



**Item:** 2014/2015 Community Development Block Grant (CDBG) Policies, and Funding Priorities

**From:** Planning and Community Development Department

**Initiated By:** Jolene Wetterau, CDBG/HOME Administrator

**Presented By:** Craig Raymond, CBO, Director of Planning and Community Development

**Action Requested:** The City Commission adopt Community Development Block Grant (CDBG) Policies, reaffirm the Citizen Participation Plan and set the 2014/2015 CDBG Funding Priorities

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**Suggested Motion:**

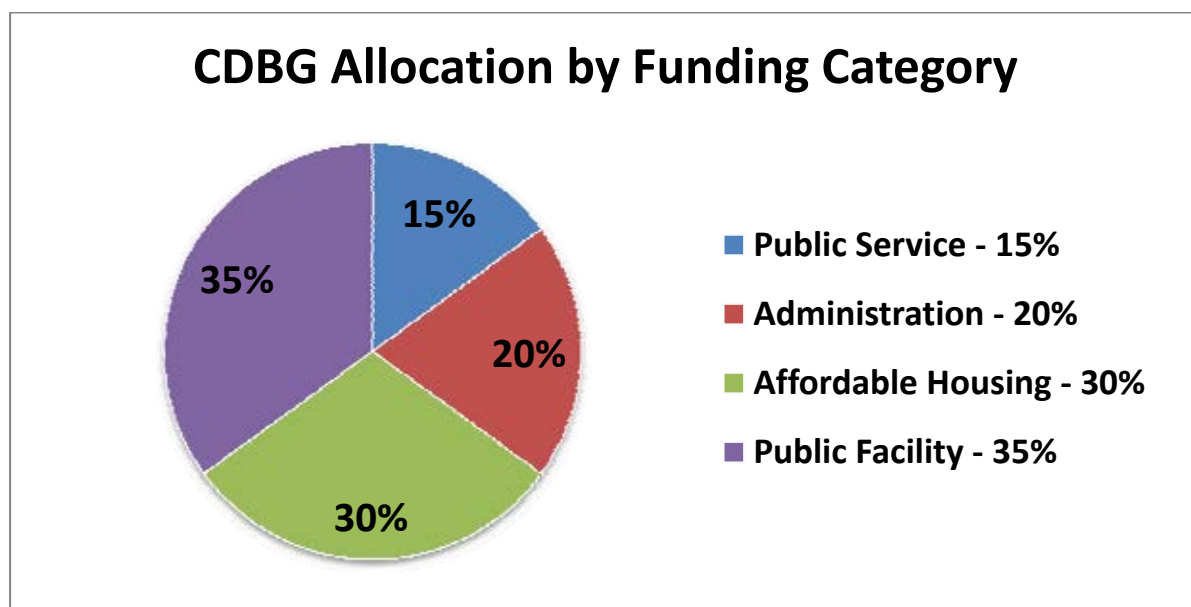
1. Commissioner moves:

“I move that the City Commission (adopt/not adopt) the Community Development Block Grant Policies, reaffirm the Citizen Participation Plan, and set the 2014/2015 CDBG Funding Priorities.”

2. Mayor calls for a second, discussion, public comment, and calls the vote.

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**Staff Recommendation:** Staff recommends the City Commission adopt Community Development Block Grant policies, reaffirm the Citizen Participation Plan, and set the 2014/2015 CDBG Funding Priorities as follows:



## **Background:**

CDBG and HOME programs are federal programs administered by US Department of Housing and Urban Development (HUD) to help fund local community development programs including affordable housing, anti-poverty, public service and community infrastructure projects. The primary goal of these programs is to assist low and moderate income (LMI) persons in their respective communities. State and local governments receive funding from HUD based on a formula derived from population statistics.

HUD rules require that larger cities and urban counties or “Entitlement Communities” submit a five year Consolidated Plan and an Annual Action Plan that establishes community goals for the use of CDBG funds, and hold public meetings to determine community needs and establish funding priorities.

