, 2020 at 4:00 p.m. (MST) in the Districts Business Building located at 15 South Avenue West Missoula, Montana 59801. No late bids will be accepted.

Anyone attending the opening or any other meetings associated with this request who need accommodations for a disability is requested to notify Chariene Hubbard (406-728-2400 x3030) two days in advance to make arrangements for any special accommodations.

All bids must be plainly marked on the outside of the envelope: "Pavilion Elementary Cooling System Upgrades." Requests for Bid documents should be directed to: Buley McWilliams, Director of Operations and Maintenance E-MAIL: [bmwilliams@mcpss.k12.mt.us](mailto:bmwilliams@mcpss.k12.mt.us) PHONE: (406) 728-2400, ext 3032 FAX: (406) 548-0449 #20202370 June 7 & 14, 2020

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CALL FOR BIDS

Notice is hereby given that Missoula County Public Schools, Missoula, Montana, will accept sealed bids for: Chief Charlo Elementary Cooling System Upgrades. Specifications are available at <https://www.mcpssmt.org/Page/4852>. The bid opening date is June 23, 2020 at 4:15 p.m. (MST) in the Districts Business Building located at 15 South Avenue West Missoula, Montana 59801. No late bids will be accepted.

Anyone attending the opening or any other meetings associated with this request who need accommodations for a disability is requested to notify Chariene Hubbard (406-728-2400 x3030) two days in advance to make arrangements for any special accommodations.

All bids must be plainly marked on the outside of the envelope: "Chief Charlo Elementary Cooling System Upgrades." Requests for Bid documents should be directed to: Buley McWilliams, Director of Operations and Maintenance E-MAIL: [bmwilliams@mcpss.k12.mt.us](mailto:bmwilliams@mcpss.k12.mt.us) PHONE: (406) 728-2400, ext 3032 FAX: (406) 548-0449 #2020202369 June 7 & 14, 2020

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The regular Board Meeting of the Missoula Housing Authority will be held on Wednesday, June 17, 2020 at 5:30

Please contact Lori Davidson at [LDavidson@missoula-ha.org](mailto:LDavidson@missoula-ha.org) or 406-548-4113 x1010 for link or telephone number.
#20202779 June 14, 2020

213 HEALTH CARE/SCIENCE 213 HEALTH CARE/SCIENCE

LEAD PHARMACIST

Successful applicant must have a minimum of a Bachelor's of Science degree in Pharmacy. Must have a minimum of 1 year management experience. Applicants with Doctor of Pharmacy degrees and 10 years of pharmacy experience are preferred. Must maintain a current license/certification and registration. Must possess a valid driver's license. Salary and benefits are negotiable. To apply, contact Personnel Office, MT 59802. To receive a copy of the draft Action Plan or to review it in an alternative format, or to request special accommodations in order to participate, please contact HCD at 406.582.8218 or email [lgardner@ci.missoula.mt.us](mailto:lgardner@ci.missoula.mt.us), or contact the Montana Relay Service at TTY 711.

CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

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COMMENTS ON CITY'S ANNUAL ACTION PLAN REQUESTED

Notice is hereby given that the City of Missoula is asking for public comment on its draft annual Action Plan that describes activities that it will undertake as a Community Development Block Grant (CDBG) Entitlement City and as a Home Investment Partners Program (HIP) Participating Jurisdiction for the program year beginning July 1, 2020. This year's Annual Action Plan also includes CDBG-CV funds for COVID response activities from the CARES Act of 2020 and a corresponding update to the City's Citizen Participation Plan. The City's program Year 2020 draft annual Action Plan, which includes project funding recommendations, is now available online at [www.EngageMissoula.com](http://www.EngageMissoula.com) for a public review and comment period ending on Monday, June 15, 2020.

The Annual Action Plan and funding recommendations were presented to the Administration & Finance Committee of the City Council at its regular meeting May 27, 2020. The item is on the agenda for a public hearing tentatively scheduled before the City Council at its regular meeting June 8, 2020 at 8 P.M. City Council meetings are currently being held virtually via Live Stream and On Demand. Instructions on how to view the meeting and make public comment are available here <http://www.ci.missoula.mt.us/engagemissoula>; click on a specific meeting within the calendar for the Citizen Participation Guide.

Submit any written comments to HCD by June 15, 2020. City of Missoula Office of Housing and Community Development (HCD), 435 Rymann, Missoula, MT 59802. To receive a copy of the draft Action Plan or to review it in an alternative format, or to request special accommodations in order to participate, please contact HCD at 406.582.8218 or email [lgardner@ci.missoula.mt.us](mailto:lgardner@ci.missoula.mt.us), or contact the Montana Relay Service at TTY 711.

Public comments on the City's proposed activities submitted by June 15, 2020 will be included in the final version of the annual Action Plan submitted to the Department of Housing and Urban Development (HUD).

**AFFIDAVIT OF PUBLICATION  
THE MISSOULIAN**

500 S. Higgins Ave.  
Missoula, MT 59801  
Phone: (406) 523-5236 Fax: (406) 523-5221

Ad Number: 20601859

Chris Arvish, being first duly sworn, deposes and says that he is a Classified Advertising Representative of The Missoulian, a newspaper of general circulation published daily in the City of Missoula, in the County of Missoula, State of Montana, and has charge of the Advertisements thereof.

