



COMMUNITY DEVELOPMENT DIVISION

Community Development Board Meeting Minutes

2825 3rd Avenue North, Billings, MT 59101 Phone: 406.657.8281 Fax: 406.294.7595 Relay: 711 www.ci.billings.mt.us/ComDev

Regular Meeting of the Community Development Board November 1, 2016

Board Members Present: Fred Button, Laura Gittings-Carlson, Bret Rutherford, Kathleen Candelaria, Becky Bey, Katrina Kruger

Staff Present: Brenda Beckett, Dina Harmon, Tam Rodier, Sandra Lopez

Board Members Excused: James Corson

Board Members Not Present: Patt Leikam

Guests: Volunteers in Service to America (VISTA) members Ari Denson and Taylor Todd

Welcome / Introductions / Announcements: The Community Development Board met at its regular monthly meeting located in the 6th Floor Conference Room, Miller Building, 2825 3rd Avenue North, Billings, Montana. Vice Chair, Fred Button, called the meeting to order at 3:05pm. Introductions were made around the table.

Public Comment: VISTA member Taylor Todd announced that her host site, Big Brothers Big Sisters of Yellowstone County, still had openings for their "Bowl for Kids Sake" fundraiser to be held in Laurel on November 5th.

Meeting Minutes: Board member Laura Gittings-Carlson moved to approve the October meeting minutes and Katrina Kruger seconded the motion. A vote was taken and the minutes were approved unanimously.

Staff Reports:

- **Foreclosure Acquisition / Housing Rehab Program:** Three projects from the previous fiscal year remain under construction, another three are in the process of closing out. Three projects that had been placed on hold during the previous fiscal year because of a lack of funding have been reactivated and are in various stages. Thus far, twenty-one applications have been received with eleven determined to be ineligible, four in various stages of information gathering, and six projects currently being processed. Staff noted that an ad placed in the CityLink yielded one interested call, and marketing through various publications is being researched.
- **First Time Home Buyer Program:** Staff reported funding is available for an estimated 20 more households. The Chamberlain home [3921 Chamberlain] has an expected closing date of November 7th. The NeighborWorks Montana twin homes in Riverfront Pointe are under construction. An environmental review is underway for a second project.
- **VISTA:** Ari Denson reported an event being put on by VISTA member Rachel Yamahiro; a coordinated a film series for veterans that kicked off October 6th at 6:00pm, in the Billings Public Library Community Room. The next film screening will take place on November 10th at the Library. Ari also mentioned that VISTA member Kayla Janowski has been working with Faith IMPACTS Billings on a documentary about homelessness in Billings. [The documentary can be found [online](#). Find more of Ms. Janowski's videos at Faith IMPACTS Billings' YouTube page [here](#).]

CDBG & HOME Application & Allocation Process Review: Staff gave a presentation about the Community Development application and allocation process [see attached].

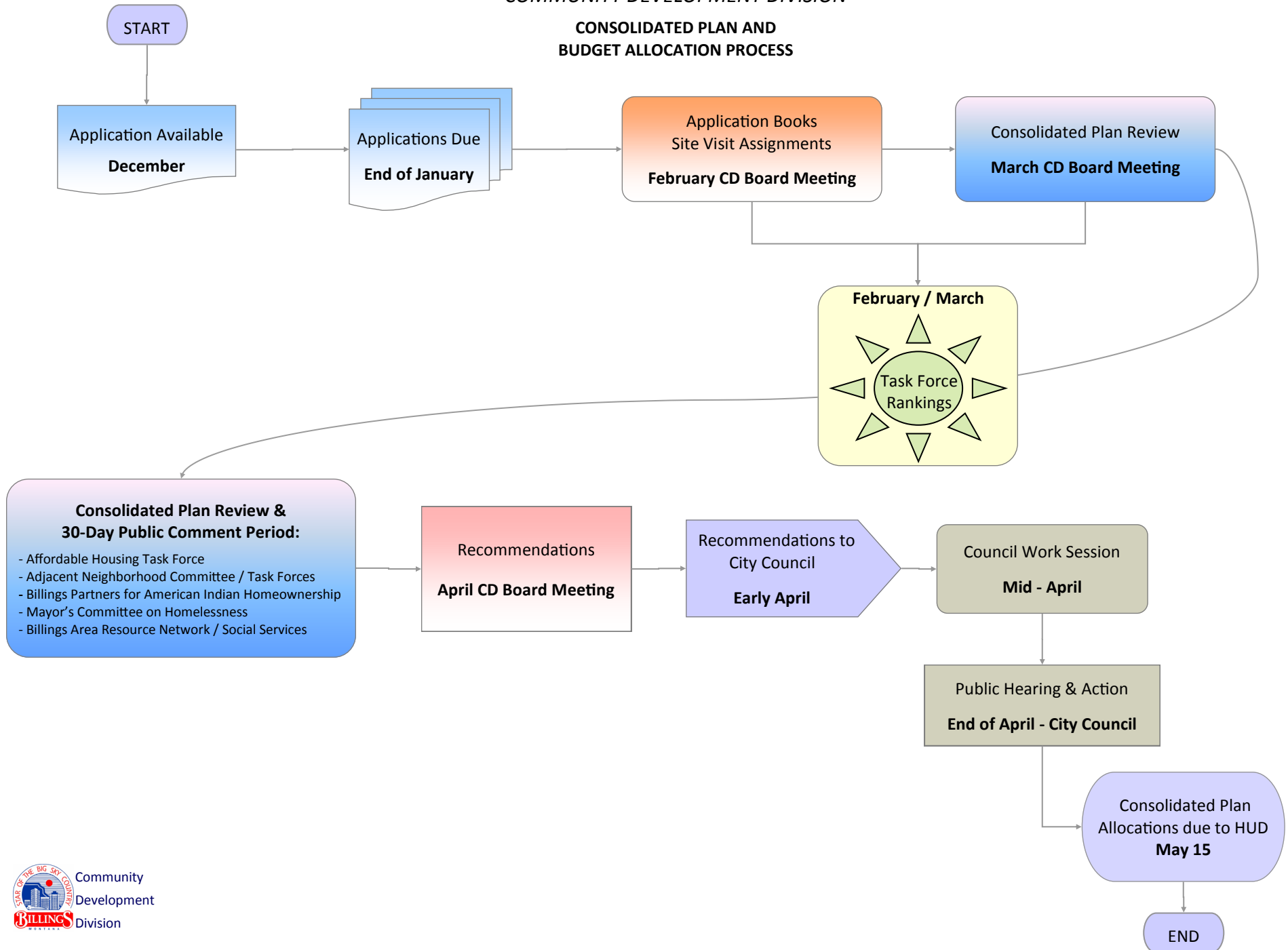
Community Outreach Brainstorm: Staff presented the findings of community participation through various methods [attached]. Strategies for outreach and marketing were discussed in order to receive comprehensive community feedback. The Board requested information that was included in the Citizen Survey, which is completed by a larger number of Billings residents and contains neighborhood and housing questions. Spring Task Force meeting assignments will be made at February's meeting.

Neighborhood Concerns and Happenings: Katrina Kruger announced that the First Montana Title office would be open during December's Art Walk to showcase Kayla Janowski's documentary film and the Community Crisis Center's Canvas Art Project, which Kayla has also been volunteering with. The Art Walk will be December 3rd. Brenda announced that the Mayor's Committee on Homelessness Legacy Event took place at the end of October and distributed booklets given out at the event.

Next Meeting: Fred Button adjourned the meeting and set the next for December 6th.

COMMUNITY DEVELOPMENT DIVISION

CONSOLIDATED PLAN AND BUDGET ALLOCATION PROCESS



COMMUNITY DEVELOPMENT DIVISION
CONSOLIDATED PLAN & VISTA PUBLIC NOTICE PROCESS
FY2017-2018

Activity	Standards	Dates
Public Notice for VISTA Host Site RFP & CDBG / HOME Applications Available	Public Notice Due 2nd Tuesday of December at noon	December 6 Publish: December 8 December 15
CDBG / HOME Application & VISTA Host Site RFP Available	1 st Friday in December following December CD Board Meeting	Friday, December 9
CDBG / HOME Application & VISTA Host Site Proposals Due	Last Wednesday in January	Wednesday, January 25 at 5:00pm
Notice of Council Public Comment, Public Hearing & Action 4 th Monday in April	Public Notice Due 3rd or 4th Tuesday in March at NOON	Tuesday, March 21 Publish: March 23 March 30 April 6
Con Plan Public Comment Period	> 30 Days beginning 4 th Friday in March through 4 th Monday in April	Friday, March 24 Monday, April 24
City Council Public Hearing & Action	Council Memo Due	Thursday, April 6
	Council Friday Packet Due	Send Tuesday, April 11
	City Council Work Session	Monday, April 17
	4 th Monday in April City Council Public Hearing	Monday, April 24
Con Plan due to HUD - May 15th		Thursday, May 15

FY2017-2018

Community Development Block Grant
HOME Investment Partnerships Program

General Rules & Guidelines
for Funding Applications

Housing & Community Development Funding Guidelines



City of Billings
Community Development Division
PO Box 1178
Billings, Montana 59103



Please note:

Affordable Housing Developers should refer to the City's [Affordable Housing Development Program](#) for guidance on preparing funding applications specific to housing development.

