

Pathways to Removing Obstacles to Housing (PRO Housing) Application
City of Missoula, Removing Barriers to Housing Stability

Table of Contents

Exhibit A: Executive Summary.....1
Exhibit B: Threshold Requirements and Other Submission Requirements.....4
Exhibit C: Need.....5
Exhibit D: Soundness of Approach.....13
Exhibit E: Capacity.....22
Exhibit F: Leverage.....24
Exhibit G: Long-term Effect.....25
Budget Worksheet.....26

Exhibit A: Executive Summary
City of Missoula, Removing Barriers to Housing Stability

Exhibit A: Executive Summary

The City of Missoula is committed to carrying out its mission of enhancing opportunity and quality of life through effective delivery of City services and fiscal stewardship while maintaining and creating a harmonious natural and built environment. Ensuring that all Missoulians have access to and stability in housing is paramount to achieving our ambitious mission. Effective, transparent and informed housing policymaking is achieved through implementation of the City's adopted housing policy, A Place to Call Home: Meeting Missoula's Housing Needs. The City of Missoula is excited to request \$10,000,000 through the Pathways to Removing Obstacles to Housing (PRO Housing) award opportunity. The City of Missoula will deploy the PRO Housing funding through the project title, Removing Barriers to Housing Stability, to develop new strategies and build on existing approaches to knock down barriers to preventing housing displacement. Community partners and the City of Missoula are dedicated to addressing market conditions, incentivizing income restricted housing development and implementing consumer housing services that result in housing Missoulians can afford.

Addressing the impacts of housing displacement is an urgent need in our community. As outlined throughout the accompanying application, risk of displacement takes many forms for Missoulians. In addition, the State of Montana has made it difficult for local governments to regulate circumstances and protect tenants from losing housing, which has forced the City of Missoula to get creative when addressing our affordable housing needs.

In 2019, the City of Missoula adopted a city-wide housing policy, A Place to Call Home. The housing policy guides the work ahead to both spur and harness the market and support residents. Since adoption, the City has addressed strategies in all four recommendation categories, adopted and established an Affordable Housing Trust Fund and partnered with developers to create new income restricted housing. The Affordable Housing Trust Fund has granted over \$1.7 million to preserve, acquire and convert 213 homes to permanent, income restricted use. Additionally, 149 households at risk or currently experiencing houselessness have returned to or stayed in housing and 629 households have benefitted from financial and homebuyer education.

The City of Missoula is poised to utilize the PRO Housing award to significantly expand its efforts in combating and preventing housing displacement among residents with limited incomes. Drawing upon the foundation and achievements of the Affordable Housing Trust Fund, city officials will collaborate with stakeholders to create, implement, or enhance the following strategic initiatives:

1. **Landlord/Tenant Liaison Program:** Recognizing the current imbalance favoring landlords in the rental market, the city will establish a provider-led program that empowers tenants and cultivates landlord champions. This program will address issues such as transparency in the application process, incentivizing voucher acceptance, and mediating conflicts to help residents maintain stable housing. A standardized rental application process is also being explored to simplify the rental market and alleviate burdensome application fees.

2. **Barrier Reductions and Housing Strategies for Systemically Impacted Households:** Households affected by systemic racism face housing market challenges disproportionately. To

address this issue, the city plans to provide Fair Housing workshops, resident-facing education tools, and a centrally accessed language line to ensure equitable access to housing-related services. Collaborative efforts will involve residents, the City Attorney's office, the Missoula Housing Authority, and the Affordable Housing Trust Fund to develop race-conscious policies that rectify historical injustices while adhering to legal standards.

3. **Strengthening Land Acquisition/Disposition Approaches:** The city's land banking strategy, in which acquired land is used for affordable housing, has shown promise. To further this approach, the city will expand funding to non-profit and mission-aligned development partners to acquire land specifically for developing housing for people with incomes within the range of the CDBG national objective. Creating a dedicated fund will support the development goals and leverage requirements for future Low Income Housing Tax Credit and other non-profit initiated housing that benefit households earning 80% of AMI and below.

4. **Hybrid Community Land Trust/Co-op Conversions:** Building on the success of a hybrid housing cooperative and community land trust project, the city intends to acquire and convert multi-dwelling complexes into limited equity housing cooperatives annually. The PRO Housing award will enable more substantial investments in these projects to benefit individuals at higher risk of displacement.

5. **Resident-Owned Community Conversions:** Mobile home ownership presents a unique housing challenge, where residents own their homes but lease the land beneath them. This arrangement, while financially accessible for many with limited incomes, becomes precarious when the land changes ownership or rents become unaffordable. A Resident-Owned Community (ROC) program guides residents through the process of collective ownership, empowering them to secure financing, purchase, and collaboratively manage their mobile home parks. With the support of the PRO Housing award, the City anticipates facilitating a minimum of two Resident-Owned Community conversions over the five-year award period, adding to our successful conversion completed in mid-2023.

6. **Creation of an Expiring Preservation Fund:** To ensure the preservation and rehabilitation of existing affordable housing units, the city will establish a dedicated preservation fund. This fund will serve as a resource from which affordable housing property owners can request financial assistance. The aim is to augment the financing stack, thereby enabling property owners to renew the period of affordability and maintain the units for their intended purpose. The fund will be guided by the Period of Affordability (POA) guidelines established by the Affordable Housing Trust Fund, ensuring a structured and consistent approach to preservation efforts. This strategic initiative recognizes the importance of balancing the creation of new affordable housing with the preservation and rehabilitation of existing units. These initiatives collectively align with the Low- and Moderate-Income Households national objective, demonstrating the City of Missoula's commitment to addressing housing displacement, promoting equitable housing opportunities, and preserving affordable housing for its residents.

The City of Missoula appreciates this unique opportunity to capitalize on the success we've had to date in reducing barriers, creating and preserving new supply and supporting residents with the PRO Housing funding.

Exhibit B: Threshold Requirements and Other Submission Requirements
City of Missoula, Removing Barriers to Housing Stability

Exhibit B: Threshold Requirements and Other Submission Requirements

The City of Missoula meets all threshold requirements. We have reviewed the provisions and do not have any unresolved civil matters. Additionally, we meet all requirements outlined in IV G. As an Entitlement Community, we are practiced and comfortable meeting all requirements as outlined.

Exhibit C: Need

City of Missoula, Removing Barriers to Housing Stability

Exhibit C: Need

- i) *Describe your efforts so far to identify, address, mitigate, or remove barriers to affordable housing production and preservation.*

Addressing and removing barriers to affordable housing production and preservation is a priority of City leadership and has been championed in several ways. Missoula's first city-wide housing policy, *A Place to Call Home: Meeting Missoula's Housing Needs*, was approved by City Council on June 24, 2019. The policy attempts to both spur and harness the market to better provide housing at a wide range of entry points, and to ensure that all Missoulians can obtain safe and decent homes.

A Place to Call Home organizes over two dozen specific policy recommendations into four primary strategies:

- Track and analyze progress for continuous improvement
- Align and leverage existing funding resources to support housing
- Reduce barriers to new supply and promote access to affordable homes
- Partner to create and preserve affordable homes

Staff were hired in mid-2020 to implement the adopted strategies and design and implement the newly established Affordable Housing Trust Fund (AHTF), the first strategy to be funded and implemented following housing policy adoption. Since adoption in 2020, the Affordable Housing Trust Fund has awarded over \$1.5M to housing creation, preservation and consumer housing service efforts. The investment from the AHTF has resulted in permanent housing connection or preservation for 149 households who were experiencing houselessness or housing instability. Six hundred twenty-nine households benefitted from homebuyer and financial education and 213 homes were preserved or acquired to ensure lasting affordability.

The city's leadership took advantage of the opportunity presented by the adoption of the Affordable Housing Trust Fund to overcome several existing barriers. Missoula is a resource-rich community in many ways but has historically had few local investments in housing production. The Affordable Housing Trust Fund established a consistent source of local, flexible funding that pairs well with entitlement funds received from HUD for HOME Investment Partnership and Community Development Block Grant awards, while allowing for greater nuance and project flexibility. The establishment of the trust fund also opened the door to working with industry professionals that are not typically seeking federal funding. This expansion of providers, builders and developers deepens the capacity we have locally to build more mission-aligned housing. The AHTF serves renters earning up to 80% of the Area Median Income (AMI) and homeowners earning up to 120% of the AMI. As a housing response system, we are committed to prioritizing resources for people who meet the CDBG national objective of having low or moderate incomes and recognize that there is demonstrated housing need for households above those thresholds in our community. The flexible, local funding allows our responses to meet a wider range of people with housing need.