That the legal regarding:

Comments on City's annual action plan request  
a true copy of which is hereto annexed, was published in said newspaper on the following dates: via:

June 7 & 14, 2020

Making all 2 publication(s)

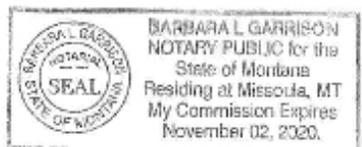
Signed: *Chris Arvish*  
Chris Arvish

State of Montana  
County of Missoula

Subscribed & sworn before me this 15<sup>th</sup> day of

June 2020 by Chris Arvish.  
*Barbara L Garrison*

Notary Public for the State of Montana



Page : 1 of 1 06/15/2020 11:25:01  
 Order Number : 20601859  
 PO Number :  
 Customer : 60071805 City of Missoula Housing & Comm  
 Contact :  
 Address1 : 436 Ryman  
 Address2 :  
 City St Zip : Missoula MT 59802  
 Phone : (406) 552-6396  
 Fax :  
 Printed By : Mariah Richmyer  
 Entered By : marvic  
 Keywords : COMMENTS ON CITY'S ANNUAL ACTION PLAN REQUESTED No  
 Notes : Release per Chris A  
 Zones :

Ad Number : 11494993  
 Ad Key :  
 Salesperson : DF01 - Default Transient DF01  
 Publication : Missoulian  
 Section:development  
 Sub Section : Legals  
 Category : 399 Legals  
 Dates Run : 06/07/2020-06/14/2020  
 Days : 2  
 Size : 2 x 3.13, 34 lines  
 Words : 324  
 Ad Rate : City of Missoula  
 Ad Price : 44.00  
 Amount Paid : 0.00  
 Amount Due : 44.00

**COMMENTS ON CITY'S ANNUAL ACTION PLAN REQUESTED**

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The annual Action Plan and funding recommendations were presented to the Administration & Finance Committee of the City Council at its regular meeting May 27, 2020. The item is on the agenda for a public hearing tentatively scheduled before the City Council at its regular meeting June 8, 2020 at 8 PM. City Council meetings are currently being held virtually via Zoom and On Demand. Instructions on how to view the meeting and make public comment are available [here](http://www.cityofmissoula.mt.us/whatsnew).

<http://www.cityofmissoula.mt.us/whatsnew> click on a specific meeting with the agenda for the Citizen Participation Guide.

Submit any written comments to HUD by June 15, 2020: City of Missoula, Office of Housing and Community Development (O-HCD), 436 Ryman, Missoula, MT, 59802. To receive a copy of the draft Action Plan or to review it in an alternate format, or to request special accommodations in order to participate, please contact HUD at 406.552.6218 or email [hpazevski@cityofmissoula.mt.us](mailto:hpazevski@cityofmissoula.mt.us), or contact the Voting Relay Service at 117.711.

Public comments on the City's proposed activities submitted by June 15, 2020 will be included in the final version of the annual Action Plan submitted to the Department of Housing and Urban Development (HUD), 20601859 June 7 & 14, 2020.

**Community  
Development  
Block Grant  
Coronavirus  
(CDBG-CV)  
Funds**

**STATE OF MONTANA  
OFFICE OF THE GOVERNOR  
EXECUTIVE ORDER No. 2-2020**

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**EXECUTIVE ORDER DECLARING A STATE OF EMERGENCY TO EXIST WITHIN  
THE STATE OF MONTANA RELATED TO THE COMMUNICABLE DISEASE  
COVID-19 NOVEL CORONAVIRUS**

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**WHEREAS**, the World Health Organization has declared the worldwide outbreak of COVID-19 Novel Coronavirus a pandemic;

**WHEREAS**, as of March 10, 2020, the United States Centers for Disease Control and Prevention (CDC) indicates there are over 125,000 confirmed cases of COVID-19 worldwide with over 900 confirmed cases in the United States;

**WHEREAS**, most states in the United States are experiencing confirmed cases of COVID-19;

**WHEREAS**, the Montana Department of Public Health and Human Services (DPHHS) recognizes COVID-19 as a threat to the residents of Montana;

**WHEREAS**, although there are presently no confirmed cases in Montana, the Montana DPHHS, local health departments, health and medical departments and local jurisdictions have activated response plans and protocols to prepare for the arrival of the virus in Montana;

**WHEREAS**, these partners have also worked to identify, contact, and test individuals in the State of Montana who have been potentially exposed to COVID-19 in coordination with the CDC;

**WHEREAS**, proactively implementing mitigation measures to slow the spread of the virus is in the best interests of the State of Montana and its people;

**WHEREAS**, COVID-19, a respiratory disease that can result in serious illness or death, is caused by SARS-CoV-2 Virus, which is a new strain of Coronavirus that had not been previously identified in humans and can easily spread from person-to-person;

**WHEREAS**, the CDC identifies the potential public health threat posed by COVID-19 both globally and in the United States as "high," and has advised that person-to-person spread of COVID-19 will continue to occur globally, including within the United States;

**WHEREAS**, on January 31, 2020, the United States Department of Health and Human Services (DHHS) Secretary Alex Azar, declared a public health emergency for COVID-19 beginning on January 27, 2020;

1

**WHEREAS**, on March 3, 2020, Governor Bullock formed a Multi-Agency Executive Task Force to prepare the State for COVID-19;

**WHEREAS**, on March 3, 2020, Governor Bullock activated the Montana Disaster and Emergency Services State Emergency Coordination Center;

**WHEREAS**, the Montana State Emergency Coordination Center is coordinating resources across state government to support the Montana DPHHS and local officials in alleviating the impacts to people, property, and infrastructure, and is assessing the magnitude of the incident within the State;

**WHEREAS**, the circumstances of this outbreak may exceed the capacity of the services, personnel, equipment, supplies and facilities of any single jurisdiction and the combined forces of a mutual aid region or regions to combat;

**WHEREAS**, the availability and utilization of all necessary state government services, equipment, and supplies under this declaration will further the efforts to protect health and safety and to preserve the lives, property, and resources of the people of the State of Montana;

**WHEREAS**, in addition to the disaster/emergency authorities specified in Title 10 of the Montana Code Annotated, Montana law also authorizes the State to coordinate and direct a coordinated public health response to communicable disease outbreaks as specified in Title 50; and

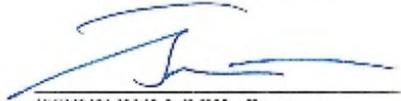
**WHEREAS**, under these conditions pursuant to §§ 10-3-302, 10-3-311, and 10-3-312, MCA, the Governor may mobilize state resources to protect life, health, and property and may expend funds up to the amount determined by the Office of Budget and Program Planning to meet contingencies and needs arising from these conditions.

