

2019 Consolidated Annual Performance and Evaluation Report

For Program Year 2019

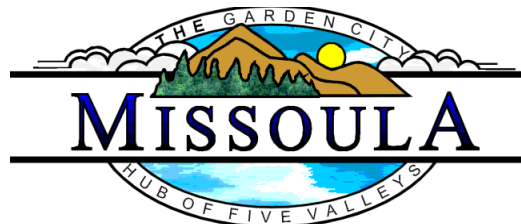
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**City of Missoula,
Montana**

**The annual report of housing,
economic development, public
facility, and human service
programs funded by the U.S.
Department of Housing and
Urban Development (HUD).**



CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Missoula's Office of Housing & Community Development (HCD) funded six projects in PY2019. In total, the City of Missoula and its CDBG and HOME partners made great strides in achieving the goals of the 2019 Annual Action plan, which was the first year of the 2019-2023 Consolidated Plan. The City of Missoula and its partners leveraged HUD and non-HUD resources to work towards continuing an owner-occupied rehabilitation program that provides loans to low-income homeowners, and constructing 200 units of new affordable rental housing for low-income Missoulians. A new domestic violence and homeless family shelter is also being built that will serve thousands of families each year.

In PY2019, HCD also partnered with nonprofit service providers and provided one-on-one support for 77 people at risk of becoming homeless to maintain housing long-term, provided 2,196 homeless individuals with emergency shelter, and connected 900 people with public services focused on financial and renter education. In total, more than 3,000 individuals directly benefitted from activities completed in PY2019, and scores of additional Missoula residents have benefitted as the City and its partners continue to foster a strong and vibrant community for all.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Homelessness	Homeless	CDBG: \$ / HOME: \$ / General Fund: \$ / EPA Brownfields: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	944	77	8.16%	30	77	256.67%
Homelessness	Homeless	CDBG: \$ / HOME: \$ / General Fund: \$ / EPA Brownfields: \$	Homeless Person Overnight Shelter	Persons Assisted	2552	2196	86.05%	1650	2196	133.09%
Homelessness	Homeless	CDBG: \$ / HOME: \$ / General Fund: \$ / EPA Brownfields: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	39	0	0.00%	0	0	

Homeownership	Affordable Housing	CDBG: \$ / HOME: \$ / General Fund: \$ / EPA Brownfields: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	902		1044	902	86.40%
Homeownership	Affordable Housing	CDBG: \$ / HOME: \$ / General Fund: \$ / EPA Brownfields: \$	Homeowner Housing Added	Household Housing Unit	15	0	0.00%			
Homeownership	Affordable Housing	CDBG: \$ / HOME: \$ / General Fund: \$ / EPA Brownfields: \$	Homeowner Housing Rehabilitated	Household Housing Unit	12	0	0.00%	12	0	0.00%
Planning and Administration	Planning and Administration	CDBG: \$ / HOME: \$ / General Fund: \$ / EPA Brownfields: \$	Other	Other	0	0		2	2	100.00%

Rental Housing	Affordable Housing Homeless	CDBG: \$ / HOME: \$ / General Fund: \$ / EPA Brownfields: \$	Rental units constructed	Household Housing Unit	264	0	0.00%	200	0	0.00%
Rental Housing	Affordable Housing Homeless	CDBG: \$ / HOME: \$ / General Fund: \$ / EPA Brownfields: \$	Housing for Homeless added	Household Housing Unit	40	0	0.00%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

Missoula's Office of Housing & Community Development (HCD) has shifted the focus of CDBG and HOME federal grants programs since its inception in 2016 to be more targeted on making an impact on the number and quality of affordable homes in Missoula and working to end homelessness in the community. This has meant focusing Annual Action Plans and Consolidated Plans on fewer goals. This strategy intends to more highly leverage these federal grants programs and make greater impact in the areas where the community sees the most need. HCD has also focused over the past few years on building partnerships with both nonprofit and for-profit organizations with the goal of leveraging the resources and unique strengths of these partners to help us reach our collective goals. The 2019-2023 Consolidated Plan is a continuation of that more focused strategy. Over the next five years, we hope to make homelessness in the community rare, brief, and one time only, and alleviate the pressures on the housing market to ensure that all Missoulians can afford their homes.

Program Year 2019 was the first program year in Missoula's 2019-2023 Consolidated Plan, and in that first year, Missoula's CDBG-HOME investments had a far reach in meeting the needs of people experiencing homelessness in our community. PY2019 goals for public services and overnight shelter were exceeded (Goal 3 - Homelessness). Planning and administration to ensure success in meeting our goals was also met (Goal 4 – Planning and Administration). However, as it was the first year of the Consolidated Plan, not all goals set for the five years were addressed within the first year for Goal 1 - Rental Housing and Goal 2 – Homeownership.

In PY2019, the City and its partners exceeded their goal for providing public services to people experiencing homelessness (77/30) and providing shelter (2196/1650). The goal of providing financial, renter and housing education and counseling programs were nearly met (902/1044); in part, social distancing and restrictions due to COVID-19 affected outcomes. Although not reflected in the table above, two projects were completed in 2019; the River Acres public improvement project connected 31-unit resident-owned manufactured homes in the community with safe, reliable public water in 2020, and Homeward's Small Homes project brought six new affordable homeownership units on the market in 2019. Homeowner housing loans continue to be arranged, but no loans were fully processed within the program year. The Villagio rental housing project is set to create 200 units of low-income housing for the City, the biggest rental housing project in the city's history. This complex project is still underway and is set to break ground Fall 2020.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	2,262	53
Black or African American	109	1
Asian	16	0
American Indian or American Native	373	5
Native Hawaiian or Other Pacific Islander	17	0
Total	2,777	59
Hispanic	109	1
Not Hispanic	2,668	58

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The Missoula area as a whole is (U.S. Census Bureau, 2019):

- 91.2% White
- 0.6% Black or African American
- 1.9% Asian
- 2.0% American Indian and Alaska Native
- 0.2% Native Hawaiian or Other Pacific Islander

Based on the above accomplishment data, beneficiaries of City administered CDBG projects in PY19 were 81.5% white, 13.4% American Indian or American Native, and 4% Black or African American. The City's Consolidated Plan for HUD-Funded Programs for 2019-2023 examines demographic patterns and disproportionate impacts more thoroughly. For the purpose of this CAPER, the families assisted during the PY2019 program year mirror many of the housing and public service needs that tend to disproportionately affect people of color in Missoula as reflected in the above table.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	700,993	441,334
HOME	public - federal	594,546	554,795
General Fund	public - local	66,241	66,241
Other	public - federal	200,000	0

Table 3 - Resources Made Available

Narrative

In order to determine the amount expended during Program Year 2019, the City of Missoula referred to the PR-07 Drawdown Report by Voucher. In PY2019 the City of Missoula allocated \$700,933 to CDBG activities and expended \$441,334. In PY2019 the City of Missoula allocated \$594,546 to HOME activities and expended \$554,795. General Funds of \$66,241 were expended in full. As of the close of PY2019, \$200,000 was estimated for Brownfields funds; no CDBG or HOME construction projects expended Brownfields funds in PY2019.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City of Missoula	100	100	City limits

Table 4 – Identify the geographic distribution and location of investments

Narrative

100% of CDBG and HOME funds were expended for activities in the City of Missoula

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City of Missoula's HOME and CDBG investments leveraged a total of \$18,266,224 in additional funds during PY2019. Of this amount, \$52,000 came from Missoula County funds, \$1,330,000 came from City of Missoula funds, \$25,000 came from foundations, and \$14,876,062 came from tax credits. The remaining \$1,983,162 came from private sources.

The City of Missoula calculated the match liability for FFY19 through the PR-33 HOME Matching Liability Report, which demonstrated a required match percentage of 25% which means that the City's HOME match liability for Federal Fiscal Year 2019 (FFY19) was \$75,136. The HOME match of \$90,843.00 was contributed during FFY19 from Homeward's second Small Manufactured Homes project in the form of developer fee foregone and cash from the sale of several of the final homes. During PY2019 no publicly owned land or property located within the jurisdiction was used to address the needs identified in the plan.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	4,955,363
2. Match contributed during current Federal fiscal year	90,843
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	5,046,206
4. Match liability for current Federal fiscal year	75,136
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	4,971,070

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
455	06/03/2020	90,843	0	0	0	0	0	0

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
233,322	363,316	0	0	363,316

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	1,498,966	0	114,712	0	0	1,384,254
Number	16	0	1	0	0	15
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	1,498,966	114,712	1,384,254			
Number	16	1	15			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	1,650	2,196
Number of Non-Homeless households to be provided affordable housing units	1,074	979
Number of Special-Needs households to be provided affordable housing units	0	0
Total	2,724	3,175

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	200	0
Number of households supported through Rehab of Existing Units	12	6
Number of households supported through Acquisition of Existing Units	0	0
Total	212	6

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City of Missoula continued to support the Coordinated Entry System (CES) in PY2019 that benefits people experiencing homelessness in their efforts to obtain affordable housing. Homeward's Financial and Renter Education helps provide knowledge to low-income renter households to improve their financial management skills and make their housing more affordable.