Following guidance of the adopted housing policy, we streamlined the application process for federal and local funds into one unified application. The unified application reduces process and time for both applicants and staff. The unified application approach also gives staff a greater opportunity to leverage resources and collaborate to meet a wider range of funding needs. For example, in the last two unified application cycles staff have identified avenues to fund two additional projects that would have otherwise been denied due to lack of funds in previous award making approaches. One of the projects that was funded through this collaborative approach will preserve housing for 161 households earning 60% of AMI or below for an additional 45 years.

In 2021, we began developing a voluntary incentives program to encourage partnership from the private development sector. We contracted a feasibility analysis to understand the opportunities and best formula to use to determine the appropriate level of city resources to offer in exchange for set-aside housing units. The program parameters have been developed and we are working with developers on an ad-hoc basis to test the approach. To date, two Right of Way Vacations have been issued to developers, creating eight set-aside condominiums which sold for \$279,000 to households earning up to 120% of AMI (\$72,600 for a single household) and thirty-two apartments that will be rented for a maximum of \$1,210 to households earning 80% of AMI (\$48,400 for a single household) and below. In addition, City staff are currently negotiating incentives and set-aside housing with developers regarding parking reductions, land price and density bonuses.

In the winter of 2022, after hearing from residents both impacted and concerned for others about acquisitions of mobile home communities with significant lot rent increases, and residents being displaced by rising housing costs and redevelopment, the City's Senior Housing Policy Specialist created a community listening session strategy to better understand the impacts and weight housing displacement has for Missoulians. The listening strategy work evolved into a months-long project that connected with over 300 residents. The themes were compiled, and a set of recommendations were created for the City Council and to inform the ongoing implementation of the housing policy. Following the initial research and findings, city staff established an informal work group with staff at two non-profits that serve refugee and immigrants as they settle in Missoula. The intent behind working together is to address immediate issues related to fair housing, build knowledge and skill around working with landlords regarding fair housing and identifying additional barriers to address.

The Missoula Redevelopment Agency (MRA) oversees the City's Tax Increment Financing (TIF) program. In Missoula, TIF is used to create a new revenue stream that funds critical community improvements in designated Urban Renewal Districts. Missoula Redevelopment Agency has long supported housing development through leverage of funds for infrastructure development related to housing projects. In 2020, resolution 8840, which established the Affordable Housing Trust Fund's funding mechanisms, also memorialized the leverage relationship between MRA and the City's broader housing goals. Missoula Redevelopment Agency is obligated to contribute at least \$1M to aligned projects in each fiscal year. Additionally, in September 2023, the MRA staff and board capitalized on a legislative change from the 2021 session and created a new pilot funding program that grants funding for

construction of workforce housing (60-140% AMI) and requires all projects that receive TIF funding that do not include workforce housing to contribute to the Affordable Housing Trust Fund, equivalent to 10% of the total TIF funds received.

Land use code policies are important aspects of housing access. The City of Missoula is currently in the process of updating the Growth Policy and reforming land use codes. The Our Missoula Growth Policy and Code Reform Update, a multi-year process, is organized into phases to maximize understanding and community engagement. We anticipate many key barriers to be addressed that will positively impact affordable housing development. A Land Use and Equity report was created to articulate our current challenges and begin to explore how those can be addressed. One key take-away highlighted the shift that code has taken to be primarily single-family zoning over the last several decades, which has significant cost and supply implications. In addition to the supply implications, the shift to single family zoning has visible and lasting impacts on segregation and opportunity. In October of 2020, Missoula City Council adopted a zoning code update to change the standards and restrictions on Accessory Dwelling Units, which were based on recommendations from the City's housing policy, A Place to Call Home. The update allows Accessory Dwelling Units to be built in all residential zoning districts within city limits. The expansion of where ADUs are allowed has resulted in twice as many ADU permit applications in 2021 through present as had been received in the previous five years.

Last year, two non-profit housing agencies worked with neighbors and residents in a long-established apartment complex on the Northside of Missoula, an historically under-resourced neighborhood. A neighbor alerted the organizations to the owner's plans to sell the building and worked with the neighbors and organizations to organize a strategy to save their homes. The neighbor asked their father, an active community member, affordable housing champion and real-estate investor, to purchase the property to give the residents and the two organizations time to plan and implement an acquisition strategy. With the building safe from redevelopment for the short-term, the residents, neighbors and organization partners got to work. They developed a hybrid model that utilizes the structure of a Housing Cooperative and the limited equity structure of a Community Land Trust to reduce the price of the homes and preserve their use in perpetuity. The team of partners applied for and received funding from the Affordable Housing Trust Fund to purchase the land underneath the building. The project protected the current housing of eight residents with incomes below 80% AMI and will be available for generations to come. City staff were excited by the innovation this project demonstrated and supported the clearing of administrative barriers related to the timing of reimbursements and declarations of incorporation.

In 2023, staff took an active role in tracking proposed bills at the state legislature, providing comment and education on the impact bills would have on Missoula residents. The delegation from Missoula proposed several bills intended to positively impact renters and homebuyers with low-moderate incomes, including longer notice periods when a property is going to be sold, stabilizing factors for owners of mobile homes like establishing a first right of refusal to purchase. Staff worked collaboratively with members of the delegation to propose amendments to strengthen approaches as well and soften or eliminate hardships caused by proposed legislation. Staying engaged at the state level is imperative to meeting our local milestones. So

much of our local strategy is defined by the laws at the state level that we have an obligation to partner, educate and advocate for strong policy that supports the housing needs and goals of Missoulians and all Montanans.

ii) Do you have acute demand for affordable housing? What are your remaining affordable housing needs and how do you know?

The Missoula housing market has changed considerably in the last decade. In 2018, City leadership identified the necessity of addressing the imbalance in the housing market for people with incomes at or below 80% AMI and commissioned a study that led to the development and adoption of the City's housing policy in 2019. The housing landscape has only deteriorated since those efforts began. The onset of the Covid-19 pandemic in early 2020 significantly impacted our city and region. As a small city in the mountain west, Missoula was not prepared for the arrival of new residents who now had the option to work remotely, find work-life balance or reprioritize their goals around community. In 2020 the median home sale price was \$347,200. A year later, the median sale price increased to \$447,950. There are several factors that influenced the rise in the median home sale price, including dwindling supply. Missoula has been underbuilding since the 2008 recession, and the impacts are felt deeply by residents in both rental and ownership experiences. In 2018, most of the housing supply for sale was between \$151,000-\$450,000, which represented around 1,250 homes. In 2022, around 450 homes were for sale in the \$151,000-\$450,000 range, as homes above \$451,000 outpaced all other inventory. The Missoula Organization of Realtors estimates that a household of four earning the 2022 median income of \$80,200 would be able to purchase a \$245,000 home without experiencing cost burden. In 2022, only 107 homes were priced below this threshold. As of September 2023, the median home price is \$529,000. Rising home prices have a lasting impact on stability and experience. In 2021, 33% of owners paid more than 30% of their income on housing costs, which represents an 8% increase from five years prior.

The rental housing landscape is just as narrow and challenging for residents. Missoula's rental vacancy rate has hovered under 2% for three years. The rental market has not experienced a vacancy rate over 4% since the first quarter of 2018. As of September 2023, there are 1,816 households waiting for housing assistance through the Missoula Housing Authority's Housing Choice Voucher program. Rental prices continue to rise, pushing affordability out of reach for households earning less than \$48,400, which is the equivalent of 80% AMI for a single household. The mean average rent for a one-bedroom unit is currently \$1,103, which leaves little room for an 80% median income household to find a unit without experiencing the cost burden of paying over 30% of their income on housing costs. The situation becomes more limited for households of three or more, as the mean average rent exceeds the cost burden thresholds. This analysis is modeled after households earning 80% of AMI, which indicates that households earning below 80% experience more limited supply and options for their housing needs. The cost and supply-driven challenges residents face also manifest in experiences of housing instability as the market supports owner's actions in raising rent for residents past their affordability thresholds. In 2021, 45% of renters paid more than 30% toward housing costs. Redevelopment is also a concern for residents that are in housing but fear it will be sold for redevelopment,

resulting in displacement. During the community listening session project staff heard from residents that were in the middle of eviction proceedings landlords had initiated in order to sell their buildings for redevelopment. Impacted residents did not know that was not a legitimate cause for eviction and were at risk of having lasting consequences from the landlord's action and limited knowledge. Ultimately, those instances were addressed and dismissed by the courts. It created unnecessary hardship for residents that were doing what was in their power to maintain stable housing. A common sentiment during the displacement engagement work was that even when people were in rentals, they felt unease, and that the landlord could change their circumstances at any time. Another important occurrence that was elevated during this phase of engagement was the lack of stability that Housing Choice Vouchers currently provide renters who receive one. Renters reported hardship in finding properties that accepted vouchers and that had rental criteria that aligned with their experiences. The Missoula Housing Authority reports that in 2022 88% of households who received vouchers were successful in moving in. This is often achieved through non-profit partner advocacy and utilizing the maximum number of extensions to the search and lease-up period. Staff spoke to several residents who currently utilized a voucher and had been priced out of their previous rentals due to the gulf between the federal payment standard and rising market rents. The residents who reported this experience, had experienced being unhoused while they searched for a new rental. One resident who was over 65 years old and had lived in his previous rental for ten years, had lived outside during the coldest month of the year while he actively searched for a new rental to utilize his voucher. There are several factors that create significant barrier to voucher use: the gap between market rent and payment standards, the perceived administrative burdens regarding payment and inspection timing and the pervasive social stigmas and stereotypes renters who qualify for and utilize vouchers face regarding their needs, and likelihood of being "good renters". The community engagement process validated what staff anticipated to be barriers and challenges renters were facing with the fast-paced changes the housing market has made. The process amplified the urgency to act and address issues programmatically because of state-applied limitations that we are unable to create policy solutions for.

