



Affordable Housing Trust Fund Reserve Balance Application

Application Checklist

Please Include This Page with Application

**Submit all materials (application, budget, and applicable attachments to
Godbeya@ci.missoula.mt.us**

Reserve Balance Overview

The reserve balance amount is set by the Affordable Housing Resident Oversight Committee during the Annual Allocation Plan process. A maximum of 20 percent of the available award balance can be reserved annually.

The reserve balance is held for urgent or emergent preservation projects/acquisitions that cannot wait until the next competitive application cycle that will preserve and/or protect affordability for residents.

Process:

Applications are vetted administratively through Community Development staff and shared with the Affordable Housing Resident Oversight Committee. The Affordable Housing Resident Oversight Committee will review project proposals and vote on the use of the reserve balance funds. Projects will be chosen based on meeting criteria related to preservation, urgency, knowledge of community need, financial feasibility, readiness, and timeline.

Application Checklist

Attachments

- ☒ Project budget demonstrating minimum of 25% committed match
- ☒ Organizational operating budget for current and most recent fiscal year
- ☒ Organizational chart, resumes for staff responsible for carrying out activity
- ☒ Copy of General Information Notice to occupants
- ☒ Displacement/Relocation Plan
- ☒ Documentation of neighborhood and community engagement and feedback on proposed activity, expiration dates, contact information for all members



Affordable Housing Trust Fund Reserve Balance Application

Part I. Application Cover Page

Application Summary	
Organization Name: Montana Homeownership Network dba NeighborWorks Montana	Project Title: Bonnie's Place
Physical Address: 1535 Liberty Lane, Suite 110F, Missoula, MT 59808	Project Budget: \$2,921,175
Mailing Address: PO Box 1025, Great Falls, MT 59401	Funding Request: \$181,550
Application Contact/Title: Danielle Maiden, Cooperative Housing Director	Contact Email: dmaiden@nwmt.org
Executive Director (ED): Kaia Peterson	ED Email: kpeterson@nwmt.org
Website: www.nwmt.org	Contact Phone: 406-407-6444

Program Type (select only one)	
<input type="checkbox"/> Construction <input checked="" type="checkbox"/> Preservation <input type="checkbox"/> Consumer Housing Services	
Project Start Date: 10/25/2022	Project Completion Date: 03/21/2023
Is the project located within Missoula City Limits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please describe how the project will benefit residents of the City of Missoula: Click or tap here to enter text.	

Funding Type Request
<input checked="" type="checkbox"/> Grant <input type="checkbox"/> Loan



Affordable Housing Trust Fund Reserve Balance Application

Part II. Project Eligibility

Project Type

Project Type (You may select more than one)	
Consumer Housing Services Programs	
Financial/Rental Education & Counseling	<input type="checkbox"/>
Housing Education & Counseling	<input type="checkbox"/>
Innovative Education & Counseling	<input type="checkbox"/>
Community Land Trust Admin Support	<input type="checkbox"/>
Income Certification for City Programs	<input type="checkbox"/>
Centralized Housing Solutions Fund	<input type="checkbox"/>
Construction Goals	
Homeownership construction	<input type="checkbox"/>
Rental Construction	<input type="checkbox"/>
Homeownership Acquisition	<input type="checkbox"/>
Rental Acquisition	<input type="checkbox"/>
Homeownership Rehabilitation	<input type="checkbox"/>
Rental Rehabilitation	<input type="checkbox"/>
Preservation Goals	
Small repair loans	<input type="checkbox"/>
Multidwelling Housing Acquisition	<input checked="" type="checkbox"/>
Mobile/Manufactured Home Preservation & Infrastructure Assistance	<input checked="" type="checkbox"/>
Community Land Trusts	<input type="checkbox"/>
Homeowner Housing Preservation	<input checked="" type="checkbox"/>



Affordable Housing Trust Fund Reserve Balance Application

Total number of individuals benefiting: Click or tap here to enter text.

Up to 30% AMI		31-50% AMI		51-60% AMI		61-80% AMI		81-100% AMI		101-120% AMI	
#	%	#	%	#	%	#	%	#	%	#	%
4	27%	5	33%	0	0	3	20%	3	20%	0	0

As of 12/29/2023 15 income surveys had been collected out of a total of 28 households (24 manufactured homes and 4 occupied rental units). We are continuing to actively collect income surveys and can provide updated data as it is available. Typically, in communities of this type we see over 75% of households below 80% AMI and over 50% of households below 50% AMI.

Income Limits by Household Size and Percentage of Area Median Income (2022)				
% Median	1	2	3	4
30%	\$17,150	\$19,600	\$23,030	\$27,750
50%	\$28,600	\$32,650	\$36,750	\$40,800
60%	\$34,320	\$39,180	\$44,100	\$48,960
80%	\$45,750	\$52,250	\$58,800	\$65,300
100%	\$57,200	\$65,300	\$73,500	\$81,600
120%	\$68,640	\$78,360	\$88,200	\$97,920

Project Match

AHTF projects require a 25% match.