Number of Homeless households to be provided affordable housing units: The City set out to support 1650 homeless households in PY2019 through two CDBG projects, and exceeded that goal through the Poverello Center Rapid Intake Program (1,970 households) and the YWCA Ada's Place (226 households).

Number of Non-Homeless households to be provided affordable housing units: The City aimed to support 1,047 non-homeless households in PY19 through two CDBG projects and nearly met that goal through the Poverello Center Housing Navigator program (77 households) and Homeward's Financial and Renter Education Program (902 households). Covid-19 presented challenges in meeting the education program goals due to social distancing and restrictions.

Number of households supported through The Production of New Units: The Villagio HOME development (200 households) are planned to create new units. Construction is scheduled to begin Fall 2020. Homeward's Small Homes project, funded in Program Year 2018, wrapped up during PY2019, and six affordable homeownership units were brought to the Missoula market; six low-income families were able to purchase the homes.

Number of households supported through Rehab of Existing Units: No loans have been established at this time, but the Human Resource Council will continue to work towards its owner-occupied rehabilitation program that provides loans to low-income homeowners. The program has faced challenges in finding qualified contractors to perform work due to low unemployment and a very busy construction market in Missoula, but during PY2019 they worked on establishing contractor relationships and hope to process several loans in fall 2020.

Discuss how these outcomes will impact future annual action plans.

On June 24, 2019 the city of Missoula passed a comprehensive housing policy that outlined specific strategies aimed at creating and preserving affordable housing. These strategies included creating a Low-Income Housing Tax Credit (LIHTC) support program, preserving expiring use projects, supporting the conversion of mobile home parks into resident owned communities, creating homeowner rehabilitation loan programs, and expanding our current homeowner assistance programs. They also included a recommendation for increased support to partner organizations engaging in rental and homeowner education, eviction prevention work, and supportive services that help stabilize at risk populations in their housing. The outcomes of new units associated with the City's CDBG and HOME funds support that Housing Policy, and vice versa.

Additionally, the City of Missoula continues to support Missoula's Coordinated Entry System (CES), which closely correlates to the 2019-2023 Consolidated Planning goals. The City of Missoula Office of Housing & Community Development (HCD) provides leadership and support to the Reaching Home Coordinator, who directs the City of Missoula's 10-year plan to end homelessness.

Thanks to the great work of the Reaching Home Coordinator and multiple nonprofit service providers, the City launched a new CES in June of 2017. CES conforms to HUD guidance and features a vulnerability

assessment and weekly case conferencing to ensure that those homeless households with the most significant barriers to housing are receiving the support and assistance they need to obtain permanent, affordable housing.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	2,374	1
Low-income	181	1
Moderate-income	272	1
Total	2,827	3

Table 13 – Number of Households Served

Narrative Information

The projects funded in PY2019 that served extremely-low-, low-, and moderate-income persons are reflected in the table above. Those projects included the YWCA Ada's Place that provides emergency housing support and case management to people experiencing homelessness; Homeward's Financial Education program that provides knowledge to low-income renter households to improve their financial management skills; and Poverello's Housing Retention Specialist that supports individuals with high barriers to stable housing, and the Rapid Intake Assessment program that connects individuals experiencing homelessness with resources and services as quickly as possible.

Households with worst case needs are defined as very low-income renters who do not receive government housing assistance and who paid more than one-half of their income for rent, lived in severely inadequate conditions, or both. According to the City of Missoula's Consolidated Plan (2019-2023), 20% of Missoulians spend more than 50% of their income on housing, or over 14,000 Missoulians. Also according to the Consolidated Plan, Missoulians at 0% to 30% AMI tend to have disproportionate severe housing problems (lacking complete kitchen facilities, lacking complete plumbing facilities, more than 1.5 persons per room, or a cost burden when housing costs are greater than 50% of the household income). Each year, the City of Missoula, which faces a lack of affordable housing stock, works to bring new units to the Missoula housing market through the deployment of HUD funds. The City also supports the existing network of service providers dedicated to serving those with worst case needs. This is reflected in the discussion above related to PY2019 goals and outcomes.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

In PY2019 the City provided support to the YWCA's Ada's Place Emergency Shelter, which provided emergency housing support and case management to 226 individuals experiencing homelessness during the program year. While not directly funded by CDBG during PY2019, the Poverello Center's Homeless Outreach Team (HOT) conducts daily outreach to individuals experiencing homelessness and collaborates extensively with multiple agencies across Missoula in order to assess needs and align resources. Additionally, the Open Aid Alliance continued its local outreach services through their Coordinated Outreach Team. These individuals work to connect vulnerable populations with permanent supportive housing through a harm reduction approach. Each of these agencies coordinate with the City closely through the Missoula Coordinated Entry System (CES).

Throughout PY2019, the City of Missoula continued to lead efforts surrounding the CES, overseen by the Reaching Home Coordinator. Reaching Home is Missoula's 10-Year Plan to End Homelessness and represents a collaborative effort between the City of Missoula, Missoula County, and multiple non-profit partners. The CES consists of four front doors through which all referrals for homeless services are to be directed: the Poverello Center, the YWCA (prior to 2020), 211 (operated by District XI Human Resource Council), and the Salvation Army. In addition, multiple other service providers are involved in CES. All referrals are added to a By-Name List and all organizations use a common assessment tool to gauge the vulnerability of each person. The CES team conducts weekly case conferencing to identify individual needs and vulnerabilities and appropriately designate community resources with the goal of housing individuals experiencing homelessness as quickly as possible.

In light of the COVID-19 pandemic, we recognized the need to prioritize limited housing services and resources based on CDC risk factors of COVID-19 that have been identified. In an effort to engage as many individuals experiencing homelessness as possible, CES collaborates with the County Jail, emergency departments, police department, and homeless outreach teams to coordinate, locate and engage the unsheltered population.

Along with CES, the Missoula homelessness agencies have also launched a Diversion program. It is a requirement of the CES Front Doors to attempt diversion with every household that is requesting a shelter bed prior to completing the vulnerability assessment. These Front Doors are assisting households with identifying safe alternatives to entering the homeless crisis response system and providing information and resources. In November 2019, the City launched a flexible fund to help divert households and also continue to exploring funding opportunities to hire diversion specialists that can follow up with diverted households to ensure they obtain permanent housing and avoid becoming homeless in the future.

In January of each year, ARHC organizes Project Community Connect, formerly Project Homeless Connect, which is a one-day, one-stop event aimed at connecting individuals experiencing homelessness (sheltered and unsheltered) and those at-risk of becoming homeless with core social services. In 2020, more than 150 community volunteers and 60 government agencies, non-profit providers, and local businesses came together to give direct services to nearly 400 Missoulians.

Addressing the emergency shelter and transitional housing needs of homeless persons

In PY2019, the City of Missoula provided CDBG support for the YWCA's Ada's Place Emergency Shelter, which provides one- to three-night emergency motel vouchers or 50-day motel stays to families experiencing homelessness. The YWCA provided shelter to 226 individuals. They also provided case management for families to assist them in getting permanent or transitional housing. The YWCA reports that 60% of families assisted through Ada's Place obtained either permanent or transitional housing. Of these families, 90% obtained permanent housing and 10% obtained transitional housing. In PY2018, the City of Missoula awarded funding for a YWCA facility expansion with new construction of a 35,000 square foot, fully accessible building to include 31 family housing rooms, and a 16-room Domestic Violence Shelter. The project will serve 100% LMI households and broke ground Fall 2019.

In PY2019, two projects were funded for the Poverello Center, an emergency homeless shelter. The Rapid Intake project provided immediate access to referrals and appropriate services with a focus on employment and housing. The Housing Retention project allowed the organization to hire a Housing Retention Specialist to work with high barrier individuals and support them in retaining housing. The Poverello Center served 2,047 individuals in PY2019 through these programs.