### Significant Impacts

Funding priorities will lay out the base for the Annual Action Plan required by the Department of Housing and Urban Development (HUD) as part of the five year Consolidated Plan.

### Citizen Participation

Attached are Community Needs Public Hearing Comments Summary from the December 17, 2013, City Commission meeting.

### Purpose

CDBG policies with revisions are attached for the Commission's review. The Citizen Participation Plan adopted in January 2012 is attached for review. Staff is asking acceptance of these policies and the Plan for use in the 2014/2015 CDBG allocation process.

Based on testimony given at the Community Needs Public Hearing held by the City Commission on December 17, 2013, and knowledge of the range of applications expected for CDBG funding this year, staff is recommending the attached priorities. Proposed projects must meet the National CDBG Program objectives to be eligible. At least 70% of the funds must serve low to moderate income persons. As always, there will be competing interests for the available funds. In recommending funding percentages, staff balances the percentage distribution of the funds based on proposed projects, and as a result, the funding percentages change somewhat year to year. As of January 9, 2014, HUD has not contacted the City regarding the CDBG funding allocation for 2014/2015. Once funding allocations for 2014/2015 become available, allocation percentages can be applied and funding amount per category determined.

*Administration* is the HUD 20% capped percentage allowed to cover the City's costs for salaries and overhead to administer the CDBG, Neighborhood Stabilization and City Affordable Housing Revolving Loan programs, Fair Housing efforts and required environmental review activities. While funding is declining, HUD's requirements for project management, accounting, monitoring and reporting are increasing. Staff recommends the full 20% of funds allowed by HUD.

*Public Service* is a very competitive grant area and community needs are great. Staff recommends the full 15% of funds, the maximum allowed by HUD, be used for the Public Service priority. Public Service funds provide money for services that include meals for elderly

and disabled, day care and parenting education for young parents, summer and after school programs for lower income children and youth, and legal services for abused or abandoned children. The percentage allocation for last year was 15%.

Last year the *Affordable Housing* allocation included funding the City Community Development Rehabilitation Specialist's position, a portion of the Code Enforcement Officer's position, and a NeighborWorks Great Falls revolving loan fund used for rehabilitation or new construction of housing for purchase by low to moderate income first-time homebuyer families. Staff is recommending a 7% increase in funding for affordable housing.

The recommended allocation for *Public Facility* category has decreased as a percentage of the overall funding allocation for the FY 2014/2015 funding cycle. Staff recommends that applications from nonprofit organizations be accepted for capital projects this year. The percentage allocation for last year was 42%. Staff recommends 35% of 2014/2015 funds be allocated.

Staff is asking acceptance of the CDBG policies and the Citizen Participation Plan for use in the 2014/2015 CDBG allocation process.

Staff is recommending that \$50,000 of the CDBG unprogrammed funds be used to supplement the annual funding allocation. By utilizing these funds, the City will be able to more fully fund worthy programs and projects that would otherwise be neglected, abandoned or underfunded.

#### Evaluation and Selection Process

Staff conducts a preliminary review of applications to ensure compliance with HUD regulations. If applications are deemed compliant, they are distributed to the Community Development Council (CDC) for review and scoring. This ten-member board, having staggered three year terms, is appointed by the City Commission to make funding recommendations for CDBG project applications. CDC members often make site visits to aid in their assessment of the application. Staff will explain the objectives, requirements, and policies of the CDBG program to the CDC to assist the CDC in ranking the projects in each priority area and recommending funding amounts for the projects.

The CDC invites applicants to make a 15-minute presentation regarding each application. CDC members have the opportunity to question applicants about their proposed projects. The CDC members score each project on a fairly complex matrix designed to highlight the need, community benefit, agency sustainability and capacity, and budget and leveraging. The matrix scores are tallied by staff and averaged for each project. The projects are prioritized for funding by score. The CDC meets a final evening to determine the funding recommendations. Staff and CDC will meet with the City Commission in a work session to recommend funding for the CDBG and HOME projects.