Match					
Source	Amount	Received/In Hand	Committed	Promised but Not Final	Requested
Primary financing – Local Lender or ROC USA	\$1,877,000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NeighborWorks Montana Financing	\$861,425	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resident Member Shares	\$1,200	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Part III. Detailed Urgency and Project Description

Need/Problem Addressed

Please describe your project. Include the need/problem to be addressed; project location; population/area to be served:
This project is to support the resident purchase of a 24-unit manufactured home community in the Franklin to Fort neighborhood. The park is known currently as Twen Tre and the newly formed resident corporation is Bonnie's Place. The property is located at 604 Eaton Street and the purchase includes the adjacent property at 2200 South 5 th Street West which is a single-family home that was converted into a six-plex rental property. Residents of manufactured home communities often own their homes, but not the land, creating an



Affordable Housing Trust Fund Reserve Balance Application

unstable form of homeownership. Residents are at risk of displacement due to rising lot rents, and the potential for change of use and redevelopment.

Resident Owned Communities are a well-established housing preservation approach that supports residents of manufactured home communities to form cooperatives and buy their land. NeighborWorks Montana has been supporting ROCs in Montana for over a decade. There are currently 17 ROCs across the state with over 650 households, and there are over 300 ROCs across the country. This project would preserve housing for 24 existing households, providing long-term affordability, stability, and resident control.

Please provide a description of the work to be done to address the need; and how the project aligns with the Housing Policy Goals:

NeighborWorks Montana is actively working with residents through the purchase process including all due diligence (property conditions assessment, environmental review, appraisal), financing, and resident corporation formation and governance. We are on a 120-day purchase contract with a closing date no later than 3/21/2023. We do not yet know what property improvements will be needed, but our request is specifically for acquisition rather than for improvements. If it is possible for funds to be used for pre-development we would appreciate that option. We are projecting about \$70,000 in pre-development costs. This project aligns with the Housing Policy goals in preserving existing affordable homes, enabling current residents to stay stably housed, and providing diverse housing types in the community.

Please describe the urgency of this project and the impact to the community if this project is not funded.

NeighborWorks Montana got the property under contract on October 25th with a 120-day purchase period. The contract has been transferred to the resident corporation, Bonnie's Place, which has until 3/21/2023 to complete the purchase. We are actively working with residents through the purchase process including all due diligence (property conditions assessment, environmental review, appraisal), financing, and resident corporation formation and governance. The property is owned by a family trust and they have been very clear that they are not willing to extend the contract timeline. They no longer want to own and manage the property and need to exit from ownership smoothly. This is typical for this type of project. In most resident owned community purchase we are working on standard real estate timelines, often less than 120 days.

As the cost of financing has increased, and the market continues to demand high values, the impact to residents is significant. In this case we are estimating a \$200 - \$250 lot rent increase. The more grants and low cost financing we can bring to this project, the more affordable it can remain for residents. If we are not successful at securing this funding, and converting this property to resident ownership, the property will be sold, most likely for redevelopment.



Affordable Housing Trust Fund Reserve Balance Application

Please describe the timeline of this project in reference to its urgency:

Acquisition must be completed within the current contract timeline which requires closing on or before 3/21/2023

Relocation/Displacement

Relocation/Displacement


Applicants should consult the Displacement and Relocation Protection and Assistance policy outlined in the [Affordable Housing Trust Fund Policy & Procedure Manual](#). Projects that have a component of displacement and/or relocation are expected to address how they will support current residents in the transition.

Does your project involve any of the following activities?

Acquisition (including Down Payment Assistance)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Conversion	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Demolition	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Rehabilitation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

If you answered "yes" to any of the above, submit a displacement/relocation plan as an attachment.

On behalf of (**Applicant Name**) I assert that all information included in this application is complete and accurate and that (**Applicant Name**) will comply with all regulations for the Affordable Housing Trust Fund as outlined in the Policies and Procedure manual, as applicable.

Signature: 	Date: 12/29/2022
Printed Name: Kaia Peterson	Title: Executive Director

	A	C	D	E	F
16	Twen Tre / Bonnie's Place	Project Budget			
19	Acquisition Budget:				
20	Purchase Price	\$ 2,600,000	\$ 95,833	Per Lot not including 6-plex value of \$300k	
21	ROC USA Capital - Origination Fee (0.75%)	12,578			
22	ROC USA CTAP Fee (4.00%)	104,000			
23	Secendary Loan Fee (1.00%)	8,614			
24	Lender's Legal Fees	7,000			
25	Borrower's Legal Fees	4,000			
26	Title Insurance	1,980			
27	Recording & Misc. Fees	500			
28	Appraisal	5,500			
30	Property Conditions Report	32,900	Property Conditions + Environmental Phase I + Dye Test		
31	ALTA Survey	13,800			
32	Inspection of 6-plex	3,500			
34	Tech Package	1,000			
39	Insurance Premium - First Year	3,500			
40	Debt Service Reserve (1 month debt service)	15,446			
41	Working Capital (1.5 months operating expense)	11,857			
42	Replacement Reserve	50,000	Estimate - property conditions report in process		
43	Priority Repairs	45,000	Estimate - property conditions report in process		
44	Total Financing Needed:	\$ 2,921,175			
45					
46	Financing Package:		Per Month		
47	Primary Financing	\$ 1,677,000	\$ 11,157	7.00% 30 years	
48	ROC USA CMF	\$ 200,000	\$ 417	2.50% Interest Only	
49	NWMT Financing	\$ 861,425	\$ 3,873	4.50% 40 years	
50	City of Missoula HTF	\$ 181,550	\$ -	Preservation funds	
51	Membership Share - Equity	\$ 1,200	-		
52	Total:	\$ 2,921,175	\$ 15,446		
53					
54	Operating Expenses:				
55	Real Estate Taxes	23,856			
56	Electricity/utilities	2,900			
57	Financial Statement Audit and Tax Prep	6,000			
58	Insurance (CGL / Bond / Property)	3,500			
59	Legal	1,500			
60	Maintenance Supplies & Expenses	1,500			
61	Office Supplies & Expenses	250			
62	Snow Removal and Exterior Lot Maintenance	1,000			

	A	C	D	E	F
63	Property Management	26,046	9% of income		
65	Water Testing	1,200			
66	Sewer	5,600			
67	Trash Collection	7,500			
68	House Utilities and Maintenance	8,000			
69	Replacement Reserve	6,000	\$250 per site		
70	Total Annual Operating Expenses	\$ 94,852			
71	Total Annual Operating Expenses % of Income		32.78%		
72					
73	Revenue:				
74	Lease Fee per month	\$ 775	250 Increase		Current rent \$525
75	Number Of Sites	24	24 units, no vacancy		
76	Gross Monthly Income	\$ 18,600			
77	Less: Vacancy/Rent Loss (3% - 5%)	(558)	3%		
78		18,042			
79					
80	Rental House	\$ 1,125	265 Increase		Current rent average \$850
81	Number of Units	6	6 units, 5 currently occupied		
82		\$ 6,750			
83		(675)	10%		
84		6,075			
85					
86	Gross Effective Monthly Income:	\$ 24,117			
87					
88	Annual Cash Flow Analysis:				
89	Gross Effective Annual Income	\$ 289,404			
90	Less: Operating Expenses	94,852			
91	Less: 1st Loan Debt Service	133,885			
92	Less: 2nd Loan Debt Service	5,000	1.401 DCR on ROC Debt		
93	Less: 3rd Loan Debt Service	46,472			
94	Surplus & Debt Coverage Ratio:	\$ 9,194	1.050 DCR on All Debt		

NeighborWorks Montana						
Budget FY23						
October 1, 2022 - September 30, 2023						
	Summary - All Departments	FY23	FY22	FY21	FY20	Increase
	Approved by BOD 9/1/2022	Budget	Projected	Actual	Actual	(Decrease)
	<u>Income</u>					
40000	Grant income-operating	812,155	941,324	978,314	1,405,135	(129,169)
40010	Grant income-admin	173,225	132,166	63,377	90,249	41,059
40020	Grant income-program	4,081,890	10,434,505	1,029,514	580,273	(6,352,615)
50000	Contributions	18,500	47,000	161,936	14,575	(28,500)
50045	Gain on Investment	5,700	5,700	8,161	7,399	-
50050	Loan fees	69,500	66,000	64,967	98,441	3,500
50059	W/O recoveries	9,000	23,682	50,110	13,814	(14,682)
50090	Interest on deposits	6,225	8,500	6,956	21,398	(2,275)
50095	Park closing fees	87,750	131,000	-	167,900	(43,250)
50100	Interest on loans	684,000	638,500	623,618	584,550	45,500
50110	Miscellaneous	4,900	5,000	10,408	6,499	(100)
50115	HBE income	22,000	22,000	37,486	28,490	-
50130	Housing conference	120,000	64,123	79,950	30,600	55,877
50135	Contract income-operating	160,016	304,629	340,143	226,906	(144,613)
50136	Contract income-program	172,180	375,248	545,386	242,221	(203,068)
	Total Income	6,427,041	13,199,377	4,000,326	3,518,450	(6,772,336)
	<u>Expense</u>					
60000	Salaries	1,159,862	1,047,556	891,117	953,851	112,306
60010	Benefits and taxes	318,963	259,831	219,541	210,808	59,132
70035	Federal Express	650	600	508	425	50
70045	Interest Expense	228,000	227,200	231,099	222,053	800
70060	Marketing	23,000	30,000	14,864	8,688	(7,000)
70070	Meeting Expense	8,350	9,270	1,222	4,690	(920)
70080	Miscellaneous Expenses	1,850	2,800	3,809	4,701	(950)
70085	Home Inspection Fees	1,500	1,500	920	2,190	-
70090	Newsletter	1,500	1,500	1,552	1,305	-
70100	Professional services/Consultant	79,000	83,620	26,981	18,825	(4,620)
70105	Legal	14,000	9,000	6,897	2,685	5,000
70120	Training	25,500	35,000	11,453	14,149	(9,500)
70125	Partner Training	40,000	50,000	6,532	23,488	(10,000)
70130	Travel-in state	41,500	39,700	8,605	14,549	1,800
70140	Travel-out of state	37,150	20,000	709	18,724	17,150
70150	Audit	14,500	14,000	13,500	13,000	500
70160	Board liability insurance	6,000	5,436	4,042	4,042	564
70170	Bonding/Fidelity	4,525	3,902	868	859	623
70185	Cyber insurance	1,650	1,390	1,157	3,549	260
70200	Equipment purchase/lease	14,000	15,100	21,733	15,372	(1,100)
70205	Property insurance	645	625	408	400	20
70215	General liability insurance	8,790	7,886	8,252	7,975	904
70225	Computer support	30,700	29,750	23,899	29,330	950
70226	Computer Services	10,500	12,800	7,583	3,020	(2,300)
70230	Office supplies	14,050	13,500	10,612	12,284	550
70240	Postage	5,200	4,920	4,637	4,111	280
70252	Parking	4,200	3,150	2,850	3,025	1,050
70254	Utilities	2,560	2,300	1,894	1,805	260
70258	Building Repairs & Maintenance	5,150	4,600	4,469	6,307	550
70260	Real Estate Taxes	825	795	681	1,406	30
70262	Office Rent	31,600	30,700	30,121	29,598	900
70270	Fees, Subscriptions, and Dues	58,560	55,000	42,757	45,033	3,560
70280	Telephone	12,045	12,000	12,789	14,476	45
70290	Bank Charges	4,000	4,000	4,287	3,821	-
70330	Grant Expenses-operating	28,155	77,250	152,942	201,466	(49,095)
70331	Grant Expenses-program	77,500	6,379,839	419,840	5,997	(6,302,339)

NeighborWorks Montana						
Budget FY23						
October 1, 2022 - September 30, 2023						
	Summary - All Departments	FY23	FY22	FY21	FY20	Increase
	<i>Approved by BOD 9/1/2022</i>	Budget	Projected	Actual	Actual	(Decrease)
70350	Loan Origination Expense	11,600	12,000	8,990	18,801	(400)
70360	Credit Reports	240	240	240	239	-
85000	Loan Reserve	104,000	(17,835)	57,902	235,445	121,835
90000	Bad Debt - program	25,000	-	22,954	19,743	25,000
90005	Bad Debt - operations	25,000	4,506	3,958	40,504	20,494
90010	Gain/Loss on Sale of Property	65,000	-	-	65,748	65,000
90040	Distribution to partners	630,305	952,966	916,000	687,396	(322,661)
90060	Housing Conference Expense	90,000	20,000	30,051	6,960	70,000
99999	Depreciation	20,200	19,345	18,865	17,162	855
	Total Expense	3,287,325	9,487,742	3,254,090	3,000,005	(6,200,417)
	Net Income (Loss)	3,139,716	3,711,635	746,236	518,445	(571,919)
	Operating	(381,549)	(108,211)	380,740	170,875	(273,338)
	Loan Capital	3,546,265	3,905,759	388,450	369,101	(359,494)
	Program	(25,000)	(85,913)	(22,954)	(21,531)	60,913
		3,139,716	3,711,635	746,236	518,445	(571,919)
	Operating income	2,172,971	2,046,726	2,276,036	2,395,956	
	Operating expense	2,554,520	2,154,937	1,895,296	2,225,081	
	Operating net	(381,549)	(108,211)	380,740	170,875	
	<u>Self-sufficiency ratio:</u>					
	<u>Earned income</u>	1,360,816	1,448,300	1,297,722	1,290,821	
	Adjusted Operating Expense	2,360,520	2,168,266	1,833,436	1,883,384	
	Equals	57.65%	66.80%	70.78%	68.54%	

**NEIGHBORWORKS MONTANA
STATEMENT OF ACTIVITIES**

	For the 12 months ended 9/30/2022		
	Actual	Budget	Variance
REVENUE AND SUPPORT			
Grants - operating	2,060,380	1,658,148	402,232
Grants - program	9,997,630	1,683,500	8,314,130
Contributions	48,887	12,500	36,387
Interest - loans	656,771	660,000	(3,229)
Interest - deposits	12,515	6,815	5,700
Loan fees	53,106	56,000	(2,894)
Conference income	64,123	90,000	(25,877)
Contract income - operating	322,334	249,844	72,490
Contract income - program	450,572	505,777	(55,205)
Other income:			
Gain on investments	5,765	8,300	(2,535)
Park closing fees	131,000	140,000	(9,000)
Miscellaneous income	3,011	5,000	(1,989)
Homebuyer education	23,206	20,000	3,206
Write-off recoveries	23,289	10,000	13,289
Total Revenue and Support	13,852,589	5,105,884	8,746,705
EXPENSES			
Salaries, benefits and taxes	1,337,096	1,248,407	(88,689)
Audit	14,000	14,500	500
Bank charges	3,283	4,000	717
Bad debt expense-program	-	50,000	50,000
Bad debt expense-operating	4,506	50,000	45,494
Loan loss reserve	22,330	50,000	27,670
Advertising	-	-	-
Special events	-	-	-
Insurance-board liability	5,436	4,500	(936)
Insurance-bonding and staff liability	3,602	600	(3,002)
Insurance-volunteer	300	300	-
Insurance-cyber	-	1,390	1,390
Insurance-property	417	625	208
Insurance-general liability	7,886	9,410	1,524
Computer support	24,968	29,750	4,782
Computer services	9,292	12,800	3,508
Depreciation	18,435	19,345	910
Marketing	28,282	17,240	(11,042)
Newsletter	1,041	1,500	459
Meeting expense	10,638	9,270	(1,368)
Miscellaneous	1,313	2,800	1,487
HQS/environmental/home inspection	713	2,500	1,787
Interest expense	227,426	227,200	(226)
Loan processing expense	12,372	16,400	4,028
Property costs	-	-	-
Repairs and maintenance	6,581	4,600	(1,981)
Real estate taxes	688	795	107
Office rent	30,667	30,700	33
Equipment purchase	9,371	15,100	5,729
Office supplies	14,215	12,200	(2,015)
Outside professional services/consultants	45,247	83,620	38,373
Legal professional services	7,470	7,200	(270)
Housing conference	21,142	50,000	28,858
Federal Express	464	600	136
Postage	2,766	4,920	2,154
Subscriptions/dues	55,532	45,000	(10,532)
Telephone	11,078	14,750	3,672
Training	22,025	47,200	25,175
Training-partners	47,637	27,500	(20,137)
Travel-in state	30,029	39,700	9,671
Travel-out of state	13,228	40,200	26,972
Parking	3,150	2,400	(750)
Utilities	2,549	1,925	(624)
Credit reports	240	240	-
(Gain) Loss on real estate sold	-	-	-
Grant expense-operations	105,645	77,250	(28,395)
Grant expense-program	5,553,116	1,233,500	(4,319,616)
Distribution to partners	1,063,647	855,777	(207,870)
Total expenses	8,779,823	4,367,714	(4,412,109)
Change in net assets	5,072,766	738,170	4,334,596
CHANGE IN NET ASSETS			
Without donor restrictions	1,241,327	688,170	553,157
With donor restrictions	3,831,439	50,000	3,781,439
	5,072,766	738,170	4,334,596

NeighborWorks Montana Organizational Chart

KAIA PETERSON
Executive Director

HANNA TESTER
Homeownership
Director

KIM MORISAKI
CLT Executive
Director

MATT BRONSON
Housing Network
Specialist

NAOMI VALENTINE
Housing Stability
Specialist

LORI YURKO
Loan
Specialist

KEVIN LEE
Chief Financial
Officer

MONA WILLIAMS
Staff Accountant

MARY JO WHITE
Accounting
Specialist

LINDA GROSSMAN
Loan Servicing
Specialist

KATIE BIGGS
Director of
Operations

MICHELLE ROGERS
Marketing &
Program Specialist

KRISTEN BERNARD
Administrative
Assistant

DANIELLE MAIDEN
Cooperative Housing
Director

ADAM POESCHL
ROC Acquisition
Specialist

AUTUMN TIGART
ROC Program
Specialist

JO SCHAPLEY
ROC Program
Specialist

LARRY PHILLIPS
Real Estate
Lending Manager

JULIA HOPE
Real Estate Loan
Specialist

Kalispell, MT

Danielle Maiden
Julia Hope
Kim Morisaki
Naomi Valentine

Missoula, MT

Kaia Peterson
Hanna Tester
Jo Schapley

Helena, MT

Adam Poeschl

Great Falls, MT

Kristen Bernard
Katie Biggs
Matt Bronson
Kevin Lee
Linda Grossman
Larry Phillips
Michelle Rogers
Autumn Tigart
Mary Jo White
Mona Williams
Lori Yurko

Kaia Peterson

kpeterson@nwmmt.org

(406) 531-3449

SUMMARY OF QUALIFICATIONS

- Strong management and interpersonal skills including working with diverse colleagues and partners, managing employees and volunteers, and leading projects and teams with complex goals and diverse stakeholders.
- Passion for collaborative innovation across business, non-profit organizations, government, and community. Fifteen years of experience in the community development finance industry with ten years in the affordable housing sector.

CURRENT ROLE

2013-present	NeighborWorks Montana <i>Executive Director (2020 – present), Assistant Director (2013 – 2019)</i>	Missoula, MT
	<ul style="list-style-type: none">• Manage the organization to advance the vision of every Montanan having a safe and stable home. Oversee a statewide staff of 16 full-time employees, a \$30M loan fund and an annual budget of \$3M.• Grew the resident owned community manufactured housing cooperative program from three communities to seventeen communities, now supporting over 650 households.• Advanced housing and education programs with a six-fold increase in funding, increased access to services for rural and native communities and expanded support for financial and rental counseling.• Lead cross-sector collaborative initiatives including health and housing and shared equity housing efforts.	

BOARD POSITIONS

2018-present	Providence Health & Services Western Montana Service Area <i>Community Ministry Board Member</i>	Missoula, MT
2017-present	Missoula Housing Authority <i>Member of the Board of Commissioners, Current Chair</i>	Missoula, MT
2014-2019	ROC USA <i>Board Member</i>	Concord, NH

ADVISORY & LEADERSHIP POSITIONS

2022-present	Montana Nonprofit Association Policy Council <i>Policy Council Member</i>	Helena, MT
2020-present	NeighborWorks America Rural Advisory Council <i>Advisory Council Member</i>	Washington, DC
2016-present	Missoula Invest Health <i>Founding Member</i>	Missoula, MT

Kaia Peterson
kpeterson@nwmt.org
(406) 531-3449

ADVISORY & LEADERSHIP POSITIONS (continued)

2016-present	Homeward <i>Partner Committee Member</i>	Missoula, MT
2017-2021	Prosperity Now I'M HOME Network <i>Policy Working Group Member</i>	Washington, DC
2016-2019	Mofi New Markets Tax Credits Advisory Board <i>Advisory Board Member</i>	Missoula, MT
2015-2018	NeighborWorks America Homeownership Advisory Committee <i>Advisory Committee Member</i>	Washington, DC

EDUCATION

June 2007	University of Washington <i>Master of Business Administration, Environmental Management Certificate</i> <ul style="list-style-type: none">• President, Net Impact UW MBA Chapter• Business and Economic Development Center, Board Fellows Program Coordinator	Seattle, WA
June 2001	Bates College <i>Bachelor of Arts degree in Environmental Studies</i> <ul style="list-style-type: none">• Senior Thesis: "Sensing Place in a Globalizing World"• Study Abroad through CIEE in Khon Kaen, Thailand	Lewiston, ME

PAST EMPLOYMENT

2008-2012	Mofi (previously Montana Community Development Corporation) <i>Risk Manager (2011 - 2012), Loan Officer (2008 - 2011)</i> <ul style="list-style-type: none">• Oversaw all aspects of monitoring and risk management for the organization's business loan portfolio. Contributed to 100% growth in the loan portfolio over 5 years and ultimately managed 150 clients and over \$20 million in assets.• Led development of new products, evaluated products for mission fit and financial viability, and built collaborative relationships with outside entities.	Missoula, MT
2007	Sustainable Business Consulting <i>Senior Associate, Regional Management Consulting Firm</i> <ul style="list-style-type: none">• Provided triple bottom line sustainability implementation solutions with financial analysis and strategic planning to a broad range of clients.	Seattle, WA
2006-2007	Seattle Climate Partnership and the University of Washington <i>Project Manager and Luce Fellow</i> <ul style="list-style-type: none">• Investigated and evaluated strategic opportunities for businesses and institutions to meet their greenhouse gas emissions reduction goals.	Seattle, WA

Danielle P. Maiden, CNP, NCRT

202 Fox Hill Dr., Kalispell, MT 59901 (406) 407-6444 dmaiden@nwmt.org

Experience

Cooperative Housing Director. Supervisor: Kaia Peterson.

January 2017-Current. *NeighborWorks Montana*.

- Work with homeowners in manufactured housing communities to promote cooperative community purchases, including direct support to homeowners in development of cooperatives, training for community members and on-going support of resident-owned communities (ROCs).
- Work with a variety of vendors and stakeholders to support the acquisition of new communities and the success of ROCs once formed. Promote the ROC program, identify new projects and engage new partners statewide.
- Coordinate resource development opportunities, including grant writing and compliance, for the ROC program and other manufactured housing projects.

Human Services Specialist II. Supervisor: Aime Fink & Susie Starrfield.

February 2014-December 2016. *Snohomish County Human Services*.

- Performs professional work in the planning, development, coordination, implementation and evaluation of human service programs through both direct services and by sub-contractual arrangements. Oversees activities of volunteers and Board Members.
- Coordinates program planning and development activities. Develops and negotiates contracts and service agreements with program subcontractors; monitors contract compliance and review and evaluates subcontractor performance for quality assurance and prepares monitoring reports and corrective action plans.
- Implementation of appropriate short-term respite services for unpaid family caregivers. Liaison and negotiation of service providers to coordinate cost effective respite services.

Agency Development Director. Supervisor: Jane Nolan & Doug Rauthe.

November 2010-October 2013. *Community Action Partnership of Northwest Montana*.

- Provides administrative support for agency projects and programs.
- Responsible for carrying out agency plans and assisting with the planning processes, identifying new and available resources, media, marketing and community relations, researching grant opportunities, takes the lead in developing grant applications and maintaining ongoing statistics of agency services. Develops and designs the agency's annual report and updates agency literature.
- Is completely familiar with the agency's programs, mission, and philosophy, and fully participates in promoting accomplishment of agency's goals and objectives for all programs. Provides support on agency public relations and media strategies, updates and develops agency website.

Board Member.

September 2019 - Current. *Samaritan House*.

- Current Board Chair supporting organizational development and fundraising for the Flathead Valley's primary homeless shelter.

Board Member.

May 2017 – December 2021. *Trust Montana*.

- Regularly attends Board Meetings. Stays informed about Housing matters in the State of Montana, knows the organizations mission and needs, serves as an advocate for Land Trusts and is an ambassador for the organization.

Advisory Council Member.

May 2009 - Current. *United Way.*

- Role as Advisory Council Member is to provide advice on strategic direction and programs to staff, advise on funding priorities, review grant applications and promote linkages between education and businesses, non-profits and governments.

Wish Grantor. Supervisor: Carrie Little.

May 2009 – January 2014. *Make-A-Wish Foundation.*

- Interviewing Wish Children and their families to determine the child's favorite wish; completing necessary paperwork; serving as a liaison between the Wish Family and the chapter office during the wish interview and delivery process.

Education

Gonzaga University, Spokane, WA

Attended May 2010-December 2012

- Masters of Arts in Organizational Leadership, certification in Servant Leadership.

University of Montana, Missoula, MT

Attended September 2004-July 2009

- Bachelor of Arts Degree in Political Science, minor in Non-profit Administration.

Certified Nonprofit Professional (CNP)

Nonprofit Leadership Alliance, 2009.

Nationally Certified ROMA Trainer (NCRT)

National Peer to Peer Results Oriented Management and Accountability Training and Certification Project, 2013.

Community Leadership Program Participant

Leadership Flathead, Class of 2012.

Certified Positive Approach to Caregiving Trainer

Teepa Snow PAC Trainer, September 2015-Current.

Continuing Education

Microsoft Access Course, FVCC. August, 2012.

Adobe InDesign CS5 Course, FVCC. June, 2011.

Excel Program, Fred Pryor. July, 2009.

Adam Poeschl

Bozeman, MT

406-604-4554 • apoeschl@nwmmt.org

Key Qualifications

- Responsible, reliable, and creative
- Success-oriented team player with proven leadership and project management skills

Professional Experience

NeighborWorks Montana

Helena, Montana

ROC Acquisition Specialist

March 2021 - Present

- Provide technical assistance and training for residents and cooperative boards to support them in navigating their purchase of their communities
- Coordinate with lenders, engineers, property owners, funders, and other vendors and stakeholders to support a successful purchase process

Human Resource Development Council IX

Bozeman, Montana

Warming Center Outreach and Operations Manager

August 2017 - May 2020

- Trained, supervised, and managed up to 25 staff and dozens of volunteers for 3 seasonally operated shelter locations
- Coordinated outreach and fundraising efforts including public presentations; radio, television, and print media stories and interviews; and fundraising events
- Developed shelter rules and programming which increased staff retention and decreased client conflict

Peace Corps

Ksamil, Albania

English Educator

March 2015 - May 2017

- Collaborated with Albanian counterparts to provide high quality English lessons to public school students aged 8-18
- Developed short- and long-term projects and activities to encourage learning outside of the classroom environment
- Managed committee procedures for over 40 Albanian youth delegates as Chair of the General Assembly for Albanian Model United Nations

Colombo's Pizza and Pasta

Bozeman, Montana

Shift Manager

October 2008 - February 2015

- Managed restaurant employees and operations during daytime and evening shifts
- Collaborated with restaurant owners to improve performance and develop new menu items

Education

Montana State University (Bozeman, Montana)

May 2010

Bachelor of Arts, Film and Photograph Minor: Philosophy



GENERAL INFORMATION NOTICE
TO RESIDENTIAL TENANT

January XXX, 2023

Dear Resident:

On this January XXX, 2023, the Montana Homeownership Network dba NeighborWorks Montana (NWMT), is notifying you of proposed plans to purchase the property you currently occupy at 604 Eaton Street for a project which has received funding assistance from the Missoula Housing Trust Fund. On January XXX, 2023 the project was approved and will receive government funding. This is an acquisition only project. There will be no rehabilitation associated with this project.

This is a notice of nondisplacement. You will not be required to move permanently as result of the acquisition.

This notice guarantees you the following: Upon completion of the purchase, you will be able to lease, own, and occupy your present home.

We urge you not to move. (If you do elect to move for your own reasons, you will not receive any relocation assistance.) We will make every effort to accommodate your needs. Because federal funding is involved in this project, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. Of course, you must continue to comply with the terms and conditions of your lease if applicable.

If you have any questions, please contact *Danielle Maiden*, at 406-407-6444, PO Box 1025, Great Falls, MT 59403.

This letter is important to you and should be retained.

Sincerely,
Danielle Maiden
Cooperative Housing Director

#

#

Together we strengthen our communities by providing education and financing
that gives every Montanan the opportunity to live in a home where they can thrive.

Displacement / Relocation Plan

Organization: NeighborWorks Montana (NWMT)

Project: Twen Tre / Bonnie's Place

Location: 604 Easton Street and 2200 South 5th Street West

Community Liaison: Danielle Maiden, Cooperative Housing Director will act as the central point of contact for tenants to speak with to answer questions and provide information about plans and opportunities related to any relocation impacts. Danielle will also be the point of contact to communicate with city and non-governmental organizations to coordinate provision of services or assistance.

Notification of Tenants: The General Information Notice will be distributed once Housing Trust Funds are awarded to the project. See drafted General Information Notice attached. Additional notices will be provided as required depending on funding sources and requirements.

Compensation and Reduction of Financial Hardships: There is no relocation or displacement anticipated with this project. In the event relocation or displacement is necessary NWMT will define an appropriate compensation plan.

Potential Priority Placement: This project is focused on preservation and does not include the development of any new units. In the event there is displacement and development of new units, priority for new units will be given to displaced tenants.

Documentation of Neighborhood and Community Engagement

Bonnie's Place Resident Owned Community Purchase Process

Resident engagement in a ROC is central to the development of this type of project as ultimately residents become the owners and operators of their communities. The following is a summary of the meetings and activities of the residents to date. If additional documentation is required or helpful to this application we are happy to provide meeting agendas, minutes, or other documentation.

Attached you will also find bios for each of the five board members.

November 2, 2022: Initial community door knocking. Invited residents to first meeting. Distributed Owner Letter and Tenant to Owner packet.

November 9, 2022: First resident meeting. Introduction of NWMT and the ROC model and process. 15 out of 24 households in attendance.

November 16, 2022: First member meeting. Review and adopt pre-acquisition bylaws, elect interim officers, adopt ground rules and code of ethics. 18 households in attendance.