In August of 2019, the Missoula County and the City of Missoula, along with development partners, announced our intent to develop a 202 unit scattered site LIHTC development to serve individuals and families in our community with high barriers to obtaining housing, including those re-entering our community from the correctional system. This project is made possible through a 4 acre land donation by Missoula County. Additionally, HCD worked on a Corporation for Supportive Housing (CSH) Frequent Users Systems Engagement (FUSE) project. CSH FUSE is a proven model identifying frequent users of jails, shelters, hospitals and/or other crisis public services and then improving their lives through supportive housing. The collaborative applied for funding from the Montana Health Care Foundation (MHCF) in PY2018 to fund a pilot of the service delivery model for mobile services. The Missoula FUSE Collaborative, facilitated by HCD, is proposing a three phase approach to provide housing and wrap around services to 53 identified frequent utilizers over the next three years. This three-phase approach implements a scattered site housing model with mobile services, a cluster site housing model with on-site and mobile services, and a stand-alone facility that incorporates housing with on-site medical and behavioral health services. Funding awarded by the MHCF will allow us to pilot the service delivery model for mobile services outlined in the first two phases as well as pay for a Coordinator hired through Partnership Health Center to implement the program. This pilot will also help to identify the ideal configuration of on-site services as well as innovative Medicaid billable models to ensure ongoing sustainability. This initial investment of \$150,000 in the demonstration project will leverage tens of

millions of dollars in subsequent years as we construct two housing developments to support FUSE participants.

In 2020, the world face an unprecedented public health crisis with the COVID-19 pandemic. This crisis has created emergent needs especially in our Coordinated Entry System, Missoula's homelessness response sector. Based on these needs and the connection to our existing consolidated plan goals, HCD in coordination with our local Community Organizations Affected by Disaster Task Force chose to use our CDBG-CV funds to help stop the spread of COVID-19 citywide by supporting outreach, services, and appropriate supportive services for homeless individuals in isolation and quarantine in compliance with U.S. Centers for Disease Control and Prevention guidance.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Missoula's At-Risk Housing Coalition (ARHC) convenes and monitors the Winter Shelter program that operates each December through April with the mission of keeping people housed during the coldest winter months by providing rental assistance to those at-risk of homelessness. A committee comprised of ARHC members from four agencies screens applications for Winter Shelter funds and selects recipients. The Winter Shelter program coordinates rental assistance efforts to most efficiently leverage resources for those at-risk of homelessness.

Missoula's community mental health center, Western Montana Mental Health Center (WMMHC), has a specific certified Mental Health Professional that coordinates discharges with the Montana State Hospital and attends the Admission and Discharge Review Team (ADRT) meeting every other month; this also allows for meeting with prospective and established clients face-to-face at the State Hospital. Locally, WMMHC also coordinates discharges with Missoula's two hospitals: St. Patrick Hospital and Community Medical Center. WMMHC also employs several staff at the Missoula County Detention Facility, and they specifically have a case manager that completes discharge planning at the jail. This person also works with households after they are released for up to 90 days in attempt to reduce recidivism.

Missoula has two part-time Community Liaison Outreach Specialists funded through the Department of Public Health and Human Services. They provide transitional support to individuals with mental illness being discharged from the Montana State Hospital and into services offered in our community. St. Patrick Hospital is coordinating with the Montana State Hospital to receive signed releases of information for patients being conditionally released; this helps ensure that if/when the recently released patient is seeking services in the emergency department, the staff have some background information.

Partners for Reintegration (PFR), a sub-committee under ARHC, is a community coalition focused on improving reentry for returning citizens. Safe, affordable housing is the current biggest difficulty facing returning citizens from both state and county facilities, and also affects their families and children. PFR's close working relationship with ARHC benefits both organizations and can increase community safety and success in reintegration. PFR has been active for four years and is supported by over 300 people, as reflected in their mailing list. This includes returning citizens, probation and parole, attorneys, individuals in private practice as well as agencies already involved in ARHC.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

In August 2019, the Missoula County and the City of Missoula, along with development partners, announced our intent to develop a 202 unit scattered site Low-Income Housing Tax Credit (LIHTC) development to serve individuals and families in our community with high barriers to obtaining housing, including those re-entering our community from the correctional system. This project is made possible through a 4 acre land donation by Missoula County.

Also in PY2019, HCD worked with the Missoula FUSE Collaborative to pursue a three-phased project to provide housing and wrap around services to 53 identified frequent utilizers of jails, shelters, and hospitals. This three-phase approach implements a scattered site housing model with mobile services; a cluster site housing model with on-site and mobile services; and a stand-alone facility that incorporates housing with on-site medical and behavioral health services. The project applied for funding from the Montana Health Care Foundation (MHCF) to fund a pilot of the service delivery model for mobile services and was awarded funds.

The YWCA administers a rapid rehousing program that provides rapid re-housing assistance and case management to homeless families in Missoula who are living on the street, in emergency shelters, or who are fleeing domestic violence. Priority placement is given to chronically homeless families. Short-term (up to 2 months), and/or medium-term (up to 6 months), tenant-based rental assistance and support services were provided to participating families, depending on their needs.

The HRC Emergency Solutions Grant (ESG) prevention program, Hope Rescue Mission's 549-Hope Benevolence Fund and the Salvation Army Emergency Winter Shelter rental assistance program connect eligible individuals and families with the most appropriate forms of housing prevention assistance. An ARHC review committee, staffed by the aforementioned agencies, is responsible for soliciting and reviewing individual applications for housing assistance that will prevent homelessness. For example the

county-funded Winter Shelter program run by the Salvation Army between November and April provides assistance with utility bills in the coldest winter months.

In Missoula, ESG funding is awarded directly to the Human Resource Council (HRC). The ESG rapid re-housing (RRH) program was used to provide homeless individuals in a three-county area with any of the following forms of assistance: one to three months of rental assistance, a rental security deposit equal to no more than two months' rent, last months' rent, a utility security deposit, rental application fees, utility payments, utility arrears up to six months, and arrears from a prior rental. The ESG RRH program targeted individuals who met the literally homeless definition (at a homeless shelter, place not meant for human habitation, hotel if paid for by charitable organization and transitional housing if they were homeless at the time of entry).

In 2019, the U.S. Department of Housing and Urban Development (HUD) awarded \$75 million to 23 U.S. communities, including eight rural areas for ending youth homelessness. The Montana CoC was one of the recipients of this grant and requested proposals from communities in Montana. The HRC submitted an application and was awarded funding to support housing options for people who are under 25 and experiencing homelessness. The program will be launched in Fall 2020.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City of Missoula Office of Housing & Community Development (HCD) participated in meetings with the Missoula Housing Authority (MHA) to discuss their needs going forward in PY2018 and continues to be in close contact with MHA to provide support as needed.

In 2019 MHA began the process to convert all of its public housing into Section 8. The conversion should be completed in 2020. Conversion to Housing Choice Vouchers (HCVs) gives small Public Housing Agencies (PHAs) greater flexibility to respond to local needs, allows them to pursue private financing, and provides greater housing choice and mobility to assisted households. The conversion is justified because it principally benefits residents, the MHA, and the community and will have no adverse effect on the availability of affordable housing in the community. Major upgrades to siding, windows, kitchens, bathrooms, and flooring in about 20 properties are scheduled to be completed in 2019. Interior work will be scheduled in vacant units, minimizing the disruption to tenants. Other capital work will be finished prior to conversion.

Also scheduled for 2019 is the development of a new 200-unit affordable housing complex which will include 32 units of project-based vouchers, allowing the project to reach lower income levels than would be possible without the vouchers. That project is expected to break ground in PY2021.

MHA is completing a 12-unit permanent supportive housing project that will begin leasing in 2020.

MHA is partnering with Homeword and Blueline Development to develop 200 units of affordable housing of which 30 units will be permanent supportive housing. The project will also host a navigation center to provide services to the community. It is expected to break ground in 2021.

MHA also received three new awards of vouchers: 26 Mainstream vouchers to serve non-elderly disabled; 32 HUD-VASH vouchers to serve homeless vets; and up to 25 Foster Youth Initiative vouchers to serve youth aging out of foster care.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The Resident Advisory Board of the Missoula Housing Authority (MHA) meets once a year and advises staff and the Board of Commissioners on policies of interest to them. MHA has had for many years a Housing Choice Voucher Homeownership program, which is open to voucher and public housing program participants. Residents are offered the services of Resident Opportunities and Self-Sufficiency (ROSS) and Family Self-Sufficiency (FSS) Coordinators. A key component of the Public Housing FSS program are the escrow accounts made available to families, many of whom utilize these funds for homeownership. Four families successfully completed the PH FSS program during PY2019. Families

saved \$13,118, \$10,229, \$8,967 and \$2,251 throughout their respective participation. Twenty-three families have escrow accounts established with twenty-one families making monthly deposits. The average increase in earned income was \$8,769 and monthly escrow deposits totaled \$6,095 at year end. In all, 52 families were served in PH FSS during the year, including 15 new families. PH FSS escrow accounts totaled \$94,941 at the close of PY2019.

