



SPECIAL
City Commission Agenda
Civic Center, 2 Park Drive South, Great Falls, MT
Commission Chambers Room 206
April 9, 2018

CALL TO ORDER 8:30 A.M.

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS

AGENDA APPROVAL

CONFLICT DISCLOSURE/ EX PARTE COMMUNICATIONS

PETITIONS AND COMMUNICATIONS

(Public comment on any matter that is not on the agenda of the meeting and that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of 3 minutes. When at the podium, state your name and address for the record.)

1. Miscellaneous reports and announcements.

OLD BUSINESS

2. 2017/2018 Amended Annual Action Plan and acceptance of the proposed use of CDBG funds (Unallocated & Revolving Loan Funds).

Action: Remove Item from table and adopt or not adopt the 2017/2018 Amended Annual Action Plan; authorize or not authorize the submittal to the U.S. Department of Housing and Urban Development (HUD); and accept or deny the proposed use of funds. (Presented by Craig Raymond)

ADJOURNMENT

(Please exit the chambers as quickly as possible. Chamber doors will be closed 5 minutes after adjournment of the meeting.) Commission meetings are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>.



Item: 2017/2018 Annual Action Plan Amendment and CDBG Timeliness Projects

From: Planning and Community Development Department

Initiated By: Maria Porter, CDBG/HOME Administrator

Presented By: Craig Raymond, Director, Planning and Community Development

Action Requested: City Commission remove the 2017/2018 Amended Annual Action Plan and the proposed use of CDBG funds (Unallocated & Revolving Loan Funds) from the table, and adopt the Amended Annual Action Plan and accept the proposed use of CDBG funds.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (remove/not remove) 2017/2018 Annual Action Plan Amendment and CDBG Timeliness Projects Agenda Item from the table for discussion purposes and further action."

2. Mayor requests a second to the motion, Commission discussion, public comment, and calls for the vote.

1. Commissioner moves:

"I move that the City Commission (adopt/not adopt) the 2017/2018 Amended Annual Action Plan; (authorize/not authorize) the submittal to the U.S. Department of Housing and Urban Development (HUD); and (accept/deny) the proposed use of funds, due to Timeliness, for the 2017/2018 Community Development Block Grant Program (CDBG)."

2. Mayor requests a second to the motion, Commission discussion, public comment, and calls for the vote.

Staff Recommendation:

The Planning and Community Development staff recommends that the City Commission adopt the proposed Amended Annual Action Plan, authorize submittal to the U.S. Department of Housing and Urban Development (HUD), and accept the proposed use of CDBG funds.

Summary:

This item was discussed during the April 3, 2018 Commission Meeting but was tabled in order to allow 30-day comment period to expire before Commission action is taken. The Comment period from March 7, 2018 through April 6, 2018 was established to receive citizen input on the proposed 2017/2018 Amended Annual Action Plan. Staff will update the Commission on comments received subsequent to the April 3rd meeting.

The amended 2017/2018 Amended Annual Action Plan includes the addition of new projects to address a Timeliness Notification from HUD and removes six existing projects which must be eliminated due to conflict of interest concerns raised by HUD. The Planning and Community Development Department proposes the revised list of projects to expend funds by May 2, 2018 and ensure the Timeliness Requirement is met.

Background:

The Annual Action Plan portion of the Consolidated Plan includes the proposed use of CDBG and HOME funds for the 2017-2018 fiscal year. The Consolidated Plan is a five year comprehensive planning strategy required by HUD. The 2017/2018 Annual Action Plan will be in its third year of implementing this five year plan.

Significant Impacts

The City is at risk of becoming non-compliant with the regulatory timeliness requirements for its Community Development Block Grant (CDBG) funds. The expenditure of these funds by May 2, 2018, has a significant impact to the CDBG Program. First, it would keep the City in compliance which protects future funding. Second, as HUD has requested, it will decrease the line of credit in the Revolving Loan Fund and CDBG unallocated funds. Lastly, it will immediately provide funding for more projects to benefit Low to Moderate Income Persons, increasing the CDBG impact in the community.