The 2014/2015 Annual Action Plan must be submitted to HUD by May 15, 2014; therefore the schedule for setting funding priorities, reviewing applications and approving funding recommendations is determined and maintained accordingly.

The Community Development Council (CDC) will present their funding recommendations to the City Commission on March 18, 2014. A public hearing date on the proposed 2014/2015 CDBG funding will be set by the Commission on March 18, 2014, with final approval by the City Commission scheduled for May 6, 2014.

#### Conclusion

Staff is recommending that the Commission amend the policies to allow that program income may be used to fund administrative costs associated with the CDBG program, accept not-for-profit applications for Public Facility grants, and that the CDC will review ALL *public facilities*, *public services* and *affordable housing* applications and make funding recommendations to the City Commission.

Funding priorities will lay out the base for the Annual Action Plan required by HUD as part of the Consolidated Plan. Projects will be considered that fall into the guidelines established by these funding priorities and meet national CDBG objectives making them eligible for use of CDBG funds.

**Fiscal Impact:** Meeting HUD requirements for receipt of CDBG funding will bring an estimated \$740,000 to the City to benefit low/moderate income citizens and families. With the unknown funding allocation amount for 2014/2015, the amount could be more or less. Based on this, city funding allocations will be adjusted according to the approved funding allocation percentages.

**Alternatives:** The Commission could change the funding priorities, CDBG City Commission policies or the Great Falls Citizen Participation Plan.

#### **Attachments/Exhibits:**

- CDBG Policies
- 2014/2015 CDBG Funding Priorities
- 2013/2014 CDBG Funding Priorities
- Community Needs Public Hearing Comments Summary
- Citizen Participation Plan
- CDBG/HOME Annual Action Plan Schedule

**City of Great Falls  
Community Development Block Grant  
City Commission Policies  
January 3, 2013**

1. City Commission will determine the allocation of all CDBG projects.
2. The City Commission will conduct a Community Needs public hearing to allow citizens (especially low/moderate income persons) and city staff the opportunity to express their opinion as to the needs of the community that should be addressed with block grant funding.
3. The City Commission will determine priorities and allocate funding percentages to priority categories following the Community Needs public hearing.
- ~~4. The Community Development Department will make recommendations to the City Commission for any grant proposal applications not reviewed by the Community Development Council.~~
- ~~5. The City Commission will not accept applications for public facility improvements/handicap accessibility funding from not for profit (501c3) organizations.~~
6. The Community Development Council will review, prioritize, and make funding recommendations to the City Commission for all public service grant applications based on solicitation for proposals in an amount to be approximately 15% of the grant entitlement amount. The minimum grant request will be for \$5,000.
7. The City Commission will not fund proposals from agencies/departments whose last fiscal year or older CDBG funded projects will not be 75% complete by March 31st of the current year, unless a special public purpose exists for waiving the policy.
8. Private non-profit agencies will not be funded for staff salaries, benefits, office consumables, and rent payments for agency office space or utility costs.

9. The City Commission will fund activities to further fair housing as a part of block grant administration.
10. Projects that leverage and/or match the CDBG funds will be given priority consideration for funding.
11. Handicap accessible projects that serve the largest number of the public will be given priority consideration for funding.
- ~~12. Revolving loan fund repayments to the City of Great Falls will be used for revolving loans to qualifying applicants and will not be used to pay CDBG program administrative costs.~~

City of Great Falls Community Development Block Grant  
2014/2015 Funding Priorities (staff recommendation)

CDBG Allocated funding allocation is unknown at this time. HUD has recommended using prior fund funding allocation as an estimate for FY 2014/2015 funds. FY 2013/2014 CDBG funding allocation was \$744,287. We are estimating \$740,000 in funds allocated for FY 2014/2015. We are recommending that \$50,000 of CDBG Unprogrammed funds be utilized this year. The total CDBG budget would be \$790,000.