Actions taken to provide assistance to troubled PHAs

The Missoula Housing Authority is not a troubled PHA.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

On June 24, 2019, the City of Missoula passed a comprehensive housing policy that outlined specific strategies aimed at creating and preserving affordable housing. These strategies included creating a Low-Income Housing Tax Credit (LIHTC) support program, preserving expiring use projects, supporting the conversion of mobile home parks into resident owned communities, creating homeowner rehabilitation loan programs, and expanding our current homeowner assistance programs. They also included a recommendation for increased support to partner organizations engaging in rental and homeowner education, eviction prevention work, and supportive services that help stabilize at risk populations in their housing.

A significant section of the Housing Policy, titled "Reduce Barriers to New Supply and Promote Access to Affordable Homes" focuses on creating an affordable housing incentive program, amending city code to include formal land use incentives for producing below-market rental and ownership homes, and pursuing changes to the general land use code to reduce development costs in Missoula. As of September 2020, the City is working on revising its Zoning Code (Title 20) to enact many of the changes recommended in the Housing Policy. The 2020 annual updates to the Zoning Code are set to be adopted by City Council in October 2020.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The primary obstacle to addressing underserved needs is the fact that funding levels are simply insufficient to meet the needs. Requests for funding from HOME and CDBG usually far exceed funds available. To address the obstacle of limited funding, the City employs ranking criteria for the funds weighing most heavily on the community impact that will result from these investments. In 2019, the City of Missoula adopted a comprehensive city Housing Policy, which aims to leverage all city assets and funding sources available to support underserved needs, especially in the realm of housing affordability.

The Office of Housing & Community Development has narrowed its focus in recent years to producing more units, preserving existing affordable units, and providing supports to housing consumers. This focus was supported by the results of the past several Community Needs Assessment surveys, in which "increase housing that is affordable to all income levels" was selected as the highest priority by respondents to the online surveys.

In PY2019, HCD and its partners took several actions to address the obstacles to creating more housing that is affordable for Missoulians:

- HCD continued to support the project team led by the Missoula Housing Authority as they worked on the Villagio rental housing project, which is expected to break ground in Fall 2020.
- Homeword finished construction on their six Small Homes, which provide affordable homeownership opportunities to low-income Missoulians. All six units were sold to low-income Missoulians as of the close of PY2019.
- Homeword served 902 Missoulians through their financial, renter, and homeownership classes and counseling. These classes helped Missoulians prepare for homeownership, be savvy renters, and plan for financial success.
- The Human Resource Council continued their owner-occupied rehabilitation program to provide loans to low-income homeowners. They made progress in building relationships with local contractors who are able to perform the small-scale rehab work required.
- The City of Missoula adopted a local Affordable Housing Trust Fund to support the construction and preservation of affordable homes in Missoula.

Additionally, HCD took several actions to support those facing homelessness in Missoula:

- The YWCA operated their Ada's Place Emergency Housing program for Missoula's homeless families and served 226 individuals.
- The Poverello Center served 77 individuals through the Housing Retention Specialist role, supporting individuals with high barriers to stable housing to remain housed.
- The Poverello Center served 1,970 individuals through the Rapid Intake Assessment program to connect homeless individuals with appropriate resources and services as quickly as possible through the Missoula Coordinated Entry System.
- The YWCA made progress on their new facility project, which will serve homeless families and those fleeing domestic violence. The project broke ground in August 2019 and will be ready for move-in Spring 2021.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City of Missoula works to address LBP hazards as applicable on any city project. This includes new construction on sites that require site contamination cleanup (using Brownfields funds), homeownership rehabilitation projects, and down payment assistance loans. All homeowner rehabilitation or rental assistance projects funded through the City's HOME or CDBG programs require that units constructed prior to 1978 must pass a visual inspection for lead-based paint (LBP) by certified LBP inspectors. Owners or managers are required to complete a disclosure certification of their knowledge of the use of LBP in the unit, potential tenants or buyers are provided a brochure outlining LBP hazards, and a Lead Warning Statement is attached to the rental lease or home purchase documents. If required, mitigation procedures must be successfully completed prior to occupancy and a second inspection is done to verify compliance. If the owner/landlord is unwilling to abate identified LBP hazards, the assisted client is directed to find another unit. In addition, the Missoula City-County Health Department provides lead testing upon request and provides brochures and a video about the hazards of lead in paint and other materials.

In PY2019, Homeward's Small Homes project brought six new homeownership opportunities without any lead-based paint hazards onto the Missoula market, and the Villagio project will soon provide 200 affordable rental homes without any lead-based paint hazards.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City of Missoula's Housing Policy, passed in June 2019 is focused on creating more affordable home options for Missoulians. By passing housing policy, HCD worked in PY2019 to reduce the number of poverty-level families by making progress in the realm of affordable housing, which can create stability and remove financial strains on poverty-level Missoulians.

The City of Missoula provided CDBG support to Homeward's Financial and Renter Education and Counseling program. The purpose of this program is to help low-income families - many of whom are experiencing poverty - to better understand their finances and develop a plan to improve their financial condition. This education and counseling program benefitted 902 low-income individuals in PY2019, including 119 extremely low-income persons. While CDBG-HOME construction projects did not result in the creation of new jobs or contracts for Section 3 business concerns or residents, the City of Missoula did take steps to encourage participation by Section 3 residents including posting legal advertisements in the Missoulian.

A key to Missoula's strategy to reduce the number of poverty-level families is to increase job opportunities for low-income persons. While the City did not support any economic development initiatives with CDBG or HOME in PY 2019, the City does support the Missoula Economic Partnership (MEP), which works collaboratively and strategically to facilitate increased prosperity through business development while enhancing the business environment and quality of life in our community. MEP works with business owners on plans for their growth and job creation and assists them in applying for Big Sky Economic Development Trust Fund grants, which provide expansion grant funds tied to job creation.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The Office of Housing and Community Development (HCD) reached a major milestone with the passage of the first comprehensive city housing policy in over 20 years. This housing policy provides a new roadmap for HCD that complements the 2019-2023 Consolidated Plan for HUD-funded programs. It also adds a significant workload to HCD. In addition, two other City Departments were added to HCD in PY2018, and a Community Development Program Manager position was added as well as an additional Grants Administrator position in PY2019. HCD added additional office-wide staffing in PY2019 and plans to hire an Affordable Housing Trust Fund Manager in PY20 in order to support the housing policy implementation efforts. With all of these expanded duties and focus areas, HCD will continue to work towards building capacity in PY2020 and refining the institutional structure of the office as well as its place within the City.

In PY2019, HCD continued to operate in close partnership with other City departments, including the Missoula Redevelopment Agency, the Mayor's Office, and Development Services. The collaborations further develop institutional structure by increasing the expertise and resource of our department. Internally, our department continues to develop expertise by attending relevant trainings and professional development opportunities. In PY2019 our staff members attended the following training opportunities: The National Development Council's Housing Development Finance Professional Certification Program, HUD online training webinars, Statewide Housing and Healthcare Summit, Brownfields National Conference, Continuum of Care Professional Leadership Curriculum, and Crisis Intervention Training (CIT) International.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

In PY2019, the Office of Housing and Community Development (HCD) led the city through a collaborative and community-driven process to create the City's first comprehensive housing policy in over 20 years. Passed in June 2019, the housing policy was the result of nearly two years of research, partner engagement, public outreach, and community work groups. As HCD now moves into the implementation phase of housing policy, we will continue to engage our public and private housing and social service partners.

HCD also continued to lead the Missoula Coordinated Entry System (CES) in PY2019. The City of Missoula provides leadership of the At-Risk Housing Coalition (ARHC), which, since 1993, brings together public and private housing and social service organizations to develop solutions to combat homelessness. ARHC serves as the platform for the Coordinated Entry System (CES) in Missoula.