November 30, 2022: First interim board meeting. Review purchase process. Reviewed signatory resolution, purchase and sale agreement, technical assistance agreement with NWMT, and pre-development loan application. 10 households in attendance.

December 6, 2022: Second interim board meeting. Discussed initial steps for identifying expenses, property management, an attorney, and other vendors and pre-purchase evaluation. Discussed key financial considerations such as rents, late rent fee, and establishing a fiscal year. Approved signatory resolution, technical assistance agreement with NWMT, pre-development loan application, and accepted assignment of purchase and sale agreement. Approved conflict of interest policy, procurement policy, and whistleblower policy. 7 households in attendance.

December 14, 2022: Third interim board meeting. Collect income and infrastructure surveys. Evaluate findings related to expenses, property management, infrastructure, insurance, etc. Reviewed permanent bylaws and recommended for membership approval. 10 households in attendance.

December 21, 2022: Fourth interim board meeting. Continued evaluation of pre-development items. Minutes not yet available.



MONTANA BOARD BIO TEMPLATE

COMMUNITY NAME: Bonnie's Place

FULL NAME: Brian Lease

BOARD ROLE (circle one):

PRESIDENT VICE PRESIDENT SECRETARY TREASURER OPERATIONS OTHER

How long have you lived in the community?

Four Years

Why do you like living in this community/what does it mean to you?

Most importantly to me, it is an affordable place to live in an increasingly hostile market for people in my income bracket. It is a safe neighborhood in which to raise my children. It has the potential to be our forever home in the town in which my wife and I were both born, and where we want to stay.

Do you currently work, if so where and what do you do? If you are retired, please share your previous experience.

I work in the offices of Sorensen Transport, a local petroleum and chemical trucking company. I am in charge of parts inventories in the repair shop, and I also perform accounts receivable functions.

What additional experience do you have that helps you in this role?

I lived in Buena Vista when they were setting up their Cooperative. My Father serves as the Operations Manager for that Co-op. Two of my brothers, my grandmother, and my aunt also have homes in that Community. So I have some familiarity with some of the ins and outs of ROCs.



MONTANA BOARD BIO TEMPLATE

COMMUNITY NAME: Bonnie's Place

FULL NAME: Nora Gartner

BOARD ROLE (circle one):

PRESIDENT **VICE PRESIDENT** SECRETARY TREASURER OPERATIONS OTHER

How long have you lived in the community? 12 ½ years

Why do you like living in this community/what does it mean to you?

I love having a yard, off-street parking and that we live on a dead-end street (for the kids in the neighborhood). Our rent has been relatively inexpensive over the years and when I moved to Missoula in 2010 it was the most reasonably priced housing I could find.

Do you currently work, if so where and what do you do? If you are retired, please share your previous experience.

I came to Missoula in 2010 to finish my bachelor of science degree in Parks, Tourism, and Recreation, which I completed in 2014. I worked as an Interpretive Park Ranger at Montana Fish, Wildlife, and Parks at Traveler's Rest State Park in Lolo, the National Park Service at Shenandoah National Park in Virginia, and Teach for America on the Navajo Reservation in New Mexico. Unfortunately, due to my health, I have not worked full-time since 2017. My goal is to work part-time in my field.

What additional experience do you have that helps you in this role?

I grew up and lived in the Chicagoland area most of my life. My career was as an Executive Assistant, and in one of my positions I worked for the CEO of a large



MONTANA BOARD BIO TEMPLATE

foundation hospital. In that position I managed five boards of directors, including being the secretary. I hope that by having this experience, it will add value to the board of directors for Bonnie's Place.



MONTANA BOARD BIO TEMPLATE

COMMUNITY NAME: __Bonnie Place

FULL NAME: _Samuel Dyer

BOARD ROLE (circle one):

PRESIDENT VICE PRESIDENT SECRETARY TREASURER OPERATIONS OTHER

How long have you lived in the community? 3yrs

Why do you like living in this community/what does it mean to you?

Everyone gets along and tries there best to help each other out

Do you currently work, if so where and what do you do? If you are retired, please share your previous experience.

Yes I work for Meridien Construction I do anything and everything to new ad remolded of construction work

What additional experience do you have that helps you in this rol



MONTANA
BOARD BIO TEMPLATE

I once had a Construction Company of my own at one time.



**MONTANA
BOARD BIO TEMPLATE**

COMMUNITY NAME: BONNIE'S PLACE, INC.

FULL NAME: SANDRA POWELL

BOARD ROLE (circle one):

PRESIDENT VICE PRESIDENT SECRETARY TREASURER OPERATIONS OTHER

How long have you lived in the community?

We moved here in 1985 - 37 years.

Why do you like living in this community/what does it mean to you?

We have wonderful people here, friendly and always willing to help and look out for each other.

Do you currently work, if so where and what do you do? If you are retired, please share your previous experience.

I am retired, I worked for 25 years in research and development at San Mountain Sports.

What additional experience do you have that helps you in this role?

A lifetime of helping others and knowing who to ask for help.

Rae Lund is a Montana native. She graduated from Central High School in Great Falls in 1973. She graduated from the College of Great Falls with a degree in Paralegal Studies. After working in the law field, Rae moved to Missoula to be near family. She worked as the Human Resource Manager at Walmart 2147 until retirement.