**NOW, THEREFORE, I, STEVE BULLOCK**, Governor of the State of Montana, pursuant to the authority vested in me as Governor under the Constitution and the laws of the State of Montana, Title 10, Chapter 3, MCA, and under other applicable statutes, do hereby declare that an emergency exists statewide, as defined in §§ 10-3-103 and 10-3-302, MCA.

This Order is effective immediately.



GIVEN under my hand and the GREAT SEAL, of  
the State of Montana this 12<sup>th</sup> day of  
MARCH 2020.

  
STEVE BULLOCK, Governor

ATTEST:

  
COREY STAPLETON, Secretary of State  
deputy

STATE OF MONTANA  
OFFICE OF THE GOVERNOR  
EXECUTIVE ORDER No. 3-2020

EXECUTIVE ORDER AMENDING EXECUTIVE ORDER 2-2020 AND PROVIDING  
THAT THE STATE OF EMERGENCY RUNS CONCURRENT WITH THE  
PRESIDENT'S EMERGENCY DECLARATION

WHEREAS, on March 12, 2020, I declared a state of emergency to exist in Montana related to the communicable disease COVID-19 Novel Coronavirus;

WHEREAS, on March 13, 2020, the President of the United States declared a national state of emergency due to a nationwide outbreak of COVID-19;

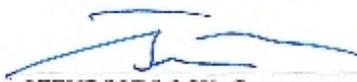
WHEREAS, Montana remains committed to a unified, coordinated response to stem the spread of COVID-19; and

WHEREAS, under Montana law, § 10-3-302(3), MCA, a declaration of emergency by the President of the United States establishes continuing conditions of emergency.

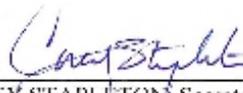
NOW, THEREFORE, I, STEVE BULLOCK, Governor of the State of Montana, pursuant to the authority vested in me as Governor under the Constitution and the laws of the State of Montana, Title 10, Chapter 3, MCA, and under other applicable statutes, do hereby amend Executive Order 2-2020 to run concurrent to the emergency declaration of the President of the United States establishing continuing conditions of the state of emergency, as defined in §§ 10-3-103 and 10-3-302(3), MCA.

This Order is effective immediately.

GIVEN under my hand and the GREAT SEAL of  
the State of Montana this 13 day of  
March 2020.

  
STEVE BULLOCK, Governor

ATTEST:

  
COREY STAPLETON, Secretary of State



City of Missoula

Office of Housing & Community Development

# COVID Response Plan for HUD Funds 2020

## Allocation Process

### Allocation Process for Entitlement Funds

For Program Year 2020 Entitlement funds, including prior year funds available and program income, the City of Missoula followed its typical competitive application process starting in January 2020.

A Citizen Participation Plan guides all Missoula Office of Housing & Community Development (HCD) citizen participation processes. Outreach performed in the development of the Program Year 2020 Action Plan included a CDBG and HOME Application Workshop, a Community Needs Assessment survey and a community meeting to review the preliminary results of the survey and obtain further feedback.

In February, the City received notification from the Department of Housing and Urban Development (HUD) of allocation amounts for Federal Fiscal Year (FFY) 2020 of \$394,193 HOME and \$546,954 CDBG funding. Application submittals were requested from eligible for-profit or non-profit organization, business, or governmental agencies; HCD received four applications. HCD ensured that all applications included eligible activities, and that the applicants would be able to complete all requirements for contracting, reporting, and drawdown procedures. During this process, HCD obtained documentation for each project including budget, narrative of intended outcomes, and CDBG & HOME compliance. A review committee met to rank the projects according to criteria established in the grant package guidelines to determine the top-ranking projects and recommendations for funding.

The Action Plan was posted on the online engagement portal, EngageMissoula, for 20-day public comment, from May 27, 2020 to June 15, 2020. The Program Year 2020 Action Plan and HCD staff recommendations for FFY 2020 HOME, CDBG and CDBG-CV awards were presented to the City Council for its review and approval on June 8, 2020.

It is important to note that the total applications for CDBG funds received during the competitive application round did not exceed the amount of CDBG funds HCD had on hand to award, between the PY20 Allocation and prior year funds on hand. HCD made the remaining funds available to the COVID response efforts through the process outlined below.

### Allocation Process for CDBG-CV Funds and Balance of Prior Year Funds

For the awarded CDBG-CV funds provided through the CARES Act of 2020, the Office of Housing & Community Development used a more streamlined allocation process for the \$339,403 received. HCD directly approached and coordinated with the local Community Organizations Active in Disaster (COAD) Task Force to identify the most pressing needs in the community for COVID response efforts and those activities that did not have any other federal funding resource available.

The COAD Task Force, composed of the organizations listed in the COAD Member Roster on file, collectively identified the highest needs that were eligible for CDBG-CV funds and sent a letter outlining those funding priorities to HCD. HCD then worked directly with the agencies carrying out those identified high-need activities to ensure there were eligible organizations, eligible activities, and able to complete all requirements for contracting, reporting, and drawdown procedures. During this process, HCD obtained documentation for each project including budget, narrative of intended outcomes, and CDBG compliance.

## CDBG-CV Funds (CARES Act 2020)

### Key Waivers and Suspensions

- CPD Mega Waiver (Request submitted and confirmed received on April 13, 2020)
  - Consolidated Plan: Citizen Participation Public Comment Period for Consolidated Plan Amendment [30 days reduced to 5 days]
  - Consolidated Plan: Citizen Participation Reasonable Notice and Opportunity to Comment [grantee may determine reasonable notice]

### Duplication of Benefits Analysis Approach

The City of Missoula Housing & Community Development Staff will perform a duplication of benefits analysis as part of its review for eligibility of each organization and activity recommended for funding by the COAD Task Force. Our process and approach to the duplication of benefits analysis is outlined below.