Additionally, HCD organized a CDBG-HOME application workshop on January 16, 2020 and a Community Needs Assessment (CNA) on March 4, 2020. Both of these meetings were opportunities for public and private housing and social service agencies to learn more about funding opportunities through CDBG and HOME, but also to discuss their programs with one another and identify new opportunities for collaboration. In January and February 2020, the City administered a CNA survey for the community to share their top priorities related to CDBG and HOME funds. In total, 767 individuals responded to the survey. The survey was available online and distributed via HCD email lists.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

In PY2019, the Office of Housing and Community Development (HCD) continued to engage in a statewide effort shared between entitlement communities, the state of Montana (Montana Department of Commerce) and disseminated by the U.S. Department of Housing and Urban Development (HUD) to create a new Analysis of Impediments (AI). This document looks at data, goals, and needs of the participating entitlement communities in the context of fair housing. This document is about identifying and analyzing impediments to fair (i.e. non-discriminatory, affordable) housing for community members

and making steps toward reducing those obstacles. The AI aims to improve local planning and fair housing availability.

In the absence of a new AI, HCD continues to refer to the 2014 Analysis of Impediments. The City of Missoula's new Housing Policy, entitled "A Place to Call Home: Meeting Missoula's Housing Needs" addresses nearly all of the impediments identified in the 2014 AI by calling for a zoning audit, several zoning and code changes, and by creating a set of incentives for more affordable housing development.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Each year, the City of Missoula Office of Housing and Community Development (HCD) will develop a monitoring plan for both CDBG and HOME. Monitoring will take various forms ranging from desk reviews to on-site monitoring visits. HCD will utilize a risk analysis tool in order to identify those CDBG subrecipients that may require more in-depth and on-site monitoring. HCD staff utilizes Chapter 5 of the Managing CDBG guidebook as guidance for CDBG monitoring as well as the CPD Monitoring Handbook.

In accordance with HOME guidance found in Monitoring HOME, HCD will utilize the following on-site monitoring schedule for HOME-assisted activities:

For any activity administered by a subrecipient, while contract is in effect: Annually

- Tenant-based rental activity: Annually
- Project development activities during all phases of the project through to occupancy and project completion; provided that development has begun: At least annually, but may occur more frequently
- Post completion, for rental projects with 1-4 total units in the project: Every 3 years until period of affordability expires
- Post completion, for rental projects with 5-25 total units in the project: Every 2 years until period of affordability expires
- Post- completion, for rental projects with 26 or more total units in the project: Annually until period of affordability expires

HCD utilizes the Monitoring HOME guidebook as well as the CPD Monitoring Handbook as guidance for monitoring. For both CDBG and HOME on-site monitoring, HCD issues a written report to the Subrecipient and allows them an opportunity to respond to any of the observations, findings, or deficiencies. With respect to minority and women-owned business outreach, Section 3, labor standards, and other federal requirements tied to construction projects, HCD staff conducts pre-construction meetings with CDBG-HOME subrecipients to ensure that they are familiar with all requirements and have the required documents and forms to include in bid and construction documents. Throughout the year, HCD staff are reviewing draw requests, demographic reports, and narrative and financial reports to review CDBG and HOME-funded projects for compliance with all applicable federal regulations. If HCD identifies any issues as part of this review, staff promptly notifies the Subrecipient to discuss the issue and identify any necessary corrective actions.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

In preparing the Consolidated Annual Performance and Evaluation Report (CAPER), the City contacted and informed all organizations located in or working in Missoula that fit the following descriptions: public and private agencies that provide housing, health, and social services including those that provide services to children, the elderly, persons with disabilities, persons living with HIV/AIDS, people with substance and chemical abuse issues, victims of domestic violence, and persons who are homeless; State and local health and child welfare agencies (regarding lead-based paint); units of local government including City and County planning agencies; appropriate offices of state government; local neighborhood and citizen groups; and the Missoula Housing Authority and residents of public and subsidized housing.

Additionally, HCD initiated the following actions: took steps to encourage participation by low- and moderate-income persons, particularly those living in areas where CDBG or HOME funds are proposed to be used; and took steps to encourage the participation of all of its citizens including minorities and non-English speaking persons, and persons with disabilities. These actions were conveyed in the public legal notice printed in the regional newspaper and distributed to the above organizations or interest lists, and particularly offered assistance to persons who were non-English speaking, or needed accommodations for disabilities.

Per the actions taken in outreach efforts above, members of the public were asked to review and comment on the draft Annual Performance Report. The City provided public notice to include a brief summary of the uses of funds included in the Performance Report and accepted written public comment as described in Standards for Public Notice above. Comments were also taken through our online engagement portal, EngageMissoula. A summary of written comments received is included in the final version of the Performance Report. In the City's advertisements for the CAPER, it is offered to provide the CAPER in alternative formats (e.g. large print) and the use of the 711 Montana Relay service.

Persons with disabilities are invited to request assistance in order to participate in meetings or access to programs. HCD posts all items on the City's website and on the online engagement portal, EngageMissoula.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City of Missoula is in a new Consolidated Plan as of PY2019. This Consolidated Plan was developed during 2018 and into 2019 in collaboration with many other City of Missoula municipal departments, community partners, and Missoula residents. The new Consolidated Plan is intentionally narrower than previous plans and focuses on just four goals. These goals are a reflection of community feedback that the most pressing challenge in Missoula now and anticipated in the next five years is affordable housing. In that vein, the Con Plan outlines Rental Housing, Homeownership, and Homelessness as our primary goals. In PY19, the first year of this Con Plan, we funded six projects to help us meet those goals. Four of those projects were CDBG public service projects aimed to support our Missoula Coordinated Entry System and support housing consumers (renters, homebuyers) effectively navigate the housing market. The other CDBG-funded project was a homeowner rehabilitation project aimed to support low-income homeowners bring their homes up to code and improve the widely aging housing stock in Missoula. As of the end of PY19, these more narrow goals are working well for the City, and we do not anticipate needing to change them in coming years.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

In PY2017, the City of Missoula Office of Housing & Community Development (HCD) assessed the need for monitoring projects using HUD guidance. Given the intermittent nature of on-site monitoring for HOME rental properties, we determined on-site monitoring was necessary for all four active HOME Rental Projects: MHA Garden District, Homeword Sweetgrass Commons, Homeword Solstice, and Homeword Equinox. Additionally we determined that rather than review 20% of files as monitoring guidance and HUD Training instructs, we did a 100% file review of all HOME assisted units. This ensured tenants were correctly screened, income qualified and all relevant documentation was in order including tenant selection plans, the lease, rent schedules, and utility allowances for Section 8 clients. On the financial end, project budgets and cash flow statements were also collected and reviewed showing these properties to have healthy operations and organized asset management. These properties are funded through Low Income Housing Tax Credits (LIHTC) and receive annual monitoring by the State for both LIHTC and HOME as well as investor monitoring for LIHTC. All projects were in compliance with HOME regulations.

In PY2019, HCD staff completed a risk assessment to determine if any HOME rental properties or active HOME projects warranted on-site monitoring. Based on the results of the risk analysis and the comprehensive nature of our PY17 monitoring activities, we determined that projects in the monitoring period presented low risk and warranted desk audits only. Additionally, the global Covid-19 pandemic that struck our state in early March of 2020 further required that on-site monitoring is not safe for our staff at this time. We have also discussed with subrecipients that they are working to minimize on-site contact with their residents for their staff and resident safety. HCD will focus on on-site monitoring in PY20.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

The City of Missoula provides information and otherwise works to attract persons from all racial, ethnic and gender groups in the housing market to housing that is assisted with HOME program funding. The City places public notices in the local newspaper, utilizes an email tree and sends mailings to interested parties, advising of the availability of various programs to be undertaken. All written notices to owners and tenants contain either the Equal Housing Opportunity logo, statement or slogan:

- Equal Housing Opportunity Statement: We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

- Equal Housing Opportunity Slogan: Equal Housing Opportunity. Participants in the HOME (and CDBG) programs are required to use affirmative fair marketing practices to inform potential owners and tenants, as well as the public, about federal fair housing laws. All HOME or CDBG-assisted housing providers must include the Equal Housing Opportunity logo, statement, or slogan in its written materials; solicit participants from various racial, ethnic or gender groups; maintain records of their affirmative marketing efforts; and maintain records of all tenants that must be provided for program monitoring.

Missoula uses the media, direct mailings, and email to contact the widest range possible of firms that will do business with the City, and makes a special point to seek proposals from minority and women's business enterprises. City contracts include provisions requiring contractors to seek subcontractors from minority and women's businesses and setting goals for the percentage of MBE/WBE contractors involved with a project funded by CDBG or HOME.