<u>2014/15 CDBG Priorities</u>	<u>Funding Percentage</u>	<u>2014/15 Funding Amount</u>
<b>Public Facility Improvements/ Handicap Accessibility</b> (Includes Infrastructure, Park Facilities, Public Building Rehab)	±35%	\$259,000
<b>Affordable Housing</b> (Housing for low/moderate income Families: Rehab Services, New Construction, Rehabilitation including Historic Preservation)	±30%	\$222,000
<b>Public Service Activities</b> (maximum) (Benefiting low/moderate income persons)	±15%	\$111,000
<b>Administration</b> (maximum) (Includes CDBG Grant Administration, Environmental review, City Housing RLF)	±20%	\$148,000
Total Budget	100%	\$740,000
Unprogrammed Funds		<u>\$50,000</u>
TOTAL		\$790,000

City of Great Falls Community Development Block Grant  
2013/2014 Funding Priorities (staff recommendation)

We are estimating the annual CDBG allocation to be \$660,056. We are recommending that \$75,000 of CDBG unprogrammed funds be utilized this year. The total CDBG budget would be \$735,056.

<u>2013/14 CDBG Priorities</u>	<u>Funding Percentage</u>	<u>2013/14 Funding Amount</u>
<b>Public Facility Improvements/ Handicap Accessibility</b> (Includes Infrastructure, Park Facilities, Public Building Rehab)	±42%	\$276,045
<b>Affordable Housing</b> (Housing for low/moderate income Families: Rehab Services, New Construction, Rehabilitation including Historic Preservation)	±23%	\$153,000
<b>Public Service Activities</b> (maximum) (Benefiting low/moderate income persons)	±15%	\$ 99,000
<b>Administration</b> (maximum) (Includes CDBG Grant Administration, Environmental review, City Housing RLF)	±20%	\$ 132,011
<b>Total Allocation from HUD</b>	<b>100%</b>	<b>\$660,056</b>
Unprogrammed Funds: Supplement to Affordable Housing		\$ <u>75,000</u>
<b>TOTAL</b>		<b>\$735,056</b>



**Community Needs Public Hearing Meeting Comments Summary**  
**City Commission Meeting**  
**December 17<sup>th</sup>, 2013**

Planning and Community Development Director Craig Raymond reported that as part of the obligation as recipients of HUD/CDBG monies a hearing is required in order to provide an opportunity for the community to express to the City Commission and City staff what needs exist in the community that the City may address through the CDBG and HOME program. This information is important to consider when the Commission makes decisions on funding priorities and final allocations.

Two written comment regarding needs was received via mail and e-mail prior to the public hearing.

The following listing is a summary of the comments related to needs which were expressed in the public hearing. Many individuals provided information unrelated to needs, including detailed descriptions of their agencies services and programs, and these types of comments were not summarized in the listing below.

**Chris Christiaens**, 600 36<sup>th</sup> Street South, Chairman of the Homeless Coalition in Great Falls, provided a handout to the Commission, discussed statistics, and encouraged the Commission to consider looking at ways to relieve food insecurity for families within the community, as well as funding for programs to assist veterans, emergency shelter for anyone living on the streets during cold weather, step up or step down services for the mentally ill, developmentally disabled and ex-offender population.

**Mike Dalton**, 1917 1<sup>st</sup> Avenue North, Executive Director of Sunburst Unlimited, reported that in collaboration with others, Sunburst Unlimited is working towards a self-sustaining community to feed local families and not rely on trucked in food and federal monies. Their programs involve the development of gardens, orchards and greenhouses, to aid in the health and well being of all citizens in the community. Mr. Dalton asked the Commission to join in being more expansive in planning and supporting these agencies.