#### Funding Matrix

HCD staff developed a funding matrix detailing all known available federal resources in the City of Missoula at the time of applications for CDBG-CV funds. This includes an analysis of other HUD funds coming to Missoula, FEMA funds, as well as SBA and other funding streams

identified in the CARES Act. This matrix is on file and was reviewed as part of the DOB analysis for these applications for CDBG-CV funds.

#### Independent Verification of Funding Sources

HCD staff also performed an independent verification of other funding sources available for the types of activities applied for by the COAD member agencies. We have files documenting other funding streams and their approved uses in Missoula.

#### Applicant Certification of Budgeted Needs and Benefits Available

As part of our application process, we asked that each applying organization complete a certification document showing all other available funds for the applied-for activity.

#### DOB Analysis

HCD staff performed an application-specific DOB analysis in the budget document for each project following the below steps:

- Step 1: Assess Applicant Need
  - HCD will document in a budget spreadsheet the total cost of the proposed activity, including components that will be funded through other methods such as other grant funds, federal funds, or in-kind contributions (such as donations of materials or services) that are known at the time of submission.
- Step 2: Identify Total Assistance
  - HCD staff will document any other reasonably identifiable financial assistance available to the applying organization. Due to the ongoing and emergent nature of this pandemic and the types of assistance available, HCD will make their best effort to identify total assistance at the time of application, but recognize that may change as the situation evolves.
  - Each applicant will also certify in writing that no other funding source available can pay for the particular activity applied for, or that their need does match the CDBG-CV request.
  - Per Federal Register Vol. 84, No. 119, "Total assistance includes resources such as cash awards, insurance proceeds, grants, and loans received by or available to each CDBG-DR applicant, including awards under local, state or federal programs, and from private or nonprofit charity organizations. At a minimum, the grantee's efforts to identify total assistance must include a review to determine whether the applicant received FEMA, SBA, insurance, and any other major forms of assistance (e.g., State disaster assistance programs) generally available to applicants."
  - Per Federal Register Vol. 84, No. 119, "Total assistance does not include personal assets such as money in a checking or savings account (excluding insurance proceeds or disaster assistance deposited into the applicant's account); retirement accounts; credit cards and lines of credit; in-kind donations (although these non-cash contributions known to the grantee reduce total need); and private loans."
- Step 3: Exclude Non-Duplicative Amounts

- HCD staff will then remove "non-duplicative" amounts from the calculation by noting which amounts listed are (1) provided for a different purpose; or (2) provided for the same purpose (eligible activity), but for a different, allowable use (cost).
- Step 4: Identify DOB Amount and Calculate the Total CDBG-CV Award
  - To determine the final CDBG-CV award, HCD staff will subtract the amount determined to be a duplication of benefits from the total assistance requested. This will leave us with the total CDBG-CV award per applicant.
- Step 5: Reassess Unmet Need when Necessary
  - Because we have not yet seen the full effects of the pandemic in our state or community, HCD will reassess for unmet need later in the year as necessary. Per Federal Register Vol. 84, No. 119, "To the extent that an original disaster recovery need was not fully met or was exacerbated by factors beyond the control of the applicant, the grantee may provide additional CDBG-DR funds to meet the increased unmet need."

## CDBG Entitlement Funds

### Key Waivers and Suspensions

- CPD Mega Waiver (Request submitted and confirmed received on April 13, 2020)
  - Consolidated Plan: Citizen Participation Public Comment Period for Consolidated Plan Amendment [30 days reduced to 5 days]
  - Consolidated Plan: Citizen Participation Reasonable Notice and Opportunity to Comment [grantee may determine reasonable notice]

## HOME Funds

### Key Waivers and Suspensions

- Section II, Waiver #1 "Citizen Participation Reasonable Notice and Opportunity to Comment"
  - Citation: 24 CFR 91.105(c)(2) and (k) (Local governments)
- Section II, Waiver #3 "On-Site Inspections of HOME-assisted Rental Housing" page 6.
  - Citation: 24 CFR 92.504(d)(1)(ii)

## PY20 Annual Action Plan

Because the City of Missoula was in the process of preparing and submitting our Annual Action Plan for Program Year 2020 (July 1, 2020 - June 30, 2021) in March and April, we simply delayed the submission of the Plan in order to include plans and the process for using the

CDBG-CV funds in the Action Plan. We updated the draft Action Plan by adding information to the following sections:

- AP-05 Executive Summary
- AP-10 Consultation
- AP-12 Participation
- AP-15 Expected Resources
- AP-20 Annual Goals and Objectives
- AP-35 Projects
- AP-55 Affordable Housing
- AP-65 Homeless and Other Special Needs Activities

5/18/2020

CDBG-CV Funds

Reply | Delete Junk | ...



## CDBG-CV Funds



**Theresa Williams**

Mon 5/18/2020 1:46 PM

To: Karen Gasvoda

Cc: Montana James

Reply |

Inbox

You replied on 5/18/2020 1:53 PM.

COAD CDBG-CV Letter (...)  
317 KB

Show all 1 attachments (317 KB) Download



Enterprise Vault

Action Items



Good Afternoon,

On behalf of the COAD Homeless Taskforce, please see the attached letter of recommendations for funding.

Also, please note the amended amount for the Missoula City-County Health Department Budget is \$82,101.00.

If you have any questions, please do not hesitate to reach out.

Best Regards,

Theresa Williams

**Theresa Williams, LCSW** | Reaching Home Coordinator

Pronouns: She/Her/Hers

Office of Housing and Community Development

City of Missoula

400 Ryman St.  
Missoula, MT 59802  
(406) 552-6398

[www.ci.missoula.mt.us/2124/Homeless-Initiatives](http://www.ci.missoula.mt.us/2124/Homeless-Initiatives)

<https://missoulamail.us/owa/projection.aspx>

1/2

## Community Organizations Active in Disaster Homelessness Taskforce

DATE: April 24, 2020

TO: Missoula Office of Housing & Community Development

RE: CDBG-CV Funds (CARES Act 2020) recommendations

On April 1, 2020, the Missoula County Office of Emergency Management formed the Missoula Community Organizations Active in Disaster (COAD) Homeless Taskforce in response to the Coronavirus/COVID-19 pandemic. This task force is composed of our community's experts in public health and critical response activities to the pandemic. Membership includes health care providers, homeless service providers, and emergency management staff (membership roster and organization chart are attached).

