

CDBG PLANNING GRANT APPLICATION FORM

MONTANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
MONTANA DEPARTMENT OF COMMERCE – COMMUNITY DEVELOPMENT DIVISION

ACCEPTANCE OF CDBG PROGRAM REQUIREMENTS

The Applicant hereby certifies that:

It will comply with all applicable parts of Title I of the Federal Housing and Community Development Act of 1974, as amended, which have not been cited herein, as well as with other applicable federal laws and regulations.

It will comply with all requirements established by the Montana Department of Commerce and applicable State laws, regulations, and administrative procedures.

It accepts the terms, conditions, selection criteria, and procedures established by the Montana Community Development Block Grant (CDBG) Program and expressly waives any statutory or common law right it may have to challenge the legitimacy and propriety of these terms, conditions, criteria, and procedures in the event that it is not selected for an award of CDBG funds.

APPLICANT- CERTIFICATION

To the best of my knowledge and belief, the information provided in this application and in the attached documents is true and correct.

Signature _____
Chief Elected Official or Authorized Representative

Name _____ **Title** _____

Date _____

Applicant's Information	
Name of Local Government	
Phone #	
Fax #	
Mailing Address of Applicant	
Federal Tax ID #	
DUNS Number	
Name of Assisted Business (if applicable)	
Address of Assisted Business	

DUNS # of Assisted Business	
North American Industrial Classification System (NAICS) Code	
Primary Contact Person	
Name	
Affiliation	
Job Title	
Phone #	
Fax #	
E-mail Address	
Mailing Address of Applicant	

CDBG Planning Grant Funds Requested: \$ _____		
Community Benefit – 1:3 match required Site-Specific/Private Entity Benefit – 1:1 match required		
OTHER FUNDING SOURCES:	AMOUNT	STATUS OF COMMITMENT (Pending or Firm)
Local match (required; see above)	\$	
CDBG Requested Funds	\$	
	\$	
	\$	
TOTAL ESTIMATED PROJECT COST	\$	

PROVIDE A BRIEF DESCRIPTION OF THE PROPOSED PLANNING ACTIVITY & COMMUNITY/PRIVATE ENTITY BENEFIT BELOW (Use additional sheets if necessary):

I. ELIGIBLE APPLICANT? [See Application Guidelines, page 4.]

Yes

No

ELIGIBLE MIDURN COMMUNITY?

Yes

No

If applicable, please describe your participation in the State's application to HUD for NDRC funding (use additional sheets of paper if needed):

II. APPLICATION SUBMITTED ON BEHALF OF A NON-PROFIT AGENCY, WATER AND SEWER DISTRICT OR SIMILAR ORGANIZATION? [If 'Yes', describe the agency/organization.]

Yes

No

Please describe the agency on behalf of which the local government is applying:

III. ELIGIBLE PLANNING ACTIVITY? [See Application Guidelines, pages 4-5.]

Yes

No

IV. ARE REQUIRED MATCHING FUNDS PROVIDED? [See Guidelines, pages 6-7.]

Yes

No

Waiver of match requested with supporting documentation

V. REQUIRED LETTER(S) OF COMMITMENT INCLUDED? [For funds or resources to be provided by a non-profit agency, water and sewer district, or similar organization; see Application Guidelines, pages 6-7.]

Yes

No

NA

VI. IS A PROJECT IMPLEMENTATION SCHEDULE PROVIDED? [Provide a project implementation schedule using Exhibit I attached. Include a brief narrative to explain your proposed project schedule.]

Yes

No

VII. IS THE PROPOSED PROJECT BUDGET AND BUDGET JUSTIFICATION NARRATIVE PROVIDED?
[Use Exhibit 2 attached to list your project budget and to provide a detailed narrative that explains and justifies each line item of your proposed budget.]

Yes

No

VIII. DETAILED PROJECT PROPOSAL

Using separate sheets, applicants must thoroughly address each of the questions below, providing detailed responses. If a particular question is not applicable to the proposed planning project, the applicant must address why it is not applicable; simply answering 'n/a' will result in the application being considered incomplete. Visual aids and supplemental documents are encouraged to help illustrate the planning activity funding is being requested for.

A. Describe how the proposed planning project will:

1. Supports existing Montana communities by:

- a. Targeting funding toward existing communities to increase community revitalization, improve the efficiency of public works investments, and safeguards rural landscapes;
- b. Encouraging appropriate and comprehensive planning, market studies, preliminary architecture reports, and other studies or plans that support the sustainability of local communities, affordable housing, public works investments, vital employment centers, and the environment;
- c. Enhance the unique and resilient characteristics of all communities by investing in healthy, safe and walkable neighborhoods – rural, urban and suburban;
- d. Encouraging the rehabilitation of existing rental and owner-occupied homes, particularly for those with special needs and the elderly; and
- e. Encouraging the development and rehabilitation of community facilities and services located within walkable neighborhoods and/or served by public transportation systems, particularly for those with special needs and the elderly.

2. Supports investment in vital public infrastructure by:

- a. Encouraging appropriate and comprehensive pre-development planning activities for public infrastructure , including asset management, needs analysis, preliminary engineering and/or architectural reports, and other studies or plans;
- b. Providing funding opportunities to improve safety and efficiency of public infrastructure, promote health, safe and walkable neighborhoods, and safeguard the environment; and
- c. Provide funding opportunities to serve eligible Montanans, [particularly those special needs and elderly populations, with safe, efficient public infrastructure.

