

CDBG Facilities Pre-Application

Missoula County

Introduction to CDBG Public and Community Facilities 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 it is distributed across the state through five distinct grant opportunities – planning; public and community 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 Public and Community Facilities (CDBG Facilities) projects on behalf of a for-profit, non-profit or quasi-governmental entity in the county.

CDBG Facilities Pre-Application Process

Annually, MDOC allocates approximately \$2.5 million of the CDBG funding to improve and sustain public infrastructure and community facilities. In anticipation of a fall 2025 application deadline, pre-applications are now being accepted by Missoula County to identify a partnering entity and/or potential subrecipient of CDBG funding. Eligible subrecipients may include but are not limited to:

- For-profit business
- Nonprofit organization
- Certified Regional Development Corporation (CRDC)
- Economic Development Organization (EDO)
- Certified Housing Development Organization (CHDO)
- Human Resource Development Council
- Development corporation
- Quasi-governmental organization (e.g., school districts, housing authorities)
- Special Purpose District (e.g., water and/or sewer district)

CDBG Facilities funding can be used to support public infrastructure or community facility projects. The following lists include examples of eligible projects:

Public Infrastructure projects include, but are not limited to:

- Water or wastewater improvements
- Sidewalks, curbs, and gutters
- Flood, drainage, and storm water improvements
- Parks and playgrounds
- Police, fire, library or public-school facilities
- Solid waste
- Removal of architectural barriers to accessibility

Community facilities* projects include, but are not limited to:

- Nursing homes
- Senior centers
- Food banks
- Head start centers or childcare facilities
- Mental health centers
- Transitional housing facilities

*If a project is a community facility project the application to MDOC must be accompanied by a 5-year pro-forma as well as income and expense statements.

Maximum award: \$750,000

Funding match requirement: 25%

Funding match is usually provided either by a direct cash contribution, by incurring a loan, by issuing bonds to be repaid through user charges, or through property tax assessments. Other local match sources include loan or grant funds from other competitive grant programs, funds expended for predevelopment planning, the recently appraised value of land or materials provided by the applicant, and the value of labor performed by the applicant's employees. The 25% match requirement may be waived if the local government demonstrates financial hardship.

Missoula County CDBG Facilities Priorities

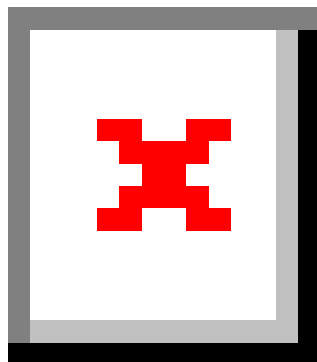
Due to the competitiveness of CDBG Facilities grants and the restriction on the number of awards Missoula County can receive, the Board of County Commissioners has defined the following program priorities:

- Projects that are located outside of the City of Missoula limits, but within the geographic boundaries of Missoula County;

- Projects that demonstrate a significant degree of leverage with other investments, including public and private sources; and
- If a proposed project is located within the city limits, projects that can demonstrate a meaningful monetary contribution by the City of Missoula in the project.

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 Facilities funding. If the highest-ranking project identified through the pre-application process does not move forward with a CDBG Facilities application, the second highest-ranking project will be offered the opportunity. The Board of County Commissioners 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 Facilities project without cause. The selected partner is also not obligated to proceed with a CDBG Facilities grant application, should interest or circumstances change.



view the Missoula County Growth Policy
view the 2025 Housing and Community Development Survey

Timeframe

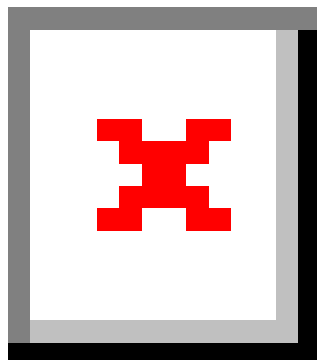
The time it takes to prepare a CDBG application, learn of the outcome of the application, enter a contract with the state, and meet all start-up conditions can be more than six months. There is also no guarantee Missoula County will receive an award. In the event Missoula County is successful, there 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 Facilities Grants, visit the MDOC website.



HUD Eligibility

HUD Eligibility*

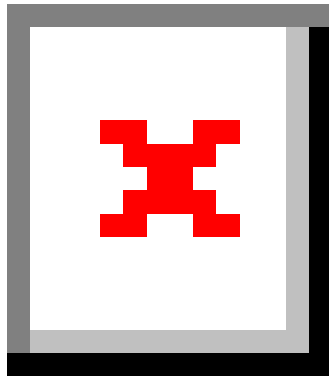
Does the proposed project benefit at least 51% low- to moderate-income (LMI) persons? (See HUD Income Limits table, linked below. For more information, see the LMI Persons Handbook: https://commerce.mt.gov/_shared/comdev/CDBG/LMIHandbookJuly2020.pdf)

Choices

Yes

Unsure

No



STOP

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

For-profit business

Nonprofit organization

Certified Regional Development Corporation (CRDC)

Economic Development Organization (EDO)

Certified Housing Development Organization (CHDO)

Human Resource Development Council

Development corporation

Quasi-governmental organization (e.g., school districts, housing authorities)

Special Purpose District (e.g., water and/or sewer district)

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

Project Safety and Livability*

Please describe how the proposed project will improve the safety and livability of the impacted neighborhood/community and improve access to a quality facility, infrastructure, or services.

Character Limit: 1500

Total Project Cost*

Include the estimated CDBG request amount and any other funding that is anticipated or committed to the project.

Character Limit: 20

CDBG Request Amount*

The maximum grant award will not exceed \$750,000 and applicants must contribute matching funds equal to at least 25% of the total CDBG funds requested. Match funding can be in the form of other grant funding. Some forms of in-kind support are acceptable as matching funds. (**Reminder:** if the proposed project is within City of Missoula limits, there must be a meaningful financial contribution to the project from the city. Reference this map if unsure.)

Character Limit: 20

Other Funding Sources

Other funding sources committed to this project. (include funder, dollar amount and status of funds)

Name of Funder	Amount	Secured or Anticipated (please specify)

No Other Funding

If no other funding sources are committed to this project, what is your plan for meeting the match requirement?

Character Limit: 1000

Anticipated Project Start Date*

(Month/Year)

Character Limit: 100

Anticipated Project Completion Date*

(Month/Year)

Character Limit: 100

Site Details

Municipality*

The proposed project is located:

Choices

Within City of Missoula Limits

Outside City of Missoula Limits

Project Location*

If known, provide the full address or parcel tax ID:

Character Limit: 250

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

Project Readiness

Planning Documents*

Has a planning document such as a Preliminary Architectural Report (PAR) or Preliminary Engineering Report (PER) been prepared? (NOTE: A planning document is required and must accompany the CDBG application if applying for a construction project.)

Choices

Yes

No

If no, is a planning document in progress?

Choices

Yes

No

When will a planning document be ready?

Character Limit: 250

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