The mission of the taskforce is to slow the spread of COVID-19 and reduce the strain on our hospitals and healthcare personnel by supporting and coordinating services for the vulnerable populations of people experiencing unsheltered and sheltered homelessness and those at risk of experiencing homelessness in Missoula during COVID-19 response. To accomplish this mission, the task force is divided into five subgroups that meet as often as necessary to accomplish their objective(s) and then the larger taskforce convenes twice a week to monitor and update progress. In addition, we submit weekly Situation Reports to the Missoula County Emergency Operations Center.

President Trump signed the Coronavirus Aid, Relief and Economic Security (CARES) Act, Public Law 116136 on March 27, 2020 to assist communities in addressing the growing needs made apparent by this public health crisis. In addition, Montana Governor Steve Bullock signed on March 12, 2020, Executive Order No. 2-2020 declaring a state of emergency to exist within the State of Montana related to the Communicable Disease COVID-19 Novel Coronavirus (Executive Order attached). CDBG-CV funds in the amount of \$339,403 were made available through these executive actions and the task force collectively has reviewed all high-priority needs in the community for consideration for these funds.

The COAD Homelessness Taskforce would like to recommend the following critical projects for maximum funding at this time in response to the pandemic. These projects represent the community's highest need, as determined jointly by this task force and also represent activities not eligible for reimbursement through other federal and disaster recovery funds.

- Missoula City-County Health Dept. - Temporary Public Health Social Worker (COVID-19) – Performs professional coordination of care for COVID-19 related patients requiring Quarantine and Isolation. Budget: \$73, 651
- The Poverello Center COVID-19 Outreach Response Team - These positions will work with the increased unsheltered population due to COVID by providing in-the-field COVID Symptom Screens, provide education regarding COVID, provide leadership to the Coordinated Outreach Team related to COVID, and act as liaisons between the Homelessness COAD and the Poverello Center. Budget: \$161,963

- The Poverello Center Cleaning & Sanitation - Provides additional resources and staffing to ensure that the Poverello Center is in compliance with CDC cleaning guidelines.  
Budget: \$96,171

## Community Organizations Active in Disaster Homelessness Taskforce

Please contact the Leaders of the COAD Homelessness Taskforce, Theresa Williams, or Marge Baack, if you have any questions regarding this request.

Sincerely on behalf of the COAD Task Force,

Theresa Williams s

Theresa Williams (Apr 24, 2020)

Theresa Williams City  
of Missoula  
Taskforce Leader



Margaret Baack (Apr 24, 2020) }

Marge Baack  
Partnership Health Center  
Task Force Leader and County Liaison

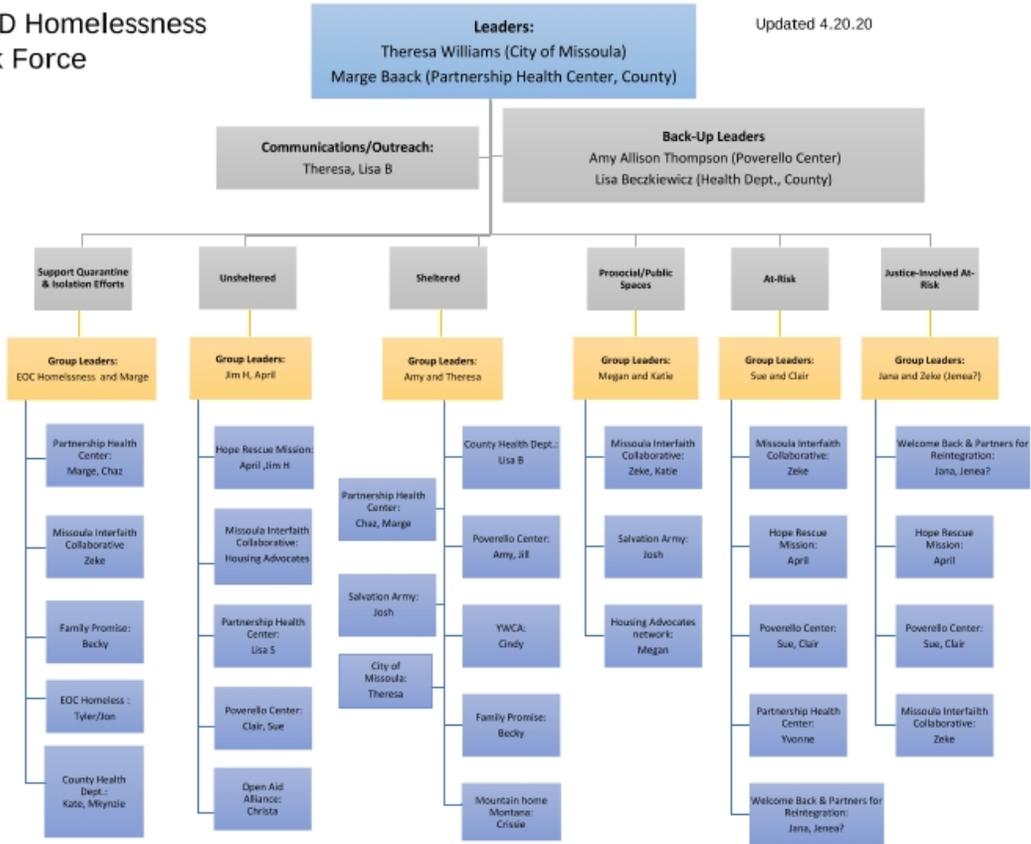
James Quirk k

James Quirk (Apr 27, 2020)

Dr. James Quirk  
Partnership Health Center  
Co-Signer

COAD Homelessness Task Force

Updated 4.20.20



**City of Missoula**  
**HOME**  
**Recapture, Resale and**  
**Repayment Provisions**

#### D. HOME Recapture, Resale and Repayment Provisions

In awarding HOME funds for homeownership, including down payment assistance, closing costs or other HOME assistance provided directly to the homebuyer, the City of Missoula has adopted the Recapture provisions as specified by 24 CFR 92.254 and described in detail below. Homebuyers assisted under HOME will be required to adhere to recapture guidelines applied to their home. An organization awarded HOME funds (the "Subrecipient") for homebuyer assistance will be instructed to use the recapture method, and must submit their policy for the applicable recapture method if a home is sold during the period of affordability.