While all Missoulians are impacted by the current state of the housing market in some way, households that experience systemic racism are impacted disproportionately. Missoulians that identify their ethnicity as Hispanic, or race as Pacific Islander, or identify as multiple races, are groups most likely to experience cost burden in their housing. Fifty-five percent of people who identify as Hispanic pay more than 30% toward housing costs and 50% of people who identify as a race not included in the census options, or as more than one race, experience cost burden in their housing. While no renter households that identify as Black or African American pay between 30 and 50 percent of their incomes toward housing, 33% of Black or African American renters pay over 50% toward housing costs.

In August 2023, The International Rescue Committee (IRC) made a request to pause receiving new refugee arrivals due to the acute lack of housing in Missoula and the surrounding area.¹ This request was not made lightly and is an important indicator of need in the community. It signals

¹ Missoula Refugees in Urgent Need of Housing, [Missoula refugees face housing crisis \(missoulian.com\)](https://missoulian.com/news/missoula-refugees-face-housing-crisis)

that the ongoing housing shortage could threaten the future of resettlement in Missoula. Newly arrived households are sometimes placed in a hotel while lease details are finalized, but with the low housing supply and lack of knowledge and compliance to fair housing as two factors, there are several households that had been in extended stay hotels for nearly four months.

Another indicator of acute housing need is measured in the change related to the number of community members experiencing houselessness and housing instability. The Missoula Coordinated Entry System served nearly 1,500 unduplicated individuals in 2022. This represents an increase of about 400 individuals since 2020. Missoula County Public Schools reports an increase in the number of families who are living unsheltered, fleeing domestic violence and staying doubled up, as well. In one school year the number of identified families that meet the McKinney-Vento definition of houselessness has increased by 80 families. The McKinney-Vento liaison reports that families are experiencing more housing-related challenges, due to the rising cost of housing, limited housing options and the termination of social safety net programs like the Montana Emergency Rental Assistance Program, which provided rent support for households impacted by COVID-19. The program was abruptly discontinued in early 2023.

As a part of the Our Missoula Growth Policy and Code Reform Update, staff have modeled the number of units needed to both catch up to current supply demands and keep pace with population growth. It is estimated that the City of Missoula needs to develop 2,500 units to make up for the past decade's building deficit and create an additional 800 dwelling units per year to keep up with the estimated growth rate. Addressing this unit deficit will impact the vacancy rate and balance housing costs.

iii) What key barriers still exist and need to be addressed to produce and preserve more affordable housing?

Despite the community and City leadership's focus on addressing and clearing barriers to housing development, production and preservation, several key barriers persist.

The State of Montana utilizes preemptions as a tool to limit the strategies of local government. There are several preemptions that limit the City of Missoula's ability to impact the health of the housing system and the experience of residents.

The Montana Code Annotated, specifically titles 7-1-111, powers denied and 70-24, and the Residential Landlord and Tenant Act of 1977 significantly pre-empt the City of Missoula's authority to enact policies and ordinances that directly impact the rental market and positively affect Missoula renters.

[Subsections \(1\) and \(13\) of 7-1-111, MCA](#) deny local government the authority to license or regulate the behaviors and activities of landlords regarding tenants beyond the provisions in Title 70, chapters [24](#) and [25](#). This preemption significantly limits the recommendations that staff can propose to address pressures and challenges experienced in the rental housing market.

In addition to the impact preemptions have on our policy making abilities, the state's tax structure limits the revenue we receive and can in turn direct toward housing solutions. Montana has a levy limit provided for in section 15-10-420, MCA. The levy limit holds the mill levy to "a

mill levy sufficient to generate the amount of property taxes assessed in the prior year plus **one-half** of the average rate of inflation for the prior 3 years.” The context of our state-wide limitations inform how we approach policy and programmatic solutions in Missoula. The preemptions do not stop us from pursuing solutions, but in most cases, it means that rather than mandating a change to behavior or practice, we must take an incentives-based approach. For example, the state legislature preempted municipalities from the ability to enact Mandatory Inclusionary Zoning in 2021. This condition did not stop us from pursuing the benefits inclusionary zoning can offer. We developed a voluntary incentives program and are deepening relationships with developers in the community as we build a portfolio of set-aside housing for rentals for people with incomes below 80% of AMI and for sale homes for people with incomes below 120% of AMI. For example, the City authorized a right of way vacation for a 160-unit rental housing project. In exchange for the space and function the vacation provides to the project, the City negotiated for 32 of the units to be set-aside for household with incomes below 80% AMI with a 35-year period of affordability.

Because of preemptions, the City is unable to pass policies that protect renters from displacement, redevelopment or significant rent increases. These are interventions that residents ask for often. One common recommendation from residents during the outreach focused phase of this work was to enact policy that limits how much rent can increase within a set period of time. This recommendation is not possible for the city to implement due to the limiting factors of state statute. In the 2023 legislative session, law makers passed a bill to explicitly municipal governments from controlling rent, even though it was already firmly preempted in the powers denied of the Residential Landlord Tenant Act of 1977. Our options to address these needs will require financial resources to create programs that incent pro-renter and pro-affordable development behaviors.

The environment in which people seek and maintain housing is directly impacted by the policies and preemptions enacted at the state level. We see this manifest in barriers to housing for people who experience systemic racism, as we are unable to require landlords to register within City limits and thus cannot require completion of Fair Housing and Landlord Tenant education as a condition of operating as a landlord. Residents, landlords and providers have limited knowledge of the laws established to protect them. Providers that serve refugee and immigrant households express challenges and frustration with landlords that deny housing because of US credit or rental history. Both requirements should be approached with a reasonable alternative to accommodate someone protected by Nation of Origin status, but accommodations are not offered to them and are often dismissed when asked. Staff recently worked with a household who was renting from a large property management company. The resident uses a wheelchair and shared concerns about a recent experience of being trapped on the third floor during a fire alarm because the elevators had been disabled. When the resident inquired about moving to the first floor, they were not offered a move as a reasonable accommodation but were told they’d be required to pay the higher rental rate and increased deposit. These experiences highlight the lack of knowledge operators have for Fair Housing and the need to do community-based education so that tenants know their rights.

The challenges created by state level policy, make the work harder, but not impossible. Our approaches to incent rather than mandate are effective and strengthen relationships and outcomes. Incentivizing behavior, while effective, is also expensive. As elevated above, our ability to fund activities with our general fund is limited, which is further compounded by financial limitations placed on local governments by the State of Montana. Our state preempts tools that are utilized by others to develop housing. For example, linkage fees, real estate transfer taxes and other local option taxes are prohibited by state law. This significantly limits our opportunities for revenue dedicated to housing development. The tools available to local government like bonds and levies are the primary tool used by all public benefit services. As the State's property tax liability shifts to homeowners, passing new bonds and levies is increasingly difficult.

Exhibit D: Soundness of Approach
City of Missoula, Removing Barriers to Housing Stability

Exhibit D: Soundness of Approach

i) What is your vision?

The City of Missoula will use the PRO Housing award to expand our efforts to impact and prevent housing displacement. There are several identified strategies that will knock down existing barriers and positively impact the housing landscape for residents with limited incomes. Building on the foundation and success of the Affordable Housing Trust Fund, city staff and elected leadership will work collaboratively with stakeholders to create, implement or expand the following strategies.