The Affordable Housing Development Program has separate guidance and application documents for new construction, acquisition, infrastructure, rehabilitation, and demolition activities to support the development of multi-family, single-family and mixed-use affordable housing.

The processes outlined herein are specific to general applications, including the City's application to establish funding through federal resources for the Affordable Housing Development Program.

All Community Development materials can be made available in specialized formats upon request.

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SECTION I - IMPORTANT DATES

<i>Event</i>	<i>Date / Time / Location</i>
Application Released	Friday, December 9, 2016
Application Deadline	Wednesday, January 25, 2017, 5:00pm <i>Submit To:</i> Community Development Division Miller Building, 6 th Floor 2825 3 rd Avenue North, Billings, Montana 59101 AND beckettb@ci.billings.mt.us LATE APPLICATIONS WILL NOT BE ACCEPTED!
City Council Work Session <i>Recommendations Presentation</i>	Monday, April 17, 2017, 5:30pm Council Chambers, City Hall 210 North 27 th Street, Billings, Montana 59101
City Council Regular Meeting <i>Public Hearing & Action</i>	Monday, April 24, 2017, 6:30pm Council Chambers, City Hall 210 North 27 th Street, Billings, Montana 59101
Beginning of Project Year	July 1, 2017 Subrecipient Agreements Finalized & Projects Begin
Project Year End <i>for Housing & Neighborhood Activities</i>	June 30, 2018
For your convenience, application materials are available in electronic format. Please contact Brenda Beckett at 657-8286 or beckettb@ci.billings.mt.us for technical assistance on completing an application or additional information.	

SECTION II - INTRODUCTION

Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds are made available to the City of Billings on an annual basis from the Federal Government through the U.S. Department of Housing and Urban Development (HUD). The CDBG Program was established in 1974. The primary objective of the program is the development of viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities for low-income individuals. The HOME Program was established in 1992 to expand the supply of affordable housing and the City of Billings became a participating jurisdiction in 1994.

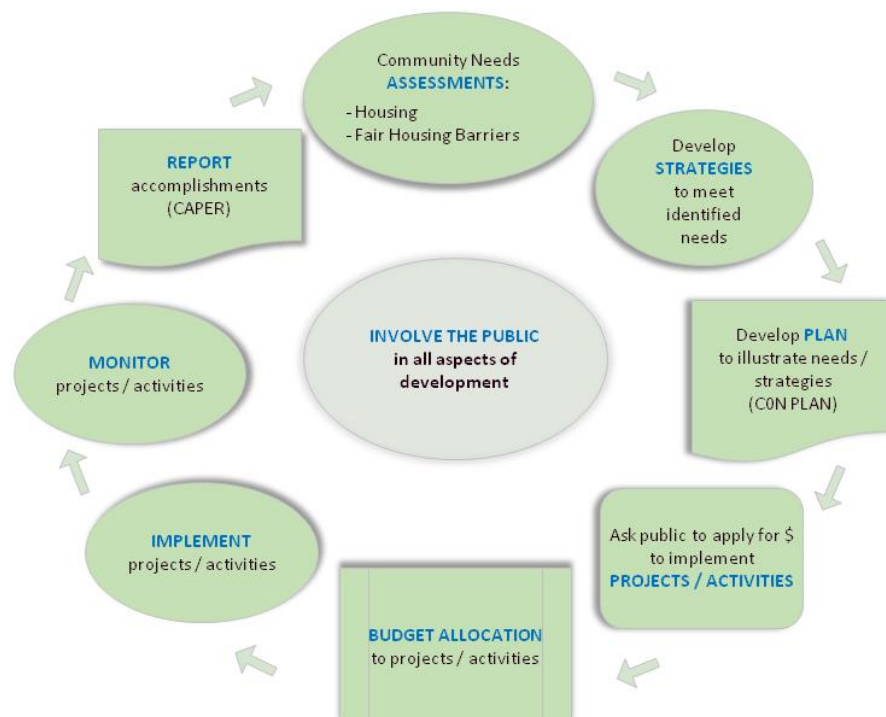
Please note: HUD has not released budget levels as of the time of application release. Budget projections for the FY2017-2018 year in CDBG and HOME maintain level funding amounts from last year's budget, making the total anticipated budget to approximately **\$800,000** for both programs.

Impact of Limited Funding & Long Term Sustainability: In order to accommodate historically low funding levels, the Community Development Board has previously implemented priority budgeting resulting in program elimination / drastic reductions. In FY2012-2013, the Community Development Board and City Council eliminated grant programs for non-profit organizations, opting for sustainable programs creating program income through City-managed loans.

Therefore, the City is not accepting applications from non-profit organizations for grants. Applications generated for core programs managed by the City are first priority for funding, including the First Time Homebuyer Program, required affordable housing programs, home repair programs and support for the Billings Metro VISTA Project.

Consolidated Planning & Resource Allocation Processes

The purpose of the Consolidated Planning process is to identify the housing and community development needs of low-income households in Billings and develop strategies for addressing those needs in a comprehensive, coordinated fashion utilizing available federal and nonfederal resources. The entire process also includes budget allocation, project / activity implementation, monitoring, and reporting.



Overall consolidated plans are developed every five years and must be submitted to HUD not less than 45 days prior to the start of the grantee's program year start date (July 1 for the City). The City's five-year [Consolidated Plan for FY2015-2019](#) identifies activities to be carried out from July 1, 2015 through June 30, 2020 to address priority needs in the community and serves as a guiding document for the use of the City's CDBG Program and HOME funding.

The City's latest one-year [Annual Action Plan for FY2016-2017](#) identifies goals, strategies, activities and funding sources to be undertaken and utilized from July 1, 2015 through June 30, 2016. The City must also report on the performance of activities funded via the [Comprehensive Annual Performance Evaluation Report \(CAPER\)](#) in September of each year.

The FY2015-2019 Consolidated Plan and each Annual Action Plan followed a development process which integrated priorities identified through a Needs Assessment and Housing Market Analysis. The development process also included input from neighborhood groups and public hearings on housing and community development needs, relative to findings from available data sources. All reports can be found on the City's website at www.ci.billings.mt.us/CDreports.

Focused on CDBG and HOME activities, the Consolidated Plan combines the planning and application requirements for the CDBG and HOME Programs. Consolidation of the submission requirements for the CDBG and HOME Programs allows program planning and citizen participation to take place in a comprehensive context covering both programs. The CDBG and HOME programs covered by the Consolidated Plan have three basic goals:

1. **To provide decent housing**, including maintaining the affordable housing stock in the community, increasing the availability of permanent housing that is affordable to lower-income households without discrimination, increasing support of housing which enables persons with special needs to live independently, and assisting homeless persons obtain affordable housing.
2. **To provide a suitable living environment**, which includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, reducing the isolation of income groups within areas by de-concentrating housing opportunities and revitalizing deteriorating neighborhoods, restoring and preserving natural and physical features of special value for historic, architectural, or aesthetic reasons, and conserving energy resources.
3. **To expand economic opportunities**, including creating jobs accessible to lower-income individuals, providing access to credit for community development activities which promote long-term economic and social viability, and empowering lower-income persons living in federally assisted and public housing to achieve self-sufficiency.

All activities undertaken by the City utilizing CDBG and HOME funding must primarily benefit low income persons. The strategies described in the Consolidated Plan outline a specific course of action for the community's housing and community development activities. The plan builds on local assets to meet the needs of the community and sets forth goals, objectives, and performance measures to ensure progress in achieving the strategies described in the plan.

Significant Aspects of the Process

The City utilizes significant public comment processes and coordinates input from various organizations and groups in order to maximize collaborative efforts while developing and implementing the Consolidated Plan. Both the Needs Assessment and Housing Market Analysis are utilized by City staff as primary planning tools for the development and implementation of Consolidated Plan activities.

Community & Neighborhood Task Force Involvement: The City of Billings makes special provisions for the involvement of the public, including seven established Neighborhood Task Forces: North Park; Central - Terry; South Side; Southwest Corridor; North Elevation; West End; and Billings Heights. A map and contact information for the Neighborhood Task Force officers are located on pages 25 and 26, respectively.

Public Comment Period: A formalized public comment period is held for no less than 30 days and various community groups are visited during this time to garner feedback on studies, plans and activities. Agenda items are also scheduled for a City Council Work Session and regular City Council meeting; the latter includes an additional, specific public hearing to review the Consolidated Plan and activities. All meetings are open to the public, advertised in the regionally-distributed Billings Times newspaper and agendas offer a specific time for additional public comment.

Applicant Presentations to Neighborhood Task Forces: Organizations applying for funding which will benefit a particular or multiple Neighborhood Task Forces should plan on making informational presentations to task forces prior to application submission. If multiple Task Forces are impacted by the proposed project or activity, the applicant may consider attending an Adjacent Neighborhood Committee meeting. Meetings are held quarterly at 4:00pm on the first floor of the Miller Building, 2825 3rd Avenue North, Billings, MT. Applicants can contact Candi Millar at 657-8249 or via email at millarc@ci.billings.mt.us to be placed on the agenda for a presentation.