In accordance with 24 CFR 92.254(a)(5)(ii)(A)(5), which states "If the HOME assistance is only used for the development subsidy and therefore not subject to recapture, the resale option must be used," if the City of Missoula provides HOME assistance as development subsidy only, it will follow the resale provisions detailed below. In accordance with HUD guidance, these resale provisions will apply to all Program Year 2018 HOME-assisted housing development activities as well as any homebuyer development projects that were approved in previous program years and are completed during PY2018.

##### Recapture

Effect on homebuyers. A homeowner whose subsidy is subject to recapture is required to repay all or a portion of the HOME subsidy if the property is sold or transferred during the affordability period. The seller is allowed to sell the home to any willing buyer at any price as long as the HOME debt remaining on the property is repaid.

The program is not designed to provide special protection against downturns in the housing market nor provide guarantees for a certain rate of return at the time of sale that are not available to any other homeowners. This is a mechanism to recapture all or a portion of direct HOME subsidy to the buyer if the HOME recipient decides to sell the house, or a transfer occurs, within the period of affordability.

The Subrecipient and the prospective homebuyer must execute a written agreement, to which the City is a party, before or at the time of sale which serves as a legally binding agreement that the City can enforce. The agreement must clearly explain the requirements of the recapture provision being imposed by the City so that the buyer understands what will happen in the event:

- He/she no longer maintains the unit as principal residence for the full affordability period; or
- The unit is sold or transferred before the end of the affordability period.

The chart below specifies the length of the length of the affordability period for varying investment amounts.

HOME Activity	HOME Investment Per Unit	Length of Compliance / Affordability Period
Homebuyer and Rental Housing acquisition and/or rehabilitation	Less than \$15,000	5 years
	\$15,000-\$40,000	10 years
	\$40,000+	15 years

**Method to Determine Recapture Amount: Recapture of the Entire Amount**

The City may recapture the entire amount of the HOME investment from the Homeowner. However, if there are no net proceeds or the net proceeds are insufficient to repay the HOME investment, the City may only recapture the amount of the net proceeds, if any. The net proceeds of a sale are the sales price minus superior loan repayments (other than HOME) and any closing costs. The City is never permitted to recapture more than is available from net proceeds of the sale.

Effect on subrecipient that provided the assistance. Funds are recaptured when housing funded by HOME homebuyer assistance is sold or transferred during the period of affordability or otherwise no longer meets the affordability requirements. The City will retain recaptured funds and reinvest them in other HOME-eligible activities unless it specifies in a written agreement with the subrecipient that the subrecipient may keep the recaptured funds for use for other HOME-eligible activities.

HOME funds will be repaid at the time of sale of any HOME-assisted unit. Any time recaptured funds are reused to assist a new homebuyer, a new period of affordability will commence. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds under 24 CFR 92.254(a)(4) are as follows: To enforce HOME Program requirements, a Restriction Agreement, Subordinate Deed of Trust, and Promissory Note are used and contain the following provisions:

- Principal residency requirement.
- Equity share provision upon sale of the home purchased with HOME fund assistance.
- Equity sharing based on the ratio of subsidy provided to the purchase cost of the home.
- Recapture provision is based on net proceeds available from sale, transfer or foreclosure of the home.
- The Restriction Agreement, Subordinate Deed of Trust, and Promissory Note are executed at the closing for the home purchase and are recorded at that time.

**RESALE**

When HOME assistance is provided only for development subsidy for homeowner housing, the City of Missoula will follow the Resale provisions defined at 24 CFR 92.254 (a)(5)(i).

If the housing does not continue to be the principal residence of the family for the duration of the period of affordability that the housing is made available for subsequent purchase only to a buyer whose family qualifies as a low-income family and will use the property as the family's principal residence. The period of affordability is based on the total amount of HOME funds invested in the housing.

The chart below specifies the length of the length of the affordability period for varying investment amounts.

HOME Activity	HOME Investment Per Unit	Length of Compliance / Affordability Period
Homebuyer and Rental Housing acquisition and/or rehabilitation	Less than \$15,000	5 years
	\$15,000-\$40,000	10 years
	\$40,000+	15 years

The HOME Subrecipient or CHDO developer will be responsible for ensuring that resale provisions are followed if properties are sold or transferred during the period of affordability. To accomplish this, the HOME Subrecipient or CHDO Developer will file a deed restriction guaranteeing the period of affordability.

Fair return to seller – The price shall not exceed a price that results in net proceeds (after senior debt and sales costs) to the seller that exceeds the sum of:

1. The reimbursement of the original owner's down payment and/or closing costs made at the time of initial purchase, if any;
2. The principal amortized (paid off) on the senior debt during the period of ownership;
3. The investment in eligible capital improvements defined as: any individual improvement made specifically to the structure or major system of the HOME assisted housing unit in which the cost was more than \$3,000.00 and where applicable, the work was properly permitted, inspected locally and the actual cost has been documented with third party receipts.

The value of the owner's investment (the sum of 1-3 above) will be adjusted by using the Housing Price Index (HPI) as measured by the Federal Housing Finance Agency. The change in the HPI from the original purchase to the time of sale will be applied to the value of the owner's investment, so that the value of the investments is increased or decreased by the amount of increase or decrease in the housing market overall.

Affordable to range of low-income buyers – The sales price may not exceed a price that is not affordable to households at 80% of area median income (AMI). The City of Missoula defines "affordable price" as a price that is at or below an amount that will allow a low income family to pay no more than 32 percent of their monthly income to pay for mortgage principal and interest, property taxes, and insurance.

#### Repayment

If homebuyer violates compliance requirements during the period of affordability, the City may enforce a Repayment provision in which homebuyer is responsible for repaying to the City the entire HOME investment.

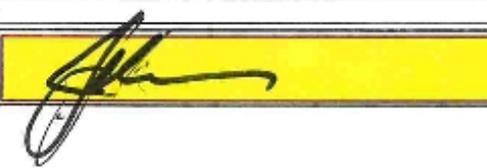
Grantee SF-424's and Certification(s)

CDBG - EN

OMB Number: 4310-0001  
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate label(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: 81-6061293	
5a. Federal Entity Identifier: City of Missoula, Montana	5b. Federal Award Identifier: 8-23-NC-30-0003	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Missoula		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 81-6061293	* c. Organizational DUNS: 0143138940000	
d. Address:		
* Street1: 430 Byzan Street	<input type="text"/>	
Street2: <input type="text"/>	<input type="text"/>	
* City: Missoula	<input type="text"/>	
County/Parish: <input type="text"/>	<input type="text"/>	
* State: <input type="text"/>	MT; Montana	
Province: <input type="text"/>	<input type="text"/>	
* Country: <input type="text"/>	USA; UNITED STATES	
* Zip / Postal Code: 59802-4207	<input type="text"/>	
e. Organizational Unit:		
Department Name: Housing&Community Development	Division Name: Housing&Community Development	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mrs.	* First Name: Sean	<input type="text"/>
Middle Name: <input type="text"/>	<input type="text"/>	
* Last Name: Bohan	<input type="text"/>	
Suffix: <input type="text"/>	<input type="text"/>	
Title: Director		
Organizational Affiliation: City of Missoula Office of Housing & Community Development		
* Telephone Number: 406-553-6395	Fax Number: <input type="text"/>	
* Email: seanbohan@missoula.mt.us		

Application for Federal Assistance SF-424	
<b>* 9. Type of Applicant 1: Select Applicant Type:</b> <input type="text" value="0: City or Township Government"/>	
<b>Type of Applicant 2: Select Applicant Type:</b> <input type="text"/>	
<b>Type of Applicant 3: Select Applicant Type:</b> <input type="text"/>	
<b>* Other (specify):</b> <input type="text"/>	
<b>* 10. Name of Federal Agency:</b> <input type="text" value="U.S. Department of Housing and Urban Development"/>	
<b>11. Catalog of Federal Domestic Assistance Number:</b> <input type="text" value="14.218"/> <b>CFDA Title:</b> <input type="text" value="Community Development Block Grant Program"/>	
<b>* 12. Funding Opportunity Number:</b> <input type="text" value="14.218"/> <b>* Title:</b> <input type="text" value="Community Development Block Grant"/>	
<b>13. Competition Identification Number:</b> <input type="text"/> <b>Title:</b> <input type="text"/>	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>* 15. Descriptive Title of Applicant's Project:</b> <input type="text" value="Community Development Block Grant (CDBG) Unaffiliated Program, City of Missoula, Montana, 2020 Annual Action Plan"/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="MI-211"/>	* b. Program/Project: <input type="text" value="201-A11"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2023"/>	* b. End Date: <input type="text" value="06/30/2021"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="576,851.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="29,370.00"/>
* g. TOTAL	<input type="text" value="606,324.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text" value="MR."/>	* First Name: <input type="text" value="John"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Engler"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Mayor"/>	
* Telephone Number: <input type="text" value="506-552-6001"/>	Fax Number: <input type="text" value="406-307-3102"/>
* Email: <input type="text" value="jengler@ci.mt.fakoula.mt.us"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="5/10/2020"/>

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-2008  
 Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4720-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Previous Edition Usable

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Standard Form 4240 (Rev. 7-87)  
 Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1506 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.)
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 108(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Mayor
APPLICANT ORGANIZATION City of Missoula	DATE SUBMITTED 

SF-424D (Rev. 7-97) Back

CDBG - CV

OMB Number: 4040-0004  
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____		
<b>* 3. Date Received:</b> _____		<b>4. Applicant Identifier:</b> 81-6001293
<b>5a. Federal Entity Identifier:</b> City of Missoula, Montana		<b>5b. Federal Award Identifier:</b> #-20-MW-30-0003
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> _____		<b>7. State Application Identifier:</b> _____
<b>B. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> City of Missoula		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 81-6001293		<b>* c. Organizational DUNS:</b> 0143138940000
<b>d. Address:</b>		
<b>* Street1:</b> 435 Ryman Street		
<b>Street2:</b> _____		
<b>* City:</b> Missoula		
<b>County/Parish:</b> _____		
<b>* State:</b> MT: Montana		
<b>Province:</b> _____		
<b>* Country:</b> USA: UNITED STATES		
<b>* Zip / Postal Code:</b> 59802-4207		
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> Housing&Community Development		<b>Division Name:</b> Housing&Community Development
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> Mrs.	<b>* First Name:</b> Eran	
<b>Middle Name:</b> _____		
<b>* Last Name:</b> Pehane		
<b>Suffix:</b> _____		
<b>Title:</b> Director		
<b>Organizational Affiliation:</b> City of Missoula Office of Housing & Community Development		
<b>* Telephone Number:</b> 406-553-6395		<b>Fax Number:</b> _____
<b>* Email:</b> pehane@ci.missoula.mt.us		

Application for Federal Assistance SF-424			
* 9. Type of Applicant 1: Select Applicant Type:			
<input type="text" value="C: City or Township Government"/>			
Type of Applicant 2: Select Applicant Type:			
<input type="text"/>			
Type of Applicant 3: Select Applicant Type:			
<input type="text"/>			
* Other (specify):			
<input type="text"/>			
* 10. Name of Federal Agency:			
<input type="text" value="U.S. Department of Housing and Urban Development"/>			
11. Catalog of Federal Domestic Assistance Number:			
<input type="text"/>			
CFDA Title:			
<input type="text" value="Community Development Block Grant COVID-19 from the CARES Act, Public Law 116-136"/>			
* 12. Funding Opportunity Number:			
<input type="text" value="14.218"/>			
* Title:			
<input type="text" value="Community Development Block Grant COVID-19 from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136"/>			
13. Competition Identification Number:			
<input type="text"/>			
Title:			
<input type="text"/>			
14. Areas Affected by Project (Cities, Counties, States, etc.):			
<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
* 15. Descriptive Title of Applicant's Project:			
<input type="text" value="Activities expected to respond to COVID19 virus with CARES Act Funds. STATE OF MICHIGAN, MICHIGAN DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT"/>			
Attach supporting documents as specified in agency instructions.			
<input type="button" value="Add Attachments"/>	<input type="button" value="Delete Attachments"/>	<input type="button" value="View Attachments"/>	

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant:  \* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:  \* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="339,403.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="339,403.00"/>

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes  No

If "Yes", provide explanation and attach

21. "By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

CDBG - CV

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4010-0009  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (s) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made, and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Standard Form 424D (Rev. 7-97)  
Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1506 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11730; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of food hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§460a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Mayor
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Missoula	5/11/2020

SF-424D (Rev. 7-97) Back

HOME

OMB Number: 4040-0004  
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Change/Corrected Application		
<b>* 2. Type of Application:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision		
<b>* If Revision, select appropriate code(s):</b> _____ <b>* Other (Specify):</b> _____		
<b>* 3. Date Received:</b> [Redacted]		<b>4. Applicant Identifier:</b> 81-6001293
<b>5a. Federal Entity Identifier:</b> City of Nissequa, Montana		<b>5b. Federal Award Identifier:</b> H-20-HQ-50-0210
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> _____		<b>7. State Application Identifier:</b> _____
<b>B. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> City of Nissequa		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 81-6001293		<b>* c. Organizational DUNS:</b> 0143178540600
<b>d. Address:</b>		
<b>* Street1:</b> 115 Ryan Street		
<b>Street2:</b> _____		
<b>* City:</b> Nissequa		
<b>County/Parish:</b> _____		
<b>* State:</b> MT Montana		
<b>Province:</b> _____		
<b>* Country:</b> USA UNITED STATES		
<b>* Zip / Postal Code:</b> 59802-4207		
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> Housing&Community Development		<b>Division Name:</b> Housing&Community Development
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> Mrs. <b>* First Name:</b> Bron		
<b>Middle Name:</b> _____		
<b>* Last Name:</b> Behan		
<b>Suffix:</b> _____		
<b>Title:</b> Director		
<b>Organizational Affiliation:</b> City of Nissequa Office of Housing & Community Development		
<b>* Telephone Number:</b> 806-523-0295		<b>Fax Number:</b> _____
<b>* Email:</b> behan@ci.nissequa.mt.us		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="City or Township Government"/> Type of Applicant 2: Select Applicant Type: <input type="text"/> Type of Applicant 3: Select Applicant Type: <input type="text"/> * Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text" value="U.S. Department of Housing and Urban Development"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14.239"/> CFDA Title: <input type="text" value="HOME Investment Partnerships Program"/>	
* 12. Funding Opportunity Number: <input type="text" value="14.239"/> * Title: <input type="text" value="HOME Investment Partnerships Program"/>	
13. Competition Identification Number: <input type="text"/> Title: <input type="text"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
* 15. Descriptive Title of Applicant's Project: <input type="text" value="HOME Investment Partnerships (HOME) Grant Exhibition Program, City of Missoula, Montana, 2020 Annual Action Plan"/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant:  \* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:  \* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="394,193.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value="470,828.00"/>
* g. TOTAL	<input type="text" value="865,119.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (if "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

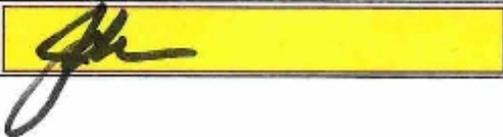
\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

HOME

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4340-0009  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1688), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Standard Form 424C (Rev. 7-87)  
Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§460a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Mayor
APPLICANT ORGANIZATION City of Honolulu	DATE SUBMITTED 5/19/2020

SF-424D (Rev. 7-97) Back

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-113, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701a) and implementing regulations at 24 CFR Part 135.

  
John Engon (May 12, 2020)

Signature of Authorized Official

May 12, 2020

Date

Mayor

Title

## City of Missoula CDBG-EN Certifications

### Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by IIUD.

**Use of Funds** -- It has complied with the following criteria:

**1. Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

**2. Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2020 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

**3. Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

  
\_\_\_\_\_  
John J. Engen (May 12, 2020)

Signature of Authorized Official

\_\_\_\_\_  
May 12, 2020

Date

**Mayor**

\_\_\_\_\_  
Title

## City of Missoula CDBG-CV Certifications

### Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

**1. Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

**2. Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2020 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

**3. Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

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**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

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**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

  
\_\_\_\_\_  
John Engen (May 12, 2020)  
Signature of Authorized Official

\_\_\_\_\_  
May 12, 2020  
Date

**Mayor**  
\_\_\_\_\_  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

  
John Engen May 12, 2020

Signature of Authorized Official

May 12, 2020

Date

Mayor

Title

**APPENDIX TO CERTIFICATIONS**

**INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

**Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

# City of Missoula 2020\_Non-State-Cerifications

Final Audit Report

2020-05-13

Created:	2020-05-13
By:	Montana James (jamesm@ci.missoula.mt.us)
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-  Document created by Montana James (jamesm@ci.missoula.mt.us)  
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