

CDBG Housing Stabilization Pre-Application

Missoula County

Introduction to CDBG Housing Stabilization Program Funding

Click here to view the information in this section as a PDF.

Community Development Block Grant (CDBG) funding is awarded to the State of Montana by the U.S. Department of Housing and Urban Development (HUD) on an annual basis. The Montana Department of Commerce (MDOC) administers and awards these funds to Montana counties, cities and towns that do not already receive HUD CDBG entitlement funding (Billings, Bozeman, Great Falls and Missoula are entitlement cities). The current CDBG allocation to the State of Montana is approximately \$6.1 million and is distributed across the state through five distinct grant opportunities – planning; community and public facilities; economic development; affordable housing development and rehabilitation; and housing stabilization. Counties can only have one active grant in each category at a time. Missoula County is currently eligible to apply for CDBG funding to support eligible Housing Stabilization Program (CDBG HSP) projects on behalf of a non-profit entity.

CDBG HSP Pre-Application Process

The Housing Stabilization Program project must be completed as a collaboration between a local government and nonprofit organization, with preference given to projects involving a Certified Housing Development Organization (CHDO). If approved for the Housing Stabilization Program the Montana Department of Commerce sends an award letter establishing the applicants award period (up to 5 years) to propose activities according to the project strategies listed in the application. During the award period the grantee will identify individual housing sites or units and request funding to complete housing development and/or redevelopment activities to assist low to moderate income households. Housing Stabilization Program costs are awarded for site specific activities according to the needs identified and the availability of funds on a first-come, first-served basis. Missoula County most recently utilized a Housing Stabilization Program Grant for income qualified owner-occupied housing rehabilitation for homes located in Missoula County outside of Missoula City limits. The length of the program was 2 years with a program budget of up to \$300,000.

Housing Stabilization Program funds are utilized for projects that will create or preserve affordable housing with a specific focus on addressing health and safety issues and ADA improvements for single family units. Each eligible unit must be inspected by an individual with construction repair expertise that will identify the critical health and safety repairs needed for each activity. Eligible projects involve the new construction or rehabilitation of single-family housing with 1 to 4 units, whether for rent or purchase or are owner-occupied by persons of low to moderate income.

Eligible activities include, but are not limited to:

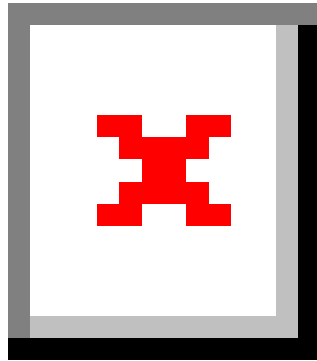
- Rehabilitation of existing substandard housing that is suitable for rehabilitation
- Acquisition of land and structures to complete infill development
- Demolition of substandard housing that is not suitable for rehabilitation, or non-residential structures that are not suitable for rehabilitation that results in new alternative housing being developed
- Conversion of non-housing structures into housing units
- Replacement of manufactured housing through payment of installation and connection costs for housing units that are not less than 5 years old

Pre-application Review Process

Pre-applications will be reviewed and scored by a Missoula County review committee, according to the evaluation criteria stated below. The entity that submits the highest-ranking proposal will be invited to work with Missoula County grant professionals on an application to MDOC for CDBG HSP funding. If the highest-ranking project identified through the pre-application process does not move forward with a CDBG HSP application, the second highest-ranking project will be offered the opportunity. The Board of County Commissioners (BCC) has the authority to make a final decision regardless of the review committee's recommendations. Missoula County reserves the right to suspend proceeding with applying for a CDBG HSP project without cause. The selected partner is also not obligated to proceed with a CDBG HSP grant application, should interest or circumstances change.

Priorities

Due to the competitiveness of CDBG grants and the restriction on the number of awards Missoula County can receive, the Board of County Commissioners has defined program priorities for all CDBG funded projects. By default, the CDBG Housing Stabilization Program aligns with the BCC priority of funding projects that are located outside the City of Missoula Limits but are within the geographic boundaries of Missoula County. Project alignment with priorities in the Missoula County Housing Action Plan: Breaking Ground, the Missoula County Growth Policy and the 2025 Housing and Community Development Survey may also be considered during application review.



view the Missoula County Housing

Action Plan: Breaking Ground

view the Missoula County Growth Policy

view the 2025 Housing and Community Development Survey

Timeframe

The time it takes to prepare a CDBG application, learn of the outcome of the application, enter a contract with the state, and meet all start-up conditions can be more than six months. There is also no guarantee Missoula County will receive an award. In the event Missoula County is successful, there is also no guarantee that the full requested amount will be awarded. If successful in securing CDBG funds from MDOC, Missoula County will then enter a sub-recipient agreement with the selected entity/subrecipient that carries out the funded project.