Neighborhood Task Force Rankings: City staff typically attends Neighborhood Task Force meetings each February / March in order to garner rankings on the top five Housing and Neighborhood (bricks and mortar) projects. These rankings are highly influential in the Community Development Board's review and recommendations process. Rankings are not gathered for Public Service (social service) activities, as past rankings have generated neighborhood-specific preferences.

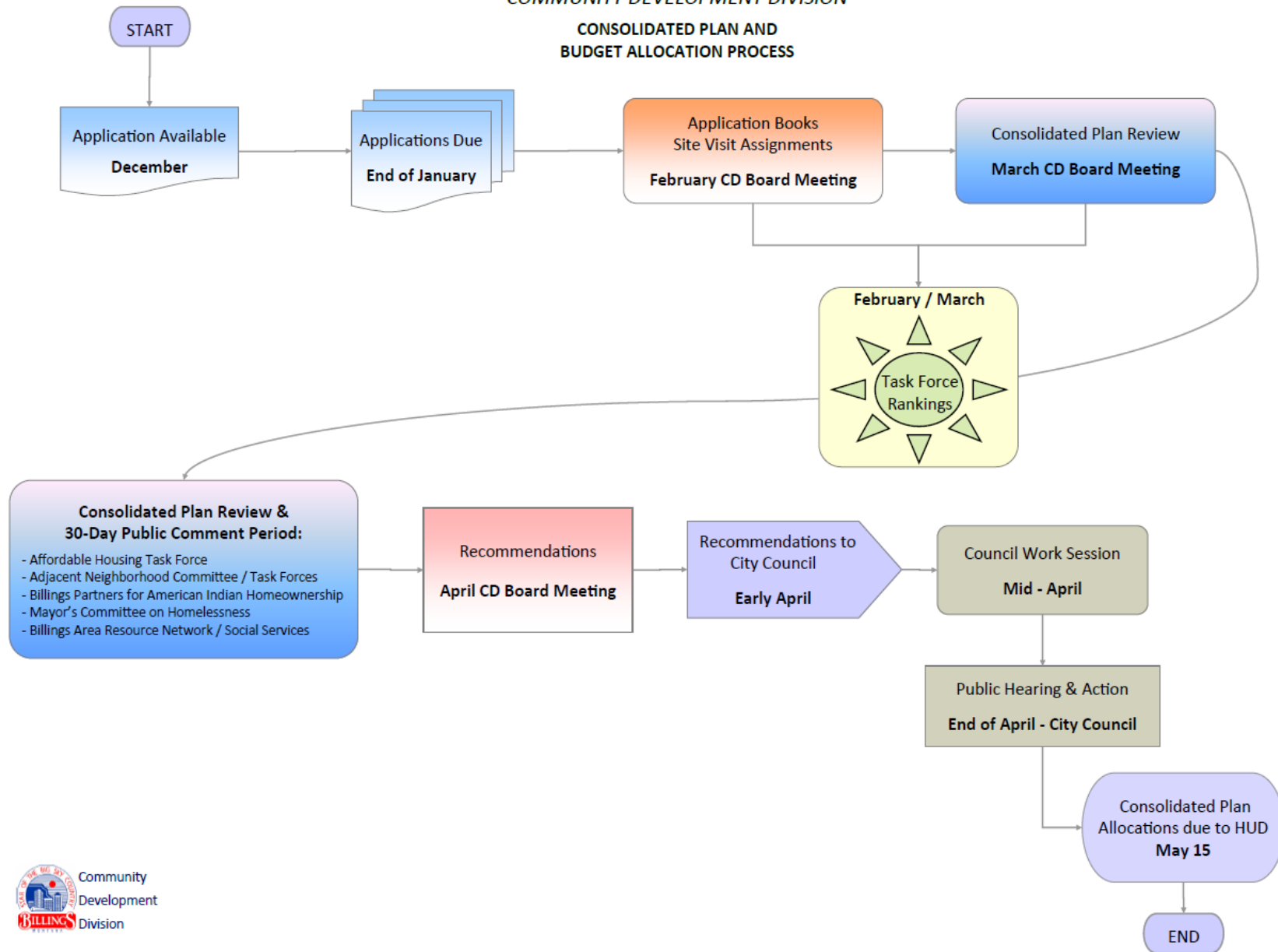
Due to staff time limitations, Community Development staff does not routinely attend Task Force meetings outside of this February / March commitment. Staff will attend a Task Force meeting if invited for a specific presentation. All presentations by City staff must be identified as an item on the Task Force agenda.

Budget Allocation Process: City staff and the Community Development Board begin preparing for the grant allocation process each October. Applications are generally available the beginning of December and are due in mid-January. The Community Development Board may conduct applicant site visits to review each application with involved staff. In addition, City staff visit each of the seven neighborhood task forces to garner housing / neighborhood activity rankings prior to the public comment period. Final recommendations are forwarded to the City Council for action each April and a public hearing is held to receive comments. The Annual Action Plan is then submitted to HUD for approval by May 15.

The Budget Allocation Process flowchart (following page) illustrates the significant aspects of public involvement and input processes utilized for Consolidated Plan development and implementation. All plans and studies are posted on the City's website and emails are distributed announcing application and Consolidated Plan postings.

COMMUNITY DEVELOPMENT DIVISION

CONSOLIDATED PLAN AND BUDGET ALLOCATION PROCESS



Consolidated Plan Strategies

Activities must address one or more of the strategies and goals of the [City of Billings Consolidated Plan](#).

FIVE-YEAR CONSOLIDATED PLAN GOALS

Strategy	Objective	Activity	Outcome Type	Five-Year Goal	HUD Objective	HUD Outcome	Funding Source*
A: Preserve existing affordable housing supply, particularly in older neighborhoods, to support the stability of the current affordable housing stock.	A1: Provide direct, affordable financing and assistance to low income homeowners for the completion of needed repairs citywide.	Housing Rehabilitation	Housing Units	25	Suitable Living Environment	Affordability	CDBG
		Manufactured Home Repair		1			CDBG NSP
	A2: Revitalize low income neighborhoods through foreclosure remediation, redevelopment and infill development.	Foreclosure Acquisition / Rehabilitation		5			CDBG HOME
		Affordable Housing Development		4			
B: Create affordable housing opportunities to further improve access to and the quality of affordable housing stock.	B1: Provide affordable financing and support to promote homeownership opportunities citywide.	First Time Homebuyer	Housing Units	175	Decent Housing	Affordability	CDBG HOME
	B2: Provide homebuyer education to all households utilizing acquisition programs.		Households	175			
	B3: Encourage the citywide development of new affordable single-family, multi-family and special needs housing in the community through private developers and nonprofit organizations.	Affordable Housing Development Program	Housing Units	See Above			
C: Expand housing choice options for existing and potential new residents to foster stable, socio-economically diverse neighborhoods citywide.	C1: Ensure equal opportunity and housing choice with all programs and activities citywide.	All Programs	-	-	Suitable Living Environment	Availability / Accessibility	Admin
		Billings Home Center	Clients	1			
	C2: Ensure core programs are implemented citywide to promote desegregation and inclusive neighborhoods.	All Programs	-	-			
D: Support housing and community development specific to lower income and special needs households through poverty-impact initiatives.	D1: Encourage collaboration to better address needs and to respond to opportunities for special needs populations.	Billings Metro VISTA Project	Clients	1,000	Suitable Living Environment	Affordability	CDBG CNCS
		Billings Home Center	Clients	1		Availability / Accessibility	Admin
*Community Development Block Grant (CDBG) Neighborhood Stabilization Program (NSP) HOME Investment Partnerships Program (HOME) CDBG or HOME Administration (Admin) AmeriCorps Volunteers in Service to America (VISTA) Corporation for National and Community Service (CNCS)							

SECTION III - FEDERAL REQUIREMENTS

A variety of regulations apply to the use of CDBG and HOME funds. All requirements must be considered prior to applications for funding are submitted to ensure the applicant has the capacity to manage and properly report on the use of federal funding.

Low-Income Individuals / Households

The City defines **low-income individuals / households**¹ as individuals or households with incomes at or below 80% of the median income (see chart below). **One of the key provisions of the CDBG and HOME Program regulations is that most activities or services provided must principally benefit lower-income individuals, and such benefit must be documented.** Elderly and disabled individuals are automatically considered lower-income if assisted under a public service activity. However, demographic information must be provided on all beneficiaries, regardless of presumption of eligibility.

2016 INCOME GUIDELINES				
<i>Income limits are established by HUD and are reviewed each year, resulting in expected changes each March / April.</i>				
Size of Household	Extremely Low Up to 30%	Very Low 31% - 50%	Low Income 51% - 80%	
			51% - 60%	61% – 80%
1	14,150	23,600	28,320	37,750
2	16,200	27,000	32,400	43,150
3	18,200	30,350	36,420	48,550
4	20,200	33,700	40,440	53,900
5	21,850	36,400	43,680	58,250
6	23,450	39,100	46,920	62,550
7	25,050	41,800	50,160	66,850
8+	26,700	44,500	53,400	71,150

All successful applicants will be required to maintain income data, racial / ethnic characteristics, and head-of-household status and other demographic information for all individuals receiving services under a CDBG or HOME funded project. Organizations receiving funding will enter into a sub-recipient agreement with the City and be monitored on site by Community Development staff.