Creation of Landlord/Tenant Liaison Program

As mentioned in the analysis of existing barriers, the current rental environment favors landlords. The mean average rent in Missoula leaves little room for an 80% median income household to find a unit without experiencing cost burden, while households earning below 80% experience an even higher rate of cost burden. Tenants often remark that landlords hold an outsized amount of power, and they feel unprotected in their housing. Cities around the country address this dynamic through the creation of programs that support tenants with their housing needs, including finding rentals, lowering rental criteria and offering financial support for move-in. Missoula is lacking in programming focused on supporting renters. The Missoula Interfaith Collaborative offers a volunteer-led Housing Advocate Network in which volunteers assist people with rental searches, applications and navigating eligibility for income-qualified programs. This resource is an essential strategy to offering support but is limited in scope and capacity. Nor does it focus on relationship building with landlords and incentivizing move-ins. Due to low vacancy rates, high housing costs, the threat of displacement due to redevelopment in a strong market and state preemptions, our community needs a provider-led program that focuses on developing a bench of landlord champions, approaches to address lack of transparency in the application process, an incentives strategy for accepting vouchers and mediation approaches to help people stay housed when conflict arises. Community advocates, City staff and Council leadership are interested in the impact a standardized rental application would have on the overall rental market. Currently, renters are required to pay an application fee for every unit or property management company they apply to. This practice is cumbersome and expensive for applicants. Overall, the rental market is disorganized and there are no standardized processes due to the preemptions set by the state legislature. Renters and advocates share concern that without standard expectations and transparency that applicants pay fees for units they will not be considered for, or for units that are no longer available. This program will be led by a housing provider, with support from City of Missoula housing staff. Staff and community members will explore implementation options, including creating a Missoula-based program and learning about the approaches of Open Doors and Housing Connector and opportunities for recruiting their services to our region. Staff envision launching a community-vetted approach no later than fall of 2024.

This public service project will primarily serve low- and moderate-income households under the Low- and Moderate-Income Households national objective.

Barrier Reductions and Housing Strategies for households impacted by systemic racism

Households that are impacted by systemic racism disproportionately experience challenges in the housing market. As elevated above, refugee and immigrant households face discrimination and bias as they search for housing and continue to face bias as their cultural backgrounds are examined and unfairly attributed to them being considered undesirable tenants. Cost burden and houselessness disproportionately impact households of color that face systemic racism.

To address this urgently felt need, staff propose creating intentional strategies that are evidenced-based and have demonstrated positive impacts in other communities. Interventions include providing routine Fair Housing workshops designed for housing providers, private landlords and advocates and resident-facing education tools to facilitate self-advocacy and resolution, when applicable. A centrally accessed language line that the City will hold the contract for and provide use codes to housing providers in order to ensure all households have access to their primary language when seeking and negotiating housing terms will be established. Access to services in a person's primary language is an expectation of Affirmatively Furthering Fair Housing, an elevated strategy from the National League of Cities and Towns and a strategy utilized by housing departments across the county, including the New York City Department of Housing Preservation and Development, and the Seattle/King County Coordinated Entry System. While we do not currently fund most of the organizations that would utilize and benefit from this resource, we are not out of compliance with this expectation, but not having this service available to residents is a disservice and perpetuates the discrimination and barriers we actively work to dismantle. Providing this community-based resource allows for greater oversight of the service and opportunity for more capacity building work with partners are we collectively prioritize better serving households impacted by systemic racism. This strategy is expected to benefit both tenants and landlords and reduce the number of instances where communication is the primary cause of housing denial and/or instability. Staff envision working collaboratively with impacted residents, the City Attorney's office, the Missoula Housing Authority, Missoula Coordinated Entry System and the Affordable Housing Trust Fund to develop race-conscious policies that seek to undo past harms households of color have been subjected to based on historical, local policy making. Staff will follow guidance from the Department of Justice and the HUD to implement these standards within the boundaries of the law.

Individuals with lived experiences and organizations that focus on serving Indigenous people, refugees and immigrants and survivors of domestic violence are essential to the developed strategies and implementation approach. Upholding our local values, all experts with lived experiences will be compensated for their time and work.

This fair housing activity will meet the Low- and Moderate-Income Households national objective.

Strengthening Land acquisition/disposition approaches

Land Banking is an identified strategy in the adopted housing policy. As the City acquires land, leadership assesses the highest and best use and either sells it for private development with revenue directed to the Affordable Housing Trust Fund, partners with private developers for

public/private partnerships or effectively donates it for housing non-profit use. This approach has led to one current project that will add 89 condominium and townhome units in a hybrid Community Land Trust, market rate community. The City is negotiating the use of City owned land for two other multi-dwelling properties that will create rental housing and mixed-use commercial spaces. Now that the structure is in place, we'll expand the approach to make funding available to non-profit and mission-aligned development partners to acquire land for the express purpose of developing housing for people with incomes within the range of the CDBG national objective and the city's adopted housing policy. Land acquisition is a common funding request and has been challenging to fund to date as Affordable Housing Trust Fund and HUD entitlement funds are consistently overprescribed. Creating a dedicated fund for acquisition will support the development goals and leverage requirements for future Low Income Housing Tax Credit and other non-profit initiated housing that benefit households earning 80% of AMI and below.

Acquisition of property meets the Low- and Moderate-Income Housing national objective.

Hybrid Community Land Trust/Co-op Conversions

In 2022, two non-profit housing partners, North Missoula Development Corporation and NeighborWorks Montana, worked with renters whose building was up for sale to establish a hybrid housing cooperative & community land trust. The project engaged residents in identifying a solution that worked for their circumstances and the Community Land Trust strategy protects the long-term use and affordability. This hybrid approach was the first of its kind in Montana. The two non-profit housing providers and the City of Missoula have identified this as an essential strategy to clearing barriers to housing stability and preventing displacement. Cooperative shareholders are responsible for the governance and operation of their housing, which means decisions are made collectively and are not at the full discretion of a third party. Additionally, shareholders receive limited equity when they sell their shares and move out. This structured equity model benefits individual homeowners as they earn equity they would not have as a renter and benefits the co-op by ensuring fairness, consistency and long-term affordability by following a consistent formula for equity. The lead housing providers have set a goal to acquire and convert at least one multi-dwelling complex per year to build the portfolio of limited equity housing cooperatives. We will expand on this model to fund at least one cooperative/CLT acquisition per year. By having PRO Housing funding available, we can target households with lower incomes and invest more capital into the project to secure the buyer and preserve housing for people at greater risk of displacement.

The acquisition and placement of housing into cooperative and community land trusts will meet the Low- and Moderate-Income Housing national objective.

Resident Owned Community conversions

Households who own mobile homes are at increased risk for displacement since they own the home but rent the land on which their home is placed. Mobile homes offer a realistic housing option for many with limited incomes but pose challenges if the land is sold or the lot rent is raised to unaffordable levels. NeighborWorks Montana has led a successful Resident Owned

Community (ROC) program for over a decade. NeighborWorks Montana facilitates connections among residents in prospective mobile home communities, helping them organize and secure financing to collectively purchase and manage their park. Resident Owned Cooperatives are an evidence-based strategy for preserving a diverse housing stock. The National Association of Housing Cooperatives states that co-op owned manufactured home communities raise lot fees less than 1% annually, versus 3% in investor-owned parks. This comes in addition to the social benefits of housing stability and financial security that resident owned communities provide.² One primary barrier to scaling this approach is funding. The more funding available to direct to a ROC brings the lot rent price down for homeowners and makes the buyer's offer more competitive with sellers. A ROC was established in the Franklin to the Fort neighborhood of Missoula in mid-2023, in which 80% of residents had incomes at or below 80% of AMI. Sixty percent of owners earn below 50% AMI. The City's adopted housing policy calls to preserve existing housing that is affordable to residents with low incomes as well as to create and preserve a diverse stock of housing types to meet resident needs. It is anticipated that the PRO Housing award will facilitate at least two Resident Owned Community conversions over the five-year award period.

The acquisition and establishment of Resident Owned Communities will meet the Low- and Moderate-Income Housing national objective.

Creation of an expiring preservation fund

Strategies to create new and preserve existing housing must be deployed simultaneously to meet the demand. The City of Missoula is and will continue to be active in supporting new developments with set-aside units, including developments utilizing Low Income Housing Tax Credits. The city hosts required public hearings, writes letters of support and provides public comment in favor of proposed developments. A concrete strategy is needed to fund preservation and rehabilitation of existing units when the Period of Affordability (POA) is nearing expiration. Currently we've supported projects with expiring affordability with infusions of HOME and AHTF funding, but we recognize that a dedicated strategy is needed to ensure units are maintained for their primary purpose. We will create a preservation fund from which affordable housing property owners can request funding to add to the financing stack to preserve the use and renew the period of affordability. The Affordable Housing Trust Fund has established POA guidelines that will be used to guide the strategy and steer the fund.

Preservation and rehabilitation of expiring affordable housing will meet the Low- and Moderate-Income Housing national objective.

ii) What is your geographic scope?