3. Enhances Montana's economic competitiveness by:

- a. Providing reliable and timely access to employment centers, educational opportunities, services and other basic needs by works as well as expanded business markets;
- b. Supporting comprehensive planning for downtown revitalization, business development, and other studies or plans to attract and retain talent in Montana communities;
- c. Providing job opportunities to eligible Montanans to strengthen communities within the State;

- d. Encouraging activities that support and strengthen new and existing businesses, particularly those located within traditional downtown business centers comprising a mix of business, housing and services;
 - e. Encouraging housing and mixed-use development that contributes to broader revitalization efforts in Montana communities; and
 - f. Seeking opportunities to achieve multiple economic development goals, such as removing barriers to collaboration, leveraging multiple funding sources, and increasing efficiency through a single investment.
4. Promoting equitable, affordable housing in Montana by:
- a. Expanding location and energy efficient housing choices for people of all ages, incomes, races and ethnicities to increase mobility and lower the combined cost of housing and transportation;
 - b. Encouraging activities to acquire and/or construct new affordable housing for homeownership or rental in areas where existing investment in infrastructure, facilities and services leverages multiple economic, environmental and community objectives;
 - c. Encouraging appropriate and comprehensive planning, market studies, preliminary architectural reports, and other studies or plans in support of the efficient construction of affordable housing; and
 - d. Encouraging financial mechanism that increase homeownership opportunities and provide rental assistance to eligible Montanans, particularly those with special needs and the elderly.
- B. Address the following elements as they relate to the proposed planning project, providing references and supplemental documentation as necessary to adequately illustrate a response:
- 1. The need for financial assistance to complete the planning project;
 - 2. The fiscal capacity of the applicant to meet the grant conditions required by the Department, including but not limited to its ability to manage the planning project and demonstrate the use of generally accepted accounting principles;
 - 3. Past efforts to ensure sound, effective, long-term community wide planning;
 - 4. The ability to obtain and commit the required matching funds;
 - 5. The demonstrated importance of, and the community's current support for, the planning project.
 - 6. Relation of planning project to business expansion or retention, specifically the number of potential jobs created or retained as a result of the proposed planning effort.
- C. Describe the intended outcome of the proposed planning project; how will the receipt of planning grant funds have a positive impact on the applicant community, and what steps will be taken following the conclusion of the planning activity (additional grant funds sought, implementation, construction, etc.)?

Alternative accessible formats of this document will be provided upon request.

If you need this document in an alternative format, such as large print, Braille, audio tape, or computer disc, please contact the Montana Department of Commerce Community Development Division at (406) 841-2770, or the Relay Services number 711.

**EXHIBIT I
MONTANA DEPARTMENT OF COMMERCE
CDBG HOUSING, PUBLIC FACILITIES & ECONOMIC DEVELOPMENT
PLANNING GRANTS**

PROJECT IMPLEMENTATION SCHEDULE

<u>TASK</u>	<u>MONTH</u>
<u>PROJECT START UP</u>	
Preparation of MDOC Contract	
<u>PROCUREMENT OF PROFESSIONAL ASSISTANCE</u>	
<i>Including professional engineers, architects, and planning consultants, etc.</i>	
Submit Request for Proposals (RFP) to DOC for review <i>(Architectural and engineering services must be procured in compliance with Section 18-8-201, MCA)</i>	
Publish RFP or RFQ/Conduct limited solicitation	
Select professional	
Execute agreement with professional	
<u>PROJECT IMPLEMENTATION</u>	
Prepare draft plan/report	
Submit interim Request for Funds, and 50% draft of final product (digital copy)	
Public review and comment	
Finalize plan/report	
<u>PROJECT CLOSEOUT</u>	
Submit final product, both in digital and printed formats Submit final Request for Funds and Project Completion Report	

**EXHIBIT 2
MONTANA DEPARTMENT OF COMMERCE
CDBG HOUSING, PUBLIC FACILITIES & ECONOMIC DEVELOPMENT
PLANNING GRANTS**

**PROPOSED PROJECT BUDGET AND
BUDGET JUSTIFICATION NARRATIVE**

BUDGET for: _____			Date: _____	
(Project Title)				
	SOURCE: CDBG	SOURCE: Match (Identify)	SOURCE:	TOTAL
Professional Planning Activities				
Professional Architectural/Engineering Services				
Other (Describe)				
TOTAL PLANNING PROJECT	\$	\$	\$	\$

Note – Because the amount of funding is limited, applicants will be expected to absorb most costs associated with the administration of the CDBG Planning Grant.

The budget justification narrative must thoroughly explain the rationale or basis for all proposed budget costs for each line item. Quotes from qualified professionals may be requested by MDOC to justify the proposed budget; applicants are encouraged to provide estimates from qualified contractors as part of the application package, in support of the amount of funds requested. The thoroughness of the budget justification will be a consideration in the review of the application. **The budget for the planning project must be accompanied by a detailed narrative that explains:**

- 1) The justification for each budget line item for the CDBG funds requested;
- 2) Local matching funds; and
- 3) Other sources and amounts of local, state, federal, or private funds to be involved.

Reminder: Planning grants may not be used for reimbursement of activities undertaken or completed prior to the date of announcement of grant award by the Department of Commerce.

APPLICANT'S RESPONSE - Budget Justification Narrative:

(Use as much space as needed; attach additional sheets to provide the required information.)