Please be advised, local, state and federal regulations and requirements apply to CDBG funding. Below is an example of regulations and requirements to consider before proceeding (not an exhaustive list):

- National Environmental Protection Act/Montana Environmental Protection Act (Choice Limiting Actions)
- Uniform Relocation Act, Section 104(d)
- Davis-Bacon and Related Acts
- Build America, Buy America Act (BABA)
- 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (a.k.a. Uniform Guidance)

- Universal Identifier and System for Award Management (SAM) (entities receiving funds must obtain a Unique Entity ID through SAM.gov)
- Procurement standards

To learn more about CDBG HSP, visit the MDOC website.

MDOC Location Eligibility

The proposed project is located:*

Choices

Within City of Missoula Limits

Outside City of Missoula Limits

HUD Eligibility

HUD Eligibility*

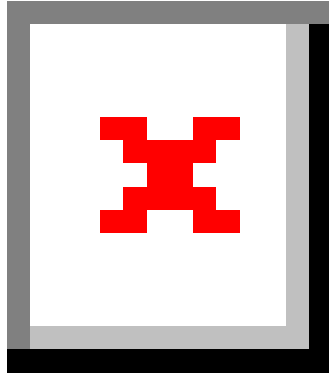
Does the proposed project benefit at least 51% low- to moderate-income (LMI) persons? (See HUD Income Limits table, linked below. For more information, see the LMI Persons Handbook: https://commerce.mt.gov/_shared/comdev/CDBG/LMIHandbookJuly2020.pdf)

Choices

Yes

Unsure

No



STOP

Per MDOC's guidance, Missoula County can only use HSP funds for projects outside of city limits.

AND

To be eligible to receive CDBG funding, at least 51% of the project beneficiaries must be low- to moderate-income individuals/households.

If you feel like this determination is an error, please reach out the grants staff at grants@missoulacounty.us to discuss your project.

Organization Information

If your organization has multiple locations or offices, please specify the primary address and contact information that pertains to this project.

Organization Name*

Character Limit: 250

Organization Address*

Character Limit: 250

Organization Mailing Address

If different from the address entered above.

Character Limit: 250

Contact Name*

Character Limit: 50

Contact Title*

Character Limit: 50

Phone Number*

Character Limit: 20

Email*

Character Limit: 254

Organization Type*

(check all that apply)

Choices

Nonprofit organization

Certified Housing Development Organization (CHDO)

Description of Organization*

Please provide a brief history of your organization and its core mission and goals.

Character Limit: 1000

UEI*

Does the business/organization have a Unique Entity ID (UEI) through SAM.gov? (Subrecipients are required to have a UEI. To learn more go to SAM.gov)

Choices

Yes (upload screenshot of UEI in the File Uploads section of this application)

No, but will be obtaining a UEI

Does the business/organization have experience managing CDBG funds?***Choices**

Yes

No

Previous CDBG Funding Experience Description

If you answered "yes" to the previous question, please describe your experience with managing CDBG funding (type of grant, project, year completed, etc.)

Character Limit: 1000

Project Details

Project Title*

Character Limit: 100

Project Summary*

Provide a summary of the project goals and objectives, how it aligns with your mission, and how it addresses a community need.

Character Limit: 1000

Project Benefit*

Who will benefit from this project?

Character Limit: 1000

Unit Types*

What types of units are expected to be assisted or created?

Character Limit: 500

Project Scope*

What are the number of projected units and number of households to be assisted during the 5-year period?

Character Limit: 500

Participant Selection*

How will participating households be selected and prioritized? Do you have a current list of households that are interested in participating in this program (i.e. a waitlist)? If you have a waitlist, how many households are on the list?

Character Limit: 1000

Project Structure*

Will assistance to homeowners for owner-occupied rehabilitation be structured as a loan, grant, or combination of both? Please explain?

Character Limit: 1000

Capacity*

What capacity does your organization have to complete underwriting, HUD certified home counseling, home inspection, and to procure and manage contractors? If you do not have the current capacity to complete some or all of these activities, please provide your plan for accomplishing these requirements.

Character Limit: 1000

Total Project Cost*

(estimated)

*Character Limit: 20***Does this project involve the following (check all that apply):****Choices**

Property acquisition

New construction

Demolition/deconstruction

Rehabilitation

Tenant Displacement*

Will the proposed project temporarily or permanently displace existing tenants (residential or commercial)?

Choices

Yes

No

If yes, tenants will be displaced -

Please describe the current occupancy. (e.g., commercial or single-family or multi-family residential, owner-occupied, rental, number of occupants, number of buildings, etc.)

*Character Limit: 1000***Public Meeting Requirement***

If selected to partner with Missoula County on a CDBG application to the Montana Department of Commerce, I understand that a project-specific public meeting involving the affected community is required as part of the application process.

Choices

Yes, I acknowledge and understand this requirement

File Uploads

Supporting documentation may include quotes, plans, designs, pictures, etc. For the purposes of this application, you are limited to three separate files with a maximum size of 4mb each.

File 1*File Size Limit: 4 MB***File 2***File Size Limit: 4 MB***File 3***File Size Limit: 4 MB*

UEI Screenshot

File Size Limit: 2 MB