Citizen Participation

A 30-day comment period beginning March 7, 2018, through April 6, 2018, was established to receive citizen input on the proposed 2017/2018 Amended Annual Action Plan. Notice of the Annual Action Plan Amendment was published in the *Great Falls Tribune* on March 16, 2018. A copy of the proposed Amended Annual Action Plan has been available for review in the City's Planning and Community Development Department Office, the Great Falls Public Library, and on the City of Great Falls web page. Following the 30 day public comment period, the final Amended Annual Action Plan will be submitted to HUD. The final Annual Action Plan will be on file in the City Clerk's office.

Workload Impacts

In accordance with federal regulations, increased administrative responsibilities will result from the additional Timeliness projects. The CDBG/HOME Administrator will be responsible for the expedited environmental reviews, contract development, project monitoring, invoice processing, federal reporting, and other HUD requirements.

Purpose

The purpose of the 2017/2018 Annual Action Plan Amendment and proposed Timeliness Projects is to remain in compliance with federal regulations. The City's CDBG line-of-credit must not exceed 1.5 times its annual grant amount by May 2nd of each year. The fiscal regulation includes Program Income and the Revolving Loan Fund in the line-of-credit calculation. The 2017/2018 program year was delayed due to the time length of HUD approval. This resulted in less time to expend project funds. As of March 13, Great Falls is at 1.75 times annual grant amount. As a result, the City must expend

\$172,208 by the May 2nd deadline. This amount will decrease naturally through CDBG activities but not to the quantity that is needed to remain in compliance. As a result, new Timeliness Projects were identified for the amended 2017/2018 Annual Action Plan. These projects supplement existing projects and replace others that cannot be executed due to conflict of interest issues.

Project Work Scope

2017/2018 Annual Action Plan Amendment includes:

Removal of the following Annual Action Plan AP-35 Projects:

- Neighborhood Housing Services, Inc- Affordable Housing Construction
- Great Falls Development Authority- Job Creation
- Habitat for Humanity Opportunities Inc. – Roof
- Paris Gibson Square - ADA Bathroom
- Rural Dynamics, Inc.- Rent Reporting

Addition of the following Projects (please see attached project list for more details):

- Great Falls Housing Authority - boiler purchase; entry door system; and furnaces - \$40,000
- Great Falls Public Works - sidewalk and curb ramps - \$27,495
- Great Falls Park and Recreation - Kranz Park Play Structure - \$45,000
- Great Falls Park and Recreation - Kranz Park Pavillion and Amenities - \$28,000

These projects plus administrative costs will allow the City to expend its required Timeliness funds by the May 2, 2018, deadline.

Evaluation and Selection Process for New Projects

The CDBG Timeliness projects that were chosen by Planning and Community Development staff based on the following criteria:

- Consistency with the 2015-2019 Consolidated Plan
 - Plan identifies needs in Housing Assistance, Economic Development, and Public Improvements;
- Consistency with the Department's Community Needs Survey;
- Ability to expend funds by May 2 deadline;
- Concurrence from HUD on project eligibility;

Fiscal Impact:

The Timeliness Projects and Amended Annual Action Plan will not influence the City Budget. The funding that will be expended is CDBG reallocated funds from the removed projects and unallocated funds in the Revolving Loan Fund.

Alternatives:

The City Commission may choose to approve the 2017/2018 Amended Annual Action Plan and proposed list of Timeliness Projects as presented, amend the proposal, or reject the amendment and/or project list. Delaying action on this the proposal would put the City at risk of not meeting the rapidly approaching May 2nd deadline. Rejecting the proposal will result in the City becoming noncompliant and failing to meet HUD's May 2nd Timeliness Test. This would lead to a warning from HUD and the return of all excess funds to the federal government.

ATTACHMENTS:

- ▢ FY17 Annual Action Plan Press Release & Amendment
- ▢ Timeliness Project List



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&
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miles of trail along the
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City of Great Falls
#2 Park Drive South
P.O. Box 5021
Great Falls, MT 59403
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www.greatfallsmt.net

PRESS RELEASE FOR IMMEDIATE RELEASE

DATE: March 7, 2018
CONTACT: Maria Porter, CDBG/HOME Administrator – 455-8407

AMENDMENT TO THE 2017-2018 ANNUAL ACTION PLAN AND 2015-2019 CONSOLIDATED PLAN

GREAT FALLS, Montana – The City of Great Falls Planning & Community Development Department is announcing a revision to its Community Development Block Grant (CDBG) Program's Annual Action Plan for 2017-2018, as published on October 24, 2017. As revised, the amended 2017-2018 Annual Action Plan is a component of the FFY 2015-2019 Consolidated Plan of Planning and Community Development objectives and proposed use of funds for the Community Development Block Grant (CDBG) Program. The City of Great Falls proposes that the FFY 2017-2018 Annual Action Plan be amended, in accordance with its Citizen Participation Plan and the regulations governing the CDBG Program. The amendments listed below are proposed for public review and comment:

Annual Action Plan AP-35 Projects
Removal of the below Projects:

- Neighborhood Housing Services, Inc- Affordable Housing Construction
- Great Falls Development Authority- Job Creation
- Habitat for Humanity
- Opportunities Inc. – Roof
- Paris Gibson Square - ADA Bathroom
- Rural Dynamics, Inc.- Rent Reporting

In response to the project removal, the City will need to proceed with the stipulation identified in the Annual Action Plan (AP-35 Projects: Introduction): *If necessary, un-programmed funds and Revolving Loan Funds will be expended if the City becomes at risk of being non-compliant with the regulatory timeliness requirements for its Community Development Block Grant (CDBG) funds.*

A public comment period is in effect for Wednesday, March 7 thru Friday, April 6, 2018. Comments on the proposed amendments are requested in writing by 5:00 pm Friday, April 6, 2018 at the address listed below or emailed to mporter@greatfallsmt.net:

Civic Center
Planning & Community Development Department
2 Park Drive South, Great Falls, MT 59403

The proposed amendments are available for review from, Wednesday, March 7 thru Friday, April 6, 2018, on the City of Great Falls web page (www.greatfallsmt.net) and at the following two public locations:

Great Falls Public Library (301 2nd Avenue North)
Planning & Community Development Department (Civic Center, Room 112)
(End)

#	Project Name
1	Great Falls City Code Enforcement
2	Great Falls City Revolving Loan Fund Servicing
3	Neighborhood Housing Services, Inc—Affordable Housing Construction
4	2017 DPL Program
5	2017 RIF Program
6	2017 W&S Program
7	Great Falls Development Authority—Job Creation
8	2017 CDBG Administration
9	Public Works-Sidewalk/Ramps
10	Meals in Wheels Program-Food Assistance
11	Boys & Girls Club Scholarships
12	Young Parent Education Center Scholarships
13	Habitat for Humanity
14	Center for Mental Health-Passages Group Home
15	P&R Community Recreation Center- ADA Bathroom
16	P&R Park ADA Sidewalks
17	Opportunities Inc.—Roof
18	Paris Gibson Square—ADA Bathroom
19	YWCA- Floor
20	Park & Rec CRC/Nat Scholarships
21	Quality Life Concepts- Floor
22	Rural Dynamics, Inc.—Rent Reporting
23	2017 HOME Project CHDO
24	2017 HOME Admin.
25	2017 HOME Project

Table ~~73~~ - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

**2017/2018 USE OF FEDERAL GRANT FUNDS
COMMUNITY DEVELOPMENT BLOCK GRANT
Timeliness Projects**

Affordable Housing

2940-71-742

	<u>Funding</u>	<u>Project #</u>	<u>Acct #</u>
Great Falls Housing Authority	\$40,000	CD721830	47330
Affordable Housing Rental Rehab. - Purchase two new boilers for Austin Hall, new entry door system and purchase 40 furnaces for Parkdale Amp 1 and Amp 2.			

Public Facility Improvements

2940-71-742

	<u>Funding</u>	<u>Project #</u>	<u>Acct #</u>
GREAT FALLS CITY PUBLIC WORKS – SIDEWALK AND RAMPS	\$27,495	CD721809	49310
Grant program to provide assistance to low income homeowners to remove and replace hazardous sidewalks within the city limits and replacement of existing intersections with ADA accessible ramps			
GREAT FALLS CITY PARK & RECREATION – KRANZ PARK- PARK STRUCTURE	\$45,000	CD721831	49310
Park and Recreation staff will remove the existing play structure and install a new ADA compliant structure to meet the needs of many children in the neighborhood.			
GREAT FALLS CITY PARK & RECREATION – KRANZ PARK- PAVILION AND AMENITIES	\$28,000	CD721832	49310
Purchase 20'x24' open Pavilion, 4 ADA compliant picnic tables, and 2 concrete garbage receptacles.			

March 16, 2018