In PY2019, Homeword operated the Small Homes project, funded with PY18 HOME funds. Homeword and/or third party property managers developed an Affirmative Fair Marketing Plan for the sale of its units to ensure the information reached the targeted groups. Homeword has an extensive marketing strategy with a limited marketing budget that it leverages for maximum capacity including quarterly newsletters, advertisements on the interior of Mountain Lines buses, Montana Public Radio, partnering with MFCU for Trail Radio spots, housing related publications like the Homesteader, and Facebook Ads. Homeword maintains an active presence on social media, updates its website with current events and hosts several events throughout the year where the public is invited to learn more about Homeword. Particularly relevant are the Sustainable Communities Tours hosted at Solstice that are publicized via email, community Listservs, advertising, Facebook and their website. The public is invited to learn about their services and programs over the lunch hour; lunch is provided by Homeword. Homeword staff attends various stakeholder groups throughout the year to share about their services and programs to maintain and raise awareness of Homeword's projects and services among community service partners and businesses. One such stakeholder group is the Community Management Team organized by the Missoula Job Service and the National Association of Residential Property Managers.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

The City of Missoula began PY2019 with a HOME program income balance of \$233,321.88 and added \$1,333.40 over the course of the program year. Of the total PI, none was expended in PY2019 for HOME funds. The City of Missoula also received \$361,982.84 in HP or homebuyer recaptured funds during PY19. The HOME PI and HP on hand is currently committed to the Villagio project, which will create 200


affordable rental units for low-income Missoulians. The City of Missoula has supported this project through an award of \$1,095,000 in HOME funds, including entitlement funds and program income and homebuyer recaptured funds. This is a major LIHTC construction project, which is set to break ground in Fall 2020. As such, no funds have yet been drawn, but we anticipate they will be drawn in PY20.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

On June 24, 2019 the City of Missoula passed a comprehensive housing policy that outlined specific strategies aimed at creating and preserving affordable housing. These strategies included creating a Low-Income Housing Tax Credits (LIHTC) support program, preserving expiring use projects, supporting the conversion of mobile home parks into resident owned communities, creating homeowner rehabilitation loan programs, and expanding our current homeowner assistance programs. They also included a recommendation for increased support to partner organizations engaging in rental and homeowner education, eviction prevention work, and supportive services that help stabilize at risk populations in their housing.

Attachment A: PR-26 CDBG Report

ATTACHMENT A: PR-26 CDBG Report

	Office of Community Planning and Development	DATE: 09-09-20
	U.S. Department of Housing and Urban Development	TIME: 11:47
	Integrated Disbursement and Information System	PAGE: 1
	PR26 - CDBG Financial Summary Report	
	Program Year 2019	
MISSOULA, MT		

PART I: SUMMARY OF CDBG RESOURCES		
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR		0.00
02 ENTITLEMENT GRANT		529,166.00
03 SURPLUS URBAN RENEWAL		0.00
04 SECTION 108 GUARANTEED LOAN FUNDS		0.00
05 CURRENT YEAR PROGRAM INCOME		18,287.05
06a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)		0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT		0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT		0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE		0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)		547,453.05
PART II: SUMMARY OF CDBG EXPENDITURES		
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION		484,872.54
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT		0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)		484,872.54
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION		82,516.69
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS		0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES		0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)		567,389.23
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)		(19,936.18)
PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD		
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS		0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING		0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES		475,480.60
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT		0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)		475,480.60
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)		98.06%
LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS		
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY:	
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION		0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS		0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)		0.00%
PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS		
27 DISBURSED IN IDIS FOR PUBLIC SERVICES		78,793.94
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR		0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR		0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS		0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)		78,793.94
32 ENTITLEMENT GRANT		529,166.00
33 PRIOR YEAR PROGRAM INCOME		29,370.05
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP		0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)		558,536.05
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)		14.11%
PART V: PLANNING AND ADMINISTRATION (PA) CAP		
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION		82,516.69
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR		0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR		0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS		0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)		82,516.69
42 ENTITLEMENT GRANT		529,166.00
43 CURRENT YEAR PROGRAM INCOME		18,287.05
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP		0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)		547,453.05
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)		15.07%

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17
Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18
Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	YOUNG Number	Activity Name	MATRIX Code	NATIONAL Classification	Drawn Amount
2018	5	454	6338875	YWCA Facility Expansion (Meadowbank)	03C	LMC	\$305,931.00
					03C	Matrix Code	\$305,931.00
2018	8	457	6378280	NeighborWorks MT River Acres PY18	03J	LMH	\$65,000.00
					03J	Matrix Code	\$65,000.00
2019	1	459	6316928	YWCA Missoula - Ada's Place Emergency Housing	03T	LMC	\$5,800.00
2019	1	459	6341414	YWCA Missoula - Ada's Place Emergency Housing	03T	LMC	\$8,820.00
2019	1	459	6373990	YWCA Missoula - Ada's Place Emergency Housing	03T	LMC	\$7,880.00
2019	3	464	6316920	Poverello Center - Rapid Intake and Assessment	03T	LMC	\$6,250.00
2019	3	464	6342064	Poverello Center - Rapid Intake and Assessment	03T	LMC	\$6,250.00
2019	3	464	6370218	Poverello Center - Rapid Intake and Assessment	03T	LMC	\$6,250.00
					03T	Matrix Code	\$41,250.00
2017	5	439	6290257	Opportunity Resources, Inc. - Benton Ave. Housing	03Z	LMC	\$1,445.65
2017	5	439	6295560	Opportunity Resources, Inc. - Benton Ave. Housing	03Z	LMC	\$1,881.95
					03Z	Matrix Code	\$3,327.60
2019	4	461	6316934	Homeward - Financial, Renter, Homebuyer Education	05U	LMC	\$8,451.00
2019	4	461	6342989	Homeward - Financial, Renter, Homebuyer Education	05U	LMC	\$8,451.00
					05U	Matrix Code	\$16,902.00
2019	2	463	6316920	Poverello Center - Housing Retention Specialist	05X	LMC	\$3,750.00
2019	2	463	6342063	Poverello Center - Housing Retention Specialist	05X	LMC	\$3,750.00
2019	2	463	6370225	Poverello Center - Housing Retention Specialist	05X	LMC	\$3,750.00
					05X	Matrix Code	\$11,250.00
2016	2	424	6290244	NMCCDC - Lee Gordon Place (2016)	12	LMH	\$30,500.00
2016	2	424	6314324	NMCCDC - Lee Gordon Place (2016)	12	LMH	\$1,320.00
					12	Matrix Code	\$31,820.00
Total							\$475,480.60

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	YOUNG Number	Activity Name	MATRIX Code	NATIONAL Classification	Drawn Amount
2018	3	449	6285412	Poverello Center - Rapid Intake and Housing Retention	03T	LMC	\$706.94
2019	1	459	6316928	YWCA Missoula - Ada's Place Emergency Housing	03T	LMC	\$5,800.00
2019	1	459	6341414	YWCA Missoula - Ada's Place Emergency Housing	03T	LMC	\$8,820.00
2019	1	459	6373990	YWCA Missoula - Ada's Place Emergency Housing	03T	LMC	\$7,880.00
2019	3	464	6316920	Poverello Center - Rapid Intake and Assessment	03T	LMC	\$6,250.00
2019	3	464	6342064	Poverello Center - Rapid Intake and Assessment	03T	LMC	\$6,250.00
2019	3	464	6370218	Poverello Center - Rapid Intake and Assessment	03T	LMC	\$6,250.00
					03T	Matrix Code	\$41,956.94
2018	7	452	6285413	Missoula Aging Services - Care Transitions (2018)	05A	LMC	\$3,685.00
					05A	Matrix Code	\$3,685.00
2018	6	453	6301975	Homeward - HomeOwnership Center Programs (2018)	05U	LMC	\$2,500.00
2019	4	461	6316934	Homeward - Financial, Renter, Homebuyer Education	05U	LMC	\$8,451.00
2019	4	461	6342989	Homeward - Financial, Renter, Homebuyer Education	05U	LMC	\$8,451.00
					05U	Matrix Code	\$19,402.00
2019	2	463	6316920	Poverello Center - Housing Retention Specialist	05X	LMC	\$3,750.00
2019	2	463	6342063	Poverello Center - Housing Retention Specialist	05X	LMC	\$3,750.00
2019	2	463	6370225	Poverello Center - Housing Retention Specialist	05X	LMC	\$3,750.00
					05X	Matrix Code	\$11,250.00
2018	4	451	6301972	YWCA Ada's Place Emergency Housing	05Z	LMC	\$2,500.00
					05Z	Matrix Code	\$2,500.00
Total							\$78,793.94