Low-Income Areas

Lower-income neighborhoods are areas where at least 51% of the households are lower-income as determined by 2010 Census data. A map identifying areas in Billings based on the 2010 Census, which are considered low-income under the terms of the City's Community Development Division, is included on page 26. Outlined areas on the map are low-income neighborhoods. In order to qualify as a low-income area, at least 51% of the residents of the neighborhood must be low-income, which is defined as individuals whose income is less than or equal to 80% of the median income for the city. Neighborhoods,

¹ Income category naming standards vary by funding source. For example, CDBG defines 'low income' as ≤50% of the Area Median Income (AMI) and households with incomes ≤80% AMI are considered 'moderate-income'. HOME defines 'low income' as ≤80% AMI.

which qualify as a low-income area, are eligible for certain neighborhood improvement activities undertaken with Community Development funds.

Low-income neighborhoods must be primarily residential in character, and improvements in low-income areas must primarily benefit low-income residents of the area. For example, improvements to a commercial area located in a low-income area that is primarily commercial **would not be eligible** as a low-income benefit activity. Improvements to a facility in a neighborhood which does not primarily serve the low-income neighborhood (but rather serves the city as a whole) such as Dehler Park located in the North Park Task Force Neighborhood **would not be eligible**. Applicants must demonstrate projects primarily serve low-income neighborhoods and can demonstrate this through gathering beneficiary data.

Areas in Billings that qualify as low-income for Community Development activities continue to include the North Park and South Side Task Force Neighborhoods, and parts of the Central-Terry Task Force Neighborhood. Other areas eligible are the North Elevation Task Force and portions of the Southwest Corridor, Billings Heights, and West End Task Force neighborhoods.

HUD Requirements for Subrecipient Agreements

Organizations receiving funding approval from the City Council will be required to enter into a written agreement with the City of Billings covering (but not limited to) the following items:

1. Statement of Work & Budget: The agreement shall describe each task to be undertaken, including a schedule for completing each task. It shall also include a budget indicating the amount of CDBG / HOME funds allocated to each task described in the statement of work. The statement of work and budget shall be in sufficient detail to provide a sound basis for the City to effectively monitor performance under the agreement.

2. Records & Reports: The following records and reports must be maintained and submitted to the City of Billings in order to assist the City in meeting its record keeping and recording requirements:

- ***Equal Employment Opportunity:*** Information on the percentages of women and minorities employed.
- ***Minority Business Enterprise:*** Information on contracts and subcontracts funded in whole or in part with CDBG funds (as applicable).
- ***National Objective:*** Information showing compliance with the national objective of benefiting low-income individuals or areas. Public service activities must document that at least 51% of the individuals benefiting from CDBG funds are low-income in the application, and reimbursements will only be made for services rendered to individuals residing and receiving services within the city limits.

3. Program Income: Treasury Circular 1075ⁱ requires that cash advances to a recipient organization shall be limited to the minimum amounts needed and shall be timed to be in accord only with actual, immediate cash requirements of the recipient organizations in carrying out the purpose of the approved project or program. This requirement prevents the City from advancing funds to Subrecipients. **As such, all requests for payment by a Subrecipient will be on a reimbursement basis.**

4. Other Program Requirements: The organization will be required to conform to the following Federal Laws as applicable:

- ***Fair Housing:*** Affirmatively furthering fair housing (Public Laws 88-352 and 90-284, Executive Order 11063).

- **Discrimination:** Section 109 of the Housing and Community Development Act prohibits discrimination on the grounds of race, color, national origin, or sex in the uses of federal funds. In addition, discrimination on the grounds of creed is prohibited in Montana. HUD also prohibits discrimination due to sexual orientation and gender identity for all federal programs.
- **Labor Standards:** Davis-Bacon Wage Rates applies to construction work in excess of \$2,000 or if assistance is requested to support eight or more housing units for CDBG projects. For HOME projects, Davis-Bacon Wage Rates applies to projects requesting assistance for 12 or more housing units. Projects involving volunteer labor only may be exempt from Davis-Bacon if the individual volunteers for the work and does not receive services for any work provided on-site for the project.
- **Environmental Standards:** The City of Billings will assume responsibility for completing the environmental review requirements for each CDBG / HOME assisted activity. This process generally takes 45-60 days to perform the review, publicize notices, and allow for a review and comment period.
- **Employment and Contracting Opportunities:** Subrecipient organizations will be required to comply with Executive Order 11246 prohibiting discrimination in employment on federally assisted construction contracts and Section 3 of the Housing and Urban Development Act of 1968 requiring, to the greatest extent feasible, employment opportunities for residents from lower-income areas.
- **Lead-Based Paint:** The use of lead-based paint is prohibited and rehabilitation work on residential structures built prior to 1978 must be conducted according to HUD regulations on lead-based paint.
- **Use of Debarred, Suspended, or Ineligible Contractors:** CDBG funds cannot be used to employ debarred contractors. A determination of the eligibility of a contractor to perform work on a City-assisted project may be obtained from the Community Development Division.
- **Uniform Administrative and Cost Principles:** Organizations will be required to comply with the policies, guidelines, and requirements of OMB Circulars A-87, A-122, A-128, and Part 85 the Common Rule as applicable.
- **Conflict of Interest:** No person who is an employee, grant consultant officer, elected official, or appointed official to the City or of any public agency receiving funds, who exercises and functions or has responsibility with respect to City funds or who are in a position to participate on a decision-making process or gain inside information with regard to such activities, may obtain a personal financial interest or benefit from the activity, or have an interest in any contract with respect thereto, or the proceeds there under, either for themselves, or those with whom they have family or business ties during their tenure or for one year thereafter.
- **Prohibition Regarding Displacement of Lower-Income Households:** Displacement is generally not applicable to public service activities. All projects funded with CDBG and HOME funding is subject to this prohibition.

5. Reversion of Assets: The agreement shall specify that if an organization ceases to use any assets acquired with CDBG funds for the purpose described in the agreement, the sub-recipient shall either pay to the City the fair market value of the asset or transfer control of the asset to the City.

6. Religious Organizations (Special Conditions): Affiliated with religious organizations that are performing activities which have been determined by HUD to be free from sectarian influences will be required to agree to HUD's "Special Conditions for Religious Organizations."

Performance Measurements

In October 2006, HUD began to require additional performance measurements for all CDBG / HOME awardees which includes the identification of objectives and expected outcomes of the project or activity. The application has been updated to include performance measurements. Public Service activity outputs are typically measured by number of low-income persons affected by the activity. Housing and Neighborhood activity outputs can be measured by the number of housing units or households, number of people assisted, or number of businesses assisted / expanded. The City's application process for funding through these programs includes identification of HUD objectives and outcomes to ensure compliance with activity requirements.

HUD PERFORMANCE MEASUREMENTS	
<i>Objectives</i>	<i>Outcomes</i>
Suitable Living Environment	Availability or Accessibility
Decent Housing	Affordability
Economic Opportunities	Sustainability

Quarterly & Annual Reporting

All activities funded by the City must illustrate measureable results as a result of federal funding investment. Different types of activities have different forms and data fields for reporting. Please refer to the [Grantee Toolbox](#), located on the City's website, for all forms and additional guidance.

Client Data Reporting: Beneficiary data must be gathered on all clients and households served with federal funding, and submitted on a quarterly basis to the Community Development Division:

- **Client Data Form:** Optional form to be used by Subrecipients if they do not have a system in place to garner income, ethnicity, race, and other demographic data. Please ensure the organization is utilizing the current year's income guidelines. New guidelines are typically published by HUD each spring.
- **Direct Benefit Summary Data - Quarterly Report:** Required for all projects until funding is fully drawn.
- **HOME Tenant-Based Rental Assistance (TBRA) Set-Up Report:** Required for the Housing Authority of Billings' TBRA program. TBRA is an eligible activity for the Housing Authority of Billings only. Other rental assistance applications will be accepted as a CDBG Public Service activity.

Requests for Reimbursement: Requests may be made on a quarterly basis to reimburse funded activities. This report must be accompanied by the Direct Benefit Summary Data - Quarterly Report or the TBRA Set-Up Report.

Equal Employment Opportunity Practices: Guidance is provided to meet compliance with Section 3 and equal opportunity regulations for positions supported (either in part or in full) with federal funding. Recruitment efforts must include targeting to low and very-low income individuals, and race / ethnicity documentation must be provided on applicants for any positions supported by federal funding.

- **Grantee Employment Summary:** Form to be used when a position, supported with federal funds, is being advertised / filled.

- **Interview and Hiring Form:** Form must be used to document demographic information. If the form is not filled out by the employment applicant, it must be filled out by the interviewer based on observation only.
- **Applicant Summary Sheet:** List all applicants for federally-supported positions.

Year-End Reporting: Reports are due by July 31 of each open activity year. For example, if a Subrecipient fully expended CDBG Public Service funding the first year, annual reports are still due for years one through three for the entire activity period. Outcomes on annual reports must match quarterly report totals.