**Sheila Rice**, 913 3<sup>rd</sup> Avenue North, Executive Director of NeighborWorks, commented that the 2011 housing study showed dramatic needs for additional homes in Great Falls, both rentals and home ownership. The situation has gotten worse. She thanked City staff for their help with a new 38-unit tax credit project that was awarded to Accessible Space, Inc. for fragile seniors. She urged the Commission to remember the need for affordable, quality housing in the CDBG plan.

**Nancy Wilson**, 1501 1<sup>st</sup> Avenue NW, Cascade County Senior Programs, commented that the allocation of CDBG monies for food and shelter really makes a difference in the lives of seniors.

**Shayla Patera**, 1013 7<sup>th</sup> Avenue NW, North Central Independent Living, requested that the Commission particularly consider housing needs of low income, homeless and disabled citizens. She would like to see more avenues pursued for the availability of vouchers for mental health and shelter plus care opportunities.

**Bill Salina**, 2001 Whispering Ridge, Cascade County Commissioner, asked for support in funding an engineering study that would help with planning and feasibility for a new community healthcare center. He explained that the 10,000+ annual medical, mental health and dental visits to the existing healthcare center mainly consists of adults and that number is estimated to double by 2015. The existing federally qualified healthcare center, and that system of healthcare delivery, is considered to be one of the best models for bringing forward the affordable healthcare act. He urged the Commission's support whether or not the project qualifies for this type of a grant.

**Anna Jones**, 2324 6th Avenue South, Union Bethel AME Church, asked that construction projects be considered this year so that she can apply for a grant to make the church ADA accessible. The church has been in the community since 1891 and, in helping take care of citizens in the community, it provides food every Tuesday in the basement of the church.

**Stephanie Schnider**, 2617 6th Avenue South, Executive Director for Habitat for Humanity, provided a handout and noted that the City of Great Falls uses CDBG funding to develop viable communities by providing decent housing, suitable living environments, and expanding economic development. Habitat for Humanity believes that providing permanent housing for low income families hits all three of those objectives. She discussed the benefits of permanent housing solutions. The Habitat for Humanity program serves low income families, involves families in the construction of their homes, builds Energy Star compliant homes, and builds handicap accessible homes.

**Jennifer and Jason Triplet**, Habitat for Humanity homeowners, also spoke about the importance of being homeowners. Outlined the benefits to family structure and stability that being a homeowner means

**Tracy Houck**, 1016 3rd Avenue North, Executive Director of Paris Gibson Square, commented that the Board of Trustees, members and staff of Paris Gibson Square are committed to the promoting of art education and enhancing the tourism currency of the local community. Ms. Houck recognized the accomplishments of Paris Gibson Square the past year. She asked that support be given to Paris Gibson Square's grant requests for both the education program and facility needs.

**Brett Doney**, 300 Central Avenue, Great Falls Development Authority, provided a hand out and reviewed statistics. He reported that Great Falls has the lowest wages of 11 benchmarked western cities, and the projected job growth compared to those other 11 cities is also last. Mr. Doney suggested that 10% of the total allocation be allocated to economic development to connect job opportunities to those most in need.

**Edward Jones**, 2324 6th Avenue South, Union Bethel AME Church, commented that the previous speakers all have good causes. However, he explained that the Joseph Project, food provided every Tuesday evening in the basement of the church, helps people in the community at the "bottom of the barrel."

**City of Great Falls, Montana  
Citizen Participation Plan  
for the  
Consolidated Plan and  
Consolidated Annual Performance Evaluation Report  
January 2013**

**PURPOSE OF CITIZEN PARTICIPATION IN DEVELOPING THE CONSOLIDATED  
PLAN AND CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT**

The City of Great Falls (City) must develop a Consolidated Plan to be eligible to receive Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) federal grant funds from the Department of Housing and Urban Development. A key component in creating the Consolidated Plan is citizen participation in all steps of the planning development process. Additionally, citizen participation is an integral component of the Consolidated Annual Performance Evaluation Report (CAPER) which is also required by HUD to receive federal grant funds. To ensure citizens in Great Falls have the opportunity to take part in creating the Consolidated Plan, the Annual Action Plan and the CAPER, the City has developed and commits to implement the following elements of the Citizen Participation Plan.