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	YACUMT Number	Activity Name	Matrix Code	NATIONAL Objective	Drawn Amount
2018	9	450	6297711	HCD CDBG Admin FY18	20		\$31,391.64
					20	Matrix Code	\$31,391.64
2017	13	443	6205412	HCD - CDBG Admin	21A		\$6,793.06
2019	6	465	6314259	HCD - CDBG Admin FY19	21A		\$0,948.06
2019	6	465	6314632	HCD - CDBG Admin FY19	21A		\$33.00
2019	6	465	6316838	HCD - CDBG Admin FY19	21A		\$88.00
2019	6	465	6329216	HCD - CDBG Admin FY19	21A		\$77.00
2019	6	465	6341474	HCD - CDBG Admin FY19	21A		\$77.00
2019	6	465	6342083	HCD - CDBG Admin FY19	21A		\$13,815.44
2019	6	465	6342087	HCD - CDBG Admin FY19	21A		\$224.42
2019	6	465	6369643	HCD - CDBG Admin FY19	21A		\$19,959.07
2019	6	465	6369646	HCD - CDBG Admin FY19	21A		\$88.00
2019	6	465	6369655	HCD - CDBG Admin FY19	21A		\$22.00
					21A	Matrix Code	\$51,125.05
Total							\$82,516.69

Attachment B: HUD Form 40107A

HOME Match Report

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB Approval No. 2506-0171
(exp. 12/31/2012)

Part I Participant Identification 1. Participant No. (assigned by HUD) M-19-MC-30-0219 2. Name of the Participating Jurisdiction City of Missoula 5. Street Address of the Participating Jurisdiction 435 Ryman St. 6. City Missoula 7. State MT 8. Zip Code 59802				Match Contributions for Federal Fiscal Year (yyyy) 2019 3. Name of Contact (person completing this report) Karen Gasvoda 4. Contact's Phone Number (include area code) 406-552-6218	
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Part II Fiscal Year Summary

1. Excess match from prior Federal fiscal year	\$	4,955,363	
2. Match contributed during current Federal fiscal year (see Part III.9.)	\$	90,843	
3. Total match available for current Federal fiscal year (line 1 + line 2)			\$ 5,046,206
4. Match liability for current Federal fiscal year			\$ 75,136
5. Excess match carried over to next Federal fiscal year (line 3 minus line 4)			\$ 4971070

Part III Match Contribution for the Federal Fiscal Year

[illegible]

page 1 of 4 pages

form HUD-40107-A (12/94)

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

Instructions for the HOME Match Report

Applicability:

The HOME Match Report is part of the HOME APR and must be filled out by every participating jurisdiction that incurred a match liability. Match liability occurs when FY 1993 funds (or subsequent year funds) are drawn down from the U.S. Treasury for HOME projects. A Participating Jurisdiction (PJ) may start counting match contributions as of the beginning of Federal Fiscal Year 1993 (October 1, 1992). A jurisdiction not required to submit this report, either because it did not incur any match or because it had a full match reduction, may submit a HOME Match Report if it wishes. The match would count as excess match that is carried over to subsequent years. The match reported on this form must have been contributed during the reporting period (between October 1 and September 30).

Timing:

This form is to be submitted as part of the HOME APR on or before December 31. The original is sent to the HUD Field Office. One copy is sent to the

Office of Affordable Housing Programs, CGHF
Room 7176, HUD, 451 7th Street, S.W.
Washington, D.C. 20410.

The participating jurisdiction also keeps a copy.

Instructions for Part II:

1. **Excess match from prior Federal fiscal year:** Excess match carried over from prior Federal fiscal year.
2. **Match contributed during current Federal fiscal year:** The total amount of match contributions for all projects listed under Part III in column 9 for the Federal fiscal year.

3. **Total match available for current Federal fiscal year:** The sum of excess match carried over from the prior Federal fiscal year (Part II, line 1) and the total match contribution for the current Federal fiscal year (Part II, line 2). This sum is the total match available for the Federal fiscal year.

4. **Match liability for current Federal fiscal year:** The amount of match liability is available from HUD and is provided periodically to PJs. The match must be provided in the current year. The amount of match that must be provided is based on the amount of HOME funds drawn from the U.S. Treasury for HOME projects. The amount of match required equals 25% of the amount drawn down for HOME projects during the Federal fiscal year. Excess match may be carried over and used to meet match liability for subsequent years (see Part II line 5). Funds drawn down for administrative costs, CHDO operating expenses, and CHDO capacity building do not have to be matched. Funds drawn down for CHDO seed money and/or technical assistance loans do not have to be matched if the project does not go forward. A jurisdiction is allowed to get a partial reduction (50%) of match if it meets one of two statutory distress criteria, indicating "fiscal distress," or else a full reduction (100%) of match if it meets both criteria, indicating "severe fiscal distress." The two criteria are poverty rate (must be equal to or greater than 125% of the average national family poverty rate to qualify for a reduction) and per capita income (must be less than 75% of the national average per capita income to qualify for a reduction). In addition, a jurisdiction can get a full reduction if it is declared a disaster area under the Robert T. Stafford Disaster Relief and Emergency Act.

5. **Excess match carried over to next Federal fiscal year:** The total match available for the current Federal fiscal year (Part II, line 3) minus the match liability for the current Federal fiscal year (Part II, line 4). Excess match may be carried over and applied to future HOME project match liability.

Instructions for Part III:

1. **Project No. or Other ID:** "Project number" is assigned by the C/M System when the PJ makes a project setup call. These projects involve at least some Treasury funds. If the HOME project does not involve Treasury funds, it must be identified with "other ID" as follows: the fiscal year (last two digits only), followed by a number (starting from "01" for the first non-Treasury-funded project of the fiscal year), and then at least one of the following abbreviations: "SF" for project using shortfall funds, "PI" for projects using program income, and "NON" for non-HOME-assisted affordable housing. Example: 93.01.SF, 93.02.PI, 93.03.NON, etc.

Shortfall funds are non-HOME funds used to make up the difference between the participation threshold and the amount of HOME funds allocated to the PJ; the participation threshold requirement applies only in the PJ's first year of eligibility. [§92.102]

Program income (also called "repayment income") is any return on the investment of HOME funds. This income must be deposited in the jurisdiction's HOME account to be used for HOME projects. [§92.503(b)]