The geographic scope for the PRO Housing award funds will follow the jurisdictional scope we currently use for the Affordable Housing Trust Fund, which is modeled after the City/County Health Departments catchment area. The catchment area includes the City of Missoula boundary limits and a five-mile radius outside of the city. This includes East Missoula, the Wye, Lolo,

² National Association of Housing Cooperatives [Housing bifold draft.indd \(ncbaclusa.coop\)](#)

Bonner-West Riverside and pockets of Missoula County that are adjacent to the City of Missoula. We understand that housing instability, need and opportunity do not stop at city boundary lines and have established policies to serve as many households in need as possible. One such policy is our jurisdictional approach to include areas within a five-mile radius and to consider funding a project when Missoula County has made an investment in the same project or approach for that area.

iii) *Who are your key stakeholders? How are you engaging them?*

The stakeholders for the proposed projects and activities are diverse in their perspectives, experiences and roles.

Housing providers are a key stakeholder group for our community. A housing provider meeting was hosted by city staff on Friday, September 8, 2023, to introduce the grant opportunity and the proposed approach. Representatives from eight organizations attended and shared endorsement of the proposed approaches and applying for this funding opportunity. Participants shared support for the approach of building on the strategies of the adopted housing policy, the Affordable Housing Trust Fund, and for focusing on housing displacement. Non-profit stakeholders will continue to be included in dialogue about the opportunity and will be asked to support the development of strategies as the work progresses.

Community members with lived expertise will be invited to participate in strategy development to ensure the proposed approaches meet actual needs over perceived reality. There will be several opportunities to engage with this work, including focus groups and listening sessions, committee participation and public hearings. Participants that engage in focus groups, listening sessions and committee participation will be compensated for their time and expertise at rates that are consistent with local consulting rates. Opportunities and compensation will be advertised widely. It is anticipated outreach will be focused on reaching households that are impacted by systemic racism, are newly arrived refugees and immigrants and households in mobile home communities and renters.

The City of Missoula utilizes a public facing platform for information on city-initiated projects called Engage Missoula. A PRO Housing focused project page will be created to share information with residents.

The City will also do outreach to groups and organizations that focus on housing advocacy and strengthening approaches. Community Planning, Development & Innovation, the office that houses the policy work, staffs two committees, the At-Risk Housing Coalition and the Affordable Housing Resident Oversight Committee. Each represent industry professionals and involved community members. Staff will ensure that outreach is done with community members who are participating in the Our Missoula Growth Policy & Code Reform Update work to share strategies and draw connections to both bodies of work.

Once program design and implementation begin, staff will identify opportunities for regular updates to City Council. City Council meetings are open public meetings with in-person and online attendance options and are broadcast on the internet on public access television.

City staff shared details of the application and proposed activities with City Council in the Housing Redevelopment and Community Programs committee on Wednesday, October 4, 2023, and requested a public hearing for the community to provide feedback and public comment on Monday, October 23, 2023. The full application was posted on the public-facing Engage Missoula site with opportunities to share comment online for nineteen days prior to submission.

While staff and community partners will utilize strategies outlined above, we will continue to evaluate and ask who's missing from the conversation, who's leading the conversation and what narrative is being centered, as an ongoing practice to include and engage more people, especially those from traditionally excluded groups. Community Planning, Development & Innovation (CPDI) has a Community Engagement Specialist that connect with groups in the community, utilizes newsletters, social media and public events to reach community members for input, education and participation in city initiatives. CPDI also leads the Office of Neighborhoods, which creates opportunities for residents to engage in place-making activities in their own neighborhoods. Neighborhood Councils meet regularly and are connected to city staff, initiatives and Council leadership.

iv) How does your proposal align with requirements to affirmatively further fair housing?

The proposed strategies for this project are grounded in equity and inherently affirmatively further fair housing. The strategies to connect people who are historically excluded and who've experienced systemic racism, ableism and oppression will be foundational to our approach. By involving people with lived experiences in the design and implementation of these strategies, we ensure that the focus and priority to overcome patterns of discrimination, segregation and foster inclusive communities are met. In 2021 the City of Missoula established the Justice, Equity, Diversity and Inclusion (JEDI) ordinance, which set the City's commitment to equity in the community. The JEDI staff have been working with departments to strengthen policies and approaches. Missoula County and the city have a joint resolution and are co-creating an advisory board with members of the community. Staff will consult with the City of Missoula's Justice, Equity, Diversity, Inclusion team to follow best practices for engagement and ensure the City's adopted Justice, Equity, Diversity and Inclusion Ordinance is followed.

Housing opportunities will be marketed following the standards of Affirmative Marketing. It is a city practice to require all subrecipients to sign the city's anti-discrimination and affirmative action policies. Emily Harris-Shears, the City's senior housing specialist, received a Fair Housing Specialist Certification from the National Center for Housing Management in spring of 2023 and will continue to provide project guidance as needed.

The fair housing education planned as a part of the PRO Housing activities will strengthen our city's overall approach. We will have regular education opportunities and a deepened knowledge set in the community. Non-profit partners and residents will be able to identify when a concern arises and communicate using protected status and accommodation language to get closer to a resolution. During the displacement outreach project and as city staff connect with residents and non-profit providers now, it is not an uncommon experience for the impact of fair housing to not be known or a consideration. Even when the initial contact is not related to a fair

housing concern, staff are often in the position of elevating the opportunities under fair housing and the options they have for resolution. The Community Development division of CPDI is currently working on a Consolidated Plan and an Equity Plan update that will inform additional approaches to ensure AFFH is met in all aspects of the work. The Equity Plan process, which will be complete in early 2024, has allowed us to engage with our community and understand our local issues, which will result in the development of fair housing goals. These goals will help our community to achieve integrated living patterns, overcome historic and existing patterns of segregation, reduce racial and ethnic concentrations of poverty, increase access to homeownership, and ensure realistic and truly equal access to opportunity and community assets. The fair housing goals identified in our Equity Plan will be incorporated into our Con Plan and flow down through our annual planning documents for both our HUD funds and AHTF dollars.

v) *What are your budget and timeline proposals?*

We request \$10,000,000 to invest in the strategies identified above to clear barriers to housing access and retention in our community. Details regarding the request and timeline are outlined in the chart below. We anticipate leveraging the funding of the Affordable Housing Trust Fund to implement this work. Leveraged funding will be added to these projects but will be determined through the established allocation process.

If we are awarded less than the full ask, we will prioritize creating programming that deepens the relationships between landlords and tenants, provide fair housing education and outreach and implement strategies for households that have been historically excluded. Given that the two programming activities have staffing costs associated through direct salaries and admin, we will not reduce those award totals but will reduce the amounts of the land acquisition, incentives and preservation fund activities. This strategy will allow our primary endeavors of creating more income-restricted housing stock through acquisitions to be achieved. We will also identify additional leverage opportunities for staffing and administration costs, to ensure award dollars are prioritized for direct service activities.

As outlined in the budget worksheet we plan to utilize \$9,000,000 for activities that will reduce barriers and prevent housing displacement. \$1,000,000 will be utilized for partial salary and benefits for the Affordable Housing Trust Fund Grant Administrator, to pay consultant stipends to experts with lived experience who participate in Request for Proposal and program design scopes and for environmental reviews and capacity building.

The \$9M for activities to knock down barriers to affordable housing and prevent housing displacement will be allocated between the six planned activities. Implementation timelines and specific budget needs are addressed by activity, below.

The creation of a Landlord Tenant Liaison program will utilize \$1,000,000 over the five-year award period. This represents a \$200,000 annual award for salaries and program costs. Program costs include incentives for landlords to work with tenants utilizing vouchers, with lowered eligibility criteria, to explore creating a unified application process and/or other strategies that provide process transparency during the application and review process. City staff will put together a work group to develop the scope of the role and the RFP within three months of the

PRO Housing award start date. It is anticipated that the work group will produce an RFP within four months of establishment. We will have the contractor selected by the end of the first year of the program. The selected operator will be expected to hire staff and launch the program within six months of contract start. The operator will submit quarterly funding draw requests and narrative report to share progress, identify issues and propose adjustments. City staff will monitor the program within the first year of operation to measure fidelity to design and contract language.

Developing housing strategies for households impacted by systemic racism will utilize a \$1,000,000 over the five-year award period. This represents approximately \$200,000 per year, though there may be approaches that are one-time costs, like developing resident facing fair housing education materials, that will impact the annual budget available for interventions like the language line available to housing and non-profit partners that will be budgeted for and drawn annually. We estimate the language line and translated materials will utilize \$50,000-\$75,000 per year. Similarly, to the Landlord Tenant project, staff will convene a planning group that represents the impacted community within the first three months of the federal award's start date. It is to be determined whether the group will recommend for projects to be administered by the City, through a third party or as a function of the Landlord Tenant Liaison program. As administrators, we remain open to the recommendation of the working group and will work collaboratively to make that determination at that time. Staff will encourage the group to create the recommendation and implementation timeline within six months of award. City staff will follow the implementation timeline and subcontract as directed.