**THE CITIZEN PARTICIPATION PLAN**

Participation: The City will provide for, and encourage, citizen participation emphasizing the involvement of low to moderate income residents in areas where housing and community development funds may be spent. The City will also inform and offer opportunities for comment to residents of low to moderate income neighborhoods. The City will encourage the participation of the Great Falls Housing Authority public and assisted housing residents and Opportunities, Inc., assisted housing residents in Great Falls.

The City will make reasonable efforts to consult with other public, private and non-profit agencies that provide housing, health service, and social services. In particular, agencies to be consulted will be those that focus on services to children, elderly persons, persons with disabilities (including physical, mental and developmental disabilities), as well as other persons in need of services. In addition, low income residents who are female heads of households are encouraged to participate. The City will encourage input and solicit information from each of the nine Neighborhood Councils and will notify the Councils about public hearings, the Consolidated Plan or the Annual Action Plan development process and solicit comments.

When preparing the portion of the Consolidated Plan or Annual Action Plan regarding lead-based paint hazards, the City will consult with the City and Great Falls Housing Authority certified lead-based paint risk assessors to define what specific activities will be undertaken to mitigate and abate lead-based paint in housing units subsidized to be affordable for low to moderate income households. Activities required for lead-based paint hazards will also be addressed in non-profit facilities which receive CDBG grant funds as sub-recipients of the City where children spend the amount of time which meets the minimum threshold criteria.

The City Commission appoints ten citizens who reside within the city limits of Great Falls to a voluntary advisory board that reviews applications submitted for CDBG funding. This advisory board, the Community Development Council (CDC), recommends project funding to the City Commission under all categories of the CDBG funding except for administration. CDC members serve staggered three year terms with approximately three seats open each year. Lower income, minority, and disabled citizens or their representatives will be encouraged to apply for a position on the CDC. Advance notice of CDC openings will be undertaken. Information about CDC openings will be distributed through notifications on the City internet site, newspaper articles and display ads published in the Great Falls Tribune (the only local daily newspaper) at least three weeks before the CDC application is due to the City manager's office. Solicitation for members is made at the annual CDBG application workshop, as well as throughout the year by City staff.

Access to Meetings: The City will provide adequate, timely notification of meetings so all citizens can attend public hearings. This will include publishing at least two display advertisements not less than six days apart in the Great Falls Tribune, press releases, public service announcements, notifications on the City internet site and emailing directly to all individuals, agencies and government departments which have expressed an interest in or have received CDBG or HOME grant funds in previous years. Notices will be emailed a second time to all agencies serving minorities and individuals with disabilities requesting they encourage their clients to participate. The City will provide reasonable accommodations for persons with disabilities to all public hearings and meetings. Reasonable accommodations include but are not limited to holding meetings in handicapped accessible buildings and providing for language interpreters, when requested.

Access to Information: The City will provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan, Annual Action Plan and all of its components and the City's planned use of financial assistance received under the relevant federal programs during the upcoming year. The public will have the opportunity to receive information, review and submit comments on any proposed submission, including the Consolidated Plan adoption by the City Commissioners and any plan amendments. Information on the required 30 day comment period on any proposed submission, adoption of the

Consolidated Plan or Annual Action Plan submission and any plan amendments will be available. Information will also be available on the range of programs, the amount of assistance the City expects to receive, the amount of funds available and the estimated amount proposed to benefit low to moderate income residents. These groups will have access to the City's plans to minimize displacement of residents and businesses and assist those displaced because of these activities. The City will also provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to all processes associated with the CAPER.