- Non-HOME-assisted affordable housing is investment in housing not assisted by HOME funds that would qualify as "affordable housing" under the HOME Program definitions. "NON" funds must be contributed to a specific project; it is not sufficient to make a contribution to an entity engaged in developing affordable housing. [§92.219(b)]
2. **Date of Contribution:** Enter the date of contribution. Multiple entries may be made on a single line as long as the contributions were made during the current fiscal year. In such cases, if the contributions were made at different dates during the year, enter the date of the last contribution.
3. **Cash:** Cash contributions from non-Federal resources. This means the funds are contributed permanently to the HOME Program regardless of the form of investment the jurisdiction provides to a project. Therefore all repayment, interest, or other return on investment of the contribution must be deposited in the PJ's HOME account to be used for HOME projects. The PJ, non-Federal public entities (State/local governments), private entities, and individuals can make contributions. The grant equivalent of a below-market interest rate loan to the project is eligible when the loan is not repayable to the PJ's HOME account. [§92.220(a)(1)] In addition, a cash contribution can count as match if it is used for eligible costs defined under §92.206 (except administrative costs and CHDO operating expenses) or under §92.209, or for the following non-eligible costs: the value of non-Federal funds used to remove and relocate ECHO units to accommodate eligible tenants, a project reserve account for replacements, a project reserve account for unanticipated increases in operating costs, operating subsidies, or costs relating to the portion of a mixed-income or mixed-use project not related to the affordable housing units. [§92.219(c)]
4. **Foregone Taxes, Fees, Charges:** Taxes, fees, and charges that are normally and customarily charged but have been waived, foregone, or deferred in a manner that achieves affordability of the HOME-assisted housing. This includes State tax credits for low-income housing development. The amount of real estate taxes may be based on the post-improvement property value. For those taxes, fees, or charges given for future years, the value is the present discounted cash value. [§92.220(a)(2)]
5. **Appraised Land/Real Property:** The appraised value, before the HOME assistance is provided and minus any debt burden, lien, or other encumbrance, of land or other real property, not acquired with Federal resources. The appraisal must be made by an independent, certified appraiser. [§92.220(a)(3)]
6. **Required Infrastructure:** The cost of investment, not made with Federal resources, in on-site and off-site infrastructure directly required for HOME-assisted affordable housing. The infrastructure must have been completed no earlier than 12 months before HOME funds were committed. [§92.220(a)(4)]
7. **Site preparation, Construction materials, Donated labor:** The reasonable value of any site-preparation and construction materials, not acquired with Federal resources, and any donated or voluntary labor (see §92.354(b)) in connection with the site-preparation for, or construction or rehabilitation of, affordable housing. The value of site-preparation and construction materials is determined in accordance with the PJ's cost estimate procedures. The value of donated or voluntary labor is determined by a single rate ("labor rate") to be published annually in the Notice Of Funding Availability (NOFA) for the HOME Program. [§92.220(6)]
8. **Bond Financing:** Multifamily and single-family project bond financing must be validly issued by a State or local government (or an agency, instrumentality, or political subdivision thereof). 50% of a loan from bond proceeds made to a multifamily affordable housing project owner can count as match. 25% of a loan from bond proceeds made to a single-family affordable housing project owner can count as match. Loans from all bond proceeds, including excess bond match from prior years, may not exceed 25% of a PJ's total annual match contribution. [§92.220(a)(5)] The amount in excess of the 25% cap for bonds may carry over, and the excess will count as part of the statutory limit of up to 25% per year. Requirements regarding bond financing as an eligible source of match will be available upon publication of the implementing regulation early in FY 1994.
9. **Total Match:** Total of items 3 through 8. This is the total match contribution for each project identified in item 1.
- Ineligible forms of match include:**
1. Contributions made with or derived from Federal resources e.g. CDBG funds [§92.220(b)(1)]
 2. Interest rate subsidy attributable to the Federal tax-exemption on financing or the value attributable to Federal tax credits [§92.220(b)(2)]
 3. Contributions from builders, contractors or investors, including owner equity, involved with HOME-assisted projects. [§92.220(b)(3)]
 4. Sweat equity [§92.220(b)(4)]
 5. Contributions from applicants/recipients of HOME assistance [§92.220(b)(5)]
 6. Fees/charges that are associated with the HOME Program only, rather than normally and customarily charged on all transactions or projects [§92.220(a)(2)]
 7. Administrative costs

Attachment C: HUD 60002



Section 3 Summary Report

Economic Opportunities for Low- and Very Low-Income Persons
U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0043
(exp. 11/30/2018)

Disbursement Agency
CITY OF MISSOULA
435 RYMAN OFFICE OF PLANNING & GRANTS, MISSOULA, MT 59802
81-6001293

Reporting Entity
CITY OF MISSOULA
435 RYMAN OFFICE OF PLANNING & GRANTS, MISSOULA, MT 59802

Dollar Amount	\$520,525.13
Contact Person	Montana James
Date Report Submitted	09/11/2020

Reporting Period		Program Area Code	Program Area Name
From	To		
7/1/19	6/30/20	CDB1	Community Devel Block Grants

Part I: Employment and Training

Job Category	Number of New Hires	Number of New Hires that Are Sec. 3 Residents	Aggregate Number of Staff Hours Worked	Total Staff Hours for Section 3 Employees	Number of Section 3 Trainees
The expenditure of these funds did not result in any new hires.					

Total New Hires	0
Section 3 New Hires	0
Percent Section 3 New Hires	N/A
Total Section 3 Trainees	0
The minimum numerical goal for Section 3 new hires is 30%.	

Part II: Contracts Awarded

Construction Contracts	
Total dollar amount of construction contracts awarded	\$7,567,500.00
Total dollar amount of contracts awarded to Section 3 businesses	\$0.00
Percentage of the total dollar amount that was awarded to Section 3 businesses	0%
Total number of Section 3 businesses receiving construction contracts	0
The minimum numerical goal for Section 3 construction opportunities is 10%.	

Non-Construction Contracts	
Total dollar amount of all non-construction contracts awarded	\$0.00
Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$0.00
Percentage of the total dollar amount that was awarded to Section 3 businesses	N/A
Total number of Section 3 businesses receiving non-construction contracts	0
The minimum numerical goal for Section 3 non-construction opportunities is 3%.	

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing.

Yes	Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
No	Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
No	Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
No	Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
No	Other; describe below.

Just one funded project triggered covered contracts and was drawn on with CDBG funds during the program year - YWCA's Meadowlark Facility. YWCA Missoula researched and advertised notices for bid opportunities directly to minority, small, woman-owned businesses, as well as Section 3 businesses. We used the state registry to determine who those businesses were, but unfortunately only one woman-owned business was returned after multiple searches. No Section 3 businesses under any construction headings were ever returned. When we went out for bid to find a General Contractor, the sealed bid process included Section 3 imagery and language that the bidding contractors and subcontractors had to abide by. In contacting the subcontractors awarded subcontracts in excess of \$100,000 during the reporting period, all reported that they did not hire any new employees in order to complete their scope of work on the Meadowlark project. The average contract amount is about \$170,000, and sub contractors reported that this amount was pretty typical and did not require any additional hiring. Most all subcontractors reported that they were using their regular employee crews that they used for all projects and did not anticipate any additional hires. Two subcontractors reported that while they have signed contracts for the Meadowlark project, they had not yet begun any work, and so no hiring processes had taken place. Both contractors agreed that they were aware of Section 3, and YWCA Missoula also emailed Section 3 notices to both contractors on 9/10/20. One contractor was not able to be reached, as the email sent on 9/4/20 went unanswered, and the phone call made on 9/8/20 did not go through as the number was listed as inactive. A phone call was attempted again on 9/10/20, but the number was still beeping as inactive. This number was listed in the award contract, and also came up on a google search for the company, so efforts to contact this contractor have been unsuccessful. The final contractor that signed a contract during this period has since gone bankrupt. They are not responding to emails or phone calls by YWCA Missoula, our General Contractor, previous contracted employees or their creditors. YWCA Missoula was forced to handle a Department of Labor complaint about this contractor for not paying the full contract amount owed to employees after failing to finish work at the Meadowlark jobsite. YWCA Missoula has not been involved in any other legal action as a result of the bankrupt subcontractor, and no negative findings were reported as the fault of either YWCA Missoula or our General Contractor. The employees have since been paid, and we are just waiting on the Department of Labor to send us their final statement.



Section 3 Summary Report

Economic Opportunities for Low- and Very Low-Income Persons
U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0043
(exp. 11/30/2018)

Disbursement Agency
CITY OF MISSOULA
435 RYMAN OFFICE OF PLANNING & GRANTS, MISSOULA, MT 59802
81-6001293

Reporting Entity
CITY OF MISSOULA
435 RYMAN OFFICE OF PLANNING & GRANTS, MISSOULA, MT 59802

Dollar Amount	\$106,070.45
Contact Person	Montana James
Date Report Submitted	09/11/2020

Reporting Period		Program Area Code	Program Area Name
From	To		
7/1/19	6/30/20	HOME	HOME Program

Part I: Employment and Training

Job Category	Number of New Hires	Number of New Hires that Are Sec. 3 Residents	Aggregate Number of Staff Hours Worked	Total Staff Hours for Section 3 Employees	Number of Section 3 Trainees
The expenditure of these funds did not result in any new hires.					

Total New Hires	0
Section 3 New Hires	0
Percent Section 3 New Hires	N/A
Total Section 3 Trainees	0
The minimum numerical goal for Section 3 new hires is 30%.	

Part II: Contracts Awarded

Construction Contracts	
Total dollar amount of construction contracts awarded	\$1,507,466.74
Total dollar amount of contracts awarded to Section 3 businesses	\$0.00
Percentage of the total dollar amount that was awarded to Section 3 businesses	0%
Total number of Section 3 businesses receiving construction contracts	0
The minimum numerical goal for Section 3 construction opportunities is 10%.	

Non-Construction Contracts	
Total dollar amount of all non-construction contracts awarded	\$0.00
Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$0.00
Percentage of the total dollar amount that was awarded to Section 3 businesses	N/A
Total number of Section 3 businesses receiving non-construction contracts	0
The minimum numerical goal for Section 3 non-construction opportunities is 3%.	

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing.	
Yes	Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
No	Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
No	Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
No	Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
No	Other; describe below.
<p>Section 3 Notices were placed in the local newspaper. Section 3 businesses were also directly solicited via email. Very few local, regional and state wide businesses are registered as Section 3 businesses in Montana. Current unemployment is low in the Missoula area in the construction trades, even with COVID, and due to the booming construction climate most businesses are fully staffed, making it unlikely that these contracts will result in new hires.</p>	