Land Acquisitions, Hybrid Community Land Trust Cooperative Conversions, Resident Owned Community Conversions and the Expiring Preservation Fund will be sub-awarded and administered through the established policies and procedures for the Affordable Housing Trust Fund. We envision setting aside funds received from PRO Housing for these specific activities and administering the funding through the annual Unified Application process and throughout the year as needed through an established urgency provision called the reserve balance fund. City staff will work with the Affordable Housing Resident Oversight Committee, that provides annual allocation recommendations to the mayor to determine an appropriate and transparent approach to awarding these funds dedicated to specific activities. The Land Acquisition activity will have \$2,500,000 available for at least four acquisitions. The Hybrid Community Land Trust Cooperative Conversions will receive \$1,500,000 for a minimum of five conversions over the course of the grant. This estimation reflects the average cost for land that the organization has requested for the last two conversions, and the budget request they recommended in the Fiscal Year 2024 budgeting exercise, mentioned above. Resident Owned Conversions will receive \$1,500,000 of dedicated funding to complete three conversions. The methodology described above to determine amount per acquisition was followed. The Expiring Preservation Fund will receive \$2,174,499 to preserve at least three existing multi-dwelling projects that provide income restricted housing to households earning below 80% of AMI.

The funding received will be awarded through the competitive application cycles that are already established. For new programming, including the Landlord/Tenant advocacy and targeted

strategies for historically excluded households, we will convene planning groups before the request for proposals is administered to guide priorities for funding based on community need. We anticipate administering funds received on an annual basis for each activity. We will revisit the goals of the project and adjust contract and outcome deliverables accordingly.

Exhibit E: Capacity

City of Missoula. Removing Barriers to Housing Stability

Exhibit E Capacity

i) What capacity do you and your Partner(s) have? What is your staffing plan?

City staff have capacity to implement the activities proposed in this application. The structure for award making and policy adaptation are set by the foundation of the Affordable Housing Trust Fund. CPDI's Strategic Initiatives Manager and the Senior Housing Policy Specialist will lead the design and implementation strategies for this project. Award making will be done through the established competitive award cycles and will be overseen by the Grant Administrator for the Affordable Housing Trust Fund. The Grant Administrator will oversee the contracting, reporting and site visit processes for all awards. In addition, the City of Missoula has been an Entitlement grantee with the CDBG program since 1999. We have the framework in place for project management, compliance, and quality assurance that will enable us to quickly launch and implement the proposed projects.

To prepare for the Fiscal Year 2024 budget season staff did a budgeting exercise with non-profit housing partners. The activities related to acquisitions of land and conversions from market rate to Resident Owned and Cooperatives were amplified as priority projects by housing providers. Non-profit partners identified over ten activities they would like to apply to expand current approaches. Conversions of apartments to cooperative and Resident Owned Communities and land acquisitions were projects identified. Non-profit staff can use administrative funding within the 10% cap to hire new staff or expand existing capacity as needed throughout the funding period. City staff and non-profit partners will maintain regular communication related to capacity, timing and meeting the outlined goals.

The agency staff that will lead the programmatic activities around strengthening the applicant and renter experience will be selected based on capacity and ability to implement the community-developed vision. We are committed to selecting a non-profit organization to operate this project through a competitive process. Missoula's non-profit organizations have a depth of skill and knowledge that ensures we will find an innovative partner with robust housing knowledge, a commitment to knocking down barriers and the administrative experience to operate this award.

Emily Harris-Shears, Senior Housing Policy Specialist, prepared this grant application with additional coordination and input from Tracy Pohndorf, Grants Manager, Colleen Kane, Affordable Housing Trust Fund Grants Administrator, Kendra Lisum, CDBG Grants Administrator, and Montana James, Deputy Director of CPDI.

The current Community Development (CD) division, previously named the Office of Housing and Community Development, was created in July 2016. As part of a city-wide reorganization and realignment, the Community Development division became a part of the Community Planning, Development, and Innovation Department (CPDI). The mission of the Community Development division is to empower our neighborhoods, increase quality of life, and address sustainability across the community. The office often has interns from the University of Montana as a part of the team as well. Currently, CD consists of a Deputy Director, a Community

Development Coordinator, and four programs: a houseless program, a policy program, and a grants program. The programs work in conjunction to ensure a cohesive strategy to address Missoula’s housing and houseless needs. This grant is part of an effort to expand the grant team’s role in further leveraging funding resources to better support the Missoula community.

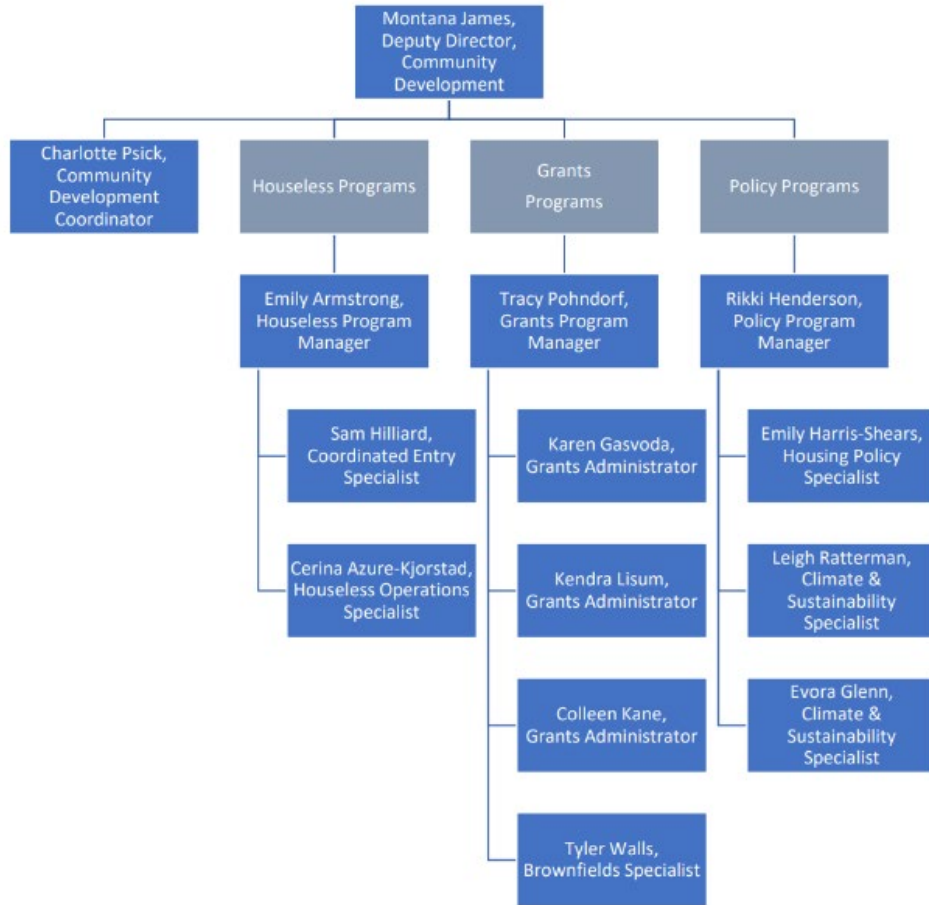


Exhibit F: Leverage

City of Missoula, Removing Barriers to Housing Stability

Exhibit F Leverage

i) Are you leveraging other funding or non-financial contributions?

The City of Missoula is leveraging several additional funding sources to support these proposed activities through the Affordable Housing Trust Fund. A total leverage amount of \$5,100,343 will be committed by the 9/30/29 end of project period.

Amount	Source	Description
\$1,500,000	City of Missoula	Leverage is from revenue generated from the sale of City-owned land and assets that is not, by law or other City policy, dedicated to an existing enterprise fund or previously designated use. The revenue generated from these sales will be dedicated exclusively to the Affordable Housing Trust Fund.
\$1,000,000	Missoula Redevelopment Agency	Leverage is from annual commitment from the Missoula Redevelopment Agency to support eligible affordable housing activities. This commitment is outlined in Resolution 8440 supporting the creation and funding of the Affordable Housing Trust Fund.
\$181,719	City of Missoula – Community Planning, Development & Innovation	40% FTE commitment of Senior Housing Policy Specialist.
\$2,418,624	Affordable Housing Trust Fund recipients	All projects funded from the Affordable Housing Trust Fund must meet a 25% committed match threshold. Sources of match may include other project financing, including federal funding.
\$5,100,343	total leverage	

Exhibit G: Long-term Effect

City of Missoula, Removing Barriers to Housing Stability

Exhibit G Long-term Effect

i) What permanent, long-term effects will your proposal have? What outcomes do you expect?

