Unified Application Follow-up Materials (for reference only)

Organization details:

Organization Name

Contact Information:

Name of applicant

Title of applicant

Email of applicant/contact

Project Details:

Project Title

Project Budget

Grant/loan amount requested

Program type (New Construction, Rehabilitation, Acquisition/Preservation, Infrastructure, Public
Services/Consumer Housing Services, Economic Development). Review descriptions provided in the
application.

Past activity

Have you received Community Development funds from the City in the past 3 years?

Yes: Please select year(s) you have received funds (2024, 2023, 2022).

For each year, please describe:

Amount received

% Expended

Project completion update (<75%, >75%, complete)

Budget (final version)

If your budget has changed since initial application, please upload an updated version.

Upload budget form *(template provided)*

Upload evidence of funding commitments:

Evidence of Funding Commitments is required for sources listed as "committed" on budget
supplement.

Organizational Capacity

Describe the history and mission of your organization.

Describe your organization's background and program experience:

Describe your organization's major accomplishments as they relate to grant funding/grant success, in
particular CDBG and Trust Fund awards. If your organization has no experience with these grants,
please describe other accomplishments with similar projects.

Please describe the specific staff who will be responsible for implementing the funded activity
and detail their specific roles.

Upload a combined PDF of resumes for these staff members, including Chief Admin and Fiscal Officers.
*(If you have received funding from the City in the past three years and if your program staff or chief
admin/ fiscal officers haven't changed, these resumes do NOT need to be submitted again.)*

What are the partnering organizations that you will collaborate with in administering the funded
activity? Describe how your work will complement and build on the efforts of these
organizations. Describe the roles and responsibilities of each.

Community Engagement

How have you engaged community members – particularly, but not limited to, people who may benefit from this proposed project and individuals with low-moderate incomes – in the development of your proposed activity?

   If applicable, please attach documentation of engagement activities.

How will you market your project and conduct community outreach to ensure broad participation in your proposed activity, particularly by low-moderate income individuals? Please provide past marketing and community outreach strategies as examples.

Relocation

All projects with federal financial assistance at any phase in the project may be subject to Uniform Relocation Assistance (URA) and Section 104(d) requirements. Projects that include acquisition, rehabilitation, demolition, or conversion must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act unless specifically exempted by the federal agency. URA and Section 104(d) are some of the most important and potentially costly of HUD regulations and should not be taken lightly.

Does your project include any of the following activities (acquisition, conversion, demolition, rehabilitation)? *(please note that scattered site rehabilitation will not need to answer the following questions)*

   Yes: *Please go to Site Acquisition below*

   No

   My project is scattered site rehabilitation

Site Acquisition

Did the project sponsor own the site prior to the initiation of the current project?

   Yes: Please identify when the property was acquired and ensure the budget does not include acquisition (attach proof of ownership)

Does the project site represent undeveloped land or has the property been unoccupied for at least 90 days (prior to the purchase offer, or application if no acquisition), with no person having been made to move for the project?

   Yes

   No: Provide occupant Information:

      How many persons occupy the real property at the "start" of the project (ie: at application or at site control)?

      Have all occupants been issued General Information Notices (GINs)? (yes/no)

      Has anyone been asked to vacate for the project? (yes/no)

      Do all residential tenants identified as "not displaced" qualify to remain in the completed project? (yes/no)

      Does the project scope indicate temporary or permanent relocation may or will occur (or has already occurred)?

         Yes: For approved projects, a written relocation plan and the Residential Tenant Tracker Spreadsheet will be required (see application for details).

         No

Section 104(d) Review

Will the project (in any phase) demolish housing units that rent (or would rent) at or below Fair Market Rent, or convert such units to a use other than lower income housing?

   Yes: Are any of the housing units occupied or vacant occupiable dwelling units?

      Yes: Are any of the housing units occupied or vacant occupiable dwelling units?

         Yes

         No: Document why vacant units do not meet the Consolidated Plan definition of "suitable for rehabilitation".

Is any tenant lower-income?

Construction & Rehab Projects:

Does your project involve construction of public facilities/infrastructure, or acquisition/rehabilitation or construction of homebuyer or rental housing?

Yes: (*please see Additional Construction & Rehab questions below)*

No: (*please skip to Environmental Review below*)

Additional Construction & Rehab questions:

Legal description of property (unless scattered site)

Utilities

Are utilities available and of the appropriate size for the site?

Yes

No: provide an explanation, including dates when they will be available

Scattered site

Infrastructure

Is all other infrastructure available on the site (water, sewer, sidewalks, curbs, etc.)?

Yes

No: provide an explanation, including dates when they will be available

Plans

If available, please upload plans and detailed descriptions

Unless your project is scattered site, please upload proof of zoning status

Development capacity

Will you be undertaking other construction projects at the same time as your CDBG funded activity?

Yes: describe your organization's development capacity and how you will manage multiple projects at once.

No

Have you secured a developer?

Yes: Name

No

Do you have other team members? (eg. contractors, property management, architects, etc)

Yes: provide name and title for other team members

No

Do any members of the development team or ownership entity have any direct or indirect, financial or other interest with any of the other project team members (including owners interest in construction company or subcontractors)?

Yes: provide a description of the relationship

No

Environmental impact

Have you completed a Phase I Environmental Assessment for this project?

Yes: attach

No

I am not applying for CDBG funding

Compliance Factors

Is your project located in or near a floodplain, river, or body of water?

    Yes: attach a [floodplain map](#) showing the location of your project

    No

    My project is a public service or scattered site project

    My project doesn't include CDBG funding

Will this project involve changes to a structure that was built more than 50 years ago? If yes, it will require review and compliance with historic preservation rules.

    Yes

    No

    My project is a public service or scattered site project

    My project doesn't include CDBG funding

Will this project involve lead-based paint? HUD lead-based paint requirements apply to the purchase, rehabilitation, repair, or improvement of residential structures built prior to 1978?

    Yes

    No

    My project is a public service or scattered site project

    My project doesn't include CDBG funding

Additional regulations

Are there any impediments to the prompt implementation of this project including requirements for State permits or special local action?

    Yes: explain

    No

Will this project involve a faith-based initiative?

    Yes: explain

    No

File Uploads:

- Corporate authorization to request funds signed by a Board Officer (required for HOME/CDBG)
- Authorized signee (required for AHTF)
- Organizational operating budget for current and most recent fiscal year
- Audited financial statements from most recent fiscal year. If not required to conduct audit, submit most recent fiscal year financial statements signed by board officer and 990
- List of current Board members that identifies Officers and includes professional background, term expiration dates, contact information for all members
- Organizational chart
- Current organization bylaws signed by a Board Officer (if applicable)
- Current Articles of Incorporation signed by Board Officer and stamped by the State of MT (if applicable)
- If applying as a non-profit, evidence of tax-exempt status is required (if applicable)
- Evidence of liability insurance
- Evidence of Workers' Compensation coverage