Information and public records will be available during regular business hours in the City Planning & Community Development Department. Special arrangements will be available to accommodate access to information for persons with disabilities.

The final version of the current Consolidated Plan and current Annual Action Plan will be available on the City website on an ongoing basis.

Technical Assistance: The City will provide appropriate technical assistance to all groups that request assistance in developing proposals for financial assistance under any of the programs covered by the Consolidated Plan. An annual application workshop will be held at least six weeks prior to the application deadline to provide applicants as a group with information on how to complete application forms.

Public Hearings: The City will hold two public hearings to obtain citizens opinions. The City program year begins July 1 and ends June 30. Public hearings will address and respond to proposals and comments on:

1. Housing and community development needs
2. Development of proposed activities
3. Review of proposed uses for funding
4. Review of program performance

The City will hold public hearings that are conveniently timed for people who are likely to benefit from program funds, accessible to people with disabilities and adequately publicized with sufficient information about the subject of the hearing to encourage informed comment. The public hearings will occur on a weekday evening in the Civic Center which is centrally located, easily accessible with adequate parking and handicap accessible.

Throughout the year, citizens may attend City Commission meetings and public hearings to provide input as to the distribution of federal funds into the City. There will be two public hearings conducted by the City Commission annually. The first public hearing will give citizens the opportunity to comment and provide input on the following:

- Any housing and non-housing community development needs they have identified
- How funding proposals may meet community development needs in Great Falls
- Performance of the City in administering and distributing federal funds
- Citizens may comment on the adoption of the Citizens Participation Plan every five years or any time the Citizen Participation Plan has substantial revisions or has been re-written. Prior to adopting the Citizen Participation Plan, the City will distribute the plan for review and comment for a 15 day period.

The second public hearing will offer the opportunity for the citizens to comment on the following:

- Adoption of the Consolidated Plan or Annual Action Plan
- Use of federal funds
- Performance of the administration and implementation of funded projects

Timely Response: The City will consider any comments or views of citizens, agencies, units of general local government or other interested parties concerning the Consolidated Plan or Annual Action Plan, any amendments to these plans and the CAPER. The Planning & Community Development Department will address any complaints with written responses to written complaints within 15 working days, where practical. Depending on the nature of the complaint, staff may refer the issue to the City Manager or the City Commission if the response from staff is unsatisfactory to the complainant. As appropriate, an attachment of summary of comments and responses to complaints to the final submission of the Consolidated Plan, Consolidated Plan amendments, Annual Action Plan and the CAPER will occur.

Non-English Speaking Residents: In the event that a significant number of non-English speaking residents can reasonably be expected to participate, the City will provide accommodations for non-English speaking residents at public hearings, if such accommodations are available.

Substantial Amendments: Substantial changes in the City's planned or actual activities will require an amendment to the Consolidated Plan or Annual Action Plan. The following criterion determines substantial change and governs Consolidated Plan or Annual Action Plan amendments:

1. If a new project that has not previously received funding is being created with unprogrammed funds or created from financial changes from other funded projects.
2. If there is a change in the project site location or the project affects an area, an amendment will be required if the project location changes to a different census tract.
3. If there is a change in project purpose or beneficiaries, such as a project

- eliminates or reduces by over 50% the proposed impact on the original beneficiaries, and/or if less than 51% of the beneficiaries are determined to have low to moderate incomes, an amendment will be required. The CDBG administrator will determine on a case-by-case basis if an amendment is required when the beneficiaries change from one targeted group to another.
4. If the project changes in scope of activity from the original proposal.
  5. If a project budget increases by twice the total allocation and the increase exceeds 10% of the City's total current CDBG allocation.

The City will advertise a notice in the Great Falls Tribune and have notifications on the City internet site and make available any amendments to the Consolidated Plan for citizen comment for a 30 day period.