Activities proposed will alter the landscape for renters and income restricted homebuyers in Missoula for generations to come. The programmatic-focused activities that influence the dynamics between landlords and tenants will be sustained after the award expires and will help us elevate community members working to positively impact the housing market. The activities that increase the number of available income restricted units will have lasting impact as well. Community Land Trusts utilize a ninety-nine-year POA. Over the course of the grant period, five acquisition projects will add a minimum of 75 units. Local housing non-profits use the metric that tenants stay in their purchased housing for an average of 7 years. Housing stability leads to increased community investment as well as growth and economic well-being of the neighborhood.³ The seventy-five units of newly acquired housing will serve 1,050 households that meet the income requirements over the period of affordability. Land acquisition projects will utilize a POA of 75 years, consistent with state statute, and will create a minimum of 96 units (a calculated unit average of recent projects and projections from the FY'24 budgeting exercises). Further, land acquisition will serve 1,028 households over the POA. Calculating the impact of the Resident Owned Community approach is less direct, in that there is not a set POA to follow, but the stability of the community is inherent in the incorporation documents. To dismantle a ROC the residents must vote to approve that action. It is estimated that the three ROC conversions over the five-year award period will preserve around 50 mobile homes within three communities. The expiring preservation fund will preserve a minimum of 45 rental homes that are nearing expiring affordability. Preserved homes will adhere to a 45-year POA. Local housing non-profits utilize the metric that renters stay an average of three years before moving on. With these variables in mind, it is expected that 675 households will benefit from preserving needed income restricted rental housing. Overall, a total of 266 units will be acquired or preserved through these efforts in five years.

³ National Association of Housing Cooperatives, [Housing bifold draft.indd \(ncbaclusa.coop\)](#)

Grant Application Detailed Budget Worksheet

OMB Approval No. 2501-0017
Expiration: 1/31/2026

Applicant Name: City of Missoula
Applicant Address: 435 Ryman St., Missoula, MT 59802

Category				Detailed Description of Budget (for full grant period)							
	Estimated Hours	Rate per Hour	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
1. Personnel (Direct Labor)											
Grant Administrator - 50% FTE, 1/31/24-9/30/29			\$133,582	\$133,582							
Total Direct Labor Cost			\$133,582	\$133,582							
2. Fringe Benefits											
	Rate (%)	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Grant Administrator - 50% FTE, 1/31/24-9/30/29			\$61,919	\$61,919							
Total Fringe Benefits Cost			\$61,919	\$61,919							

Grant Application Detailed Budget Worksheet

OMB Approval No. 2501-0017
Expiration: 1/31/2026

Applicant Name: City of Missoula											
3. Travel											
3a. Transportation - Local Private Vehicle	Mileage	Rate per Mile	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Trans - Local Private Vehicle											
3b. Transportation - Airfare (show destination)	Trips	Fare	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Transportation - Airfare											
3c. Transportation - Other	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Transportation - Other											
3d. Per Diem or Subsistence (indicate location)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Per Diem or Subsistence											
Total Travel Cost											
4. Equipment (Only items over \$5,000 Depreciated value)	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Total Equipment Cost											

Grant Application Detailed Budget Worksheet

OMB Approval No. 2501-0017
Expiration: 1/31/2026

Applicant Name: City of Missoula

5. Supplies and Materials (Items under \$5,000 Depreciated Value)											
5a. Consumable Supplies	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Consumable Supplies											
5b. Non-Consumable Materials	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Non-Consumable Materials											
Total Supplies and Materials Cost											
6. Consultants (Type)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Total Consultants Cost											
7. Contracts and Sub-Grantees (List individually)											
7a. Contracts	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Contracts											
7b. Sub-Grantees (List individually)	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Landlord Tenant Liaison Program		\$1,000,000	\$1,000,000	\$1,000,000							
Housing Strategies for Households Impacted by Systemic Racism		\$1,000,000	\$1,000,000	\$1,000,000							
Land Acquisitions		\$2,500,000	\$2,500,000	\$2,500,000							
Hybrid Community Land Trust/Cooperative Conversions		\$1,500,000	\$1,500,000	\$1,500,000							
Resident Owned Community Conversions		\$1,500,000	\$1,500,000	\$1,500,000							
Expiring Preservation Fund		\$2,174,499	\$2,174,499	\$2,174,499							

Grant Application Detailed Budget Worksheet

OMB Approval No. 2501-0017
Expiration: 1/31/2026

Applicant Name: City of Missoula										
Subtotal - Sub-Grantees			\$9,674,499	\$9,674,499						
Total Contracts and Sub-Grantees Cost			\$9,674,499	\$9,674,499						

Grant Application Detailed Budget Worksheet

OMB Approval No. 2501-0017
Expiration: 1/31/2026

Applicant Name: City of Missoula											
8. Construction Costs											
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
8a. Administrative and legal expenses											
Subtotal - Administrative and legal expenses											
8b. Land, structures, rights-of way, appraisal, etc											
Subtotal - Land, structures, rights-of way, ...											
8c. Relocation expenses and payments											
Subtotal - Relocation expenses and payments											
8d. Architectural and engineering fees											
Subtotal - Architectural and engineering fees											
8e. Other architectural and engineering fees											
Subtotal - Other architectural and engineering fees											
8f. Project inspection fees											
Subtotal - Project inspection fees											

Grant Application Detailed Budget Worksheet

OMB Approval No. 2501-0017
Expiration: 1/31/2026

Applicant Name: City of Missoula											
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
8g. Site work											
Subtotal - Site work											
8h. Demolition and removal											
Subtotal - Demolition and removal											
8i. Construction											
Subtotal - Construction											
8j. Equipment											
Subtotal - Equipment											
8k. Contingencies											
Subtotal - Contingencies											
8l. Miscellaneous											
Subtotal - Miscellaneous											
Total Construction Costs											

Grant Application Detailed Budget Worksheet	OMB Approval No. 2501-0017 Expiration: 1/31/2026
--	---

Detailed Description of Budget			
	Analysis of Total Estimated Costs	Estimated Cost	Percent of Total
1	Personnel (Direct Labor)	133,582.00	1.3%
2	Fringe Benefits	61,919.00	0.6%
3	Travel	0.00	0.0%
4	Equipment	0.00	0.0%
5	Supplies and Materials	0.00	0.0%
6	Consultants	0.00	0.0%
7	Contracts and Sub-Grantees	9,674,499.00	96.7%
8	Construction	0.00	0.0%
9	Other Direct Costs	130,000.00	1.3%
10	Indirect Costs	0.00	0.0%
	Total:	10,000,000.00	100.0%
	Federal Share:		
	Match (Expressed as a percentage of the Federal Share):		



OFFICE OF THE MAYOR

435 RYMAN MISSOULA, MONTANA 59802-4297 (406) 552-6001

September 27, 2023

Pathways to Removing Obstacles to Housing (PRO Housing) Review Committee
U.S. Department of Housing and Urban Development

Re: Leverage for U.S. Department of Housing and Urban Development Pathways to
Removing Obstacles to Housing (HUD PRO) grant application

Dear HUD PRO application review committee:

This letter certifies that the City of Missoula will provide \$1,500,000 in leveraged funding to the Affordable Housing Trust Fund in support of activities in their HUD PRO grant application. The source of funding is proceeds from City property sales allocated to the Affordable Housing Trust Fund.

From [City of Missoula Ordinance 3663](#) section: 3.24.040 Dedication:

C. Revenue generated from the sale of City-owned land and assets that is not, by law or other City policy, dedicated to an existing enterprise fund or previously designated use will be dedicated to the Affordable Housing Trust Fund.

The leveraged funding will be available before the grant project period end date of 9/30/29. My office supports this application for funding and we look forward to your consideration.

Sincerely,

Jordan Hess
Mayor



September 28, 2023

Dear HUD PRO Application Review Committee:

Re: Leverage for U.S. Department of Housing and Urban Development Pathways to Removing Obstacles to Housing (HUD PRO) Grant Application

This letter certifies that the Missoula Redevelopment Agency (MRA) will provide \$1,000,000 in leveraged funding in support of activities in the City's HUD PRO grant application. The MRA has made a \$1 million annual commitment to supporting eligible affordable housing projects for the duration of the six year HUD funding period.

From [City of Missoula Resolution 8440](#):

Additional financial resources prioritized for projects and programs that support A Place to Call Home include: "Tax Increment Financing funds, which have historically been used to support eligible affordable housing projects, in the amount of at least \$1 million annually, made available through the MRA budget".

The leveraged funding will be available before the grant project period end date of 9/30/29. My office supports this application for funding and we look forward to your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ellen Buchanan", is written over a light blue horizontal line.