- **Annual Report - Public Services:** Report to be utilized for all CDBG Public Service (social service) activities, and must be reported in number of INDIVIDUALS (not households) served with the project.
- **Annual Report - Housing & Neighborhood:** Report to be utilized for all HOME and CDBG Housing & Neighborhood Activities, including TBRA. Outcomes must be reported on HOUSEHOLDS, not individuals.
- **Annual Audit Report:** This report must be submitted by all Subrecipients, including Public Service, Housing and Neighborhood, and TBRA activities.

Monitoring

The City of Billings is required by HUD to conduct on-site monitoring of sub-recipient organizations receiving CDBG funds to assure compliance with CDBG regulations. All organizations will receive advance notice of the scope and timing of the monitoring visit. Subrecipients should complete the [Section 504 Self-Evaluation Checklist](#) prior to the visit.

SECTION IV - ACTIVITY & APPLICATION GUIDANCE

Eligible Applicants

Any individual, non-profit organization, business, or governmental agency may apply for CDBG / HOME funds. Applicants must be in compliance with all federal, state, and local laws / regulations. Neighborhood Task Forces may initiate an application, but must work through a City department if the activity involves improvements to parks, streets, etc.

Applications Initiated by Task Forces: Neighborhood Task Forces are required to submit applications by the January deadline so that all Task Forces and other organizations can be made equally aware of the applications submitted. Task Forces are encouraged to prioritize neighborhood needs on a multi-year basis. Technical assistance via Community Development staff is available to Task Force officers to develop and present a neighborhood initiative for consideration by the Community Development Board.

In 2005, the City Council implemented a policy regarding the generation of applications via City staff for projects involving publically-owned land, including projects identified for funding through the City's Capital Improvement Plan (CIP). If improvements to a neighborhood park are prioritized by a Neighborhood Task Force, the officers of the Task Force should contact the Parks & Recreation Department directly. City staff members are familiar with the application process for Community Development funding and they must generate the application for funding on publically-owned land. Likewise, infrastructure projects (streets, sewer / water, etc.) involving publically-owned land must be generated through the Public Works Department. Projects involving improvements funded additionally by the CIP **must** refer to the amount and year of funding already committed in the CIP.

Location & Residency

Activities must be located within the Billings city limits or demonstrate that a majority of the clients served reside within the City of Billings. If awarded funds, requests for reimbursement can only be submitted for clients residing AND receiving services inside the City of Billings limits.

Timeliness

The Department of Housing and Urban Development (HUD) requires that the City of Billings expend CDBG / HOME funds in a timely manner. Projects will be evaluated and prioritized based on timely expenditure of funds. **Applicants planning to expend at least 50% of allocated CDBG / HOME funds by April 30 are prioritized for funding.** Funding not expended within project timelines will be reallocated.

PLEASE NOTE: Priority is given to projects that can expend funds by this upcoming April to assist the City in meeting HUD's timeliness deadlines. Organizations seeking support for projects that cannot expend funds by this upcoming April should wait until the project is ready for implementation to apply.

Leveraged Funding

Projects requiring additional funding should generate the majority of project funding commitments **prior to an application being submitted** through Community Development. The Community Development Board prioritizes projects with high leveraged funding ratios and generally advises applicants to come to the Board for final funding amounts to complete a financing package for the project, rather than coming

to the Board for initial funding in hopes other funding will be generated in the future. This practice ensures the City will not encumber funds that will jeopardize the timely expenditure of funding, as mandated via federal regulation. Funding not committed and expended in a timely manner is subject to recapture by HUD.

Funding Types & Sources

CDBG and HOME funding can provide financial assistance to support strategies identified in the Consolidated Plan. Both funding sources have limitations on what types of activities can be funded.

Please note: Final federal allocation amounts may not be determined until April of each year. Preliminary budget figures are offered in these guidelines, but may change due to federal actions. Application awards are contingent on federal appropriations and funding awarded may be less than estimates presented in this document.

Funding Objectives, Budget, Eligible & Ineligible Activities

	CDBG	HOME
Primary Objectives	<p>The development of viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities principally for persons of low income.</p> <p>Must meet one of the following national objectives:</p> <ul style="list-style-type: none"> • Benefit lower-income households; OR • Result in the prevention or elimination of slums or blighted conditions. 	<p>Provide coordinated financial assistance in the development of affordable, low-income housing.</p> <p>Expand the supply of safe and sanitary affordable housing for low-income residents in Billings.</p> <p>Strengthen the ability of local governments and other housing development entities to actively participate in community housing enhancements.</p>
Budget Estimates	<ul style="list-style-type: none"> • CDBG Entitlement Funding: \$500,000 • Program Income: \$50,000 • Total CDBG Estimate: \$550,000 • Administration Cap (Maximum 20%*): \$110,000 • Public Service Cap (Maximum 15%*): \$82,500 	<ul style="list-style-type: none"> • HOME Entitlement Funding: \$200,000 • Program Income: \$100,000 • Total HOME Estimate: \$300,000 • Administration Cap (Maximum 10% of New Entitlement*): \$20,000 • Community Housing Dev. Orgs. (Minimum 15%* New Entitlement): \$30,000
Eligible Activities	<i>Housing & Neighborhood - Bricks & Mortar / Building Projects</i>	<i>Affordable Housing Projects</i>
	<ul style="list-style-type: none"> • Property Acquisition • Disposition & Relocation • Public Facilities & Improvements • Clearance & Building Abatement • Housing Rehabilitation & Home Repair Programs • Economic Development 	<ul style="list-style-type: none"> • New Construction of Housing Units • Acquisition of Property for an immediate and eligible use, Site Improvements, & Demolition Activities related to New Housing • First-Time Home Buyer Assistance • Construction of Transitional Housing Units • Tenant Based Rental Assistance (Housing Authority of Billings only)
	<i>Public Services</i>	<i>Community Housing Development Organizations (CHDOs)</i>
	<p><i>Public Service Eligible Activities:</i></p> <p style="padding-left: 40px;">Social Services</p> <p style="padding-left: 40px;">Purchase of Equipment</p> <p style="padding-left: 40px;">Fair Housing Education</p> <p style="padding-left: 40px;">Operation / Maintenance of a Public Facility or Improvement</p>	<p>Minimum 15% of Entitlement must be designated to CHDOs to implement housing activities, including:</p> <p style="padding-left: 40px;">acquisition / rehabilitation / new construction of rental & homebuyer units</p>
Ineligible Activities	Improvement to Buildings Used for the General Conduct of Government, Political Activities, Income Payments, Religious Activities	Any activity that does not result in housing benefit that does not have a specific address to report. The City of Billings does not fund home-owner occupied housing rehabilitation programs at this time.
<i>*Maximum / Minimum amounts are typically based on total budget. However, program income and budget allocations vary by category. For more information, contact Community Development staff.</i>		

SECTION V - CDBG GUIDELINES

Examples of CDBG projects funded in the past includes the preservation and rehabilitation of the city's existing affordable housing stock through housing rehabilitation activities, funds to support down payment and closing cost assistance for first time homebuyers, funding of public service activities (up to 15%), Special Assessment Grants, and other public improvements which benefit low -income areas.

Traditionally, both nationally and in Billings, CDBG funds have been used to fund bricks and mortar improvements such as housing rehabilitation, park improvements, and other public facility improvements. In 1984, the CDBG Program was amended by HUD and the cap on funding to public service activities was set at 15%. Funding for public service activities is intended to complement low-income neighborhood revitalization efforts.

Please note: Priority is given to projects that can expend funds by this upcoming April to assist the City in meeting HUD's timeliness deadlines.

<i>CDBG Major Funding Areas</i>		
<i>Categories</i>	<i>Administration</i>	<i>Housing & Neighborhood Bricks & Mortar LOAN Projects</i>
<i>Budget Limitations</i>	Maximum 20% of CDBG	Approximately 65% of CDBG
<i>Project Term</i>	One Year	One Year
<i>Funding Request Limits</i>	None	None
<i>Estimated # of Awards</i>	One	Two - Three
<i>Project / Activity Examples</i>	Housing Needs Assessment	Housing Rehabilitation Programs
	Analysis of Impediments to Fair Housing Choice	Minor Home Repair Programs
	AmeriCorps VISTA	Wheelchair Ramps
		Infrastructure

Administration Guidelines

The City typically applies for CDBG funds to facilitate administration to manage the program. Projects funded through this category include allocations to facilitate five-year studies required by HUD, including the Needs Assessment and Housing Market Analysis. Other projects include administration for the AmeriCorps VISTA project, which brings volunteers to Billings to facilitate capacity-building efforts to impact poverty / homelessness.

Housing & Neighborhood Guidelines

This category is reserved for projects that are considered “bricks and mortar”, or building projects. Projects requiring inclusion on the City’s Capital Improvement Plan (CIP) for additional City funding (infrastructure, parks improvements, etc.) **must** refer to the amount and year of funding already committed in the CIP. Funding must be expended within three years of allocation.

Please note:

- **Projects located in a task force area with a completed Neighborhood Plan must comply with the neighborhood plan.**
- **Projects impacting City parks, facilities, programs, or functions must be coordinated with the appropriate City Department staff prior to application submission.**

SECTION VI - HOME GUIDELINES

Funding from the HOME program must be allocated to support affordable housing activities for low and very low-income individuals. Activities not involving affordable housing are not eligible. The City of Billings has historically funded the following overall programs through this annual allocation process:

- **First Time Homebuyer Program** - Funding for direct down payment and closing costs assistance is established through this program, which is managed by City staff.
- **Community Housing Development Organizations (CHDOs)** - A CHDO is a private nonprofit, community-based service organization whose primary purpose is to provide and develop decent, affordable housing for the community it serves. Guidance regarding CHDOs can be found [online](#).
- **Affordable Housing Development Program** - This program assists in acquisition, demolition, rehabilitation and new construction of housing units. City staff typically applies to fund this program utilizing the annual allocation process described herein. The funding application submitted by staff can include both CDBG and HOME funding, depending on the anticipated allocation from HUD.
 - **Organizations and developers interested in pursuing an application through the Affordable Housing Development Program will be required to apply for funding through a separate application process.** Detailed requirements and the application for this program are available [online](#). There is no deadline to apply, and applications are considered on a first-come, first-served basis.
 - **Applications from certified Community Housing Development Organizations (CHDOs) will always receive priority consideration for funding for affordable housing development projects.**

HOME Major Funding Areas			
Categories	Administration	Housing Assistance	Community Housing Development Organizations (CHDOs)
Budget Limitations	Maximum 10% of HOME	Approximately 75% of HOME	Minimum 15% of HOME
Project Term	One Year	One Year	One Year
Funding Request Limits	None	None	None
Estimated # of Awards	One	One - Two	One
Project / Activity Examples	Housing Needs Assessment	First Time Homebuyer Program	Acquisition / Rehabilitation of Rental Housing
	Analysis of Impediments to Fair Housing Choice	Tenant-Based Rental Assistance - <i>no longer accepting applications for this category</i>	New Construction: - Rental Units - Homeownership Units
	General Administration Costs	Affordable Housing Development Program	

SECTION VII - APPLICATION SUBMISSION

Application Format

A completed application includes the following components and must be submitted in FULL (including paper and email / electronic versions) to the Community Development Division office by 5:00pm on the deadline date (see Section I, Important Dates):

- Original, one-sided signed application with required attachments (see application checklist, page six of the application).
- One double-sided copy of the original, signed application including the budget (not stapled or bound).
- Electronic copy of the City's application e-mailed to beckettb@ci.billings.mt.us OR provided on disk in either Microsoft Word or Adobe formats.
 - The application document should be saved / named according to the applicant's organization name and project title, for example:
 - **ABC Organization – Traveling Meals Application**
 - **Please do not send additional attachments via email**, such as the Articles of Incorporation, IRS Determination letter, Bylaws, etc. **The only document needed is the application (which, in original format, is six pages including the application checklist).**

Why are three versions of the application required?		
Required Submission Format	Immediate Distribution	Purpose
Single-Sided	Community Development Board Site-Visit Packets	Official archive version following site visits
Double-Sided	Sent to printing company immediately to make Application Information for next Community Development Board meeting (approximately 10 days post application deadline)	Application Information distributed to: - Community Development Board Members - Task Force Chairs - Official Archive (one copy)
Electronic	Uploaded to Community Development Website	Enhances public review of Consolidated Planning and Budget Allocation processes

Required Accompanying Documentation

Please refer to the Application Checklist, located on page six of the application. Organizations are required to submit the following documents with the grant application, if not currently on file at the Community Development office: Articles of Incorporation; Nonprofit Tax Status Certification; and Current Audit. Other documentation is required if administration funding is being requested to fund a position, either in full or in part, including: current job description; personnel policies, and affirmative action policies.

Application Deadline, Completeness & Signature

Applications must be in the Community Development office by 5:00pm on the deadline date (see Section I, Important Dates). The elevator is promptly turned off at 5:00pm, so please plan to be early with your submission. **The Community Development Board will NOT consider late applications or applications submitted using earlier versions of the application document.**

The applications and attachments must be complete and all requested information attached. **The Community Development Board will NOT consider incomplete applications.**

Non-profit organizations must have the chairperson of their Board of Directors sign the application to assure the application has been authorized by their governing board.

Technical Assistance

Staff will be available to provide an overview of the application form and answer questions upon request. You may also call Brenda Beckett at 657-8286, email at beckettb@ci.billings.mt.us, or visit the Community Development office with questions or concerns. Assistance is available in the Community Development office, if needed, including access to a computer to complete the application.

Mandatory Subrecipient Meeting

Awardees are **required** to attend a Subrecipient meeting scheduled in June. Housing and Neighborhood activities are typically reviewed at 9:00am, Economic Development and / or Deposit Assistance activities are typically reviewed at 9:45am, Subrecipient Agreements are typically reviewed at 10:00am and Public Service activities are typically reviewed at 11:00am. **Individuals responsible for contract execution, reimbursement requests and quarterly reporting are required to attend.**

SECTION VIII - AWARDS, REPORTS & AGREEMENTS

Please see Section I, Important Dates, for the dates the Community Development Board will finalize recommendations to present to the City Council, and for the date of City Council action regarding recommendations.

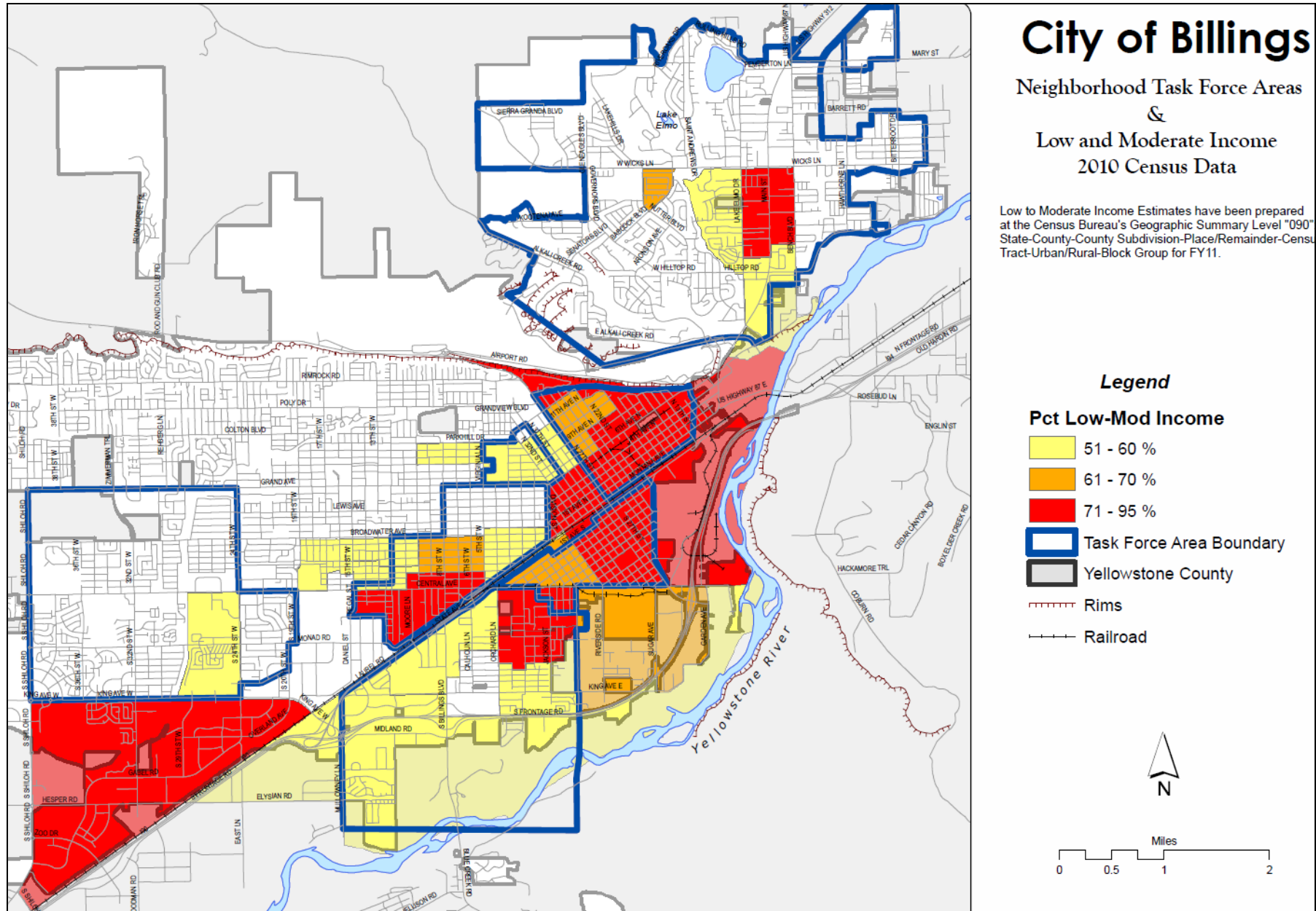
Process for Subrecipient Award, Reports & Agreements

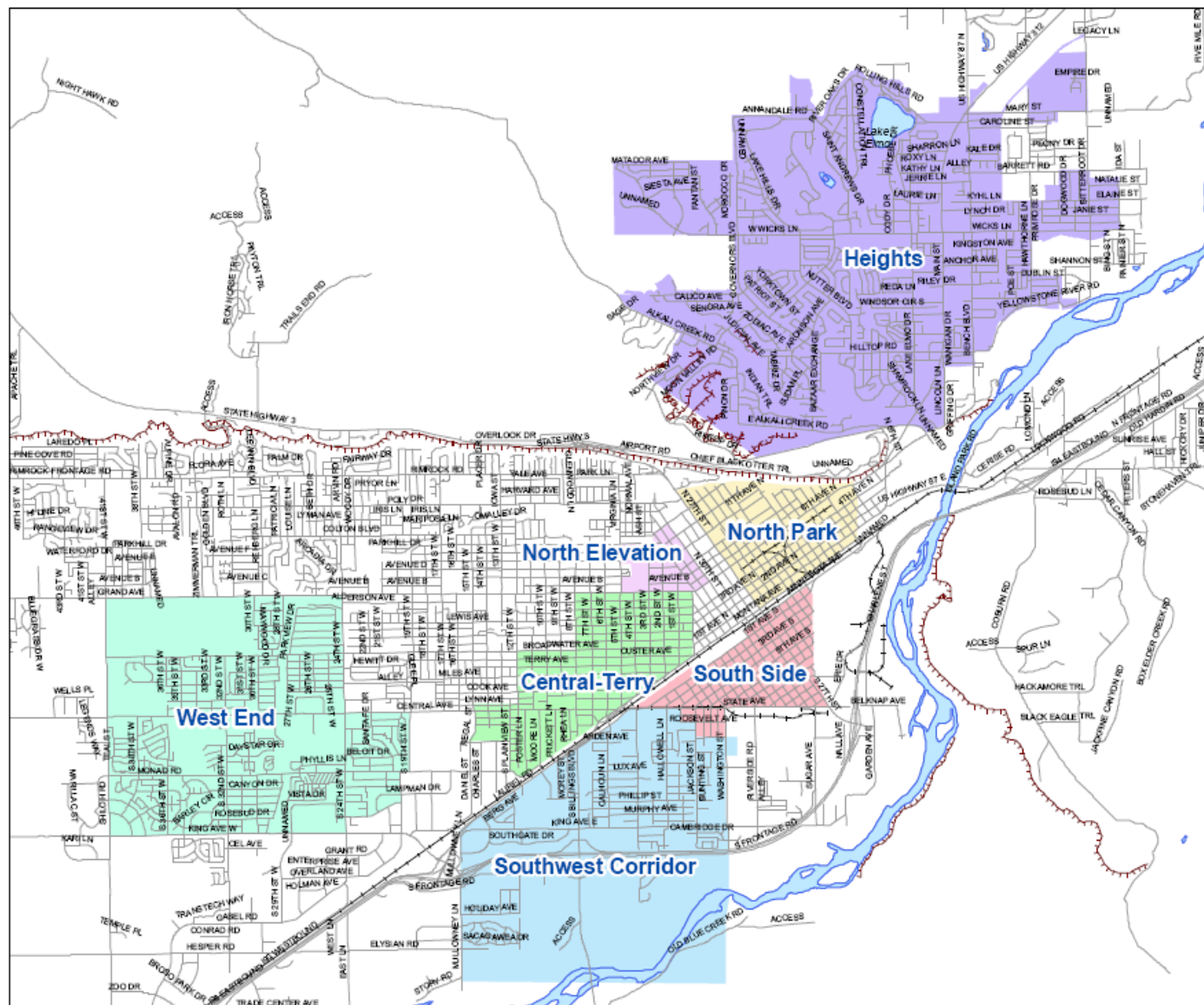
The process for executing contracts for CDBG and HOME funding includes the following:

- **Mandatory Subrecipient Meeting:** Mandatory attendance to receive technical assistance on the Subrecipient Agreement, requests for reimbursement process and quarterly / annual reporting at the Subrecipient Meeting.
- **Environmental Review Record:** Community Development staff completes the environmental review process for all awards.
- **Agreement Completion:** Subrecipient completes the Subrecipient Agreement as instructed and provides a signed copy of the Agreement and project budget to the Community Development Division no later than July 31. The project budget does not have to include total organizational budget. Failure to comply with this deadline may result in funding allocation.
- **City Signature:** Subrecipient Agreement is routed to the City Administrator for signature.
- **HUD Authorization:** Official authorization of the submitted Consolidated Plan received. **Funds are not officially committed until this authorization is received.**
- **Activities:** Activities are carried forth as per the CDBG / HOME Application and Subrecipient Agreement.
- **Quarterly Reports / Requests for Reimbursement:** Quarterly requests for reimbursement are submitted, accompanied with progress report, receipts for reimbursement and data collected on individuals served / housing units generated:
 - July through September - report due October 31.
 - October through December - report due January 31.
 - January through March - report due April 30.
 - April through June - report due July 31.

Quarterly reports are mandatory while a balance of funds remains in the City accounts. After all funding has been expended; annual reports are submitted for three years to illustrate the results of capacity-building efforts. **If CDBG funding is utilized for any part of a staff position please be sure report indicates what other fund contributes to the salary / wage, amounts and percentages.**

- **Annual / Audit Reports:** Annual and Audit reports are due July 31, includes demographics and total number of clients served through the activity. **Figures reported should match the total of the quarterly reports!**
- **Monitoring:** Subrecipients are monitored on an annual basis by the Community Development Division. This may include in-office and on-site reviews.
- HUD has prepared a guide for CDBG Subrecipients (**Playing by the Rules: CDBG Subrecipient Handbook**) on the administrative requirements for receiving grants. The guide is located online on the [Grantee Toolbox](http://www.ci.billings.mt.us/toolbox) page of the City's website: www.ci.billings.mt.us/toolbox. Subrecipients are expected to review this manual for important information regarding implementing CDBG activities.

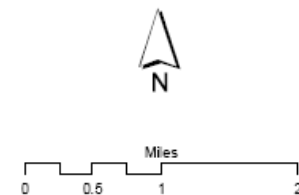




City of Billings

Neighborhood Task Force Areas

- Legend**
- Task Force Area**
- Central-Terry
 - Heights
 - North Elevation
 - North Park
 - South Side
 - Southwest Corridor
 - West End
 - Rims
 - Railroad



Map Document: (F:\4-4\3\Map\Planning\Comm\Develop\TaskForceAreas.mxd)
9/6/2008

¹ U.S. Treasury Circular 1075, "Regulations Governing Withdrawal of Cash from the U.S. Treasury for Advances under Federal Grants and Other Programs"



City of Billings

FY 2017-2018 Community Development Funding Request

**Please complete each section of the application in the space allotted.
Incomplete / older version applications will not be reviewed for funding.**

*To activate checkboxes, double-click on box and change default value to "checked".
Narrative sections expand when filled with type.*

Part I: Application Summary			
Project Title:		Primary Contact Person:	
Physical Address:		Title:	
Mailing Address:		E-Mail Address:	
Website:		Phone Number:	
Organization Name:		Fax Number:	
Please list any additional members of the organization who should be included in grant contact list below.			
Name	Position / Title	Email Address	
I understand the City only provides funding for Housing / Neighborhood projects as a LOAN PRODUCT for project year July 1, 2017 to June 30, 2018.			Initials:
Total Project Cost <i>Include total budget for activity, including leveraged funds. Must match budget on page five.</i>	CDBG / HOME Amount Requested	Funding Leveraged for the Project from other Sources	
\$	\$	\$	
Is your organization in compliance with quarterly / annual reporting requirements for current City grants?			<input type="checkbox"/> Yes <input type="checkbox"/> No
BRIEF Project Description (please be careful with wording - text will be copied / pasted into forms for public review and should reflect the overall concept for your request).			
Please specify <u>exactly</u> how funds will be spent: salaries; insurance; supplies; direct services, etc.			

Part II: Project / Activity Eligibility

This project meets at least one of the HUD national objectives listed below (please check all applicable).

☐ Benefits low income individuals / households. ☐ Addresses the prevention or elimination of slums or blight.

Check all statements that describe how this project / activity meet one or both of the national objectives above.

☐ **Low Income Area Benefit:** The project serves only a limited area which is proven by census data or survey to be a low-income area. Applicants choosing this category must be able to prove their project / activity primarily benefits low / moderate income households.

☐ **Low Income Clientele:** The project benefits a specific group of people (rather than all areas in a particular area), at least 51% of whom are low / moderate income persons. Note: Income verification for clients must be provided for this category. The following groups are presumed to be low / moderate: abused children; elderly persons; battered spouses; homeless persons; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers.

☐ **Low Income Housing:** The project adds or improves permanent residential structures that will be / are occupied by low / moderate income households upon completion.

☐ **Low Income Jobs:** This project creates or retains permanent jobs, at least 51% of which are taken by low / moderate income persons or considered to be available to low / moderate income persons.

☐ **Spot Blight:** This project will prevent or eliminate specific conditions of blight or physical decay. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Select one HUD objective:

Select one HUD outcome:

☐ **Suitable Living Environment:** Activity benefits communities, families, or individuals by addressing issues in their living environment.

☐ **Availability / Accessibility:** Activity makes services, infrastructure, or shelter available and accessible. Note: accessibility does not refer only to physical barriers.

☐ **Decent Affordable Housing:** Housing activity that meets individual or community needs. This objective should not be used for activities where housing is an element of a larger effort.

☐ **Affordability:** Activity provides affordability in a variety of ways including: creation / maintenance of affordable housing; infrastructure hookups; services such as transportation / daycare.

☐ **Creating Economic Opportunity:** Activity relates to economic development, commercial revitalization, and job creation.

☐ **Sustainability:** Activity provides livable / viable communities / neighborhoods by providing services or by removing slums / blight.

Please indicate the expected project output by indicating the number the project / activity will serve, including the number to be served in special categories.

Public Service Activities				Housing & Neighborhood Activities			
People				Households			
<i># to be served in the following special categories:</i>				<i># to be served in the following special categories:</i>			
Homeless				Housing Units			
Children / Youth				Businesses			
Disabled				Jobs Created			
Elderly				Public Facilities			
Planning / Administration Activity							
<input type="checkbox"/>				Homeless		Disabled	
				Children / Youth		Elderly	

*Please indicate the **number and percentage** of low / moderate income individuals or households to be served by this project (see guidebook for Income Guidelines).*

Extremely Low Up to 30% AMI				Very Low 31 - 50% AMI				Low: 51 - 80% AMI							
								51 - 60% AMI				61 - 80% AMI			
#:		%:		#:		%:		#:		%:		#:		%:	
<i>Are the above incomes based on net or gross income?</i>												<input type="checkbox"/>	Net	<input type="checkbox"/>	Gross

How do you verify income of the individuals / households you serve? Please check all that apply.

☐ Federal Tax Forms
 ☐ Pay Stubs
 ☐ Third Party Verification
 ☐ Client Self-Report
☐ Verified Through Other Assistance (TANF, Medicaid)
 ☐ Performs Asset Review
 ☐ Other:

Please Explain:

Part III: Applicant Organization Information

A. Is the applicant organization part of a larger local, state, or federal organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If so, please explain the nature of the relationship between the applicant and larger sponsoring / affiliate organization(s).</i>	
B. What is the overall organizational budget (including sponsoring / affiliate organizations)?	\$
C. Total number of employees (including sponsoring / affiliate organizations)	
D. Will this project involve a religious organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>E. Separation of the project from the religious activities or organization must be shown if the applicant is a religious organization or formally affiliated with a religious entity. If applicable, please address (narrative sections expand when filled with type).</i>	
<i>F. Describe the purpose of the applicant organization, as written in the mission statement or charter.</i>	
<i>G. Indicate the length of time the applicant organization has been in operation, including the date of incorporation.</i>	
<i>H. Describe the types of services currently being provided by the applicant organization, including the number and characteristics of clients served.</i>	
<i>I. List and briefly describe similar projects / activities the applicant organization has previously undertaken. Specify sources of funding for these activities (i.e. federal, private, foundation grants, City of Billings funding, etc.).</i>	
<i>J. What outcomes did these activities have on the community served? Provide statistics including numbers served.</i>	
<i>K. Discuss the applicant organization's ability to develop, implement and administer the proposed project.</i>	
<i>L. What fundraising activities have been undertaken in the past year and what has been the success of those activities?</i>	
<i>M. What type of outreach or promotion has been undertaken in the past year to make the community aware of the program or services offered by your organization?</i>	
<i>N. Please identify the organization's key staff members who will participate in the activity, grant oversight and reporting, and illustrate their capacity.</i>	

Part IV: Project Information	
Narrative sections expand when filled with type.	
A. Please indicate which Consolidated Plan strategies the project addresses (check all that apply):	
<input type="checkbox"/>	Strategy A: Preserve existing affordable housing supply, particularly in older neighborhoods, to support the stability of the current affordable housing stock.
<input type="checkbox"/>	Strategy B: Create affordable housing opportunities to further improve access to and the quality of affordable housing stock.
<input type="checkbox"/>	Strategy C: Expand housing choice options for existing and potential new residents to foster stable, socio-economically diverse neighborhoods citywide.
<input type="checkbox"/>	Strategy D: Support housing and community development specific to lower income and special needs households through poverty-impact initiatives.
B. Describe the relationship between the proposed project and the City's community needs identified in the City of Billings Consolidated Plan for use of Community Development resources.	
C. Does this project require Capital Improvement Plan (CIP) funding for completion? Projects requiring inclusion on the City's CIP for additional City funding (infrastructure, parks improvements, etc.) must refer to the amount and year of funding already committed in the CIP. Projects with planned expenditures before this upcoming April are prioritized for funding.	
D. Describe the need this project will address. Include the characteristics of the population to be served or the area to be benefited (if area benefit is chosen, please explain how you determined low / moderate income benefit). Please include a description of the "activities of daily living" addressed with this project.	
E. Why would CDBG and / or HOME funding be an appropriate source of funding for this activity?	
F. If income limits are used for your project, what is the maximum income allowed for a household of two to receive assistance?	
G. Describe the effect of partial or no CDBG / HOME funding on the project.	
H. Provide a brief history of comparable service(s) in the specific target community and discuss the need for this new / expanded service.	
I. Are there any impediments to the prompt implementation for this project, including requirements for zoning, State permits or special local action?	
J. Did you contact a task force regarding your application? If so, please indicate who you contacted, when you spoke to the task force, and the outcome of the presentation (Projects serving a specific task force area must contact the task force regarding the application).	
K. What community agencies / City personnel did you consult with in planning this project / program? Include agency, person contacted, and date of contact. (Projects located in a task force area with a completed Neighborhood Plan must comply with the plan. Projects impacting City parks, facilities, programs, or functions must be coordinated with the appropriate City Department Directors prior to application submission.)	
*If application is from a nonprofit organization, signature of board's presiding officer is required.	
Signature:	Date:
Printed Name:	Title:

Part V: Project Budget

IF PUBLIC SERVICE REQUEST, PLEASE INCLUDE ALL THREE YEARS OF PROJECT BUDGET.

You may include all three years in this budget, or copy / paste this format to report on the years separately.

Must include all itemized costs above \$500. Sources must equal total project costs, and total project cost must match budget identified on page one.

PLEASE IDENTIFY ALL SOURCES OF LEVERAGING

Revenue Sources	Source:	Source:	Source:	Source:	Total Project Cost:
	CDBG / HOME				
	\$	\$	\$	\$	\$
Is this source confirmed and committed to the project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Administration / Project Costs

Include all costs directly related to delivering this service or accomplishing this project.

If City funding will be used for Salaries / Wages, please identify the source of all other funding for the position.

Salaries & Wages	\$	\$	\$	\$	\$
Employee Benefits	\$	\$	\$	\$	\$
Professional Contract Services	\$	\$	\$	\$	\$
Office Supplies	\$	\$	\$	\$	\$
Postage / Printing	\$	\$	\$	\$	\$
Notices / Subscriptions	\$	\$	\$	\$	\$
Utilities	\$	\$	\$	\$	\$
Travel / Training	\$	\$	\$	\$	\$
Rent / Facility Costs	\$	\$	\$	\$	\$
Repair / Maintenance	\$	\$	\$	\$	\$
Insurance, Legal Services	\$	\$	\$	\$	\$
Financial / Auditing Services	\$	\$	\$	\$	\$
Fundraising	\$	\$	\$	\$	\$
Service Provision	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Grand Total:	\$	\$	\$	\$	\$

% of Budget Costs Considered Administration:

Please provide a brief budget narrative including a summary of your overall organization budget, including position description (full time, part time, etc.) for personnel if salary / wages are included in the budget.

Application Check List <i>To be submitted with Application</i>		
Organization & Project Name:		
Single-sided, original application fully completed and signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Double-sided, signed copy of the application included with your application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you email the completed application to beckettb@ci.billings.mt.us OR include an electronic version of the application on a CD? Please note: The completed application is the City's form for applying for funding only. This is the only document that needs to be emailed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the electronic application named with the correct naming conventions? <i>For example, "ABC Organization - Traveling Meals Application".</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the project located in or directly impacts a Neighborhood Task Force Area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, has the Task Force been contacted regarding this application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you include a separate list of the organization's Board Members?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Treasurer / Financial Report for period through December 31 included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date of Most Recent Organizational Audit _____		
Current Bylaws included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> On File	
Articles of Incorporation included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> On File	
IRS Determination Letter included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> On File	
Most Recent Agency Audit or IRS Form 990 provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Project Budget Completed? Alternative formats will not be accepted.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Summary of overall organizational budget provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If applying for funding to support a staff position, have you included the following documents with the application: - Job Description - Personnel Policies, including non-discrimination, civil rights, etc. - Affirmative Action Policies	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>List the regulating agencies your organization is monitored by and provide the date and results of recent site visits / review (for example, Department of Health, Fire Department, etc.).</i>		
Additional Comments:		
OFFICE USE ONLY:		
Staff Verification of Compliance Status: <input type="checkbox"/> Documents on File <input type="checkbox"/> Quarterly Reports <input type="checkbox"/> Annual Reports <input type="checkbox"/> 50% CDBG Expended <input type="checkbox"/> Unspent Funding		

	# Respondents		
	Paper	Online	Total
2006-2007	55		55
2007-2008	68		68
2008-2009	91		91
2009-2010	69		69
2010-2011	73		73
2011-2012	58		58
2012-2013	66		66
2013-2014	57		57
2014-2015	60		60
2015-2016	32	11	43
2016-2017	42	30	72
			65