Consolidated Annual Performance Evaluation Report: The Proposed CAPER will be available to all citizens for review and comment on the City internet site and at the Great Falls Public Library and the City Planning & Community Development Department for a 15 day comment period. Notice of availability of the report is accomplished through two display advertisements in the Great Falls Tribune appearing at least six days apart, notification on the City internet site and a direct email to all individuals on the CDBG distribution list . All comments received regarding the CAPER will be considered and a summary of all comments will be attached to the report. The final version of the current CAPER will be available on the City website on an ongoing basis.

#### SOLICITATION OF CITIZEN COMMENTS ON THE CITIZEN PARTICIPATION PLAN:

Prior to its adoption and approval by the City Commission, the City will publish two display advertisements not less than six days apart in the Great Falls Tribune and Consumer's Press (local free weekly publication). Notices of the Citizen Participation Plan and/or any amendments to this plan will be available for a 15 day comment period and will designate the sites where a citizen may obtain a copy of the plan. These sites will include the City internet site, the Great Falls Public Library and the City Planning & Community Development Department.

#### SOLICITATION OF CITIZEN COMMENTS IN PREPARING THE CONSOLIDATED PLAN OR THE ANNUAL ACTION PLAN:

1. The City will contact local affordable housing and public service agencies, the Great Falls Housing Authority and the Neighborhood Councils to obtain information and comments to make citizens aware of the Consolidated Plan or Annual Action Plan process.
2. The proposed Consolidated Plan or Annual Action Plan will be available to all citizens on the City internet site and at the Great Falls Public Library and the City Planning & Community Development Department. Citizens will be informed about the availability of the proposed Consolidated Plan or Annual Action Plan by

notifications on the City website, publishing display advertisements in the Great Falls Tribune and the Consumers Press and emailing notices to a wide variety of public service agencies. Notices will be emailed a second time to all agencies serving minorities and individuals with disabilities requesting they encourage their clients to participate. Notification will describe the availability of the plan and the 30 day period to receive public comment.

3. The City Commission will conduct two public hearings requesting input from citizens and representatives of low to moderate income level people as to the needs of the community, including but not limited to housing, community development, infrastructure, economic development and homeless assistance. A second public hearing will be conducted to receive citizen comments on the proposed Consolidated Plan or Annual Action Plan.

The City will provide a reasonable number of free copies of the Consolidated Plan or Annual action Plan to citizens and groups upon request.



<b>2014 – 2015 CDBG/HOME Allocation and Annual Action Plan Schedule</b>	
City Commission appoints Community Development Council (CDC) members	N/A
Commission Work Session – Status report on HOME & CDBG	N/A
Application available on City web site	Monday December 2, 2013
CDBG/HOME Application Workshop	Thursday December 5, 2013
City Commission conducts “Needs” Public Hearing	Tuesday December 17, 2013
City Commission sets CDBG funding priorities	Tuesday January 7, 2014
Pre-deadline review of applications	Friday January 10, 2014
Funding application deadline (Please note it is a 5 pm deadline)	Friday January 24, 2014
Community Development Council (CDC) Orientation Meeting	Thursday January 30, 2014
CDC reviews applications and develops funding recommendations for CDBG projects.	Monday February 10, 2014 to Tuesday March 4, 2014
CDC presents funding recommendations for CDBG applications to the City Commission	Tuesday March 18, 2014
Staff presents funding recommendations for CDBG applications to the City Commission	Tuesday March 18, 2014
City Commission accepts project application funding recommendations for inclusion in Annual Action Plan and sets the public hearing date.	Tuesday March 18, 2014
Proposed Annual Action Plan completed and available for review.	Wednesday March 26, 2014
30 day comment period for proposed Annual Action Plan	Wednesday March 26, 2014 to Thursday April 24, 2014
Public Hearing on Proposed Action Plan	Tuesday April 15, 2014
Commission approves Annual Action Plan	Tuesday May 6, 2014
Annual Action Plan mailed to HUD	Wednesday May 7, 2014