Ellen Buchanan, Director
Missoula Redevelopment Agency



COMMUNITY PLANNING, DEVELOPMENT & INNOVATION

435 RYMAN | MISSOULA, MT 59802-4297 | 406.552.6630 | FAX 406.552.6053

September 29, 2023

Re: Match and Leverage for U.S. Department of Housing and Urban Development Pathways to Removing Obstacles to Housing (HUD PRO) grant application

Dear HUD PRO application review committee:

This letter certifies that the City of Missoula Department of Community Planning, Development & Innovation's Community Development Division will provide 40% FTE commitment of a Senior Housing Policy Specialist through grant years as leverage, valued at \$181,719 for project period 1/31/24 - 9/30/29.

Additionally, per the City of Missoula's adopted administrative policies, all awards made using the HUD PRO funds, if awarded, will follow the local Affordable Housing Trust Fund administrative policies and procedures, thus requiring at least a 25% project match from each applying project. We estimate this subaward match to be valued at \$2,418,624 for project period 1/31/24 - 9/30/29. This brings our estimated leverage from Community Development Division activities to \$2,600,343 for the project period.

Please reach out to me with any questions or for further information. Thank you for your consideration.

Sincerely,

Montana James

Montana James, Deputy Director
Community Planning, Development & Innovation
City of Missoula
435 Ryman ST.
Missoula, MT 59802

PRO HOUSING CERTIFICATIONS FOR ENTITLEMENT LOCAL GOVERNMENT APPLICANTS

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

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

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

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

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

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

Consistency with plan --The housing activities to be undertaken with PRO Housing funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

Build America, Buy America (BABA) – It will comply with Title IX, Subpart A of the Infrastructure Investment and Jobs Act of 2021 (41 U.S.C. 8301 et seq.).

Public Participation – It is in full compliance with the PRO Housing streamlined public participation requirements found in Section VI.E of the PRO Housing NOFO.

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

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

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

1. Maximum Feasible Priority. With respect to activities expected to be assisted with PRO Housing funds, it has developed its proposal so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The proposal may also include activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional PRO Housing Certification).
2. Overall Benefit. The aggregate use of PRO Housing funds shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons.
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with PRO Housing funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

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

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

Excessive Force -- It has adopted and is enforcing:

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

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

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

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR part 35, subparts A, B, J, K and R; and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

Compliance with RFRA -- The grant will be conducted and administered in conformity with the requirements of the Religious Freedom Restoration Act (42 U.S.C. 2000bb) and 24 CFR 5.109, allowing the full and fair participation of faith-based entities.

Environmental Review -- It will comply with environmental review procedures and requirements at 24 CFR parts 50 and 58.

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

Signature of Authorized Official

Date

Title

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

*** APPLICANT'S ORGANIZATION**

City of Missoula

*** PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE**

Prefix: * First Name: Middle Name:

* Last Name: Suffix:

* Title:

*** SIGNATURE:**

*** DATE:**

**Applicant and Recipient
Assurances and Certifications**

**U.S. Department of Housing
and Urban Development**

OMB Number: 2501-0017
Expiration Date: 01/31/2026

Instructions for the HUD-424-B Assurances and Certifications

As part of your application for HUD funding, you, as the official authorized to sign on behalf of your organization or as an individual, must provide the following assurances and certifications, which replace any requirement to submit an SF-424-B or SF-424-D. The Responsible Civil Rights Official has specified this form for use for purposes of general compliance with 24 CFR §§ 1.5, 3.115, 8.50, and 146.25, as applicable. The Responsible Civil Rights Official may require specific civil rights assurances to be furnished consistent with those authorities and will specify the form on which such assurances must be made. A failure to furnish or comply with the civil rights assurances contained in this form may result in the procedures to effect compliance at 24 CFR §§ 1.8, 3.115, 8.57, or 146.39.

By submitting this form, you are stating that all assertions made in this form are true, accurate, and correct.

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

*Authorized Representative Name:

Prefix: *First Name:
Middle Name:
*Last Name:
Suffix:

*Title:

*Applicant Organization:

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the application to act in connection with the application and to provide any additional information as may be required.

2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000(d)) and implementing regulations (24 CFR part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).

3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR part 8, the American Disabilities Act (42 U.S.C. §§ 12101 et.seq.), and implementing regulations at 28 CFR part 35 or 36, as applicable, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) as amended, and implementing regulations at 24 CFR part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion sex (including gender identity and sexual orientation), disability, familial status, or national origin and will affirmatively further fair housing; except an applicant which is an Indian tribe or its instrumentality which

is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

5. Will comply with all applicable Federal nondiscrimination requirements, including those listed at 24 CFR §§ 5.105(a) and 5.106 as applicable.

6. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR part 24 and, as applicable, Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)) and implementing regulations at 24 CFR part 42, subpart A.

7. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et.seq.) and related Federal authorities prior to the commitment or expenditure of funds for property.

8. That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying. I certify that I shall require all subawards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHs established under State law are not excluded from the statute's coverage.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

*Signature:

Completed Upon Submission to Grants.gov

*Date:

Completed Upon Submission to
Grants.gov

**Applicant/Recipient
Disclosure/Update Report**

**U.S. Department of Housing
and Urban Development**

OMB Number: 2501-0017
Expiration Date: 01/31/2026

Applicant/Recipient Information

* UEI Number:

NBMKDLVHBMF1

* Report Type:

INITIAL

1. Applicant/Recipient Name, Address, and Phone (include area code):

* Applicant Name: City of Missoula

* Street1: 435 Ryman St.

Street2:

* City: Missoula

County:

* State: MT: Montana

* Zip Code: 59802-4207

* Country: USA: UNITED STATES

* Phone: 406-552-6394

2. Employer ID Number (do not include individual social security numbers): 81-6001293

* 3. HUD Program Name:

Community Development Block Grant- PRO Housing Competition

* 4. Amount of HUD Assistance Requested/Received: \$ 10,000,000.00

5. State the name and location (street address, City and State) of the project or activity:

* Project Name: Removing Barriers to Housing Stability

* Street1: 435 Ryman St.

Street2:

* City: Missoula

County:

* State: MT: Montana

* Zip Code: 59802

* Country: USA: UNITED STATES

Part I Threshold Determinations

* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. For further information see 24 CFR Sec. 4.3.

Yes

No

* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR 4.9.

Yes

No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text" value="Completed by Grants.gov upon submission."/>	4. Applicant Identifier: <input type="text"/>
--	--

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
--	---

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
---	---

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="81-6001293"/>	* c. UEI: <input type="text" value="NBMKDLVHBMF1"/>
--	--

d. Address:

* Street1:	<input type="text" value="435 Ryman St."/>
Street2:	<input type="text"/>
* City:	<input type="text" value="Missoula"/>
County/Parish:	<input type="text"/>
* State:	<input type="text" value="MT: Montana"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code:	<input type="text" value="59802-4207"/>

e. Organizational Unit:

Department Name: <input type="text"/>	Division Name: <input type="text" value="Community Development"/>
--	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text"/>	* First Name: <input type="text" value="Emily"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Harris-Shears"/>	
Suffix: <input type="text"/>	

Title:

Organizational Affiliation:

* Telephone Number: <input type="text" value="406-552-6394"/>	Fax Number: <input type="text"/>
---	----------------------------------

* Email:

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.023

CFDA Title:

Community Development Block Grant- PRO Housing Competition

*** 12. Funding Opportunity Number:**

FR-6700-N-98

* Title:

Pathways to Removing Obstacles to Housing (PRO Housing)

13. Competition Identification Number:

FR-6700-N-98

Title:

Pathways to Removing Obstacles to Housing (PRO Housing)

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Removing Barriers to Housing Stability will build and expand on strategies that strengthen housing experiences for people with limited incomes, who are vulnerable to housing displacement.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="10,000,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="10,000,000.00"/>

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

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

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

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

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

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

** I AGREE

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

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

4. Name and Address of Reporting Entity:

Prime SubAwardee

* Name:

* Street 1: Street 2:

* City: State: Zip:

Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency: <input type="text" value="Dept. of Housing and Urban Development"/>	7. * Federal Program Name/Description: <input type="text" value="Community Development Block Grant- PRO Housing Competition"/> CFDA Number, if applicable: <input type="text" value="14.023"/>
---	---

8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text" value="10,000,000.00"/>
--	--

10. a. Name and Address of Lobbying Registrant:

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1 Street 2

* City State Zip

b. Individual Performing Services (including address if different from No. 10a)

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1 Street 2

* City State Zip

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature:

* Name: Prefix * First Name Middle Name
* Last Name Suffix

Title: Telephone No.: Date: