



**City Commission Meeting Agenda**  
**2 Park Drive South, Great Falls, MT**  
**Commission Chambers, Civic Center**  
**May 02, 2023**  
**7:00 PM**

The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>.

Public participation is welcome in the following ways:

- Attend in person.
- Provide public comments in writing by 12:00 PM the day of the meeting: Mail to City Clerk, PO Box 5021, Great Falls, MT 59403, or via email to: [commission@greatfallsmt.net](mailto:commission@greatfallsmt.net). Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the City Commission and appropriate City staff for consideration during the agenda item and before final vote on the matter; and, will be so noted in the official record of the meeting.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL / STAFF INTRODUCTIONS**

**AGENDA APPROVAL**

**CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS**

**PROCLAMATIONS**

Mental Health Month, Peace Officers' Memorial Day/Police Week, 135th Anniversary of the Great Falls Area Chamber of Commerce and National Preservation Month.

**MILITARY UPDATES**

1. Miscellaneous Reports and announcements from Malmstrom Air Force Base.

**PETITIONS AND COMMUNICATIONS**

2. Miscellaneous reports and announcements.

*(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 either your address or whether you are a city resident for the record.)*

**NEIGHBORHOOD COUNCILS**

3. Miscellaneous reports and announcements from Neighborhood Councils.

**BOARDS AND COMMISSIONS**

4. Reappointment/Appointment to the Historic Preservation Advisory Commission.
5. Appointment to the Audit Committee.
6. Miscellaneous reports and announcements from Boards and Commissions.

## CITY MANAGER

7. Miscellaneous reports and announcements from City Manager.

## CONSENT AGENDA

*The Consent Agenda is made up of routine day-to-day items that require Commission action. Items may be pulled from the Consent Agenda for separate discussion/vote by any Commissioner.*

8. Minutes, April 18, 2023, City Commission Meeting.
9. Total Expenditures of \$2,700,461 for the period of April 1, 2023 through April 19, 2023, to include claims over \$25,000, in the amount of \$2,271,507.
10. Contracts List.

**Action: Approve Consent Agenda as presented or remove items for separate discussion and/or vote by any Commission member. After motion is made, Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.**

## PUBLIC HEARINGS

11. CDBG and HOME Program 2023 Annual Action Plan. *Action: Conduct a public hearing and approve or not approve the Annual Action Plan. (Presented by Tom Micuda)*

## OLD BUSINESS

## NEW BUSINESS

12. Audit Committee Charter. *Action: Approve or deny the updated Audit Committee Charter. (Presented by Melissa Kinzler)*
13. Montana Department of Natural Resources and Conservation America Rescue Plan Act Grant Agreement. *Action: Approve or not approve ratification of the Montana Department of Natural Resources and Conservation Grant Agreement to fund the City of Great Falls Central Ave/3rd St Drainage Improvements project a total of \$3,729,200 in American Rescue Plan Act funds distributed by the State of Montana through programs implemented by House Bill 632. (Presented by Tom Hazen)*

## ORDINANCES / RESOLUTIONS

## CITY COMMISSION

14. Miscellaneous reports and announcements from the City Commission.
15. Commission Initiatives.
16. Legislative Initiatives.

## ADJOURNMENT

*(Please exit the chambers as quickly as possible. Chamber doors will be closed 5 minutes after adjournment of the meeting.)*

*Assistive listening devices are available for the hard of hearing, please arrive a few minutes early for set up, or contact the City Clerk's Office in advance at 455-8451. Wi-Fi is available during the meetings for viewing of the online meeting documents.*

*Commission meetings are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. City Commission meetings are re-aired on cable channel 190 the following Wednesday morning at 10 am, and the following Tuesday evening at 7 pm.*



Commission Meeting Date: May 2, 2023

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Reappointment/Appointment to the Historic Preservation Advisory Commission.

**From:** City Manager's Office

**Initiated By:** City Commission

**Presented By:** City Commission

**Action Requested:** Reappoint one member and appoint another to the Historic Preservation Advisory Commission.

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (reappoint/not reappoint) Ken Robison and appoint \_\_\_\_\_ to the Historic Preservation Advisory Commission for three-year terms through April 30, 2026.”

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

**Commission Recommendation:** It is recommended that the City Commission reappoint Ken Robison to the Historic Preservation Advisory Commission (HPAC) for three-year term through April 30, 2026. The Commission has chosen not to make a recommendation on the second position and is asking the City Commission to review the applications and make an appointment.

**Background:** Mr. Robison was appointed in June 2018 for a partial term and reappointed for his first full three-year term in April 2020 running through April 2023. He is interested and eligible for an additional term. Peter Jennings was appointed to HPAC in February 2017 and has served a partial term and two full terms with his final term expiring on April 30, 2023. Staff began advertising to fill this position. Applications were received from Shari Jenkins Schmit and Channing Hartelius.

Purpose

The Historic Preservation Advisory Commission was created to promote the preservation of historic and prehistoric sites, structures, buildings and districts through the identification, evaluation and protection of historic resources within the County and City. This program is intended to promote the public interest and welfare by:

1. Enhancing the visual character of the City and County by encouraging preservation ideals;

2. Promoting the tourist industry of the City and County by encouraging the preservation of historically significant buildings and structures;
3. Fostering public appreciation of and civic pride in the beauty of the community and the accomplishments of the past;
4. Integrating historic preservation into local, State and federal planning and decision-making processes;
5. Safeguarding the heritage of the community by providing a system for identification and evaluation of historic buildings and structures representing significant elements of its history.

Members shall have expertise/qualifications in one (1) or more of the following areas: history, planning, archaeology, architecture, architectural history, historic archaeology, or other history preservation-related disciplines such as cultural geography or cultural anthropology. Ownership of property nominated to the National Register of Historic Places may also qualify a person to serve on this commission.

The HPAC consists of nine members -- four appointed by the City Commission, four appointed by the County Commission and the ninth member with professional architectural expertise chosen by a majority of the eight other members.

Continuing members of this board are:

<b>Continuing members are:</b>	
Rich Ecke (City)	5/1/2018 – 4/30/2024
Ellen Sievert (City)	2/20/2018 – 4/30/2024
Chris Christiaens (County)	4/23/2019 – 4/30/2025
Carol Bronson (County)	4/23/2019 – 4/30/2024
Steven Taylor (County)	4/23/2019 – 4/30/2024
Suzanne Waring (County)	8/22/2017 – 4/30/2025
Ken Sievert (Member appointed)	Permanent
<b>Members seeking reappointment:</b>	
Ken Robison (City)	6/5/2018 – 4/30/2023
<b>Member terming from Commission:</b>	
Peter Jennings (City)	2/21/2017 – 4/30/2023
<b>Citizens interesting in serving:</b>	
Shari Jenkins Schmit	
Channing Hartelius	

**Concurrences:**

During the HPAC meeting on April 12, 2023 the Commission recommended the reappointment of Mr. Ken Robison. They did not make a recommendation on the appointment for Mr. Jennings position.

The City Commission could chose not to reappoint Mr. Robison and appoint both of the applicants.

**Attachments:**

Applications





**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
(PLEASE PRINT OR TYPE)**

**RECEIVED**

Agenda #4.

APR 18 2018

**CITY MANAGER**

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

Board/Commission Applying For: <i>HISTORIC PRESERVATION ADVISORY COMMISSION</i>		Date of Application: <i>18 APRIL 2018</i>	
Name: <i>KEN KENNETH G ROBISON</i>			
Home Address: <i>315 LAMPLIGHTER LANE</i>		Email address: <i>KENNETH GR@AOL.COM</i>	
Home Phone: <i>406 868 3635</i>	Work Phone: <i>406 868-3635</i>	Cell Phone: <i>406 868 3635</i>	
Occupation: <i>HISTORIAN/WRITER</i>		Employer: <i>SELF</i>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)			
Related experiences or background: <i>REGIONAL + LOCAL HISTORIAN AUTHOR OF 7 BOOKS INCLUDING CASCADE COUNTY + GREAT FALLS CONTRIBUTING AUTHOR OF 4 BOOKS</i>			
Educational Background: <i>B.A. HISTORY UNIVERSITY OF MONTANA M.A. COLONIAL HISTORY GEORGE MASON UNIVERSITY</i>			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: <i>2 1/2 YEARS NAVAL INTELLIGENCE HISTORIAN, OVERHOLSER HISTORICAL RESEARCH CENTER, FORT BENTON (17 years) COUNTY + CITY MEMBER, HPAC (12 YEARS) - SIX YEARS AS CHAIR HPAC HISTORIAN, EX-OFFICIO (CURRENTLY)</i>			
Previous and current public experience (elective or appointive): <i>NEIGHBORHOOD COUNCIL 6 (6 YEARS)</i>			
Membership in other community organizations: <i>BOARD UPPER MISSOURI RIVER HERITAGE AREA PLANNING CORP BOARD SUN RIVER VALLEY HISTORICAL SOCIETY BOARD J.C. ADAMS STONE BARN NON PROFIT CHAIR VINEGAR JONES CABIN COMMITTEE MEMBER HPAC FIRST PEOPLES RESOURCES COMMITTEE</i>			

Have you ever worked for or are you currently working for the City of Great Falls? Yes  No  If yes, where and when?

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes  No  If yes, who, which department, and relationship?

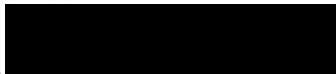
Have you ever served on a City or County board? Yes  No  If yes, what board and when did you serve?  
NEIGHBORHOOD COUNCIL 6 (2002-8) COUNTY MEMBER HPAC 2011-17  
HPAC CITY MEMBER 2002-2008

Are you currently serving on a Board? Yes  No  If yes, which board?

Please describe your interest in serving on this board/commission?  
I WANT INTEREST IN MONTANA + LOCAL HISTORIC PRESERVATION + HISTORY  
I'VE GOT KNOWLEDGE + RESEARCH TALENT TO HELP HPAC EDUCATE  
+ LEAD THE PUBLIC IN PRESERVATION

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?  
MY EDUCATION, NAVY EXPERIENCE, + PAST CONTRIBUTIONS TO HPAC  
ALL PERMIT ME TO BE A VALUABLE ADVISOR + CONTRIBUTOR  
TO HPAC + LOCAL PRESERVATION

Additional comments:  
I WOULD BE PLEASED TO SERVE ON HPAC AND I WOULD  
OUR COMMUNITY CONTINUE TO IMPROVE + INCREASES PUBLIC  
PARTICIPATION IN HISTORIC PRESERVATION

Signa 

Date:  
18 April 2018

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

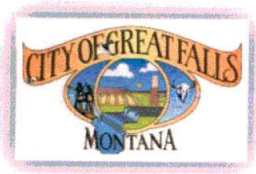
**Return this form to:**

City Manager's Office  
P.O. Box 5021  
Great Falls, MT 59403

Fax:  
(406) 727-0005

Email:  
kartis@greatfallsmt.net





**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM**  
(PLEASE PRINT OR TYPE)

Agenda #4.



*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

Board/Commission Applying For: <b>Historic Preservation Advisory Commission</b>		Date of Application: <b>March 29, 2023</b>
Name: <b>Shari Jenkins Schmit</b>		
Home Address: <b>1003 2nd Ave NW, Great Falls, MT</b>		Email address: <b>info@sharijenkins.com</b>
Home Phone:	Work Phone: <b>406-868-2675</b>	Cell Phone: <b>406-868-2675</b>
Occupation: <b>Artist/Graphic Designer</b> Current licensing agreements: Leanin' Tree (Boulder, CO), Somerset Fine Art (Forth Worth, TX), Karma Living (Round Top, TX)		Employer: <b>Self</b>
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Related experiences or background: I have restored (not renovated!) four different historic Montana homes; one home in Lewistown (503 Broadway), one in Butte (3031 Burlington), and two in Great Falls (2925 4th Ave N - the Earl Galt/Art Matteuci home, and 1003 2nd Ave NW - The Collins Mansion).		
Educational Background: Bachelor of Science, Business/Marketing, MSU-Northern Fundraising/Planned Giving Degree, College of William & Mary		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: Dust to Dazzle Board Member (Butte) Mainstreet Uptown Butte World Museum of Mining Board Member (Butte) Montana Cowboy Poetry Gathering Paris Gibson Square Museum of Art Board Member (Great Falls) (Lewistown)		
Previous and current public experience (elective or appointive): <b>None</b>		
Membership in other community organizations: C.M. Russell Museum The History Museum Paris Gibson Square Museum of Modern Art Fort Assiniboine Mainstreet Uptown Butte		

Have you ever worked for or are you currently working for the City of Great Falls? Yes  No  If yes, where and when?

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes  No  If yes, who, which department, and relationship?

Have you ever served on a City or County board? Yes  No  If yes, what board and when did you serve?

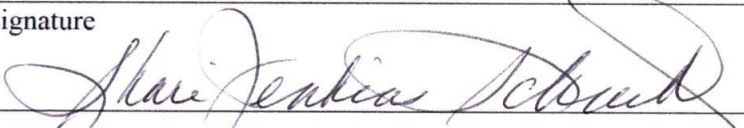
Are you currently serving on a Board? Yes  No  If yes, which board?

Are you a Qualified Elector? Yes  No   
(Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)

Please describe your interest in serving on this board/commission?  
I have long had a serious interest in the preservation of all things Montana: art, artifacts and architecture. As previously mentioned, I have restored several Montana homes. Additionally, my current home, The Collins Mansion, is full of a lifetime collection of Montana history, artifacts, and art. Also, I just recently purchased one of Great Falls' premier historic buildings on Central Avenue. (Until the current business announces its closure, I am not at liberty to say which building.) Some restoration work will begin on this building on April 1, 2023. My passion for historic preservation is why I decided to apply for this position.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?  
Many years of research and hands-on restoration work on several historic Montana homes. I am also "in the current know", learning many new things from my son, who is now attending Columbia University, studying for a dual Masters' in architecture and historic preservation.

Additional comments:  
Thank you for your consideration!

Signature:  Date: 3-29-23

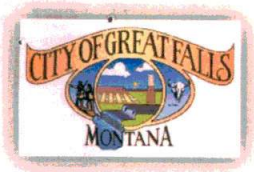
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**Return this form to:**  
Mail: City Manager's Office  
P.O. Box 5021  
Great Falls, MT 59403

Hand Deliver: City Manager's Office  
Civic Center, Room 201  
2 Park Drive South

Email:  
kartis@greatfallsmt.net





**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
(PLEASE PRINT OR TYPE)**

<p>Agenda #4.</p> <p><b>RECEIVED</b></p> <p><b>MAR 31 2023</b></p> <p><b>CITY MANAGER</b></p>
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*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

Board/Commission Applying For: Historic Preservation Advisory Commission		Date of Application: March 31, 2023	
Name: Channing J. Hartelius			
Home Address: 825 4th Ave. North Great Falls MT 59401		Email address: chartelius@aol.com	
Home Phone: 406-799-1707	Work Phone: 406-788-0035	Cell Phone: 406-799-1707	
Occupation: Attorney and Businessman		Employer: Hartelius Law Center 104 2nd Street South, Suite 402 Great Falls MT 59401	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)			
Related experiences or background: See Resume and Attachments when nominated for Heritage Keeper Award and Montana Historical Society, April 2021			
Educational Background: U of M- Major in History - Political Science -Cum Laude 1968 George Washinton Law School - Cum Laude 1971			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: See Resume attached for previous service Present - Board of Directors - Portage Route Chapter - Lewis & Clark President - Electric City Toastmasters 2022-2023			
Previous and current public experience (elective or appointive): Selective Service Board			
Membership in other community organizations: Optimists, Cascade County Bar Association, Electric City Toastmasters, Portage Chapter-Lewis & Clark, Lifetime member of Montana Ambassadors.			

Have you ever worked for or are you currently working for the City of Great Falls? Yes  No  If yes, where and when?  
Assistant City Attorney - Criminal Prosecutor (Approximately 1972-1975)

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes  No  If yes, who, which department, and relationship?

Have you ever served on a City or County board? Yes  No  If yes, what board and when did you serve?

Are you currently serving on a Board? Yes  No  If yes, which board?

Are you a Qualified Elector? Yes  No   
(Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)

Please describe your interest in serving on this board/commission?  
I am and have been involved in many major historical preservation efforts -to include: 1) Restoration of the Charlie Russell Manor (Strain Mansion), 2) Arvon Hotel, 3) Charlie Russell Cottage in Cascade MT, 4) Fort Shaw History, 5) Barn Restoration, 6) History Museum Board, 7) Save the Stack

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?  
My major in college was History and Political Science. I became an attorney but my fist and primary love is history and the preservation of historical sites.

Additional comments:  
I believe with my background in the law and history preservation, I would be an asset and advocate for Historical preservation efforts

Signature  Date: 8/21/2023

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**

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P.O. Box 5021  
Great Falls, MT 59403

Hand Deliver: City Manager's Office  
Civic Center, Room 201  
2 Park Drive South

Email:  
kartis@greatfallsmt.net



**RESUME**

March 31, 2023

NAME: CHANNING J. HARTELIUS

ADDRESS: 825 4<sup>th</sup> Ave. N.  
 Great Falls, MT 59401  
 (406) 455-1400 - Home  
 (406) 799-1707 - Cell  
 Personal Email: [chartelius@aol.com](mailto:chartelius@aol.com)

230 Russell Dr. South  
 Cascade MT 59421  
 (406) 799-1707 - Cell  
 Personal Email: [chartelius@aol.com](mailto:chartelius@aol.com)

PERSONAL: Born: October 2, 1946

Military: Captain, Army Reserve  
 Honorable Discharge 1986

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Occupation: President  
 Hartelius, Law Center  
 Attorneys at Law,  
 104 2<sup>nd</sup> Street South, Suite 5402  
 P.O. Box 1024  
 Great Falls, MT 59403-1024  
 (406) 788-0035  
 Email: [channing@harteliuslaw.com](mailto:channing@harteliuslaw.com)  
 AV Rating - Martindale Hubble

Charlie Russell Cottage  
 Cascade MT 59421  
 406-799-1707  
 Co-owner

**PERSONAL HONOR AND AFFILIATIONS:**

State Bar of Montana Trustee 2017 to 2019.  
 Portage Route Chapter - Lewis & Clark Interpretive Center 2017 to present. Board of Directors.  
 Community Service Award - University of Montana, October 2011  
 Montana State University, College of Technology Development Board, 2011-2012  
 Montana Ambassador Board (2000-2018)- 2<sup>nd</sup> Vice President 2009, President 2010,  
 Plenipotentiary Award 2020.  
 Parliamentary Procedure Associate 2009  
 CM Russell Museum - Board of Directors (2008 to 2017), Secretary 2011 to 2017  
 George Washington Presentations:

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Name: Channing J. Hartelius

1. Encanterra Country Club - SanTan Valley, AZ
  - A. George Washington: Myths & Reality
  - B. George Washington on Benedict Arnold
  - C. George Washington on Alexander Hamilton - April 11, 2017
  - D. George Washington on Women Unsung Heros - February 26, 2018
2. History Museum -Great Falls Montana
  - A. George Washington on Alexander Hamilton - February 15, 2017
  - B. George Washington on Thomas Jefferson - October 25, 2017
3. Ravalli County History Museum - Hamilton, MT
  - A. George Washington: Myths & Reality - July 2016
  - B. George Washington on Alexander Hamilton - July 2, 2017
  - C. George Washington on Benedict Arnold
4. Daughters of the American Revolution
  - A. George Washington: Myths & Reality
  - B. George Washington -on Women Unsung Heros
5. Masons
6. Lewis and Clark National Foundation
7. Fairfield Senior Citizens - George Washington on Alexander Hamilton -April 2017
8. Rotary Club - February 2016
9. Los Angeles California – Lewis & Clark- Chapter 2019.

Adjunct Professor, University of Great Falls (American Revolution/U.S. Constitutional History 2009, 2010, 2011 & 2012) (Ideas that Define America, Spring 2013)

Police Foundation - Board of Directors (2007-2008)

American Legion - State Judge Advocate (2006-2008)

Great Falls Advertising Federation - Board of Directors (2005-2007)

Lewis & Clark Interpretive Center- Board of Directors (2005- 2007)

Cascade County Preservation Award (2004)

Who's Who In America

American Legion Certificate of Distinction (March 2, 2003)

Grizzly Athletic Association Board of Directors (1997-Present)

Preservation Cascade Board of Directors (2000-2003)

Tribune, Editorial Board, January 1997

Sustaining Member American Trial Lawyers Association

Member American Bar Association

Member Montana Bar Association, Co-Chair State Bar (1996)

Member Cascade County Bar Association, President (1996)

Assistant Attorney General-State of Montana (1971)

Assistant City Attorney, Great Falls, Montana (1972-1975)

President - Great Falls Jaycees (1975)

President Rainbow Toastmasters (1974, 1994, 1995)

State Legal Counsel, Montana Jaycees (1975-1976)

JCI Senator

Montana Historical Society

Instructor, College of Great Falls (1978)

Leadership Great Falls Participant (1983)

International Platform Association (1991-Present)

Montana Table Topics Champion, Toastmasters (1994) Humorous Speech 1<sup>st</sup> Place-Region,



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Name: Channing J. Hartelius

Serious Speech 3<sup>rd</sup> place (2000), Evaluation Contest 1<sup>st</sup> place 2001  
 Chairman-Trinity Lutheran Church (1992, 1993) Board of Elders (1997-2000)  
 Appointed to Selective Service Board by President Clinton (1996-2019)  
 Chief Deputy, IOF (1996-1997)  
 Who's Who Among Outstanding Americans  
 Who's Who in American Law  
 Honored Member National Directory of Who's Who 1997/1998  
 Lexington Who's Who (2001)  
 Order of Barristers (2001)  
 Law Enforcement Block Advisory Committee (2000-2019)  
 Mediator on Supreme Court Appeals (2000-Present)

**PUBLIC SERVICE CLUBS**

Rotary (membership chair 2007), Sergeant of Arms 2011-present  
 Optimists  
 Moose  
 American Legion  
 Great Falls Advertising Federation  
 Speakeasy Toastmaster, Electric City Toastmasters, Vice President of Membership-2005  
 Electric City Toastmasters, Founding Member  
 Montana Ambassadors - President 2012, Board of Directors -2018, Plenipotentiary Award 2020.  
 Cascade County Bar Association -Edward Alexander Award

**EDUCATION:**

(A) George Washington University Law Center, J.D. 1968-1971

Standing: Upper 25%, Cum Laude

Activities and Honors:

Journal of Law and Economics, Notes and Comment Editor

Distinguished Advocate Award

Student Bar Association Delegate

International Law Society

Vice President, Student Directory

Phi Alpha Delta Legal Fraternity

Trustee Scholarship

Van Vleck Appellate Court Competition, Semi-Finalist

Chief Justice Earl Warren Seminar Participant

(B) University of Montana, B.A., Political Science 1964-1968

Standing: Upper 7%, Cum Laude

Activities and Honors:

Secretary General, Montana Model United Nations

Phi Sigma Kappa Fraternity, Vice President

Student Government

Montana Collegiate Debate Champion 1965-1966,

Phi Sigma Kappa National Scholastic and Leadership Award

Delta Sigma Rho-Tau Kappa Alpha Speech Honorary

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Name: Channing J. Hartelius

Phi Alpha Theta History Honorary

**BAR MEMBERSHIP:**

Montana, October 1971  
 Virginia, September 1971

**PUBLICATIONS:**

NBI

Contributor, Consumer Protection. Law, and the Municipality NIMLO Report No. 157 (1975)

S. Lewin A. Gordon, C. Hartelius, Law and the Municipal Ecology, Air Water, Noise Over Population, NIMLO Research Report No. 156 (September 1970)

Friedman and Hartelius, Discrimination in the Provision of Municipal Services 12 Municipal Attorney 47 (March 1971)

C. Hartelius, Editor, NIMLO'S Service on Federal Money for Cities, (1970)

Hartelius, Editorial and Research Assistant to C. Rhyne, International Law, (1971)

Channing J. Hartelius, Understanding Bankruptcy, A Guide (1981)

Channing J. Hartelius, The Montana Handbook on Contracts for Deed, (1982)

Channing J. Hartelius, Viewpoint on Initiative 48 (Tort Reform), Aurora Magazine (Summer 1988)

Manuals: Effective Discovery Procedures in Montana (1995)  
Evidence in Trial Practice in Montana (1993)

**SPEAKING ENGAGEMENTS:**

“Stagecoach Mary” -Cascade, Montana –	March 2023
Historical Tour - with Susan - Spring 2017	
Historical Tour - Downtown with Ike Kaufman,	June 25, 2017 & June 2018
“Walking the Dead” tour as Paris Gibson	June 25, 2017
“Walking the Dead” tour as Herbert Strain, History Museum	June 2015
Toastmasters Presentation (Successful Leadership)	February 2014

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Name: Channing J. Hartelius

“Nathan Hale” Rotary Club	February 2014
NIASA Presentation (Insurance Coverage)	October 2013
“Thomas Jefferson” Rotary Club	July 2012
“Benedict Arnold From Hero to Heel” Rotary Club	May 2011
“Obama Inauguration” (10 plus power point presentations)	2009
Forensics in the Arrotta Murder Case - Art Alt class at UGF	February 25, 2009
Dental Hygienist law talk	2007-2011
Parliamentary Procedure - MSU-COT	2007-2008
Highway Patrol	2007
Moderator - City Commission Candidates	2007
Host “Law Talk” Cable Channel 7 series	2004-2007
“President Bush’s Visit to Great Falls Feb. 3, 2005” Approximately 20 power point presentations	2005-2006
Certified Guide - Lewis & Clark Signature Event, Great Falls, MT	June 1, 2005- July 4, 2006
Meriwether Lewis _ talk to 500 Girls Scouts, Fort Benton	July 3, 2006
End of Life Care Legal Issues	May 21, 2004
Business Professional Women: Privacy Issues in Law	May 19, 2004
<b>Master of Ceremonies</b> Annual Chamber of Commerce Dinner	January 2004
Miss Rodeo Montana Luncheon	January 9, 2004 January 2005 January 2006 January 2009



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Name: Channing J. Hartelius

Rookie Camp Presenter: State Bar Annual Convention	September 2003 & September 2017
Art Council Governor's Award	April 11, 2003
Montessori Reunion	April 4, 2003
Leadership Great Falls Retreat	August 26, 2003
Secrets of Success	
Great Falls, Montana	May 5, 2003
Seminar: Criminal Procedure from a Defense Attorney's Perspective - Arrest to Trial - Modesto, CA for the Drug Enforcement Agency	March, 2002 February, 2002 October 27, 2001
Television Interview Channel 7 Legal Perspectives with Dan Shannon, Esq: RE: DUI RE: Medical Malpractice RE: Personal Injury	
Updates on the Law and Bad Faith Insurance Adjustors Convention Great Falls, Montana	September, 2001
Liability Law and the Media Leadership Great Falls Great Falls, MT	January 4, 2001
Panel Member, Trial Lawyers Seminar State Bar Convention Butte, MT	September 14, 2000
Insurance-Everything you wanted to know but were afraid to ask. Paralegal Association Great Falls, MT 59405	
June 26, 2000 Moderator, State Bar Continuing Legal Education The Anatomy of a Low Impact Tissue Injury Case Butte, MT	March 16, 2000
<b>Real Estate Forms</b> <b>Northwest Montana Board of Realtors</b> Polson, MT Kalispell, MT	February 24, 2000 October 21, 1999

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Name: Channing J. Hartelius

Polson, MT	June 17, 1999
Master of Ceremonies-Welcoming Dinner for New Members Trinity Lutheran Church Great Falls, MT	January 30, 2000
<b>Real Estate Basics for CLA Video-tape Seminar Paralegal Association Great Falls, MT</b>	January 22, 2000
Insurance-Everything you wanted to know but were afraid to ask. MALS (Legal Secretaries) Great Falls, MT 59405	October 2, 1999
George Washington, Impact on Lewis & Clark Lewis & Clark Campgrounds Townsend, MT	July 3, 1999
George Washington, The Man & The Myth Special Olympics Program Great Falls, MT	March 27, 1999
Settlement Techniques Moderator & Chairman Butte, MT	March 16, 1999
Bad Faith Litigation Adjusters Association, Great Falls, MT	February 1999
Legislative Update Adjusters Seminar	October 1997
<b>Realtor Liability-How to Avoid It Kalispell Board of Realtors Montana Realtors Convention, Big Sky</b>	August 1997
September 1996 Montana Storytelling Conference Cut Bank, Montana	April 1997 April 1998
Speaker-Montana Association of Legal Secretaries Montana Rules of Civil Procedure	August 17, 1996
Law Day Speaker Great Falls High School	May 1, 1996

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Name: Channing J. Hartelius

Trip to the Holy Land Presentations to: Our Saviors Lutheran Church Lakeside Chamber of Commerce Kiwanis Club	April, May, June 1996
Seminar on Discovery National Business Institute	October 1995
Update on Legislative Changes for Insurance Adjusters Adjuster Annual Convention	September 1995
Mock Trial Seminar Montana Bar Association Co-Chair	1995, 1996
Leadership Great Falls Career Speaker	1995
Speaker, Seminar on Discovery National Business Institute	1994
Speaker-Trial Practice Great Falls Legal Secretaries Association	1993
Speaker-Victims Awareness Program	1992, 1993
Speaker, Seminar on Trial Practice in Montana National Business Institute	1993
Speaker, Seminar on Civil Procedure National Business Institute	1992
Speaker, Montana Bar Association Defense of DUI's April 12, 1991	1991
Guest-Close Up Great Falls TV interview March 24, 1991	1991
DUI Defense, There is Such a Thing Cascade County Bar Association	1989
Street Law, Great Falls Police Department course at Great Falls High School and CMR High School	1989-1992

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Name: Channing J. Hartelius

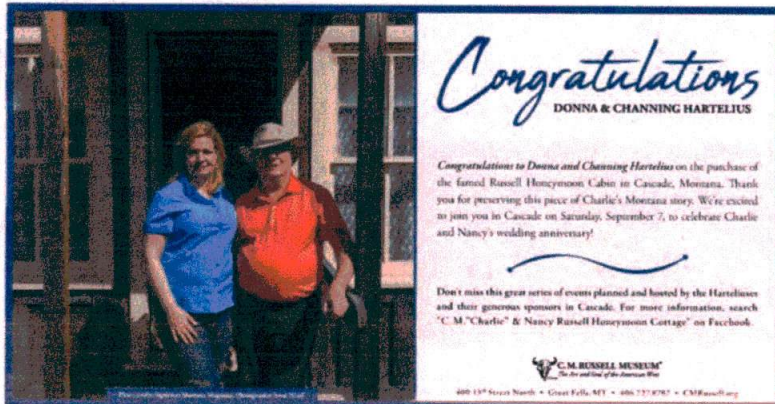
<b>Avoiding Lawsuits, Metropolitan Mortgage Company, Spokane, Washington</b>	1989
Litigation, Pachyderm Club, Great Falls Montana	1988
Homeowners Seminar, Bozeman	1987
<b>Graduate Real Estate Institute</b>	1987, 1990
<b>Dual Agency Seminar</b>	1986
<b>Speaker on Contracts for Deed, State Realtors Conventions</b>	1982, 1984
Business Law, Great Falls High School Phyliss Hemstead	1971-1992



## 1. Contributions to Montana history – please describe the project or on-going service within Montana’s historical community that has been accomplished by the nominee

In January of 2019, Channing Hartelius purchased “Charlie Russell’s Honeymoon Cottage”. It was just up the river from his summer getaway in Cascade, Montana. It had been restored by Gene Dwyer and upon his passing, his widow Frances, wanted to find someone who would honor the legacy her husband had worked so hard to bring back to its original status. She found that and more in Channing and Donna, history buffs with multiple irons in the fire at any one time. He brought a lot of expertise to the table as well. He had been on the board of the Charles M. Russell Museum in Great Falls for ten years, working to expand the museum’s national stature. The immediate goal with the cottage was to ensure structural integrity, then go to work to locate and procure as much authentic memorabilia as possible. Russell did several important works at the cottage, including “Indians Discovering Lewis and Clark”, painted in 1896, an 1894 self-portrait and an 1897 sketch titled “Misquito Season in Cascade”. Some of these were quite helpful in determining exactly how the cottage looked when the Russells resided in Cascade.

To expand the awareness of the cottage, Channing worked on an event in September of 2019, a renewal of wedding vows by Charlie and Nancy Russell. They were portrayed by Great Falls City Commissioner Bill Bronson and Mary Ann Bradbury. Prior to the renewal of vows, a documentary produced by Montana PBS on Charlie Russell was given a special screening in Wedsworth Hall to a standing room only crowd. The national board of directors for the CM Russell Museum attended the screening and made a presentation thanking Channing and his wife, Donna for all their work to keep Charlie’s legacy alive. As the hall was rearranged in preparation for the renewal of vows, the Portage Route Chapter of the Lewis and Clark Honor Guard did a black powder demonstration. Also included in the festivities were tours of the cottage and an ice cream social.



The national board of directors for the CM Russell Museum attended the screening and made a presentation thanking Channing and his wife, Donna for all their work to keep Charlie’s legacy alive. As the hall was rearranged in preparation for the renewal of vows, the Portage Route Chapter of the Lewis and Clark Honor Guard did a black powder demonstration. Also included in the festivities were tours of the cottage and an ice cream social.

The population of Cascade tripled for the day with all of the events free and open to the public with all costs underwritten by Channing. The success of the day was a point of great pride to Channing. He immediately went to work on the next event revolving around the cottage with its Cascade location. That is an event to celebrate the legacy of Mary Fields, the legendary mail carrier for the Cascade area in 1895. The story of the first African American woman to work for the United States Post Office, at age 60, riding a stagecoach with a pistol under her apron needs to be told to a wider audience. Unfortunately, the planning for that event was put on hold due to COVID concerns but Channing is determined that it will take place as soon as the crowd that is anticipated can safely gather.

## 2. What are the particular strengths and impacts of the Montana history goals the nominee has achieved? What impact has the work accomplished had on the community/intended audience?



Channing Hartelius is passionate about history and looks for creative ways to share his passion with others. For example:

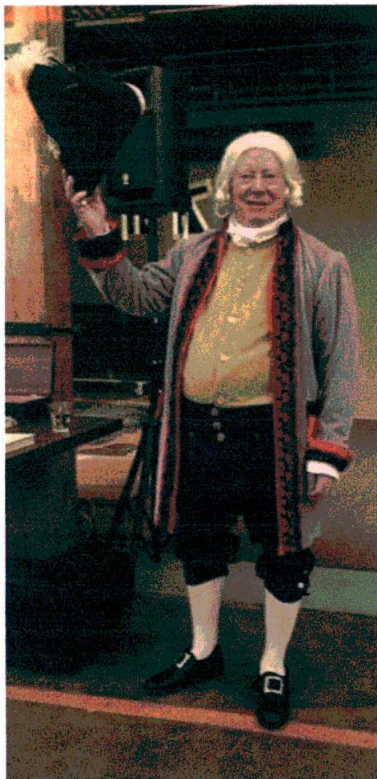
A creative fundraiser, "Waking the Dead", for the Paris Gibson Square involve a tour of 13 gravesites of famous Great Falls residents. Channing brought Paris Gibson to life for attendees, dressing in a period costume and discussing his, Paris Gibson's, love of Great Falls and his concept behind the city. Paris Gibson's contributions are what made Great Falls the town it is.

GREAT FALLS TRIBUNE GLOBAL GUARDIAN



Channing Hartelius takes on the persona of Great Falls founder Paris Gibson at the seventh annual Waking the Dead Tours in Highland Cemetery. The event is a coordinated effort between the city parks and recreation department and the Paris Gibson Month Celebration Committee. TRIBUNE PHOTO/SEABORN LARSON

Similarly, Channing has created a series of conversations with George Washington. He has gone to great lengths to have as an authentic look as possible as he entertains attendees with personal anecdotes of his relationships with other notable figures in American history. I have been to several of his performances, the first was at the Cascade County Historical Museum. I recall a young boy in attendance with his father, sitting in rapt attention as he was privy to the conversation between George Washington and his infamous acquaintance, Benedict Arnold. I learned right along with that young boy much more than the abbreviated version from public school.



For the next presentation, we traveled to the High School in Augusta for a presentation to the entire school. Again, the subject matter was hungrily consumed by students of all ages. The normal silence when the students are asked if there were any questions quickly become a cacophony of excited voices and waving arms. Students of all ages wanted to ask George Washington a question. Channing did a masterful job of blending history with current events in a format that the students appreciated.

Channing did a presentation for the Lewis and Clark Foundation during a regional meeting in Great Falls. It was met with so much enthusiasm, the leaders of the group asked him to do an encore performance at the national meeting in San Francisco. A task that Channing quickly agreed to, spreading the word of Montana history beyond our state lines.

In addition to his performances Channing has also underwritten several historical projects. While he was an adjunct professor at University of Great Falls, now University of Providence, he donated \$30,000 for a five-panel mural from a noted local artist depicting the Corps of Discovery. It is on permanent display in the University's library.



Prior to that Channing donated a collection of negatives, valued at \$52,000 to the Cascade County Historical Society. The negatives were included in a purchase of collectable books from, Glenn Gordon, a prominent Great Falls businessman, that had been sold out-of-state. Channing returned the collection to Montana and by donating the negatives to the History Museum, returned the images to the residents of Montana.

**3. Describe the nominee – provide a short biographical sketch/history of nominee, including: length of involvement in service; effectiveness in service; level of prior recognition; and degree of commitment to the general concepts and highest goals of the historical community.**

Channing was born on October 2, 1946, then raised on a homestead north of Great Falls. His grandparents had come to Montana in 1920 to start a farm. Even though his grandfather died when Channing's mother was just six years old, his grandmother built a large farming operation on her own. She set up each of her three daughters with 1000-acre farms.

Channing attended first 8 years of school in a one room country school where his interest in history started. While in eighth grade, he won second place in a written test for rural schools covering the history of Montana.

He graduated from Great Falls High School in 1964. Speech was his hobby, a choice that would serve him well in his chosen profession, attorney at law. He placed first in Oratorical Declamation in both his junior and senior years.

The University of Montana was his college choice, majoring in History and Political Science with a minor in Economics. He debated in his first year, winning State Collegiate Debate Championship with partner, Walter Kirkpatrick. He graduated from U of M with honors in 1968.

He was accepted into George Washington University National Law Center, graduating with honors in 1971. He opened his law practice upon his return to Montana. He has been selected for Who's Who in America, Who's Who in American Law and the Top 100 Trial Lawyers. He has been a substitute City Judge and has taught and written on legal issues. In 2019 he received an award for ethics and professionalism from the Cascade County Bar Association.

His interest and passion for history prompted him to purchase a 1916 Historical mansion and restore it into a Bed and Breakfast, the Charlie Russell Manor. A highlight of that venture was when President George Bush visited to rest prior to a presentation on Social Security in 2005.

Additionally, Channing was the attorney for "Saving Our Stack", an effort to stop ASARCO from demolishing a Great Falls landmark. Unfortunately, that effort was unsuccessful, and the stack was demolished on September 18, 1982.

In 2005, Channing was a guide for the Lewis and Clark signature event. He and Donna visited the major sites of the expedition, attending the closing ceremony in St. Louis in 2006.

In 2009, Channing completed his goal of becoming a history professor, when he was asked to be an adjunct history professor at the University of Great Falls, teaching Constitutional History and Revolutionary War History.



Channing has been a member of the Montana Ambassadors since 2000. Taking a leadership role as 2nd Vice President in 2009 and President in 2010. Channing received the Plenipotentiary Award in 2019.

He has served on numerous boards, including:

- CM Russell Museum
- Great Falls Police Foundation
- Great Falls Advertising Federation
- State Bar Association
- Lewis and Clark Interpretive Center
- Grizzly Athletic Association
- Portage Route Chapter of the Lewis and Clark Foundation - Current Vice-President

In addition, he prides himself on membership in:

- The Rotary Club
- The Optimists Club
- The Elks
- The Moose
- American Legion
- Toastmasters

I hope that all of this will have you agreeing that Channing is an excellent choice for the Montana Historical Society Board of Trustees' Heritage Keeper & Heritage Guardian Award.

## Honoring preservationist



### Dinner delights

Awards, music and a silent auction are highlights of the annual Cascade County Historical Society Preservation Dinner Thursday at the High Plains Heritage Center, 422 2nd St. S. A no-host social hour at 6 p.m. will precede the buffet dinner at 7. Tickets, \$20 per person, will be available through Tuesday at High Plains Heritage Center. Call 452-3462 for credit card orders.

**AT LEFT:** Channing Hartelius stands in front of the historic Strain House at 825 4th Ave. N. in 1999. He turned the property into the Chavis Russell Manor, a bed and breakfast.

1999 TRIBUNE PHOTO BY WAYNE ARNST



# LOVE OF AREA'S HISTORY SHOWS IN GREAT FALLS ATTORNEY'S DEEDS

By **RICHARD ECKE**  
*Tribune Staff Writer*

Great Falls attorney Channing Hartelius loves history, and it shows.

Hartelius tried to save the historic Anaconda Co. smokestack in Black Eagle from destruction in 1982. He even wrote a desperate message to President Ronald Reagan, urging him to intervene.

"We were really excited about it," Hartelius recalled recently.

Sorry, stack. Reagan's staff ignored the message, and the refinery stack came down, though it took two tries to blow it up completely. Hartelius is still glad he and others tried their best to rescue the old smokestack.

"If we were trying to do it now, I think we would have succeeded," he said in an interview. "It was a beacon. You knew you were home."

Years after Stackmania, Hartelius purchased and renovated the historic Strain-Flowerree house at 4th Avenue North and 9th Street. He ran it as a bed and breakfast for a while. Now it's strictly a house.

"I used to have a lot of money," Hartelius



TRIBUNE PHOTO/RICHARD ECKE

Attorney Channing Hartelius can't get enough of area history. Here he holds an original drawing of the Rainbow Hotel by architect George Shanley.

quipped. "Now I just have a nice house."

While he ran the bed and breakfast, rocker Roger Daltrey, lead singer for The Who, stayed there, as did singer Rita Coolidge, and President George W. Bush in 2005.

"It will always be a high point of my life," said Hartelius of the Bush stay. "He was a very nice man. He was very gracious. He had a sense of humor. I was quite honored."

Eighteen months ago, Hartelius and his wife, Donna, donated a collection of 5,000 rare photographic negatives

to The History Museum. The negatives had been collected by late Great Falls businessman Glenn Gordon, and were taken by Great Falls photographers Noah Boisvert, Herbert Titter and Louis and Harry J. Heyn. The photographs featured scenes from Great Falls, Belt and Stanford.

Hartelius grew up in the Power area. He attended a one-room country schoolhouse that had several teachers.

Out the windows of his law office at 600 Central Plaza, Hartelius can spy the

results of a recent fire that burned the Rocky Mountain Building across Central Avenue. Part of the building housed the Rainbow Theatre, with a white facade featuring animated actors' faces.

"I saw 'Godzilla' in that movie theater," Hartelius remembered with a grin. "It had the fancy drapes and it had the stage. It was a kids' dream."

He hopes something can be done with the dramatic-looking building, although the building owner had no fire insurance coverage.

"Ever since I was a young lad, I've always been interested in history," Hartelius pointed out. "It's a window into the past."

Not long ago, an area farmer had an original drawing of downtown's Rainbow Hotel by famous Great Falls architect George Shanley. Hartelius couldn't pass up the chance to buy it. Now the drawing hangs on the wall in Hartelius' office.

"If I hadn't become a lawyer, I wanted to be a history professor," Hartelius added.

That dream may come true this fall. Hartelius said he has been asked to teach Constitutional History at the University of Great Falls.





TRIBUNE PHOTO/KRISTEN GATES

Sherry Gallagher, right, is the artist who created the five-paneled Lewis and Clark Corps of Discovery painting which was donated to the University of Great Falls. She examined the art along with other UGF officials during a dedication ceremony Thursday. Channing and Donna Hartelius, who commissioned the work by Gallagher nearly a decade ago, donated the piece to UGF's library. It is valued at \$30,000.

## Local lawyer donates five-panel mural of Lewis and Clark journey to university

By KRISTEN GATES  
Tribune Staff Writer

Channing Hartelius is a local attorney, adjunct history professor at the University of Great Falls, and an art collector who, along with his wife Donna, felt compelled to donate a \$30,000 piece of art to the university.

The Harteluses unveiled a five-panel mural depicting the Corps of Discovery, a work the couple had commissioned by artist Sherry Gallagher almost 10 years ago. They donated the artwork Thursday to UGF, where it is on display in the library.

"It's one of the greatest stories in the history of America, and particularly Montana," Channing Hartelius said. "It's an honor and a privilege to be able to share it."

Eugene McAllister, UGF president, said it was an honor and a privilege for the university to receive such a gift, especially because the university's new motto is "uncommon courage," a term often applied to the expedition members, and the school

offers an out-of-class Corps of Discovery program. McAllister said students do outdoors projects such as rafting and hiking, but they also work on building mission statements. The goal is to build students' character along with their academic talents.

"Lewis and Clark are an inspiration to us," McAllister said of the explorers who led the Corps. "This (mural) is a reminder of the students' own journeys."

Hartelius said he always has been a history buff, adding that he participated in the Lewis and Clark bicentennial events in Great Falls.

He and Donna Hartelius have commissioned other paintings from Gallagher before, he said. So many, in fact, that Gallagher always tries to paint Hartelius into the background of the commissioned artwork. If you look closely, he appears in each panel of some of those paintings, wearing his trademark fedora.

"We had it in our ballroom," Hartelius said. "It's just such a great work and we wanted people to see it."

The different panels depict Lewis and Clark moving through the White Cliffs area — Lewis navigating a gathering of buffalo, traversing the Great Falls, navigating the Missouri River near present-day Cascade (and some of the Harteluses' property) and resting at Trapper Peak.

The paintings are all oil on hardboard and each frame is bound in wood and tied together with leather straps.

Gallagher said she spent approximately half a year working on the piece, most of which was spent researching the parts of the journey that the Harteluses wanted to depict.

She said she is always a bit nervous to let go of a piece of her art, but believes it has found a good home at UGF.

"It was challenging and very exciting work," Gallagher said. "I feel very honored and privileged to have it at UGF so the public can see it."

Reach Tribune Staff Writer Kristen Cates at 791-1463 or [kcates@greatfallstribune.com](mailto:kcates@greatfallstribune.com).



### Wedsworth Memorial Library changes hours



109th year, No. 36 • Thursday, September 5, 2019  
• Cascade, Montana 59421 • \$1 Single Copy

The Cascade Courier  
P.O. Box 303  
Cascade, MT 59421-0309

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## THE CASCADE COURIER

### CELEBRATION OF RUSSELL WEDDING ANNIVERSARY

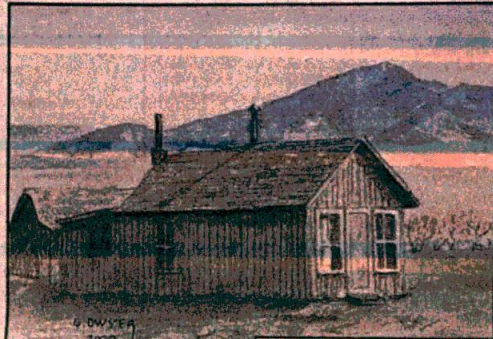


Above, Channing and Donna Hartelius recently purchased the first home of Charles and Nancy Russell, also known as the "Honeymoon Cottage" located in Cascade. (Courier photo)

By Felicia O'Brien, Courier Editor

The wedding and marriage of Charles Marion and Mamie Russell will be celebrated in Cascade, Saturday, September 7 at Wedsworth Hall in Cascade from 12 noon to 10 p.m., beginning with tours of the Russell's "Honeymoon Cottage" located at 20 Russell Drive South in Cascade. It is, as Russell himself once described it, "the little shack across from the railroad tracks."

The day's events will culminate with a Vow Renewal Ceremony at 5 p.m. with Bill Bronson and Mary Ann Bradbury portraying Mr. and Mrs. Charles Russell, and Mark Nelsen as the preacher. After a short reception, a community barbecue and



Above, a watercolor by the late Gene Dwyer of Russell Honeymoon Cottage. (File photo)

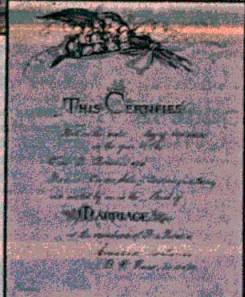
dance with music provided by Eklegen Jam Band will follow.

Charlie and Nancy were married September 9, 1896 in Cascade at the home of Ben and Lela Roberts. After the ceremony, in Russell's words, "our wedding trip was a hundred yards to that one-room shack", which fondly became known as the "Honeymoon Cottage."

The cabin, recently purchased by Channing and Donna Hartelius, underwent extensive restoration by the late Gene Dwyer beginning in 2002.

According to a booklet written by Dwyer, since the time of the Russell's occupancy of the cabin, it had "changed ownership sixteen times" by the time Dwyer purchased it in April of 2002.

Built by Cascade merchant Thomas Gorham in 1887, the building was originally a 12 x 24-foot bunkhouse. Gorham also built his home, located on 12 East Central Avenue, and a stable at that time.



Above, marriage license of Charles M. Russell and Mamie Cooper. (Courtesy)

This became the Roberts' home. Lela was one of two daughters to Gorham.

Shortly before the Russell's marriage, it was said that Charlie spent about \$75 fix the building up. Though it was a happy time for the couple that first year, they soon realized they would need to move to Great Falls for Charlie's art.

However brief, Russell's time in Cascade was significant because he not only met his life partner there, but Nancy also proved very capable as his business manager, helping him attain status as an artist that might not have come to fruition otherwise.

With Channing and Donna Hartelius as the new owners of the Russell Honeymoon Cottage, it's future is looking bright. The couple would like to eventually renovate the garage into a museum or gallery.

To further commemorate the Russell's matrimonial union, a special screening of a new Russell documentary, "Charlie Russell's Old West" by MontanaPBS will be from 4 to 5 p.m. also at Wedsworth Hall.

Don't miss out on this very special day of celebration. With thanks to the many generous sponsors, this event is free of charge and open to the public.



Parents children are walking in the freshly poured sidewalks (and private drives) and around the construction sites while the workers are there. PLEASE ask your kids to avoid these areas for their safety and to prevent work from having to be redone. Thank you. (Photo courtesy of Town of Cascade)

### SEPTEMBER BIRTHDAYS, ANNIVERSARIES AND REMEMBRANCES

- 5th: Lynden Magnuson, Charles Maxwell, Jack Sanderson, Skip & Holly Halmes (A)
- 6th: Miall Newcomb, Brad & Heather Wright (A), Ray Eisenhammer (R)
- 7th: Glen Anderson, Deanna Britton, Rich Wrobel, Helen Warhime (R)
- 8th: Rebecca Fillipowicz, Laina Wright, Eric & Carmen Madsen (A), Kenneth Montag (R)
- 9th: Morgan May Cornelius, Casey Dooley, John Gordon (R)
- 10th: Debbie Hamann

Cascade Lions Club Community Calendar

To maintain accuracy of dates or to add dates in the annual Lions Club Calendar, please contact Bill Cross at 468-2237 for any CHANGES. Thank you.

**Thursday-Friday, September 5-6**  
VETS4VETS Group in Great Falls, Montana will hold a Stand Down at the Great Falls Fair Grounds. The opening ceremony will begin at 10 am on Thursday. This year the Stand Down is dedicated to those who gave the ultimate sacrifice, Gold Star Mothers/Families. Our guest speaker will be Jill Stephenson, Gold Star Mother. Jill is the mother of Ben Kopp, Army Ranger. The Book "Heart of a Ranger" is Ben's and Jill's Journey by Bill Lunn.

If you know of any Gold Star Families we would be "HONORED" to have them attend so we can show our appreciation of their service members and families sacrifice for our country. Please feel free to pass the information to any Veterans Association, organizations and families so we can reach them and show them they are "NEVER FORGOTTEN".

**Friday, September 6**  
Cascade Badgers Football travel to Chester-Joplin-Inverness for a match against CJI Hawks. 4:30/7 p.m.

**Friday/Saturday, September 6-7**  
Varsity Lady Badgers host Cascade Varsity Volleyball Tournament. TBD

**Saturday, September 7**  
Renewal of Charles and Nancy Russell Wedding Vows, Wedsworth Hall in Cascade. Activities begin at 12 noon with tours of Russell's Honeymoon Cabin, Ice Cream Social, and Portage Route Chapter Horse Guard. A special screening of Charlie Russell's Old West, a PBS documentary will begin at 4 p.m. Wedding Vow Renewal will be at 5 p.m. followed by a pig roast and a dance. Thanks to some generous sponsors the event will be free!



# CELEBRATING MARY FIELDS



Frank LaLiberty gives talk to history class

**Ray Castellanos**  
Courier Reporter

Even though no one really knows the exact date when Mary Fields was actually born, according to local historian, Frank LaLiberty, Mary Fields, herself, adopted March 15th as her birthday. So, this past Wednesday, March 15th, this iconic woman, widely famous outside of little Cascade, Montana, was celebrated here, in the town she loved and called home. Many activities were happening around town

to commemorate the life of this special woman, from talks by Mr. LaLiberty to students in school and to the community by Channing Hartelius at the Masonic Hall, to fundraisers being held in different establishments around town, the money raised to be used to erect a statue in her honor. With so many books written about her, movies made, and history recorded, Mary Fields has single-handedly put Cascade on the map! **HAPPY BIRTHDAY MARY FIELDS!!!**



Channing Hartelius addresses folks at the Masonic Lodge







Commission Meeting Date: May 2, 2023

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Appointment to the Audit Committee

**From:** City Manager's Office

**Initiated By:** City Commission

**Presented By:** City Commission

**Action Requested:** Appoint one member to the Audit Committee to fill a private citizen position for the remainder of a three-year term through June 30, 2024.

---

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (appoint/not appoint) Jeff Heibel to the Audit Committee to fill a private citizen position for a three-year term through June 30, 2024.”

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

---

**Summary:**

Stephanie Berg was appointed to the Audit Committee for a term of July 1, 2021 through June 30, 2024. Ms. Berg resigned in February 2023 as she was moving out of state. The advertisement for this vacancy was done through the City's Website and the local media.

The City received one application from Jeff Heibel. The Audit Committee met and interviewed Mr. Heibel on May 12, 2023. The consensus of the Committee was to recommend appointment.

**Background:**

Purpose

The Audit Committee was established by the City Commission in October of 1992 and currently consists of six members to include the Mayor, a Commissioner, the City Manager, the Finance Department Director and two private citizens.

The Audit Committee provides assurance that the financial disclosures made by management reasonably portray the City's financial condition, results of operations and plans and long-term commitments. The Committee oversees the external audit coverage, reviews accounting policies and reviews financial statements.

Members of the Audit Committee should collectively possess technical expertise in accounting, auditing, and financial reporting to fulfill its duties.



### Evaluation and Selection Process

Advertising was done through the local media and posted on the City of Great Falls website. One application was received.

Continuing members of this board are:

- Mayor Kelly
- Commissioner McKenney
- City Manager Doyon
- Finance Director Kinzler
- Private Citizen Shanna Christopherson

Citizen interested in serving on this board include:

- Jeff Heimel

Also, Committee member Shanna Christopherson's term is set to expire on June 30, 2023. With her current employment assignments she has decided not to serve another term. The City is advertising to fill her term effective July 1, 2023.

**Alternatives:** The Commission could choose to not appoint at this time and direct staff to continue to seek additional applicants.

### **Attachments/Exhibits:**

- Application



**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM  
(PLEASE PRINT OR TYPE)**

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

Board/Commission Applying For: <b>Audit Committee</b>		Date of Application: <b>02/24/2023</b>
Name: <b>Jeff Heimel</b>		
Home Address: <b>105 Riverview Drive E.</b>		Email address: <b>jheimel@bravera.bank</b>
Home Phone:	Work Phone:	Cell Phone: <b>602-501-0464</b>
Occupation: <b>Business Banking Officer</b>		Employer: <b>Bravera Bank</b>
Would your work schedule conflict with meeting dates?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) <b>No.</b>		
Related experiences or background: Presently in the field of Commercial Lending with Bravera Bank. I spend a lot of time looking at financial statements, tax returns etc. Additionally I spent several years as a professional ice hockey coach and manager and spent a lot of time managing budgets. I also own my own business.		
Educational Background: The Master's University Bachelor of Science - Business Management. Cum Laude		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities: Current: Youth Pastor - Emmanuel Bible Church. Board Rep - Great Falls Amateur Hockey Association. Former: Board Rep - Great Falls Community Ice Foundation.		
Previous and current public experience (elective or appointive): <b>None.</b>		
Membership in other community organizations: <b>Great Falls Chamber of Commerce.</b>		

Have you ever worked for or are you currently working for the City of Great Falls? Yes  No  If yes, where and when?  
**No.**

Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes  No  If yes, who, which department, and relationship?  
**No.**

Have you ever served on a City or County board? Yes  No  If yes, what board and when did you serve?  
**NO.**

Are you currently serving on a Board? Yes  No  If yes, which board?  
**Great Falls Amateur Hockey Association.**

Are you a Qualified Elector? Yes  No   
(Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)

Please describe your interest in serving on this board/commission?  
I really want to learn more about the way the city works. Also it seems like a logical type of position for someone that deals with finances on a regular basis.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?  
I believe my experience in coaching, management and leadership, combined with my background in finance are a good mix of skills that are necessary to be successful in this committee position.

Additional comments:  
Thank you for the consideration.

Signature 

Date:  
**02/24/2023**

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**  
Mail: City Manager's Office  
P.O. Box 5021  
Great Falls, MT 59403

Hand Deliver: City Manager's Office  
Civic Center, Room 201  
2 Park Drive South

Email:  
kartis@greatfallsmnt.net

**JOURNAL OF COMMISSION PROCEEDINGS**  
**April 18, 2023**

Regular City Commission Meeting

Mayor Kelly presiding  
 Commission Chambers Room 206

**CALL TO ORDER: 7:00 PM**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL/STAFF INTRODUCTIONS:** City Commission members present: Bob Kelly, Eric Hinebauch, Joe McKenney and Susan Wolff. Commissioner Rick Tryon was excused. Also present were City Manager Greg Doyon and Deputy City Manager Chuck Anderson; Public Works Director Chris Gaub; Interim Planning and Community Development Director Tom Micuda; Finance Director Melissa Kinzler and ARPA Project Manager Sylvia Tarman; City Attorney David Dennis and Deputy City Attorney Rachel Taylor; Police Chief Jeff Newton; and Deputy City Clerk Darcy Dea.

**AGENDA APPROVAL:** There were no proposed changes to the agenda by the City Manager or City Commission. The agenda was approved as presented.

**CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS:** None.

**PROCLAMATIONS:** Arbor Day (April 28, 2023) Earth Day (April 22, 2023) and National Library Week (April 23 – 29, 2023).

**COMMUNITY INITIATIVES**

**1. COMMUNITY HEALTH UPDATE FROM CITY COUNTY HEALTH DEPARTMENT (CCHD).**

Abigail Hill, Public Health Officer, provided the following updates:

- April is National Child Abuse Prevention Month.
- NoMore Violence Week was April 10 – 14, 2023.
- Child abuse neglect is a health priority for the community.
- Over 20 organizations, including the CCHD, provide training, education, awareness, building activities and community events to address topics such as child abuse; intimate partner violence, human trafficking, missing and murdered indigenous people, suicide and mental health.
- The CCHD's Family Health Services Division offers several programs that are aimed at providing resources to families, as well as supporting and connecting them to other families. It provides programs such as Special Supplemental Nutrition Program for Women, Infants, Children (WIC); Parents as Teachers; and Safe Care.
- CCHD staff are involved with Preventing Child Abuse and Neglect (PCAN) and Early Childhood Coalition.

**JOURNAL OF COMMISSION PROCEEDINGS**  
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- The Great Falls Public Library partnered with the Raising Readers Committee and Treasure State Foundation to participate in the Dolly Parton Imagination Library on May 10, 2023.

Commissioner Wolff announced that she attended two events for NoMore Violence Week at Alliance for Youth and it was delightful to see families having a wonderful time.

**2. PETITIONS AND COMMUNICATIONS**

**John Hubbard**, City resident, expressed concern with regard to Wisemans, the City raising taxes, judicial system, government and power companies.

**Kevin Westie**, 602 35<sup>th</sup> Street North, discussed censorship in local government. He commented that since 2014, the City budget increased by \$35 million to \$148 million and during that time the population growth was almost stagnant, crime was increasing and the Gibson Flats fire became a house destroying fire because the Fire Department was underfunded. The \$35 million was misspent at a time when it should have been invested in public safety, the Morony Natatorium and Great Falls Public Library. He suggested that Great Falls be the headquarters for two Montana/Canada Border agriculture, ranch and immigration centers.

**NEIGHBORHOOD COUNCILS**

**3. NEIGHBORHOOD COUNCIL 3 UPDATE.**

Neighborhood Council #3 Official Delegate Garry Much reviewed and discussed the following PowerPoint:

<p align="center"><b>Great Falls Neighborhood Council 3</b></p> <p align="center"><b>Our concerns</b></p> <ul style="list-style-type: none"> <li>• Fire Department coverage for north Great Falls             <ul style="list-style-type: none"> <li>– response time to Eagles Crossing neighborhood is 7 minutes vs. 4-minute required response time</li> <li>– New home/apartment construction continues in north Great Falls</li> <li>– District fire station and additional personnel would help alleviate problem</li> </ul> </li> <li>• Safety concerns related to district roadways             <ul style="list-style-type: none"> <li>– Additional traffic on Smelter Avenue and 3rd Street N.W. expected with opening of new ARC apartment complex</li> <li>– 6th Street N.W. speeding and safety of humans/animals on road</li> </ul> </li> <li>• Resident problems include nuisance properties, abandoned vehicles, and street repairs</li> </ul>	<p align="center"><b>Great Falls Neighborhood Council 3</b></p> <p align="center"><b>Recent council activity</b></p> <ul style="list-style-type: none"> <li>• Facebook Live broadcasts of meetings began April 7, 2022</li> <li>• Participated in NeighborWorks GF CommUnity Cleanup</li> <li>• Awarded Good Neighbor Award to district resident</li> <li>• First ever NC3 Summer Celebration a huge success!</li> <li>• Little Free Library added to Skyline-Optimist Park</li> </ul> <p align="center"><b>Our goals for 2022-23</b></p> <ul style="list-style-type: none"> <li>• Raise funds to provide new pavilions to be placed in Skyline-Optimist Park and Valley View Park</li> <li>• Hold 2nd annual Summer Celebration for residents</li> <li>• Continue to listen, support, and assist neighbors with city resources to help solve their problems</li> </ul>
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Ms. Mauch introduced Council #9 members present Eric Peterson and Sue Steichen.

Ms. Mauch reported that Council 3’s boundaries are the northern boundary is the City Limit line, the southern is the Northwest Bypass, the eastern and western boundaries are the City Limit line. Regular meetings are on the first Thursday of the month at 6:30 p.m. at Riverview Elementary School.

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Commissioner Wolff expressed appreciation to Ms. Mauch for her enthusiasm and Council #9's Facebook page.

Mayor Kelly suggested that Ms. Mauch contact the Planning and Community Development Department to view a traffic study with regard to additional traffic on Smelter Avenue and 3<sup>rd</sup> Street Northwest with the opening of new ARC apartment complex.

**4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

**BOARDS AND COMMISSIONS**

**5. APPOINTMENT TO THE GREAT FALLS PLANNING ADVISORY BOARD/ZONING COMMISSION.**

**Commissioner Wolff moved, seconded by Commissioner Hinebauch, that the City Commission appoint Jake Schneiderhan to the Great Falls Planning Advisory Board/Zoning Commission for the remainder of a three-year term through December 31, 2024.**

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners.

Hearing none, Mayor Kelly called for the vote.

Motion carried 4-0.

**6. APPOINTMENTS/REAPPOINTMENT TO THE MANSFIELD CENTER FOR THE PERFORMING ARTS ADVISORY BOARD.**

**Commissioner Hinebauch moved, seconded by Commissioner McKenney, that the City Commission reappoint Grant Harville for a three-year term from January 1, 2023 through December 31, 2025 and appoint Randall Knowles for a partial three-year term through December 31, 2024 and appoint Emily Langston for a partial three-year term through December 31, 2023.**

Mayor Kelly asked if there were any comments from the public or any discussion amongst the Commissioners.

Hearing none, Mayor Kelly called for the vote.

Motion carried 4-0.

**7. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

**JOURNAL OF COMMISSION PROCEEDINGS**  
**April 18, 2023**

**CITY MANAGER**

**8. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

City Manager Greg Doyon reported the following updates:

- Great Falls Police Officer Abby Rodseth ran and finished the Boston Marathon in two hours, 46 minutes and 41 seconds.
- Great Falls Police Officer Stephanie Kazior participated in the United States Adult Figure Skating Championships in Salt Lake City, Utah on April 15, 2023 and finished the with a bronze medal in her division.
- Great Falls Fire Rescue Station 4 has new overhead doors that was completed with American Rescue Plan Act (ARPA) funding.

He reviewed and discussed the following PowerPoint slide:



- The City Clerk Department announced that filing begins April 20, 2023 through June 19, 2023 for the Municipal Election process. Open positions include one Mayor, two City Commissioners, 45 Neighborhood Council representatives consisting of five representatives in each of the nine districts and two Municipal Court Judges.
- Communications Specialist Lanni Klasner created an Urban Wildlife page on the City's website that includes a link to the Montana Fish, Wildlife & Parks (FWP) website to provide resources for reducing conflicts between humans and wildlife in the City limits. Including information on the proper disposal of animal carcasses and Chronic Wasting Disease.
- Jessica Compton has been hired as the new Park and Recreation Deputy Director and will begin employment on May 15, 2023. Kevin Vining has been hired as the new Park Manager.
- The Public Works Environmental Division partnered with Veolia North America to host a Household Hazardous Waste Collection Event on April 15, 2023 and it was a huge success.

Mayor Kelly announced that he attended the Household Hazardous Waste Collection Event and appreciated the opportunity to dispose of hazardous wastes in a safe way.



**JOURNAL OF COMMISSION PROCEEDINGS**  
**April 18, 2023**

**CONSENT AGENDA.**

9. Minutes, April 4, 2023, Special City Commission Meeting.
10. Minutes, April 4, 2023, City Commission Meeting.
11. Total Expenditures of \$2,420,652 for the period of March 16, 2023 through April 5, 2023, to include claims over \$25,000, in the amount of \$1,889,866.
12. Contracts List.
13. Approve the cancellation of City of Great Falls checks issued by the Finance Department that remain outstanding and unpaid for a period of one (1) year or longer as authorized by section 7-6-4303 MCA.
14. Set Public Hearing on the CDBG & HOME Grant Annual Action Plan for May 2, 2023.

**Commissioner Wolff moved, seconded by Commissioner McKenney, that the City Commission approve the Consent Agenda as presented.**

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners.

Hearing none, Mayor Kelly called for the vote.

Motion carried 4-0.

**PUBLIC HEARINGS**

**15. PARKVIEW APARTMENTS (MULTIFAMILY) AFFORDABLE HOUSING PROPOSAL.**








Mayor Kelly declared the public hearing open and asked for presentation of the staff report.

**Kassy Buss**, Bjornson Jones Mungas PLLC, reported that Parkview Housing Partners, LP is applying for Low-Income Housing Tax Credits from the Montana Board of Housing (“LIHTCs”) to finance the preservation of Parkview Apartments as affordable housing. Parkview Housing Partners, LP is planning to apply for the exemption from real property taxes available to qualifying low-income housing tax credit projects under Montana Code Annotated Section 15-6-221 in connection with the projects. As a part of the requirements related to such applications, Parkview Housing Partners, LP is required to solicit public comment on whether the proposed qualifying low-income rental housing property meets a community housing need. This is the public’s opportunity to comment on the proposal.

Miss Buss reviewed and discussed the proposed project. The goal of the presentation is to solicit comments from the Commission and public on this proposal to be forwarded with their application to the Board of Housing that funds these projects. The PowerPoint presentation included:



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<p><b>Parkview Apartments</b> Great Falls, Montana</p> <p><i>Parkview Housing Partners, LP</i></p> <p>Presented by: Kassy J. Buss of Bjornson Jones Mungas, PLLC Missoula, Montana</p>  	<p><b>Parkview Apartments</b></p> <p>624 5th Avenue NW, Great Falls, MT</p> <ul style="list-style-type: none"> <li><b>Parkview Apartments</b> is an 83-unit multifamily housing project, originally built in 1971. The property currently operates under a Section-8 HAP contract. The project consists of eight buildings, with a combination of one-bedroom, two-bedroom, and three-bedroom units, all on a 4.197-acre lot. The project has on-site laundry facilities, a playground, basketball court, and two gazebos.</li> </ul> 								
<p><b>Parkview Apartments</b></p> <p>Location: 624 5th Avenue NW Great Falls, MT</p>   	<p><b>Preservation of Current Housing</b></p> <p><b>Rehabilitation and Updates</b></p> <p>Financing rehabilitation:</p> <ul style="list-style-type: none"> <li>Low-income housing tax credit (4%) through Montana Board of Housing</li> <li>Mont. Code Ann. §15-6-221 property tax exemption for qualifying affordable housing</li> </ul> <p>Affordability restrictions:</p> <ul style="list-style-type: none"> <li>Current HAP contracts expire in 2024</li> <li>Requiring 20-year renewal of the current HAP contract (providing approximately 21 years of continuing affordability protection)</li> <li>Rent and income restrictions through a 50% MLERA with a maximum of 10 years</li> <li>Targeting tenants at 60% AMLI</li> </ul> <table border="1"> <thead> <tr> <th>Unit Type</th> <th>Unit Mix</th> </tr> </thead> <tbody> <tr> <td>1-Bd</td> <td>36</td> </tr> <tr> <td>2-Bd</td> <td>28</td> </tr> <tr> <td>3-Bd</td> <td>18</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Energy efficient upgrades, such as upgrading the plumbing fixtures with low flow fixtures, replacing lighting fixtures with high efficiency lighting, and evaluating appliances for replacement with ENERGY STAR qualified appliances</li> <li>Evaluation and completion of any necessary safety improvements, including exterior lighting, locks, alarms, and other security features</li> <li>Improved outdoor gathering area</li> <li>Common area ADA modifications and evaluation of parking areas for remaining as needed</li> </ul> 	Unit Type	Unit Mix	1-Bd	36	2-Bd	28	3-Bd	18
Unit Type	Unit Mix								
1-Bd	36								
2-Bd	28								
3-Bd	18								
<p><b>Community Housing Needs</b></p> <p>Pursuant to the requirements for low-income housing tax credit financing and Montana Code Ann. § 15-6-221, the parties are holding a public hearing to solicit comment on whether the proposed projects meet a community housing need.</p> <p>You are also encouraged to submit comments regarding the need for affordable multi-family rental housing in your area to:</p> <p>Montana Board of Housing, PO Box 200528 Helena, MT 59620-0528 FAX (406) 841-2841</p> 	<p><b>Questions?</b></p> <p>Kassy J. Buss Bjornson Jones Mungas, PLLC 2809 Great Northern Loop, Suite 100 Missoula, MT 59808 (406) 721-8896 kassy@bjornsonlaw.com</p>    <p>30+ YEARS OF EXPERIENCE 127 HOUSING DEVELOPMENTS 60 AGENCIES OF EXPERIENCE</p> <p>By the numbers 25+ YEARS OF EXPERIENCE 100+ HOUSING DEVELOPMENTS 25000+ SQUARE FEET</p>								

Mayor Kelly asked if there were any questions of the presenter.

Mayor Kelly inquired if Parkview Housing Partners, LP is competing with another development in the City and the timing with regard to awarding the tax credit.

Ms. Buss responded that the four percent bond allocation and volume cap is sufficient that it is not a highly competitive allocation process. Parkview Housing Partners, LP anticipates closing in Fall 2023 and the rehab process would take approximately 12 to 18 months.

Speaking in support of the project was **Jake Clark**, Great Falls Development Authority (GFDA). Mr. Clark commented that providing continued access to affordable housing is important to the community.

No one spoke in opposition to the project.

There being no on further to address the Commission, Mayor Kelly closed the public hearing.

**JOURNAL OF COMMISSION PROCEEDINGS****April 18, 2023**

Mayor Kelly commented that the Commission supports Ms. Buss's efforts and he suggested that she contact the City Manager's office with regard to submitting a letter of support on her behalf to the Board of Housing.

**OLD BUSINESS****NEW BUSINESS****16. FIRE STATION INFRASTRUCTURE RENOVATIONS CONSTRUCTION CONTRACT AWARD. OF 1797.1**

ARPA Project Manager Sylvia Tarman reported that the Fire Station Infrastructure Project was identified as a Tier 1 ARPA project by the City Commission at the April 5, 2022 meeting. The project includes upgrades to the HVAC and electrical systems, as well as renovations to the dorm areas in all four Fire Stations. The City awarded the design contract to Cushing Terrell in December 2022, and has been working with them since to complete the designs for renovations at all four Fire Stations. The project went out for bid in February 2023 and bids were opened March 22, 2023. City staff and Cushing Terrell have reviewed the bid proposals received, and are confident that Talcott's bid proposal will satisfy the project's needs and recommend that the Commission award the construction contract, in the amount of \$2,731,200.00 to James Talcott Construction for the Fire Station Infrastructure Project.

**Commissioner Hinebauch moved, seconded by Commissioner McKenney, that the City Commission award a contract in the amount of \$2,731,200.00 to James Talcott Construction for the Fire Station Infrastructure Project, utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the construction contract documents.**

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners.

Commissioner Wolff commented that after touring some of the Fire Stations, she noticed how cold the dorms were in Fire Station 1 and this is a good step towards updating public safety infrastructure.

Commissioner McKenney commented that inflation and supply issues have destroyed budget estimates and he appreciates that the James Talcott Construction bid proposal came in under budget.

ARPA Project Manager Tarman responded that receiving three bids is an indication that things are getting better and the difference between the top bid and low bid was only \$14,000.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 4-0.

**17. CONSTRUCTION CONTRACT AWARD: LOWER NORTHSIDE WATER MAIN REPLACEMENT – PHASE 2 OF 1467.1**

Public Works Director Chris Gaub reported that this project would replace approximately 4,000 lineal feet of 6-inch, 8-inch and 12-inch pipe and aging cast iron pipe. The existing water mains have been failing with increasing frequency, which causes damage to properties and roadways, disrupts



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traffic and interrupts water services for local residents and businesses. The project enables the City to continue to serve the community with clean water while reducing the risks of future water main breaks and associated damages.

The project was synchronized with a street full repair project using the Bridge and Road Safety and Accountability Act (BaRSAA) Fuel Tax revenues. The project will also include replacement of 8 fire hydrants, 98 water service connections, 3,400 square yards of base course, and 1,430 square yards of asphalt pavement.

**Commissioner Wolff moved, seconded by Commissioner Hinebauch, that the City Commission award a contract in the amount of \$2,030,275.00 to United Materials of Great Falls, Inc. for the Lower Northside Water Main Replacement – Phase 2, and authorize the City Manager to execute the contract documents.**

Mayor Kelly asked if there were any comments from the public or discussion amongst the Commissioners.

Commissioner McKenney suggested speeding up the process because infrastructure projects in business areas could be devastating to small businesses.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 4-0.

**ORDINANCES/RESOLUTIONS**

**18. RESOLUTION 10502 – APPROVING MINOR CHANGES TO THE CITY’S DOWNTOWN TIF BUILDING PROGRAMS – THE FAÇADE PROGRAM, THE LIFE SAFETY/CODE COMPLIANCE PROGRAM, AND THE ENVIRONMENTAL SAFETY PROGRAM.**

Interim Planning and Community Development Director Tom Micuda reported that there are proposed minor changes to the City’s Downtown TIF District Building Programs that were adopted by the City Commission in July 2021. The types of projects in the Downtown TIF include improvements to building facades, improvements to building code compliance and life safety, and improvements to safety. Because City staff is raising the limit from \$25,000 to \$75,000, all programs needed to be modified to raise the total allocation from \$80,000 to \$130,000. Changes were made to make the language clearer about when staff can approve fire protection and American with Disabilities Act (ADA) upgrades, as well as approving higher limits.

**Commissioner Hinebauch moved, seconded by Commissioner Wolff, that the City Commission adopt Resolution 10502.**

Mayor Kelly asked if there were any comments from the public in support of or opposition to Resolution 10502.

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Written correspondence in support of Resolution 10502 was received from **Kellie Pierce**, Executive Director, Business Improvement District/Downtown Great Falls Association, via April 18, 2023 email.

**David Saslav**, City resident, inquired about the update to the City's Growth Policy.

Interim Planning and Community Development Director Micuda responded that City staff has been discussing the scope of work with regard to updating the 2013 Growth Policy.

Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioners Hinebauch, McKenney and Wolff expressed appreciation to City staff for thinking outside the box, and going above and beyond what the Commission requested.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 4-0.

**19. RESOLUTION 10503, CONDITIONAL USE PERMIT FOR A "TWO-FAMILY RESIDENCE" USE UPON THE PROPERTY ADDRESSED AS 727 4<sup>TH</sup> AVENUE NORTH.**

Interim Planning and Community Development Director Tom Micuda reported that Resolution 10503 is a request for a Conditional Use Permit to establish a second dwelling unit on a property addressed as 727 4<sup>th</sup> Avenue North. The property is in the Northside Residential National Register Historic District. The house, which is on the avenue, is one of the more historic homes in Great Falls and was constructed in 1897. In the back of the house is the carriage house, which has been renovated into a garage with office space on the second floor. The owner wants to convert the second floor space to a second dwelling unit. The yard is beautiful, the carriage house is easily convertible, there is parking in the garage and two spaces can be easily added along the alley. The area is zoned R-9 and mixed in density and use. Neighborhood Council #7 and the Great Falls School District supports the project and there was a unanimous recommendation from the Zoning Commission.

**Commissioner Hinebauch moved, seconded by Commissioner McKenney, that the City Commission set a public hearing for Resolution 10503 for May 16, 2023.**

Mayor Kelly asked if there were any comments from the public. Hearing none, Mayor Kelly asked if there was any discussion amongst the Commissioners.

Commissioner Wolff noted that it is important to have Neighborhood Council's support with regard to these types of projects.

Commissioner McKenney inquired if the two-family residence is considered as an accessory dwelling unit (ADU).

Interim Planning and Community Development Director Micuda responded that a two-family residence and an ADU are one in the same; however, the zoning code calls it a two-family residence.



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Commissioner McKenney inquired if the two-family residence should be changed to an ADU.

Interim Planning and Community Development Director Micuda responded that an ADU is not defined in the City code and falls under a two-family residence category. There could be changes due to the state legislature that could require the City to define it at some point. For now, a second dwelling unit, that takes the form of a separated structure or is combined in one house, is all the same.

Mayor Kelly added that the City is currently monitoring bills that indicate the process that cities, municipalities and towns use to determine the appropriateness of ADU's or second residences, are not subject to local approval. This is a fantastic project that the City should determine what is best for the community based on the public hearing process. The public hearing process has been used for decades and now legislators believe they are better qualified to tell every community in Montana when, where, how and what conditions these ADU's can be placed in a community. Mayor Kelly urged citizens to inform legislators that local decisions are best made by local people.

There being no further discussion, Mayor Kelly called for the vote.

Motion carried 4-0.

**CITY COMMISSION**

**20. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

Mayor Kelly requested that Public Works Director Gaub thank Veolia North America for partnering with the City with regard to the Household Hazardous Waste Collection Event.

Commissioner Wolff extended appreciation to the Great Falls Police Department for its efforts with regard to NoMore Violence Week.

**21. COMMISSION INITIATIVES.**

None.

**22. LEGISLATIVE INITIATIVES.**

None.

**JOURNAL OF COMMISSION PROCEEDINGS**  
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**ADJOURNMENT**

There being no further business to come before the Commission, **Mayor Kelly moved, seconded by Commissioner Wolff, to adjourn the regular meeting of April 18, 2023, at 8:30 pm.**

Motion carried 4-0.

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Mayor Bob Kelly

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Deputy City Clerk Darcy Dea

**Minutes Approved: May 2, 2023**

DRAFT





Commission Meeting Date: May 2, 2023  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**ITEM:** \$25,000 Report  
 Invoices and Claims in Excess  
 of \$25,000

**PRESENTED BY:** Finance Director

**ACTION REQUESTED:** Approval with Consent Agenda

**LISTING OF ALL ACCOUNTS PAYABLE CHECKS ISSUED AVAILABLE ONLINE AT**

<https://greatfallsmt.net/finance/checkregister>  
<https://>

**TOTAL CHECKS ISSUED AND WIRE TRANSFERS MADE ARE NOTED BELOW WITH AN ITEMIZED LISTING OF ALL TRANSACTIONS GREATER THAN \$25,000:**

ACCOUNTS PAYABLE CHECKS FROM NEW WORLD	04/06/2023-04/19/2023	556,646.95
ACCOUNTS PAYABLE CHECKS FROM MUNIS	04/06/2023-04/19/2023	1,990,394.54
MUNICIPAL COURT CHECKS	04/01/2023-04/15/2023	5,438.67
MISCELLANEOUS ACCOUNTS PAYABLE WIRES	04/06/2023-04/19/2023	147,980.70
<b>TOTAL: \$</b>		<u><u>2,700,460.86</u></u>

**SPECIAL REVENUE FUNDS**

**COVID RECOVERY**

FIRST ENGLISH LUTHERAN CHURCH	ARPA GRANT FOOD BANK	35,997.35
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**FIRE SPECIAL REVENUE**

FARRWEST ENVIRO SUPPLY INC	HAZMAT DETECTION MONITORS	27,383.52
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**CAPITAL PROJECT FUNDS**

**DOWNTOWN TID PROJECTS**

TALISMAN CONSTRUCTION SERVICE	CIVIC CENTER FACADE	151,760.02
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**ENTERPRISE FUNDS**

**WATER**

PROSPECT CONSTRUCTION	OF 1637.6 WTP FILTERS PHASE 2/PMNT 11	180,419.97
TORGERSONS	50K TRIPLE AXLE EXCAVATOR TRAILER	50,491.00

**INTERNAL SERVICE FUNDS**

**HEALTH & BENEFITS**

HEALTHCARE SERVICE CORP	BCBS HEALTHCARE MARCH 2023	681,675.37
SUN LIFE FINANCIAL	SUN LIFE DENTAL AND VISION MARCH 2023	42,532.86

**CENTRAL GARAGE**

MOUNTAIN VIEW CO-OP	GASOLINE \$3.75/GALLON, DIESEL \$4.00/GALLON	27,262.46
MOUNTAIN VIEW CO-OP	GASOLINE \$3.75/GALLON, DIESEL \$4.00/GALLON	26,466.43

**TRUST AND AGENCY FUNDS**

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**PAYROLL CLEARING**

STATE TREASURER	MONTANA TAXES	48,106.00
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	53,489.52
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	71,204.92
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	131,154.47
US BANK	FEDERAL TAXES, FICA & MEDICARE	206,609.49
NATIONWIDE RETIREMENT SOLUTIONS	EMPLOYEE CONTRIBUTIONS	31,986.50
MT MUNICIPAL INTERLOCAL AUTHORITY	MMIA QUARTLY WC PAYROLL	254,186.99

**UTILITY BILLS**

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HIGH PLAINS LANDFILL	LANDFILL CHARGES MARCH 2023	85,968.64
ENERGY WEST RESOURCES INC	NATURAL GAS CHARGES MARCH 2023	31,145.77
ENERGY KEEPERS	ELECTRIC CHARGES MARCH 2023	133,665.70

**CLAIMS OVER \$25,000 TOTAL:** \$ 2,271,506.98



**CITY OF GREAT FALLS, MONTANA  
COMMUNICATION TO THE CITY COMMISSION**

**DATE: May 2, 2023**

**ITEM:** CONTRACTS LIST  
Itemized listing of administratively approved contracts.  
(Listed contracts are available for inspection in the City Clerk’s Office.)

**PRESENTED BY:** Lisa Kunz, City Clerk  
**ACTION REQUESTED:** Ratification of Contracts through the Consent Agenda  
**MAYOR’ S SIGNATURE:** \_\_\_\_\_

**CONTRACTS LIST**

	<b>DEPARTMENT</b>	<b>OTHER PARTY (PERSON OR ENTITY)</b>	<b>PERIOD</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
<b>A</b>	Planning and Community Development	Boys and Girls Club of Cascade County	05/02/2023-06/30/2024	\$45,000	2022/2023 Community Development Block Grant Agreement to provide scholarships for summer camps to low to moderate income children
<b>B</b>	Public Works/ Environmental	Michael Baker International, LLC	05/02/2023	\$75,000	Professional Services Agreement extension to perform professional, comprehensive engineering/consulting on-call services for the City’s Wastewater Industrial Pretreatment Program <b>OF 1735.0</b>
<b>C</b>	Great Falls Police Department	Floors and More, LLC	05/02/2023 – 07/30/2023	\$66,315.18	Public Works Construction Agreement to remove and replace carpet in the Great Falls Police Department, 112 1 <sup>st</sup> Street South, upstairs hallways, ISB, and downstairs Patrol, Records, hallways and briefing room



Commission Meeting Date: May 2, 2023

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Consideration of the CDBG and HOME Program 2023 Annual Action Plan

**From:** Planning and Community Development

**Initiated By:** Tonya Shumaker, CDBG Administrator, Planning and Community Development

**Presented By:** Tom Micuda, Interim Director, Planning and Community Development

**Action Requested:** Approval of the CDBG and HOME Program 2023 Annual Action Plan

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**Public Hearing:**

1. Mayor conducts public hearing, pursuant to OCCGF 1.2.050 and Title 17, Chapter 16, Article 6.
  2. Mayor closes public hearing and asks the will of the Commission.
- 

**Suggested Motion:**

1. Commissioner moves:
    - “I move that the City Commission (approve/not approve) the CDBG and HOME Program 2023 Annual Action Plan.”
  2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.
- 

**Staff Recommendation:** Staff recommends approval of the CDBG and HOME Program 2023 Annual Action Plan.

**Summary:** Holding a Public Hearing is a requirement outlined in the City’s Citizen Participation Plan submitted to the U.S. Department of Housing and Urban Development (HUD). The Public Hearing is the final formal opportunity for the public to impact the priorities and projects the City will outline in the Annual Action Plan.

**Background:** CDBG and HOME programs are federal programs administered by HUD to help fund local community development programs including affordable housing, public service agency assistance, economic development and public infrastructure projects. The primary goal of these programs is to assist low and moderate income (LMI) persons in Great Falls. State and local governments receive funding from HUD based on a formula derived from population and housing statistics. HUD requires public input,

especially input from lower income citizens and the agencies representing them, on issues and needs of the community.

**Proposed Funding Priorities in the Annual Action Plan:** The Annual Action Plan implements the Consolidated Plan by focusing on the following priorities: 1) Public Services, 2) Affordable Housing, 3) Housing Rehabilitation, 4) Fair Housing, 5) Economic Development, 6) Public Facilities and Improvements, 7) Planning and Administration, and 8) CDBG Slum and Blight Removal. Additionally, the Action Plan estimates the allocation of CDBG and HOME funds for each priority category as well as the number of individuals that may be assisted by each priority.

**Public Input Process:** For the development of the 2023 Annual Action Plan, a public needs hearing was held by the City Commission on November 1, 2022; a communication flyer outlining the priorities and upcoming schedule for public participation was distributed to Neighborhood Councils and City Commission on March 6, 2023; a 30-day public comment period on the proposed Plan was provided from March 6, 2023 – April 5, 2023. The final opportunity for public comment will be on May 2, 2023 when the 2<sup>nd</sup> Public Hearing is held and the City Commission will presumably take action on the proposed plan.

Additional public outreach included notifications via traditional and social media outlets, including the Great Falls Tribune, and the City’s Facebook page and webpage, as well as direct emails to other public, private, and non-profit agencies. A detailed review of public outreach and citizen participation for the draft Action Plan can be found in sections AP-10 and AP-12 of the document.

After conducting the Public Needs Hearing, the City accepted applications for funding from November 18, 2022 – January 6, 2023. Staff is pleased to report that the City received a total of 9 applications for CDBG funding. Of the 9 applications received, 2 were found to be ineligible for the CDBG funding. Below is the full list of applications received along with the amount requested and category of funding being requested:

Applicant	Project	Amount	Category
COGF - Public Works	Carter Park - Sidewalks & Ramps	\$564,884.21	Public Improvement
NWGF	2023 Slum/Blight Removal	\$195,000.00	Acquisition/Housing
Habitat for Humanity	Home Run - Phase 1	\$240,000.00	Acquisition/Housing
YWCA	Childcare Center	\$65,530.00	Public Services
Boys & Girls Club	Summer Access for All	\$45,000.00	Public Services
Peace Place	Expansion Project	\$75,000.00	Public Services
NWGF	Housing Education & Counseling	\$51,250.00	Public Services



Community Health Center DBA Alluvion	Roosevelt Collaborative Project	\$469,000.00	Ineligible
Opportunities Inc.	Single Family Home Rehab	\$138,175.00	Ineligible

All eligible requests were provided to the City’s Grant Committee for review and scoring prior to holding an in person meeting. This process allowed for a combined average score to be provided and reviewed along with group discussion on January 23, 2023. One committee member recused himself from scoring and discussing one of the applications. Below is the list of applications along with the combined average scores:

<b>Applicant</b>	<b>Avg. Score</b>	<b>Amount</b>
COGF - Public Works	85	\$564,884.21
NWGF	66	\$195,000.00
Habitat for Humanity	60	\$240,000.00
YWCA	94	\$65,530.00
Boys & Girls Club	87	\$45,000.00
Peace Place	84	\$75,000.00
NWGF	80	\$51,250.00

The committee decided on the following priorities for funding in the Annual Action Plan that will be recommended to the City Commission for its decision on May 2, 2023.

<b>Applicant</b>	<b>Project</b>	<b>Fund</b>	<b>Avg. Score</b>
COGF - Public Works	Carter Park - Sidewalks & Ramps	Yes	85
YWCA	Childcare Center	Yes	94
Peace Place	Expansion Project/Childcare	Yes	84

It is important to note that the Boys & Girls Club application is proposed to start prior to the 2023/2024 Program year. Due to this factor as well as available funding this year, this project will not be included

in the next Annual Action Plan, but will be proposed for full funding and on an upcoming City Commission Contracts List.

Applicant	Project	Fund	Avg. Score
Boys & Girls Club	Summer Access for All/Childcare	Yes	87

There are some requirements placed by HUD that affect the contents of the Annual Action Plan. These are the following:

- Federal regulation only allows for 15% of an entitlement’s total allocation to be awarded to Public Service grant activities.
- Federal regulation allows for a maximum of 20% for administrative expenses which the City automatically allocates for the administration of the programs in order to take pressure off the City’s General Fund.
- The City still has funding from the current program year (PY 22), and some of those funds will be allocated to the requests so that they receive the maximum funding allowed by regulation.
- On February 27, 2023 the Fiscal Year budget for the Department of Housing and Urban Development (HUD) released the formula allocation amounts for each jurisdiction. The City of Great Falls is expected to receive \$782,543 in CDBG funding and \$299,318 in HOME funding for the 2023-2024 Program Year.
- HOME funding applications will continue to be accepted on a year-round basis as HOME funding does not have the timeliness expenditure deadline that CDBG funding does.

**Fiscal Impact:** Adoption of the Annual Action Plan is a pre-condition for the City to receive its annual allocation of CDBG and HOME grant funds from HUD. For the upcoming fiscal year (FY 2023/2024), the City will receive \$782,543 in CDBG funds and \$299,318 of HOME funds. The Consolidated Plan amendment will not have any fiscal impact.

**Alternatives:** The City Commission could elect to not approve the Annual Action Plan, thereby deciding to delay or not accept CDBG and HOME funding for FY 2023/2024.

**Attachments:**

- Proposed Annual Action Plan
- Current Citizen Participation Plan
- Public Comments

# CITY OF GREAT FALLS

## 2023 Annual Action Plan for HUD-Funded Programs

Community Development Block Grant (CDBG) and  
HOME Investment Partnerships Program (HOME)



Prepared by  
City of Great Falls  
Planning & Community Development  
2 Park Drive South  
Great Falls, MT 59401  
(406) 455-8443

Public Meeting: October 18, 2022  
Public Needs Hearing: November 1, 2022  
Public Comment: March 6 – April 5, 2023  
Public Meeting: April 18, 2023  
Public Hearing and City Commission Action: \*\*\*\*  
Submitted to HUD: \*\*\*\*  
Approved by HUD: \*\*\*\*



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## 2023 Annual Action Plan

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

The City of Great Falls Annual Action Plan for Program Year 2023 is scheduled for review by the Great Falls City Commission on May 2, 2023. City Commission action on the Annual Action Plan follows a plan development process which included input from local organizations and community residents through a public needs hearing held by the City Commission on November 1, 2022, and a 30-day public comment period extending from March 6, 2023 through April 5, 2023. There were also two City Commission Meetings that were held to set the public hearings that offered the public the opportunity to comment on the needs of low to moderate income residents; these meetings were held in October, 2022 and April, 2023.

The purpose of this Annual Action Plan is to implement program year four of the five-year 2020-2024 Consolidated Plan, identify the housing and community development needs of low and moderate income (LMI) people in the community, and develop comprehensive, coordinated strategies for addressing those needs using available federal and non-federal resources. This Annual Action Plan for Program Year 2023 serves as the budget for the City of Great Falls Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME). Detailed within this Plan are the City's recommended community grant goals and priorities for the upcoming program year, which begins July 1, 2023, and ends June 30, 2024. The City expects to receive an annual allocation of \$782,543 through CDBG and \$299,318 through HOME.

The five-year Consolidated Plan and subsequent Annual Action Plans are required for participation by the City of Great Falls in the U.S. Department of Housing and Urban Development (HUD) CDBG and HOME programs. The Consolidated Plan combines the planning and application requirements for the CDBG and HOME programs. Combining the submission requirements for these two programs allows program planning and citizen participation to take place in a comprehensive context.

Eight priorities and related objectives are identified in the 2020-2024 Consolidated Plan to meet the diverse needs of low to moderate income households in Great Falls. These needs were identified primarily through the plan development process and citizen participation described in this section. Census data and other HUD-provided data were also reviewed to assist in identifying needs.

**Summarize the Objectives and Outcomes Identified in the Plan**

*This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.*

The eight objectives, or goals, identified in the City’s 2020-2024 Consolidated Plan are displayed in the following table.

**2020-2024 Goals and Objectives**

<b>1</b>	<b>Goal Name</b>	<b>Public Services</b>
	Goal Description	Provide support to public service agencies’ operating programs that benefit low to moderate income persons. The City of Great Falls will provide CDBG funds to social service agencies for activities that service low to moderate income people or areas.
<b>2</b>	<b>Goal Name</b>	<b>Affordable Housing</b>
	Goal Description	Increase and preserve affordable housing opportunities for very low to moderate income renters, homeowners, first-time homebuyers, and those experiencing homelessness. This includes, but is not limited to rehabilitation, acquisition/rehab/resale, demolition, site preparation, reconstruction, and slum and blight activities.
<b>3</b>	<b>Goal Name</b>	<b>Housing Rehabilitation</b>
	Goal Description	Provide construction and rehabilitation assistance for very low to moderate income homeowners, rental property owners through the City’s revolving loan fund. Provide construction and rehabilitation assistance for Public Housing Modernization activities. Housing Rehab may include meeting standard building code upgrades, demolition, site preparation, slum and blight activities, rehabilitation activities addressing livability and life safety.
<b>4</b>	<b>Goal Name</b>	<b>Fair Housing</b>
	Goal Description	Provide funding for activities that affirmatively further fair housing. The City of Great Falls will fund activities that include, but are not limited to fair housing education, counseling, outreach, and referrals pertaining to the laws, rights, and responsibilities related to housing and housing-related transactions, as well as service activities that reduce and remove barriers to fair housing choice.
<b>5</b>	<b>Goal Name</b>	<b>Economic Development</b>
	Goal Description	Provide funding for projects which create decent paying jobs with benefits for persons from low to moderate income households. The City of Great Falls will fund economic development projects which will result in the creation and retention of jobs for low to moderate income people.
<b>6</b>	<b>Goal Name</b>	<b>Public Facilities and Improvements</b>
	Goal Description	Provide public facility and infrastructure assistance, including but not limited to handicap accessibility, energy efficiency improvements, and removal of slum and blighted properties to provide a suitable living environment. The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure.



7	<b>Goal Name</b>	<b>Planning and Administration</b>
	Goal Description	City staff to administer, manage, and monitor CDBG and HOME funded activities.
8	<b>Goal Name</b>	<b>CDBG Slum &amp; Blight Removal</b>
	Goal Description	The City will allocate funding to remediate properties negatively affected by slum and blighted conditions. This will include clearance with the end goal of providing affordable housing opportunities and/or public facility improvements.

Based on the 2020-2024 Consolidated Plan goals and objectives, as well as citizen input during this plan development process, the following priorities have been identified in the Annual Action Plan for Program Year 2023:

**Public Improvements:** The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure. There will be a focus on funding activities that are associated with public parks, public safety, public recreation as well as slum and blight removal this program year with the understanding that efforts are not limited solely to these priorities.

**Affordable Housing:** Increase and preserve affordable housing opportunities for very low to moderate income renters, homeowners, first-time homebuyers, and those experiencing homelessness through HOME Program funding, including the NeighborWorks Great Falls HOME-funded Down Payment Assistance and Owners in Partnership programs. Affordable housing efforts to remediate properties negatively affected by slum and blighted conditions will be funded through CDBG.

**Public Services:** The City of Great Falls will provide CDBG funds to social service agencies for activities that provide services for low to moderate income people or areas. The City will focus efforts on meeting the needs of our underserved youth, homeless population, those with physical and mental health needs, and substance abuse this program year. Applications will not be limited to these activities; however, the City will give priority to applications that directly address youth services, homelessness, physical and mental health, and substance abuse.

**Residential Housing Rehabilitation:** Provide construction and rehabilitation assistance for very low to moderate income homeowners, property owners and the Public Housing Authority. The City will focus on upgrading the City's housing stock to meet standard building codes to provide and sustain safe, affordable housing through its revolving loan fund. The City of Great Falls will address Public Housing Authority rehabilitation or modernization with the use of CDBG funding. Housing efforts to remediate properties negatively affected by slum and blighted conditions will be funded through CDBG.

**Economic Development** All Economic Development Activities in this Program Year will be carried out by the Great Falls Development Authority (GFDA) through the administration of their already established CDBG Revolving Loan Fund for the purpose of job creation and retention for low to moderate income households. This program operates on program income from CDBG.

**Planning and Administration:** City staff from the Planning and Community Development Department will continue to administer, manage, and monitor CDBG and HOME funded activities.

In Program Year 2023, the City will continue to provide funding for the following programs utilizing program income:

**CDBG Program Income:**

City of Great Falls – Housing Rehabilitation Loan Program

Great Falls Development Authority – Economic Development Revolving Loan Fund

**HOME Program Income:**

NeighborWorks Great Falls – Down Payment Assistance and Owners in Partnership Program

At any time, program income from the above programs may be reallocated to eligible grant activities if City Staff deem it necessary. Activities to be funded as a grant from program income must meet an outlined priority already approved and a National Objective.

**Evaluation of Past Performance**

*This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.*

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Great Falls receives CDBG funds as an Entitlement City and HOME funds as a Participating Jurisdiction. Year after year, the City's HUD-funded grant programs have successfully met performance expectations to benefit low and moderate income individuals and areas within the community.

Prior to the development of the 2018 Annual Action Plan, more than midway through the 2015-2019 Consolidated Plan cycle, the City evaluated its performance to date. After careful review of the City's practices, staff determined that it was necessary to update the program's Grant Policies to meet the City's current staff capacity and to create a more strategic and sustainable community grant program. Past performance demonstrated that the City was funding many small grants, collaborating with multiple non-profit agencies, and relying solely on subrecipients to reach community goals. Another challenge was that public facility projects were difficult for non-profits to implement due to their lack of knowledge of federal requirements. Evaluation of past performance also identified that many of the same agencies continuously requested funding for the same programs.

The evaluation of these issues led to updating the City's Grant Policies in 2018. The City now balances the funding of subrecipients with providing direct programming in order to reach community goals. Instead of funding many small grants, the City's most recent Annual Action Plans have focused on fewer goals. This narrowed funding approach is intended to make a greater impact by allocating greater

funding amounts to a smaller number of projects annually. Additionally, the City had moved to a year-round application process that has posed issues in meeting timely expenditure of funding for CDBG. As a result, the City has made the change this year to return to an annual grant application cycle for CDBG funded projects. These updated policies and procedures will be implemented in Program Year 2023.

## **Summary of Citizen Participation Process and Consultation Process**

*Summary from citizen participation section of plan.*

Community involvement is a critical component of the planning process for the effective use and prioritization of CDBG and HOME funds. The Citizen Participation Plan contains the City of Great Falls' policies and procedures for involving the community in the development of the Citizen Participation Plan, Annual Action Plan and the Consolidated Plan; the review of the Consolidated Annual Performance and Evaluation Report (CAPER); and any substantial amendments to the Consolidated Plan. The City's Citizen Participation Plan was adopted by the City Commission on July 5, 2022, following a 30-day public comment period from May 16, 2022, through June 15, 2022. A copy of the Citizen Participation Plan can be found as an appendix to this document and on the City's website.

A Community Needs Assessment survey and three public meetings were held to gather citizen input for the development of the 2020-2024 Consolidated Plan. As detailed in the Consolidated Plan, a total of 529 survey responses were received, and the public meetings were attended by community residents, as well as public agencies, nonprofit agencies, and Neighborhood Council members. For the development of this 2023 Annual Action Plan, a public needs hearing was held by the City Commission on November 1, 2022; a 30-day public comment period on the proposed Plan was provided from March 6, 2023 through April 5, 2023; and a final public hearing was held at the City Commission Meeting on May 2, 2023. All public comments received and themes addressed in public meetings were transcribed and attached to this document as an appendix.

Public outreach included notifications via traditional and social media outlets, including the Great Falls Tribune, The Electric, and the City's Facebook page and webpage, as well as direct emails to other public, private, and non-profit agencies. Additionally, City Staff distributed a detailed memo to partners and to all 9 Neighborhood Councils outlining the process and important dates. A detailed review of public outreach and citizen participation for Program Year 2023 is found in sections AP-10 and AP-12 of this Plan

## **Summary of Public Comments**

*This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.*

All public comments received for the development of this Plan are attached to this document as an appendix. Below is a brief summary by commenter.



**City Commission Meeting Setting the Public Needs Hearing - October 18, 2022;**

No comments were received.

**Public Needs Hearing – November 1, 2022:**

Andrew Ryan – Commented on homeless issues and housing.

Casey More – Commented on the need for affordable housing and public services. Also would like to see operational expenses funded for nonprofits.

Jolene Schalper – Spoke about the need for housing and childcare options.

Laurie O’Leary – Spoke about the need for affordable childcare.

Sheila Rice – Spoke about the need for funds towards housing and operating expenses to grant recipients.

Sherrie Arey – Submitted comments prior to the meeting in regard to the need for housing and operational expenses.

Shyla Patera – Submitted comments prior to the meeting in regard to the need for universally accessible housing as well as needs within our homeless population. She also pointed out the need for more transportation options and ADA compliant routes for those with limited mobility.

**30 Day Public Comment Period – March 6, 2023 to April 5, 2023:**

Susie Zeak – Submitted comments in support of the Peace Place project and the need for service to children and youth especially those with special needs.

Jennifer Perez – Submitted comments in support of the Peace Place project.

Kim Martin – Submitted comments in support of the Peace Place project.

Louisa Libertelli-Dunn – Submitted comments in support of the Peace Place project.

Gloria Braucht – Submitted comments in support of the Peace Place project.

Shyla Patera – Submitted comments in regard to the need for universally accessible housing. She also pointed out the need for ADA compliant routes for those with limited mobility through accessible sidewalks, alley ways, and parking areas.

Chrissy Kirk – Submitted comments in support of the Peace Place project.

KC Beall – Submitted comments in support of the Peace Place project.

Angela Rodriguez – Submitted comments in support of the Peace Place project.

Rob Beall – Submitted comments in support of the Peace Place project.

**Public Hearing – May 2, 2023:**

**TO BE COMPLETED**

**Summary of comments or views not accepted and the reasons for not accepting them**

All public comments were noted, transcribed, or accepted into the Annual Action Plan where applicable. No comments or views were rejected.

**Summary**

The needs of the Great Falls community are greater than the funding provided from the Entitlement Community’s CDBG funds or Participating Jurisdiction’s HOME funds. Despite this, coordination of public and nonprofit leaders seeks to make the best use of these federal funds.

PR-05 Lead & Responsible Agencies – 91.200(b)

**Agency/entity responsible for preparing/administering the Consolidated Plan**

*Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.*

Agency Role	Name	Department/Agency
CDBG Administrator	GREAT FALLS	Planning & Community Development
HOME Administrator	GREAT FALLS	Planning & Community Development

**HUD Table 1 – Responsible Agencies**

**Narrative**

The Planning and Community Development Department administers the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) within the City of Great Falls,

Montana. An Annual Action Plan is required by the U.S. Department of Housing and Urban Development (HUD) in order to receive federal assistance annually. The City of Great Falls receives CDBG and HOME funds as an Entitlement Community and Participating Jurisdiction, respectively. The City Commission is required to review and approve the Consolidated Plan and associated Annual Action Plans and will continue to do so in May 2023.

The City of Great Falls will submit the 2023 Annual Action Plan to HUD by July 1, 2023, following the required public comment period and City Commission review. The City program year begins July 1 and ends June 30, 2024.

### **Consolidated Plan Public Contact Information**

**On the web:** <https://greatfallsmt.net/planning/consolidated-plan-annual-action-plan>

**Call:** (406) 455-8443 or (406) 455-8432

**Mail:** P.O. Box 5021 | Great Falls, MT 59403

## AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

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### **Introduction**

The 2023 Annual Action Plan was authored by City of Great Falls Planning and Community Development Department staff. Other City departments were heavily involved either in attendance/guidance for input meetings or available for consultation in updating current City projects, particularly the Public Works, and Park and Recreation Departments. The Great Falls Housing Authority, nonprofit service agencies, affordable housing service providers, and housing developers were heavily involved in the creation and fulfillment of past and current Consolidated Plan goals and are crucial to the further fulfillment of these goals during the 2023 program year.

### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))**

The City will encourage the participation of public and assisted housing residents from the Great Falls Housing Authority and Opportunities, Inc., to provide input to the City on whether their needs in regard to physical health, mental health, and basic services are being adequately met in the community. In response to this input, the City will make every effort to share this feedback with other public, private and non-profit agencies that provide housing, health services, and social services to these residents.



The City is actively engaged with the local Continuum of Care to assist with the collaboration of multiple agencies, including mental health and service agencies, to address homelessness. The City also partners with local Economic Development and Affordable Housing agencies to collaborate on enhancing community growth and providing opportunity for low-income individuals.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Montana Continuum of Care Coalition (MT CoCC) was established by representatives of relevant geographies within the state of Montana for the purpose of carrying out the duties of the CoCC program, as provided for in federal statute 24 CFR Part 578. Great Falls is within Region 5 of this statewide CoCC, and this Region is used to determine homeless survey data from the Montana Department of Health and Human Services.

The City participates in the local Continuum of Care for Homelessness (CoC) group. The CoC group meets monthly throughout the year to expand understanding of the services needed by those who are homeless, to facilitate consolidation and coordination of homeless services and to improve service delivery to people experiencing homelessness. The CoC meetings provide a networking opportunity and assist in keeping funding options open for future HUD homeless grant funds. Since September 2017, the CoC has incorporated a Coordinated Entry System and bi-monthly Case Conferencing meetings. The progression of the CoC has allowed the community service providers to collaborate, partner, and offer wraparound services to address the community's needs.

The City encourages applications for federal homeless grant funds for projects assisting homeless people through the Montana Continuum of Care Coalition (MT CoCC) statewide application process. The MT CoCC is a statewide entity which addresses homelessness issues and is the main vehicle for organizations in Montana to apply for federal homeless grant funds. If local agencies pursue projects through the MT CoCC, the local CoC will support all appropriate proposals. The City will also encourage our local CoC to undertake activities which will move toward reaching the federal goal of ending chronic homelessness.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

ESG funds are not projected to be available for the City for Program Years 2020-2024.

**Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other**

entities

1	<b>Agency/Group/Organization</b>	<b>NEIGHBORWORKS GREAT FALLS</b>
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services - Education Regional Organization Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input on community needs; attended Public Needs Hearing and offered comments; attended meetings with City staff to develop potential project ideas.
2	<b>Agency/Group/Organization</b>	<b>GREAT FALLS DEVELOPMENT AUTHORITY</b>
	<b>Agency/Group/Organization Type</b>	Services - Education Services - Employment Regional Organization Planning Organization Business Leaders Community Development Financial Institution
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input on community needs; attended meetings with City staff to develop potential project ideas for proposed Economic Development funds.
3	<b>Agency/Group/Organization</b>	<b>CITY PARK AND RECREATION - COMMUNITY RECREATION CENTER</b>
	<b>Agency/Group/Organization Type</b>	Services - Children Services - Persons with Disabilities Other Government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Facility/ADA Improvements
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended meetings with City staff to develop potential project ideas for proposed Public Infrastructure funds.

4	<b>Agency/Group/Organization</b>	<b>Great Falls Public Housing Authority</b>
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Fair Housing Other Government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended CoC meetings and bi-monthly Case Conferencing meetings. Attended meetings with City staff to develop potential project ideas for Public Housing Modernization.
5	<b>Agency/Group/Organization</b>	<b>North Central Independent Living Services</b>
	<b>Agency/Group/Organization Type</b>	Services - Housing Services - Elderly Persons Services - Persons with Disabilities Services - Homeless Services - Fair Housing Regional Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input on community needs; attended Public Needs Hearing and offered comments; attended CoC meetings.
6	<b>Agency/Group/Organization</b>	<b>HELPING HANDS</b>
	<b>Agency/Group/Organization Type</b>	Services – Food & Clothing Services - Homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs – Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input on community needs; attended Public Needs Hearing and offered comments; attended CoC meetings.



**HUD Table 2 – Agencies, groups, organizations who participated**

**Identify any Agency Types not consulted and provide rationale for not consulting**

The City has contacted local public and private agencies with public notice announcements and information via electronic mail as well as traditional and social media platforms. Media outlets included KFBB, KRTV, the Great Falls Tribune, The Electric, and the City's webpage and Facebook page. Our community is noteworthy for its numerous existing social service and housing agencies, and all play a key role in participatory and advisory sessions that shape our Annual Action Plan.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Montana Continuum of Care Coalition	Coordinates local and statewide housing and services for households experiencing homelessness
City of Great Falls Growth Policy Update	City of Great Falls	Dedicated Housing section informs needs for all four housing goals (Fair and Affordable Housing, Rental Rehabilitation, and Homeownership)
PHA 5-Year and Annual Plan	GFHA, U.S. Department of Housing and Urban Development	Quantifiable goals and objectives for very low to low income needs; including public improvements (building sites), Affordable Housing
Great Falls Downtown Master Plan (2011)	City of Great Falls	Consists of census tracts qualifying as Low to Moderate Income areas, Housing Rehabilitation, Affordable rental goals
Analysis of Impediments to Fair Housing Choice (2015-2019)	City of Great Falls	Goals and strategies that address Fair and Affordable Housing
Comprehensive Housing Affordability Strategy	City of Great Falls	Needs assessment for previous goals and included in previous Strategic Plans (2011-2015; 2015-2019)
Housing Market Demand Assessment for Great Falls, MT	Great Falls Development Authority	Dedicated Housing section informs needs for all four housing goals (Fair and Affordable Housing, Rental Rehabilitation, and Homeownership)

**HUD Table 3 – Other local / regional / federal planning efforts**

**Narrative (or Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I)).**

The City of Great Falls works closely with state and county agencies in determining the needs of the region despite the relative isolation of Great Falls from adjacent municipalities. For example, the community of Black Eagle is adjacent to the city limits but is found within the county jurisdiction, and the Malmstrom Air Force Base is adjacent but outside city limits. Over the last several years, representatives from Malmstrom have engaged extensively with City staff about the challenges in finding quality and affordable rental housing units for the Malmstrom employees who are unable or choose to live outside of airbase property. In recent years, the Comprehensive Housing Affordability

Strategy (CHAS) for 2010-2020 was conducted by a “Great Falls/Cascade County Housing Planning Group” to consider both city and county housing needs.

AP-12 Participation – 91.105, 91.200(c)

**Summary of citizen participation process/Efforts made to broaden citizen participation**

*Summarize citizen participation process and how it impacted goal-setting.*

The goals outlined in this Plan are primarily driven by community input through the Community Needs Assessment survey that was incorporated into the Consolidated Plan, a public meeting, a public needs hearing, and the public comment period. The City intentionally provided multiple avenues of public engagement to ensure the priority-setting process was community-driven and inclusive. The 2023 goals reflect the community's identified priorities, which allows for strategic funding in areas of need.

**Citizen Participation Outreach**

<b>1</b>	<b>Mode of Outreach: PUBLIC MEETING</b>	
	<b>Target of Outreach</b>	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing
	<b>Summary of response/attendance</b>	On October 18, 2022 a public meeting was held during the City Commission meeting to solicit input for Program Year 2023 activities and priorities while also setting the formal public needs hearing date.
	<b>Summary of comments received</b>	No comments were received during the Public Meeting.
	<b>Summary of comments not accepted and reasons</b>	No comments were rejected.
<b>2</b>	<b>Mode of Outreach: PUBLIC NEEDS HEARING</b>	
	<b>Target of Outreach</b>	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing
	<b>Summary of response/attendance</b>	Five Individuals commented at the Public Hearing that was held on November 1, 2022, while two others presented written comments via email.
	<b>Summary of comments received</b>	Comments received were in regard to addressing homelessness, the need for more housing, as well as the need for youth/childcare services. Comments received are included as an appendix.
	<b>Summary of comments not accepted and reasons</b>	No comments were rejected.
<b>3</b>	<b>Mode of Outreach: PUBLIC MEETING</b>	

	<b>Target of Outreach</b>	Minorities, Persons with disabilities, Non-targeted/broad community, Non-profit agency personnel, faith-based institutions
	<b>Summary of response/attendance</b>	On April 18, 2023 a second public meeting will be held by the City Commission to present the City's Plan Goals and solicit input for Program Year 2023 activities and priorities while also setting the formal public hearing date.
	<b>Summary of comments received</b>	TBD
	<b>Summary of comments not accepted and reasons</b>	No comments were rejected.
<b>4</b>	<b>Mode of Outreach: PUBLIC HEARING</b>	
	<b>Target of Outreach</b>	Minorities, Persons with disabilities, Non-targeted/broad community, Non-profit agency personnel, faith-based institutions
	<b>Summary of response/attendance</b>	A second Public Hearing will be held on May 2, 2023, when the City Commission will receive additional community input, followed by a vote on the 2023 Annual Action Plan.
	<b>Summary of comments received</b>	TBD
	<b>Summary of comments not accepted and reasons</b>	No comments were rejected.
<b>5</b>	<b>Mode of Outreach: INTERNET OUTREACH</b>	
	<b>Target of Outreach</b>	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing, Non-profit agency personnel, faith-based institutions
	<b>Summary of response/attendance</b>	The City's website and Facebook page were utilized to provide additional sources of Public Notice for the following: Public Needs Hearing on November 1, 2022; public comment period for the proposed Annual Action Plan from March 6 - April 5, 2023; Public Hearing on May 2, 2023; and to host the proposed Annual Action Plan drafts for public review, comment, and download.
	<b>Summary of comments received</b>	Comments received are included as an appendix.
	<b>Summary of comments not accepted and reasons</b>	No comments were rejected.
<b>6</b>	<b>Mode of Outreach: NEWSPAPER AD</b>	
	<b>Target of Outreach</b>	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing, Non-profit agency personnel, faith-based institutions
	<b>Summary of response/attendance</b>	Legal Advertisements were placed with the Great Falls Tribune to run on the following dates for the corresponding Public Notices: October 16, 2022 and October 23, 2022 for the November 1, 2022 Public Needs Hearing; March 5, 2023 and March 12, 2023 for the 30-day comment period from March 6, 2023-April 5, 2023 for the proposed Annual Action Plan; April 16, 2023 and April 23, 2023 for the May 2, 2023 Public Hearing.
	<b>Summary of comments received</b>	Comments received are included as an appendix.
	<b>Summary of comments not accepted and reasons</b>	No comments were rejected.

HUD Table 4 – Citizen Participation Outreach

AP-15 Expected Resources – 91.220(c)(1,2)

**Introduction**

All staff activities used in creating and implementing the Annual Action Plan are provided from the 20% of CDBG funds allotted for Administrative spending.

The expected resources include the annual allocations of CDBG and HOME federal grant funds that Great Falls receives as an Entitlement City and Participating Jurisdiction. The grant amounts are actual allocations for Program Year 2023. If the grant funding or program income comes in above or below the expected amounts identified in the Priority Table below, the project allocations (AP-38 Projects Summary) will be adjusted.

**Anticipated Resources**

Program	Source of Funds	Expected Amount Available for Program Year				Expected Amount Available Remainder of ConPlan
		Annual Allocation:	Program Income:	Prior Year Resources:	Total:	
CDBG	public - federal	\$782,543	\$1,298,000	\$715,001	\$2,795,544	\$728,590
<i>Uses of Funds</i>	<i>Acquisition, Economic Development, Housing, Public Improvements, Public Services, Admin and Planning</i>					
<i>Description</i>	<i>CDBG funds are anticipated to be \$800,000 annually for the program years 2020-2024.</i>					
HOME	public - federal	\$299,318	\$1,243,000	\$1,316,237	\$2,858,555	\$359,518
<i>Uses of Funds</i>	<i>Acquisition, Homebuyer Assistance, Rehabilitation (Multifamily &amp; Homeowner), New Construction (Multifamily &amp; Homeowner), Admin and Planning</i>					
<i>Description</i>	<i>HOME funds are anticipated to be \$280,000 annually for the program years 2020-2024.</i>					

**HUD Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local**



**funds), including a description of how matching requirements will be satisfied**

Federal funding will be leveraged with the support of local, state, and outside (private) sources of funding. CDBG and HOME projects can maximize their local impact within the Great Falls community when combined with leveraged local resources among area providers.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

None appropriate for discussion.

AP-20 Annual Goals and Objectives

**Goals Summary Information**

	<b>Goal Name</b>	<b>Start Year</b>	<b>End Year</b>	<b>Category</b>	<b>Geographic Area</b>	<b>Needs Addressed</b>	<b>Funding</b>	<b>Goal Outcome Indicator</b>
1	<b>Public Services</b>	2023	2024	Homeless, Non-Homeless Special Needs, Non-Housing Community Development	City of Great Falls	Public Services	CDBG: \$117,380 (15% CAP)	Public service activities other than Low/Moderate Income Housing Benefit: 136 Persons Assisted
2	<b>Affordable Housing</b>	2023	2024	Affordable Housing, Homeless, Non-Homeless Special Needs	City of Great Falls	Affordable Housing	HOME: \$2,828,624 CDBG: \$15,000	Homeowner Housing Added: 1 Household Housing Units Rental Units Rehabilitated: 24 Household Housing Units Direct Financial Assistance to Homebuyers: 2 Households Assisted Buildings Demolished: 1 Building

	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Housing Rehabilitation	2023	2024	Affordable Housing, Public Housing, Non-Homeless Special Needs	City of Great Falls	Housing Rehabilitation	CDBG: \$1,285,000	Rental Units Rehabilitated: 49 Household Housing Units Homeowner Housing Rehabilitated: 1 Household Housing Units
4	Economic Development	2023	2024	Non-Housing Community Development, Economic Development	City of Great Falls	Economic Development	CDBG: \$13,000	Jobs created/retained: 1 Jobs
5	Public Facilities and Improvements	2023	2024	Public Housing, Non-Homeless Special Needs, Non-Housing Community Development	City of Great Falls	Public Facilities and Improvements	CDBG: \$1,208,656	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3500 Persons Assisted Buildings Demolished: 1 Building
6	Planning and Administration	2023	2024	Planning and Administration	City of Great Falls	Planning and Administration	CDBG: \$156,508 (20% CAP) HOME: \$29,931 (10% CAP)	

HUD Table 6 – Goals Summary

**Program Year 2023 Goal Descriptions**

1	Goal Name	Public Services
	Goal Description	The City of Great Falls will provide CDBG funds to social service agencies for activities that provide services for low to moderate income people or areas. The City will focus efforts on meeting the needs of our underserved youth, homeless population, health/mental health needs, and substance abuse this program year. Applications will not be limited to these activities; however, the City will give priority to applications that directly address youth services, homelessness, health/mental health, and substance abuse.

2	<b>Goal Name</b>	<b>Affordable Housing</b>
	Goal Description	Increase and preserve affordable housing opportunities for very low to moderate income renters, homeowners, first-time homebuyers, and those experiencing homelessness. This includes rehabilitation, acquisition, demolition, site preparation, and slum and blight activities. The HOME-funded Down Payment Assistance and Owners in Partnership programs will continue with HOME Program Income.
3	<b>Goal Name</b>	<b>Housing Rehabilitation</b>
	Goal Description	Provide construction and rehabilitation assistance for very low to moderate income homeowners, property owners and the Public Housing Authority. The City will focus on upgrading the City’s housing stock to meet standard building codes to provide and sustain safe, affordable housing through its revolving loan fund. The City of Great Falls will address Public Housing Authority rehabilitation or modernization through grant funding. Housing efforts to remediate properties negatively affected by slum and blighted conditions will be funded through CDBG.
4	<b>Goal Name</b>	<b>Economic Development</b>
	Goal Description	All Economic Development Activities in this Program Year will be carried out by GFDA through the administration of their already established CDBG Revolving Loan Fund for the purpose of job creation and retention for low to moderate income households. This program operates on program income from CDBG.
5	<b>Goal Name</b>	<b>Public Facilities and Improvements</b>
	Goal Description	Provide public facility and infrastructure assistance to provide a suitable living environment. The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure. There will be a focus on funding activities that are associated with public parks, public safety, public recreation as well as slum and blight removal this program year with the understanding that efforts are not limited solely to these priorities.
6	<b>Goal Name</b>	<b>Planning and Administration</b>
	Goal Description	City staff to administer, manage, and monitor CDBG and HOME funded activities.

AP-35 Projects – 91.220(d)

**Introduction**

The City of Great Falls will strategically focus on 10 projects for funding from the CDBG and HOME program, which includes funding for administration and planning at the HUD limit.

The City will utilize CDBG funds to carry out the Revolving Loan Fund Program as well as support the Fair Housing Specialist position.

Staff will adjust the recommendations based on Timeliness notifications from HUD. The City is required to have no more than 1.5 times its annual CDBG funding allocation plus program income by May 2nd of every year. Therefore, staff will respond to this HUD requirement as needed, while remaining within the identified and approved priorities.

**Program Year 2023 Projects**

	<b>Project Name</b>
1	2023 Public Service YWCA – Childcare
2	2023 Public Service Peace Place - Childcare
3	2023 Public Improvements COGF – Carter Park Sidewalks/Ramps
4	2023 Public Facilities and Improvements (prior year resources)
5	2023 Residential Housing Rehabilitation
6	2023 HOME Affordable Housing
7	2023 HOME NeighborWorks Direct Assistance to Homebuyers
8	2023 HOME CHDO Project
9	2023 Great Falls Development Authority Job Creation
10	2023 CDBG/HOME Administration

**HUD Table 7 – Project Information**

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

The recommended funding allocation priorities are primarily driven by community input through a public needs hearing, and the public comment period. Staff intentionally provided multiple avenues of public engagement to ensure the priority-setting process was community-driven and inclusive. The City of Great Falls’ Annual Action Plan utilizes the community's input in setting these priorities. These community-identified priorities allow for strategic funding in areas of need.



AP-38 Project Summary

**Project Summary Information**

<b>1</b>	<b>Project Name</b>	<b>2023 Public Services YWCA - Childcare</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$65,530
	<b>Description</b>	The City of Great Falls will provide CDBG funds to the Great Falls YWCA for the new childcare program which will provide childcare to Victims of Domestic or Sexual Violence that are residents of the Mercy Home Emergency Shelter.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 LMI individuals will benefit from the proposed activity.
	<b>Location Description</b>	City of Great Falls
	<b>Planned Activities</b>	The City of Great Falls will provide CDBG funds to the Great Falls YWCA for the new childcare program which will provide childcare to Victims of Domestic or Sexual Violence that are residents of the Mercy Home Emergency Shelter.
<b>2</b>	<b>Project Name</b>	<b>2023 Public Services Peace Place - Childcare</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$51,850
	<b>Description</b>	The City of Great Falls will provide CDBG funds to Peace Place for the expansion of their childcare program which will provide childcare to children with special needs and are underserved in the community.
	<b>Target Date</b>	6/30/2024

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	36 LMI individuals will benefit from this proposed activity.
	<b>Location Description</b>	City of Great Falls
	<b>Planned Activities</b>	The City of Great Falls will provide CDBG funds to Peace Place for the expansion of their childcare program which will provide childcare to children with special needs and are underserved in the community.
<b>3</b>	<b>Project Name</b>	<b>2023 Public Improvements COGF – Carter Park Sidewalks/Ramps</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Public Facilities and Improvements
	<b>Needs Addressed</b>	Public Facilities and Improvements
	<b>Funding</b>	CDBG: \$564,885 (\$508,655 PY23 + \$56,230 Prior Year)
	<b>Description</b>	The City of Great Falls will provide CDBG Funding for the replacement of sidewalks, curb cuts, ramps, and other necessary improvements to upgrade the public right of way around Carter Park and adjacent corners. This will allow for improved pedestrian access and connectivity to the adjacent pedestrian route system in the area.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project will provide an area benefit to LMI families, an estimated 2000 residents this year.
	<b>Location Description</b>	City of Great Falls
<b>Planned Activities</b>	The City of Great Falls will provide CDBG Funding for the replacement of sidewalks, curb cuts, ramps, and other necessary improvements to upgrade the public right of way around Carter Park and adjacent corners. This will allow for improved pedestrian access and connectivity to the adjacent pedestrian route system in the area.	
<b>4</b>	<b>Project Name</b>	<b>2023 Public Facilities and Improvements</b>
	<b>Target Area</b>	City of Great Falls

	<b>Goals Supported</b>	Public Facilities and Improvements
	<b>Needs Addressed</b>	Public Facilities and Improvements
	<b>Funding</b>	CDBG: \$643,771 Prior Year Funding
	<b>Description</b>	Provide public facility and infrastructure assistance to provide a suitable living environment. The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure. There will be a focus on funding activities that are associated with public parks, public safety, public recreation as well as slum and blight removal this program year with the understanding that efforts are not limited solely to these priorities.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	These projects will primarily provide an area benefit to LMI families, an estimated 1500 residents this year.
	<b>Location Description</b>	City of Great Falls
	<b>Planned Activities</b>	Provide public facility and infrastructure assistance to provide a suitable living environment. The City of Great Falls will prioritize meeting handicap accessibility requirements in public facilities and infrastructure. There will be a focus on funding activities that are associated with public parks, public safety, public recreation as well as slum and blight removal this program year with the understanding that efforts are not limited solely to these priorities.
5	<b>Project Name</b>	<b>2023 Residential Housing Rehabilitation</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Housing Rehabilitation
	<b>Needs Addressed</b>	Housing Rehabilitation
	<b>Funding</b>	CDBG: \$1,285,000 (RLF Balance)
	<b>Description</b>	Provide construction and rehabilitation assistance for very low to moderate income homeowners, property owners and the Public Housing Authority. The City will focus on upgrading the City's housing stock to meet standard building codes to provide and sustain safe, affordable housing through its revolving loan fund. The City of Great Falls will address Public Housing Authority rehabilitation or modernization through grant funding. Housing efforts to remediate properties negatively affected by slum and blighted conditions will be funded through CDBG.
	<b>Target Date</b>	6/30/2024

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 LMI households will benefit from this proposed activity.
	<b>Location Description</b>	City of Great Falls
	<b>Planned Activities</b>	Provide construction and rehabilitation assistance for very low to moderate income homeowners, property owners and the Public Housing Authority. The City will focus on upgrading the City’s housing stock to meet standard building codes to provide and sustain safe, affordable housing through its revolving loan fund. The City of Great Falls will address Public Housing Authority rehabilitation or modernization through grant funding. Housing efforts to remediate properties negatively affected by slum and blighted conditions will be funded through CDBG.
6	<b>Project Name</b>	<b>2023 HOME Affordable Housing</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$2,683,727 CDBG: \$15,000
	<b>Description</b>	Allocate HOME Investment Partnerships Program (HOME) funds towards new construction, rehabilitation, and homeownership. HOME funds will be granted to continue the City's mission to improve and grow the community's affordable housing stock. HOME funding can be utilized towards building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	24 LMI households will benefit from this project.
	<b>Location Description</b>	City of Great Falls



	<b>Planned Activities</b>	Allocate HOME Investment Partnerships Program (HOME) funds towards new construction and homeownership. HOME funds will be granted to continue the City's mission to improve and grow the community's affordable housing stock. HOME funding can be utilized towards building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people.
7	<b>Project Name</b>	<b>2023 HOME-NeighborWorks Direct Assistance to Homebuyers</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$100,000
	<b>Description</b>	NeighborWorks Great Falls will utilize HOME program income to provide direct assistance to first-time homebuyers in the form of down payment assistance, closing costs, or gap financing (OIP). Any activity providing direct assistance through this project will be required to utilize the Recapture Provision as outlined in the AAP and Program Income Plan.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2 LMI families will benefit from the proposed activity.
	<b>Location Description</b>	City of Great Falls
<b>Planned Activities</b>	NeighborWorks Great Falls will utilize HOME program income to provide direct assistance to first-time homebuyers in the form of down payment assistance, closing costs, or gap financing (OIP). Any activity providing direct assistance through this project will be required to utilize the Recapture Provision as outlined in the AAP and Program Income Plan.	
8	<b>Project Name</b>	<b>2023 HOME CHDO Project</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$44,897 (15% of allocation)
	<b>Description</b>	15% set-aside for HOME CHDO Project

	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	At least 1 LMI household will benefit from this project
	<b>Location Description</b>	City of Great Falls
	<b>Planned Activities</b>	Activities to increase affordable housing stock.
<b>9</b>	<b>Project Name</b>	<b>2023 GFDA Job Creation</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$13,000
	<b>Description</b>	All Economic Development Activities this Program Year will be carried out by GFDA through the administration of their already established CDBG Revolving Loan Fund for the purpose of job creation and retention for low to moderate income households. This program operates on program income from CDBG.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 LMI jobs created/retained.
	<b>Location Description</b>	City of Great Falls
<b>Planned Activities</b>	All Economic Development Activities this Program Year will be carried out by GFDA through the administration of their already established CDBG Revolving Loan Fund for the purpose of job creation and retention for low to moderate income households. This program operates on program income from CDBG.	
<b>10</b>	<b>Project Name</b>	<b>2023 CDBG/HOME Administration</b>
	<b>Target Area</b>	City of Great Falls
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Planning and Administration

<b>Funding</b>	CDBG: \$156,508 (20% cap) HOME: \$29,931 (10% cap)
<b>Description</b>	City staff to administer, manage, and monitor CDBG and HOME funded activities.
<b>Target Date</b>	6/30/2024
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	n/a - City staff to administer, manage, and monitor CDBG and HOME funded activities.
<b>Location Description</b>	City of Great Falls
<b>Planned Activities</b>	City staff to administer, manage, and monitor CDBG and HOME funded activities.

**HUD Table 8 – Projects Summary**

AP-50 Geographic Distribution – 91.220(f)

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The geographic area for the entitlement city, Great Falls, Montana, is outlined as the area within the city limits as established by the City of Great Falls. Data from the 2018 American Community Survey 5-year Estimate suggests that minority populations represent less than 14% of the city’s total population. When considering areas of minority concentration, [HUD’s CPD Mapping Tool](#) indicates that a larger number of minority households live in Census Tracts 3, 4, 7, and 108 when compared to the rest of the city; however, Great Falls does not have any areas of minority concentration according to Federal Financial Institutions Examination Council (FFIEC) data or as defined by HUD Minority Neighborhoods. The city does, however, have areas of low-income concentration, which are defined as areas where 51% of the population has income at or below 80% AMI.

### Geographic Distribution

Target Area	Percentage of Funds
City of Great Falls	100

HUD Table 9 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

The City of Great Falls does not allocate funding priorities based on geographic needs. Funding priorities are based on community need and the number of individuals or households that can benefit from the limited amount of funding available. Some allocations are based on an area need and focus efforts in LMI areas with 51% LMI residents as calculated using the HUD area benefit calculation tool. This is the only geographic distinction made by the City of Great Falls.

## AP-55 Affordable Housing – 91.220(g)

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### Introduction

The City of Great Falls will be using CDBG and HOME funds to support a number of affordable housing projects within the city limits.

One Year Goals for the Number of Households to be Supported	
Homeless	24
Non-Homeless	53
Special-Needs	0
Total	77

HUD Table 10 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	1
Rehab of Existing Units	74
Acquisition of Existing Units	2
Total	77

HUD Table 11 - One Year Goals for Affordable Housing by Support Type



## AP-60 Public Housing – 91.220(h)

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### Introduction

The Great Falls Housing Authority (GFHA) is the only Public Housing Authority within the city of Great Falls. GFHA owns and operates one main public housing site (Chowen Springs) and four scattered public housing sites (Austin Hall, Yeoman-Tynes, Russell Apartments, and Sunrise Court). These properties include a total of 490 apartment units that range in size from 1-4 bedrooms. Additionally, GFHA has budget authority for 250 Housing Choice Vouchers (HCVs). The HCV program, formerly known as the Section 8 program, allows private landlords to contract with GFHA, who inspects the units for Housing Quality Standards and subsidizes the rent for the approved tenant.

GFHA also manages two affordable housing properties (Sand Hills and Holland Court), which have 16 apartment units each. Eight units at Sand Hills were funded with City HOME funds and are currently within their affordability period per HOME regulations. Eight units at Holland Court were funded with City HOME funds, and although the period of affordability has expired, GFHA continues to set rent for these units within HOME contract limits.

### Actions planned during the next year to address the needs to public housing

The Housing Authority will continue its multi-year rehabilitation project at the main site (MT2-1 and MT2-2) which involves upgrading the overhead electrical distribution system, street lights, sewer mains, water mains and gas distribution systems for 356 units and major interior renovation of 156 units. The units will be demolished down to the studs and rebuilt, including new roofs; windows; doors; walls; flooring; and electrical, plumbing and heating systems. Exterior sewer, water and electrical services will also be replaced. At the time of this report, the major interior renovations of 34 units have been completed as a part of this project. Currently, one 6-unit building is nearing completion, while rehabilitation of a second 6-plex is slated to begin in late spring 2023. This modernization project began in 2015 and is expected to take 10 to 15 years to complete, contingent upon funding.

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

GFHA encourages tenants to be involved in the management of public housing through having two tenants on the Housing Authority Board of Commissioners. Resident board members serve two-year terms. All members serve without compensation.

GFHA does not provide direct involvement in supporting homeownership. However, they connect tenants who are interested in homeownership to other organizations within the city that provide financial management training, homeownership training, and other forms of assistance.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance.**

The Great Falls Housing Authority is not currently designated as troubled.

**AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

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**Introduction**

The City will participate in the local Continuum of Care for Homelessness (CoC) group. The CoC group will meet monthly throughout the upcoming year to expand understanding of the services needed by those who are homeless, to facilitate consolidation and coordination of homeless services, and to improve service delivery to people experiencing homelessness. The CoC meetings will provide a networking opportunity and assist in keeping funding options open for future HUD homeless grant funds.

The trend of gradually increasing numbers and needs of homeless people continues in Great Falls. In particular, the Great Falls Rescue Mission continues to see a significant increase in the number of families seeking assistance.

The City will encourage application for federal homeless grant funds for projects assisting homeless people through the Montana Continuum of Care Coalition (MT CoCC) statewide application process. The MT CoCC is a statewide group which addresses homelessness issues and is the main vehicle for organizations in Montana to apply for federal homeless grant funds. The local CoC Chair will be the local liaison with the MT CoCC. If local agencies pursue projects through the MT CoCC, the CoC will support all appropriate proposals.

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs.**

The City of Great Falls does not provide direct assistance to homeless outreach programs. There are a number of agencies within the city that provide special outreach services for homeless persons and their individual needs. The City will continue to work with these organizations to reduce and eventually end homelessness. Opportunities, Inc., continues to be a great resource for the city, facilitating a number of local, state, and federal programs to assist with homelessness. Additionally, NeighborWorks Great Falls, Habitat for Humanity, Rural Dynamics Inc., St. Vincent de Paul of North Central Montana, Volunteers of America, Alliance for Youth, Indian Family Health Clinic, and YWCA, among others, provide services to help prevent homelessness.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

The City of Great Falls will provide grant funding to address the housing needs of homeless persons through public service activities.

**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**

The Great Falls Rescue Mission is the primary emergency shelter provider in Great Falls. It is difficult to delineate the specific numbers of beds available for emergency shelter versus transitional housing, as the organization does not use governmental funding and is not restricted by specific programming requirements. As a result, the Mission can be flexible regarding bed usage. Whether a specific bed is used for emergency or transitional shelter is driven by actual need on that particular day. Overall, there are 52 beds available in the men's shelter and 65 beds in the women's shelter. In an emergency such as life-threatening weather, the Mission will also provide additional mats on the floor for men and women and foldaway cribs for children.

The Rescue Mission's Cameron Family Center accommodates 114 beds and focuses on housing homeless families. The beds are set up in 28 rooms with private bathrooms to provide a more private place for families to be together. The facility also has space available for supportive services including a medical/dental clinic, year-round youth programs, and coordinated social services.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Opportunities, Inc., provides assistance with eviction prevention and counseling. The Great Falls Housing Authorities Fair Housing Specialist provides information to landlords and tenants on how to avoid evictions. NeighborWorks Great Falls offers foreclosure prevention counseling and financial assistance as well as rental counseling, while Habitat for Humanity offers foreclosure prevention for their partner families. Additionally, Young Parents Education Center offers individual counseling and group classes to help young adults with life skills, referrals to avoid evictions, assistance with rental applications, and coordination with landlords to prevent eviction and homelessness. The Center for Mental Health provides individual counseling and assistance for people being discharged from mental health facilities.

**Discussion**

Many Rivers Whole Health has an adult case manager who provides outreach and wellness checks for chronically homeless people. They provides outreach to the mentally ill homeless population and

conducts evaluations to determine whether symptoms of a mental disorder are evident. The agency coordinates with organizations such as Opportunities, Inc., Office of Public Assistance, Great Falls Rescue Mission, Salvation Army, and St. Vincent DePaul to provide assistance with housing, food, clothing and payee services.

Opportunities, Inc., provides support to chronically homeless people through screening for homelessness issues during intake, referrals, case management, financial assistance, and job training assistance.

The YWCA provides 30 different human service agencies with vouchers for chronically homeless people to use at its used clothing store. The YWCA Mercy Home offers emergency shelter and supportive services for women and children who are victims of domestic violence. The Mercy Home can accommodate 30 women and children. The support services provided include crisis intervention, support groups, information and referral, group counseling, personal advocacy, parenting classes, a 911 cell phone lending program, transportation, legal advocacy, resume building, and employment coaching.

The Indian Family Health Clinic provides community resource information through group sessions provided by staff members.



## AP-75 Barriers to affordable housing – 91.220(j)

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### Introduction

Great Falls first adopted a zoning ordinance to regulate the use of land and buildings in 1930. The last comprehensive update of these regulations occurred when the Unified Land Development Code was adopted in 2005. Since 2005, significant sections of the Unified Land Development Code have been updated to respond to development issues in the community. The current zoning and subdivision code implements the City's growth policy, Missouri River Corridor Plan, neighborhood plans and Long Range Transportation Plan. The purposes of the code are: 1) to ensure that all development is guided by and gives consideration to the Growth Policy; 2) to provide clear, consistent standards, regulations and procedures for the review of all proposed development within the city; and, 3) to safeguard the public health, safety and general welfare by establishing minimum standards for design and development.

The City reviews development applications to ensure that they are consistent with subdivision regulations, zoning and land use controls and annexation policies. Such codes and policies are designed to create orderly development; provide adequate services including transportation, utilities, and fire and police protection; and promote public health, safety and general welfare.

Costs for building new housing have greatly increased in recent years, but this is due to other factors previously described rather than the cost of meeting code requirements. Existing home prices have greatly increased due to low housing stock. The City's Chief Building Official reports there is also the perception that costs of new building permits are high and require a time-consuming process. However, the total estimated cost for construction permits to build a house is approximately 1% of the structure's value. The building codes may require engineered foundations and this could be a significant cost; however, this is necessary because of the clay formation underlying much of the city. The City works with homeowners to educate them on ways to reduce the cost of permitting whenever possible. The timeline for residential permitting is currently averaging approximately a 7-day turnaround time based on the quality of drawing submittals. There is good accessibility to plans examiners and access to inspectors when needed.

The current zoning and setback requirements can be restrictive for developing affordable housing in situations where developers wish to use odd-size or small lots or construct high density housing. Additionally, no affordable housing incentives such as reduced lot sizes, setback standards or waived building fees are automatically available to developers of affordable housing. Due to land prices and infrastructure costs, smaller lots are being developed for condensed housing at this time. Additionally, the City has worked very successfully with NeighborWorks Great Falls to use the Planned Unit Development process to create customized development standards to support higher density affordable housing development. As result of this partnership, NeighborWorks has successfully completed the Rockcross Apartments project (124 affordable rental units) as well as currently building affordable homes on its Meriwether Crossing subdivision. This subdivision will lead to the eventual addition of 80

affordable, owner-occupied homes into the City’s affordable housing inventory. NeighborWorks has begun outreach with community stakeholders to seek input for its next affordable housing proposal for property south of Great Falls. If NeighborWorks successfully annexes this property into the City, it would lead to phased affordable housing development of approximately 300-400 units. Additionally, NeighborWorks has just submitted a building permit to renovate the “Baatz” building located on the south side of downtown for 25 supportive housing units with on-site wraparound services. The City also expects submittal of building permits later this year for development of the *Carter Commons* affordable senior housing development in the Lower South Side area of Great Falls. This project proposes another 25 affordable rental housing units. Finally, the City approved issuance of CDBG-derived Revolving Loan Funds to assist a developer in renovating a vacant, former assisting living facility located north of the downtown area into 50 affordable rental units. A permit is expected for this project later this year.

Traditionally, mobile/manufactured housing has allowed low income families to purchase housing when a conventional home may be out of reach. However, there is limited availability of vacant affordable single lots, mobile home courts will not accept homes that are older than five years, and a zoning change would be required if a new mobile home subdivision were to be developed. There appears to be the demand for an affordable housing option such as improvements to existing mobile/manufactured home parks or development of a new mobile/manufactured home subdivision. Some of those proposed upgrades are cost prohibitive due to some existing mobile home parks being located in the floodplain.

In Montana, property tax is the only way authorized by the legislature for cities to raise money to provide local government service and finance schools. Therefore, the tax burden falls on property owners. The cost of building new housing is also affected by the concept that the user pays. The developer of new housing must pay the full cost of extending water and sewer services, connecting to city utilities and putting in curbs, gutters, sidewalks and paved streets. While these requirements affect the cost of housing, these standards are also important to positively impact the quality, permanence, safety and environmental aspects of the Great Falls community.

**Actions it planned 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**

The Great Falls City Commission sets policy addressing barriers to affordable housing for the city. The Planning and Community Development Department (PCD) deals with all policies related to land use, zoning ordinances, building codes, growth limitations, and fees and charges. The Department researches policy questions and looks for best practices in following the policies set forth by the Commission. Recommendations to the Administration and the Commission are made with input from the public as well as stakeholders that are interested in the policies.

PCD completed an update to the City's Growth Policy in 2013. The Growth Policy strengthened and highlights existing initiatives while creating the pathway for others. It is utilized for guidance in land use, service delivery, policy making and decision making regarding annexation, rezoning, and other discretionary land use decisions. PCD staff are currently working on a minor update to the Growth Policy document that will likely be followed by a major update to the document during the timeframe of the 2020-2024 Consolidated Plan. This update will address future housing and community development needs.

## AP-85 Other Actions – 91.220(k)

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### **Introduction**

The Planning and Community Development Department (PCD) administers the CDBG and HOME grant funds that the City is allocated each year. For the 2023 program year, PCD will administer more than one million dollars in funding for projects in public services, affordable housing, housing rehabilitation, economic development, and public facilities. These funds come from both federal dollars and program income.

### **Actions planned to address obstacles to meeting underserved needs**

The City will collaborate with non-profit agencies and other governmental departments to seek funding to fill the gaps needed to make projects financially feasible so they can serve low to moderate income families. Efforts will be made to work with social service and housing agencies to encourage collaboration when providing supportive services and housing services. In addition, ongoing technical support and coordination with housing providers and social services agencies will assist with meeting federal requirements in as timely, efficient manner as possible to avoid delays in obtaining federal funding.

### **Actions planned to foster and maintain affordable housing**

The preservation and development of quality, affordable housing continues to be a priority for the City of Great Falls. The [Consolidated Plan](#) details the overall housing strategy, which was developed based on a market analysis, an assessment of housing needs, and extensive community involvement. Data provided by HUD in the Needs Assessment section of the Consolidated Plan (NA-25) indicates that 28.2% of Great Falls households are cost-burdened, meaning they pay more than 30% of their income on housing needs. The goals listed below, as outlined in the Consolidated Plan, seek to foster and maintain affordable housing, affirmatively further fair housing, and preserve housing choice for households in Great Falls:

**Affordable Housing** Increase and preserve affordable housing opportunities for very low to moderate income renters, homeowners, first-time homebuyers, and those experiencing

homelessness. This includes acquisition and affordable housing efforts that require funding to remediate properties negatively affected by slum and blighted conditions, but is not limited to these activities.

**Housing Rehabilitation** Provide construction and rehabilitation assistance for very low to moderate income homeowners, rental property owners and the Public Housing Authority. The City will focus on upgrading the City's housing stock to meet standard building codes to provide and sustain safe, affordable housing through its revolving loan fund. The City of Great Falls will address Public Housing Authority rehabilitation or modernization projects with the use of grant funding.

The City of Great Falls certifies to affirmatively further fair housing through its housing programs. Progress on actions taken by the City to affirmatively further fair housing will be reported annually in the City's Consolidated Annual Performance and Evaluation Report (CAPER).

By regulation, at least 15% of HOME funds must be set-aside for a Community Housing Development Organization (CHDO). As NeighborWorks Great Falls is currently the only CHDO in the community, they will be allocated at least 15% of HOME funds for the upcoming year.

### **Actions planned to reduce lead-based paint hazards**

Preventive and rehabilitative measures will be taken in all CDBG and HOME funded housing and public facilities projects that serve young children to ensure the extinction of lead-based paint hazards. All rehabilitation projects in which the building was constructed before 1978 will address lead-based paint regulations. Information about lead-based paint hazards will be provided to all people who apply for City housing rehabilitation loans. If lead-based paint is found during initial testing on a project where families with children under the age of six reside, the potentially affected children will be referred for testing for lead-based paint exposure.

All CDBG and HOME funded housing project sites which have visual paint deterioration where rehabilitation will take place will be tested by a certified risk assessor for the presence of lead-based paint using the XRF Technology Lead Analyzer. On any sites that test positive, only contractors certified in safe work practices will be used for abatement. Clearance tests will be performed by an Environmental Protection Agency (EPA) certified risk assessor and a certified laboratory after interim controls are completed.

The City will pay for lead-based paint testing on all projects through the City's housing rehabilitation programs, with homeowners only incurring greater costs if a contractor has to be hired. The City will provide outreach activities for lead-based paint hazards through notifying contractors of the availability of lead-based paint certification classes if certified private companies hold such classes during the upcoming year. Lead-based paint hazards will be taken into consideration on all pertinent CDBG-funded projects being undertaken by sub-grantees.



### **Actions planned to reduce the number of poverty-level families**

All planned activities for Program Year 2023 will promote the reduction of poverty-level families by providing resources and opportunities to assist low-income individuals to be able to grow and prosper. One specific example is that 15% of the CDBG Budget, approximately \$117,000, will be allocated to provide public services to reduce the number of poverty-level families. This will provide funding toward public service projects that specifically focus on addressing barriers in the areas of homelessness, physical and mental health, substance abuse, youth services, and fair housing. All public service projects must be new and/or expanding services that benefit low-to-moderate income persons.

### **Actions planned to develop institutional structure**

The City has no plans at this time to make any significant institutional structure changes. The Planning and Community Development Department will continue to further develop and implement best practices to streamline the administration of federal funds. For example, the City recently expanded the size of its Municipal Grant Committee and has modified its grant application process to implement a compressed CDBG grant application cycle as opposed to allowing CDBG grants to be filed throughout the program year.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

In addition to the formal structure inherent in administering CDBG and HOME funds, the City will pursue informal communication and coordination with public and private housing agencies, other government agencies, private businesses, non-profit community agencies and other entities who work to meet the housing assistance and support service needs of low income and moderate income people in the community. The City will coordinate with local agencies to help reduce duplication of programs, to emphasize efficient service delivery for local, state and federal programs and to identify and overcome gaps in the institutional structure for carrying out the previously described strategies developed to address the priority needs.

The nine Neighborhood Councils meet on a regular basis to discuss neighborhood issues. It is anticipated that local, non-profit agencies and governmental departments will use Neighborhood Council meetings as a forum to disseminate information about their organizations. There is an ongoing agenda item at all City Commission meetings to give Neighborhood Council members an opportunity to report on specific issues of concern. The Neighborhood Councils hold three Council of Council meetings in the upcoming year to discuss matters of citywide importance. The City Communications Specialist serves as the Neighborhood Council coordinator and communicates regularly with City management on issues brought up by the Neighborhood Councils. The Communications Specialist actively participates in a variety of groups and committees to help increase governmental coordination with community

members.

The Continuum of Care for Homelessness will meet in an ongoing effort to identify needs and coordinate delivery of services for people experiencing homelessness. The City will continue its close working relationship with the Great Falls Housing Authority. This relationship will include such aspects as environmental clearances, and fair housing activities.-The City will work with private and public organizations to foster communication and delivery of information to the public regarding housing and social services to be provided.

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following Table also identifies program income that is available for use.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table of this section. The following Table also identifies program income that is available for use.

Table with 5 rows of program income items and their values (0). Total Program Income: 0

Other CDBG Requirements

Table with 2 rows of other CDBG requirements and their values (0 and 70.00%).

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Great Falls does not intend to use any other form of investment beyond eligible activities listed in 24 CFR 92.205(a).

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

All City HOME funds used for ONLY development and include NO direct assistance to a homebuyer will follow the resale provisions as required by federal regulation 24 CFR 92.254(a)(5)(i)(A). The HOME funds will be secured with a deed restriction.

The resale option will require that the home remain affordable for the period of affordability by ensuring that, if the property is sold during the period of affordability, that it is sold to an income eligible buyer, that it is affordable to a reasonable range of low to moderate income homebuyers, and that the original buyer receives a fair return, if the market allows.

When defining “*affordable to a reasonable range of low-income homebuyers*” it will mean that the home resale price will be affordable to the individuals or families at or below 80% of AMI. The general standard for affordability is 30% as a maximum percentage of income that a household should dedicate to housing costs. Consequently, what is *affordable to a reasonable range of low-income homebuyers* would be defined as a family at or below 80% of AMI paying no more than 30% of income for principal, interest, property taxes, and insurance.

When defining “*fair market return on investment*” the City will calculate based on an appraisal of the property. To determine the amount of market appreciation, if any, will be done by calculating the difference between the initial and resale appraisals. This figure will represent the basis for calculating the fair return on investment. In a declining market, it is possible that there will not be a return.

**To calculate “*affordable to a reasonable range of low-income homebuyers*” as well as the “*fair market return on investment*”:**

(Resale Appraisal – Initial Appraisal) x Clearly defined standard or index = Fair return on investment to homeowner



Affordable price at sale + Fair return on investment to homeowner = Resale price

Example:

Fair Market Value at Sale (Initial Appraisal): \$200,000

Affordable Price at Sale: \$150,000

Standard or Index: 25%

Fair Market Value at Resale (Resale Appraisal): \$275,000

Increase in Market Appreciation: \$275,000 - \$200,000 = \$75,000

Fair Return on Investment: \$75,000 x .25 = \$18,750

Resale Price: \$150,000 + \$18,750 = \$168,750

City HOME funds used as subsidies augmenting the affordable purchase by low to moderate income first-time homebuyer families of newly constructed or rehabilitated single family homes will be through NeighborWorks Great Falls (NHS) for its Owners in Partnership (OIP) program where NeighborWorks Great Falls operates as the owner and developer of the properties. NeighborWorks Great Falls is the City’s only Community Housing Development Organization (CHDO). All City HOME funds used for first-time homebuyers down payment and closing cost assistance will be through NeighborWorks Great Falls in its role as a HOME grant subrecipient. The HOME funds will be secured with a deed restriction. Each down payment assistance grant to homebuyers is secured with a deed restriction stating that if the house is sold, the grant monies must be returned.

NeighborWorks Great Falls will comply with the Recapture Provisions established in §92.254(a)(5)(ii). Recapture permits the original homebuyer to sell the property to any willing buyer during the period of affordability while NeighborWorks Great Falls is able to recapture all or a portion of the HOME-assistance provided to the original homebuyer. Two key concepts in the recapture requirements – *direct subsidy to the homebuyer* and *net proceeds* - must be understood in order to determine the amount of HOME assistance subject to recapture, and the applicable period of affordability on the unit. The recapture approach requires that all or a portion of the *direct subsidy* provided to the homebuyer be recaptured from the *net proceeds* of the sale.

**Direct HOME Subsidy** - is the amount of HOME assistance, *including any program income* that enabled the homebuyer to buy the unit. The direct subsidy includes down payment, closing costs, interest subsidies, or other HOME assistance provided directly to the homebuyer. In addition, direct subsidy includes any assistance that reduced the purchase price from fair market value to an affordable price. If HOME funds are used for the cost of developing a property and the unit is sold below fair market value the difference between the fair market value and the purchase price is considered to be directly attributable to the HOME subsidy.

**Net Proceeds** - are defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs. Under no circumstances can NeighborWorks Great Falls recapture more than is available from the net proceeds of the sale. The recapture option is used because it is generally easier to administer than the resale option. The recapture option works well when the sale of the property will most likely preserve affordability without the imposition of resale restrictions.

Of the four basic recapture options that are described in the HOME rule and discussed in CPD 12-003, NeighborWorks Great Falls uses “**3. Shared Net Proceeds.**” In this option, the HOME rule states that if the net proceeds are not sufficient to recapture the entire HOME investment or a reduced amount as described above, plus enable the homebuyer to recover the amount of the down payment and any investment in the form of capital improvements made by the homebuyer since purchase, NeighborWorks may share the net proceeds. In practice, this approach has been the most widely used model and has been applied to all recapture situations, not just insufficient net proceeds. Shared net proceeds, in combination with the pro rata reduction over time, is the most commonly used approach.

**To calculate the amount of net proceeds (or shared appreciation) to be returned:**

- 1) Divide direct HOME subsidy by the sum of the direct HOME subsidy and the homebuyer’s investment,
- 2) Multiply by the net proceeds to calculate the amount of HOME investment to return,

$$\frac{\text{Direct HOME Subsidy}}{\text{Direct HOME Subsidy} + \text{Homebuyer Investment}} \times \text{Net Proceeds} = \text{HOME Recapture}$$

**To calculate the amount of net proceeds (or shared appreciation) available to the homebuyer:**

- 1) Divide the homebuyer’s investment by the sum of the direct HOME subsidy and the homebuyer’s investment,
- 2) Multiply by the net proceeds to calculate the amount of homebuyer investment to return to the homebuyer.

$$\frac{\text{Homebuyer Investment}}{\text{Direct HOME Subsidy} + \text{Homebuyer Investment}} \times \text{Net Proceeds} = \text{Amount to Homebuyer}$$

**Written Agreements** – NeighborWorks Great Falls executes a set of HOME written agreements that accurately reflects the recapture provisions with the homebuyer at the time of sale. These detailed written agreements, including an Occupancy Agreement, HOME rider to the Deed of Trust, and Deed Restriction Agreement, ensure that all parties are aware of the specific HOME requirements applicable to the unit (i.e., period or affordability, principal residency requirement, terms and

conditions of either the resale or recapture requirement), and helps NeighborWorks and the City of Great Falls enforce those requirements. When revisions to the recapture provisions in the City of Great Falls Annual Action Plan are submitted, homebuyer written HOME agreements are modified to reflect any changes. The written agreement creates a legal obligation for the City of Great Falls, NeighborWorks and the homebuyer. The HOME written agreements are separate legal documents from any loan instrument and comply with the requirements of §92.504(c)(5) of the HOME rule.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds (See 24 CFR 92.254(a)(4)) are as follows:

A Deed Restriction for HOME funds used ONLY for development and include NO direct assistance to a homebuyer will contain the following provisions: federal regulation 24 CFR 92.254(a)(5)(i)(A).

- Principal residency requirement (including a separate Home Occupancy Agreement signed by the borrower)
- Deed Restriction will be executed at time of closing and recorded at that time.
- Original Developer gets the right of first refusal to buy back the property
- New buyer must be income eligible
- Remaining resale restrictions apply to the new buyer upon transfer
- There must be a “*fair return on investment*” to the original buyer – if the market supports that
  - “*Fair Return on Investment*” will be calculated based on an appraisal of the property. To determine the amount of market appreciation, if any, will be done by calculating the difference between the initial and resale appraisals. This figure will represent the basis for calculating the fair return on investment. In a declining market, it is possible that there will not be a return.
- The home must be affordable

A Deed Restriction containing the following provisions will be used to enforce HOME Program requirements for activities with both HOME funded development subsidy and HOME funded direct assistance to a homebuyer:

- Principal residency requirement (including a separate Home Occupancy Agreement signed by the borrower)
- Recapture provision based on net proceeds available from sale (voluntary or involuntary)
- Deed Restriction will be executed at time of closing and recorded at that time. An agreement between NeighborWorks Great Falls and the City of Great Falls

ensures that the CHDO complies with all recapture provisions established, most recently updated in 2021. It notes when and how recapture is scheduled to occur. While a deed restriction acts as the primary agreement between borrower and lender, information provided in the Program Income Policy clearly states the terms of recapture to the prospective homeowner, the required length of affordability, and strongly associates responsibility to (ultimately) the Participating Jurisdiction, the City of Great Falls. This policy is attached as an appendix.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Great Falls has no current plans to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

## Appendices

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**CITY OF GREAT FALLS CITIZEN PARTICIPATION PLAN**  
 for COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
 and HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)  
 UPDATED APRIL 2022

## **PURPOSE**

The United States Department of Housing and Urban Development (HUD) requires the City of Great Falls to develop and follow a Citizen Participation Plan as a condition of receiving funds under the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) as outlined in Section 24 of the Code of Federal Regulations Part 91.105. The Plan must describe the local annual process as well as address key elements mandated by HUD. The City's program year begins July 1 and ends June 30.

The Citizen Participation Plan contains the City of Great Falls' policies and procedures for involving the community in:

- The development of the Citizen Participation Plan, Annual Action Plan and the Consolidated Plan;
- The review of the Consolidated Annual Performance and Evaluation Report (CAPER); and
- Any substantial amendments to the Consolidated Plan.

The Citizen Participation Plan will assure that all residents are afforded adequate opportunities to articulate needs, express preferences about proposed activities, assist in the selection of priorities, and have questions or complaints answered in a timely and responsive manner.

## **KEY ELEMENTS OF CITIZEN PARTICIPATION**

### **Encouragement of Citizen 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, particularly those in slum and blighted areas. The City will also inform and offer opportunities for comment to residents of low to moderate income neighborhoods (neighborhoods having 51% or higher low to moderate income populations). The City will encourage the participation of public/assisted housing residents being served by the Great Falls Housing Authority and Opportunities, Inc.

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 service to children/families with children, elderly persons, racial/ethnic minorities, persons with disabilities, female heads of household, non-English speaking persons, and other persons in need of services. The City will encourage input and solicit comments from Neighborhood Councils and will notify the Councils about public hearings related to development of the Consolidated Plan or Annual Action Plan. The city will encourage community input for the Annual Action Plan through a minimum of two public hearings. Additionally, during the development of the 5-year Consolidated Plan, the City will

utilize community surveys, focus groups, and other public forums as methods of obtaining community input and assessing community needs. Policies involving access to public meetings and information are outlined in following sections of this Plan.

When preparing the portions of the Consolidated Plan or Annual Action Plan regarding lead-based paint hazards, the City will consult with the Great Falls Housing Authority certified lead-based paint risk assessor 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 is the final citizen policy body that reviews and takes action on the Citizen Participation Plan, Annual Action Plan, and Consolidated Plan. After receipt and consideration of public comments, the City Commission votes on these Plans. During all City Commission meetings, citizens have the opportunity to provide public comment.

#### **Access to Meetings**

The City will afford adequate, timely notification so that residents can attend local meetings and public forums and be involved in decision making at various stages of the program. 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 their components, and the City's planned use of financial assistance received under the relevant federal programs during the upcoming program 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 Commission and any plan amendments. Information on the required comment period related to any proposed submission amendments, or adoption of the Consolidated Plan and Annual Action Plan will be available to the public.

Information will also be available on the range of programs and the amount of funding assistance the City expects to receive 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 and Community Development Department. Special accommodations will be available for persons with disabilities and/or limited English proficiency upon request and within reason, including alternative formats of distribution and/or translated versions of the proposed document.

The final version of the current Consolidated Plan and current Annual Action Plan will be available on the City's 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.

### Public Hearings

The City Commission will hold at least two public hearings during each program year cycle to obtain citizens' opinions.

The hearings must be conveniently timed for people who are likely to benefit from program funds. The hearings must be accessible to people with disabilities, and adequately publicized with sufficient information about the subject of the hearing to encourage informed comment. Material presented at the public hearings will be made available in electronic format on the City's website. 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. Individuals with specific special needs should contact the City before public hearing dates to make arrangements if they wish to attend.

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
- Development of proposed activities
- How funding proposals may meet community development needs in Great Falls
- Performance of the City in administering and distributing federal funds

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

Notification to the public will be published at a minimum 14 days in advance of all public hearings. This will include publishing at least two legal notices not less than six days apart in a publication designated by the City of Great Falls for legal notices. In addition, a press release will be sent out to local media, and the information will be posted on the City's website and social media outlets. Direct emails will be sent

to all individuals, agencies, and government departments which have expressed an interest in or have received CDBG or HOME grant funds in previous years.

### **Publication of the Consolidated Plan/Annual Action Plan/CAPER**

The City will publish its proposed Consolidated Plan/Annual Action Plan/CAPER documents so that affected residents have sufficient opportunity to review them and provide comments. The requirement for publishing will be met by making copies of the proposed plan available at the Great Falls Public Library, the City's Planning and Community Development Office, and on the City's website. The City will provide a reasonable number of free copies of the Consolidated Plan/Annual Action Plan/CAPER to citizens and groups upon request.

### **Comments**

A period of not less than 30 days will be provided to the public for review and comment on the proposed Consolidated Plan and/or Annual Action Plan prior to submission to HUD unless HUD has allowed for a shortened comment period. A period of no less than 15 days will be provided to the public for review and comment on the CAPER prior to submission to HUD. Notices of periods for public comment and review will be published in a publication designated by the City of Great Falls for legal notices and on the City's website and social media platforms. Citizens may comment on the adoption of the Citizen 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 City will consider any comments or views of residents, public agencies, units of general local government, and other interested parties concerning the Consolidated Plan and/or Annual Action Plan, any amendments to these plans, and the CAPER and attach a summary of such comments to the final submissions. Comments can be submitted to the Planning and Community Development Department via written submission, phone, email, or oral comment at public hearings. The Montana Relay number will be included in notifications to facilitate comments from citizens who are deaf, hard-of-hearing, or have speech disabilities.

### **Complaints and Grievances**

The City will consider any complaints and grievances from 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. Complaints and grievances can be submitted to the Planning and Community Development Department via written submission, phone, email, or oral comment at public hearings. The Montana Relay number will be included in notifications to facilitate complaints and grievances from citizens who are deaf, hard-of-hearing, or have speech disabilities.

The Planning and Community Development Department will address any complaints and grievances with written responses within 15 working days, where practical. Depending on the nature of the complaint and grievance, 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, a summary of responses will be attached to

the final submissions of the Consolidated Plan, Consolidated Plan amendments, Annual Action Plan, and CAPER.

### **Non-English Speaking Residents**

Special accommodations will be available for persons with limited English proficiency upon request and within reason, including translated versions of proposed documents and translation services for non-English speaking residents at public hearings.

### **Substantial Amendments**

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

- Change in allocation priorities or method of distribution
- Carrying out new program activities, not identified in the Consolidated Plan or Annual Action Plan
- Change in purpose, scope, location or beneficiaries of activities identified in the Consolidated Plan or Annual Action Plan

The City will provide a notice, published twice, in a publication designated by the City of Great Falls for legal notices and have notifications on the City's website. The City will also make available any substantial amendments to the Consolidated Plan or Annual Action Plan for citizen comment for a 30-day period, unless HUD has allowed for a shortened comment period.

### **Minor Amendment**

Minor amendments represent any changes to the Consolidated Plan or Annual Action Plan that do not qualify as "substantial amendments." Minor amendments require the signature of the Planning and Community Development Director or Deputy Director but do not require public notice of 30 days or City Commission approval.

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

Prior to the adoption of the Citizen Participation Plan and approval by the City Commission, a notice will be published twice in a publication designated by the City of Great Falls for legal notices. 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's website and the City Planning & Community Development Department. State relay 711 and reasonable accommodations are available upon request.

The City will consider all written and oral comments or views of residents received during the public comment period. The final Plan will include a summary of public comments and a summary of any comments not accepted and the reasons therefore.



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

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. 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 service to children/families with children, elderly persons, racial/ethnic minorities, persons with disabilities, female heads of household, non-English speaking persons, and other persons in need of services. State relay 711 and reasonable accommodations are available upon request.

The proposed Consolidated Plan or Annual Action Plan will be available to all citizens via the City's website, the Great Falls Public Library, and the City Planning and Community Development Department. Citizens will be informed about the availability of the proposed Consolidated Plan or Annual Action Plan by notifications on the City's website, published notices in a publication designated by the City of Great Falls for legal notices, and emailed notices to a wide variety of public service agencies. Notification will describe the availability of the Plan and the 30-day period to receive public comment, unless HUD has allowed for a shortened comment period.

The City Commission will conduct at least two public hearings requesting input from citizens and representatives of low to moderate income level people on the needs of the community, including but not limited to housing, community development, infrastructure, economic development and homeless assistance.

The City will provide a reasonable number of free copies of the Consolidated Plan or Annual Action Plan to citizens and groups upon request. Electronic copies will be made available for download from the City's website. All information and public records will be available during regular business hours in the City's Planning and Community Development Department. Special arrangements will be available to accommodate access to information for persons with disabilities and/or limited English proficiency upon request and within reason, including alternative formats for important documents associated with the public participation process.

## **EXPEDITED CITIZEN PARTICIPATION OPTIONS**

If, for any reason, HUD has allowed for an expedited Citizen Participation process the City maintains the right to utilize those waivers without needing to amend the approved Citizen Participation Plan. This includes, but is not limited to, virtual hearing options, expedited public comment processes, and any other waivers that may be necessary and granted by HUD. If virtual hearings are used, real-time responses and accommodation for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.

**Tonya Shumaker**

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**From:** Angela Rodriguez <sbcdaisy@hotmail.com>  
**Sent:** Wednesday, April 5, 2023 9:52 AM  
**To:** Tonya Shumaker  
**Subject:** I support Peace Place

Ms Shumaker,

I am writing to show my support for Peace Place. I hope that the committee approves funding that will allow Peace Place to expand its program, allowing more families to receive FREE respite care. Families with special needs children already face numerous financial obstacles. By providing free respite care, Peace Place removes the burden of paying for yet another thing, while allowing parents time to work, attend meetings, or even relax for an hour or two. It is imperative that Great Falls assists Peace Place's efforts to support healthy families.

Thank you for listening,  
Angela Newman  
Peace Place Parent and Board Member

## Tonya Shumaker

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**From:** Chrissy Kirk <mrschrissykirk@gmail.com>  
**Sent:** Tuesday, April 4, 2023 6:14 PM  
**To:** Tonya Shumaker  
**Subject:** Peace Place

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

To whom it may concern,

My 3 year old attends Peace Place in Great Falls. The time he has spent there has been invaluable to my family. My son has blossomed in the time he's spent there and it has given me the respite I so desperately need. The staff is incredible, my mother owned and operated a daycare for 17 years and so I am extremely picky about childcare. I didn't think I would find a facility that I would be comfortable to watch my son as he can be quite difficult but they have exceeded my hopes and expectations. We can't possibly express our gratitude enough.

Thank you,  
Chrissy Kirk

## Tonya Shumaker

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**From:** Gloria Braucht <gloriabraucht@yahoo.com>  
**Sent:** Tuesday, April 4, 2023 11:24 AM  
**To:** Tonya Shumaker  
**Subject:** Support for Peace Place Expansion Project

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello,

I am writing in support of Peace Place's Expansion Project. Peace Place is a highly beneficial program for children with unique medical, developmental and neurological needs. The respite care provided is one of kind and has personally helped my son flourish, like attending traditional daycare never could. He is Autistic and moderate sensory needs. Even with all his therapies, he never could get the proper social emotional skills he so badly needed. Peace Place has been a live saver in this regard. I cannot express enough how grateful I am for their free program, since we live a one income household. I am unable to work due to the extra care my son needs. I 100% support Peace Place's request for the Community Development Block Grant. This will help them to serve so many more kiddos that fall between the cracks of traditional care and not considered "severe" enough for other services.

Thank You so much for you time and consideration.

Gloria Braucht  
504 36<sup>th</sup> St So, Great Falls, MT  
406-899-4279

Sent from [Mail](#) for Windows

**Tonya Shumaker**

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**From:** Jennifer Perez <jmarthaperez@gmail.com>  
**Sent:** Monday, April 3, 2023 10:22 AM  
**To:** Tonya Shumaker  
**Subject:** Support for Peace Place Expansion Project

Dear Tonya Shumaker ,

I am writing to express my strong support for the funding of Peace Place's childcare program expansion in the City of Great Falls.

It is commendable that the City of Great Falls has prioritized public services in its goals and identified the need to address the public services gap in the community. Peace Place's childcare program expansion is an excellent opportunity to meet this need, particularly for children with special needs who are underserved in the community.

The provision of CDBG funds totaling \$51,850 to Peace Place for the childcare program expansion is a significant investment that will undoubtedly have a positive impact on the community. The program will provide access to quality childcare services for families who may not have been able to access them before, particularly those who are low-to-moderate income individuals.

The City of Great Falls' 2023 Annual Action Plan outlines that 36 low-to-moderate income individuals will benefit from this proposed activity. This is an impressive number of families that will directly benefit from the program's expansion, and their children will have access to care that is appropriate for their specific needs.

In conclusion, I urge you to support the funding of Peace Place's childcare program expansion in the City of Great Falls. This program aligns with the City's goals and objectives, addresses a significant public services need, and will have a direct positive impact on the community.

Thank you for your consideration of this request.

Sincerely,

Jennifer Perez



## Tonya Shumaker

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**From:** KC Beall <kc@peaceplacegf.com>  
**Sent:** Tuesday, April 4, 2023 7:58 PM  
**To:** Tonya Shumaker  
**Subject:** Support for the Peace Place Expansion Project

Dear Tonya Shumaker, Mayor Kelly, and Great Falls City Commissioners;

I am writing to you in support of the Peace Place Expansion Project. This project matches many of the City of Great Falls Community Development Block Grant priorities under social services, to include affordable childcare, serving underserved youth, assisting those with physical and mental disabilities, and providing services to people of low-to-moderate income levels.

Peace Place provides an invaluable service to the community- we wrap our arms around the stressed-out families who need us. Not only do we provide free respite services for the children, but we also provide a great deal of resources and support for the parents. We provide "respite with a purpose," which means we make our interactions with the children meaningful, all the while keeping in mind the overarching goal of keeping children safe in their homes. We are working daily to prevent the abuse or neglect that is more likely to occur in a home filled with the added stress from having a child with medical or developmental disabilities.

As we work on our Building Renovation Project, these funds will allow us to expand our reach by allowing Peace Place to hire and train more qualified staff, purchase more program equipment/supplies, and provide quality activities and snacks to the additional children we will be able to serve. And although our numbers will expand greatly with the added help, there is still a need for so much more in our area.

I'd like to share with you an example of the impact Peace Place had last year on just one family. This family has two adopted children who face extreme challenges. Their daughter was exposed to severe trauma at an early age, and we have helped her to begin to self-regulate the intense emotions and subsequent behaviors that come from her past. In addition, their son has a very severe medical condition, which will eventually be fatal. He has early onset dementia, which includes seizures, decreased motor control, cognitive decline, issues with recognizing unsafe situations, and often goes several days without sleeping. To say their mother is exhausted is an understatement. Peace Place staff have taken the time to learn how to support both children, provide the best possible care for them, and keep them safe. This in turn, provides the family with respite and room to breathe for a few hours each day, which they absolutely need.

That is what we do at Peace Place- provide safety, support, rest, and (most importantly) hope for families. But just as importantly, we provide a place for each child to feel successful and like they belong. By recognizing our kiddos with special needs and their value to our community, you are lifting up our entire city as an example of what inclusion should be. Thank you for wanting to partner with us through the CDBG and come alongside Peace Place to help us do such important work!

Yours truly,

--

**KC Beall**  
 Director of Administration

## Tonya Shumaker

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**From:** KC Beall <kc@peaceplacegf.com>  
**Sent:** Tuesday, April 4, 2023 7:58 PM  
**To:** Tonya Shumaker  
**Subject:** Support for the Peace Place Expansion Project

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Yours truly,

--

**KC Beall**  
 Director of Administration



**Tonya Shumaker**

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**From:** Kim Martin <realtorkimmartin4u@gmail.com>  
**Sent:** Monday, April 3, 2023 10:39 AM  
**To:** Tonya Shumaker  
**Subject:** THE PROPOSED 2023 ANNUAL ACTION PLAN FOR HUD-FUNDED PROGRAMS

Hi Tonya,

I just wanted to type a quick note with my support for funds being utilized for the expansion project at the new Peace Place - Childcare location.

I believe Peace Place is needed in Great Falls and does help to serve low to moderate income families with the care and respite for children and their caregivers. Support is given to families with a child who has medical diagnoses and/or developmental disabilities. Peace Place provides these services, regardless of income, race, ethnicity, diagnosis, level of functioning, or IQ score.

Their current childcare program provides attention to children with special needs and continues to grow. Peace Place is in need of more space and resources as they discover more about these underserved people in the community.

As a mom of a son that was diagnosed on the *Autism Spectrum*, I truly understand the despair that is felt sometimes when you're not sure what to do or where to turn. If this service saves one child from abuse or the mental breakdown that could lead to suicide by a parent, why wouldn't everyone support it?

Thank you for your consideration.

*Kim Martin, Broker*  
*Dascoulias Realty Group*  
406-799-3145  
[KimSells.realestate](http://KimSells.realestate)

**Tonya Shumaker**

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**From:** Louisa Libertelli-Dunn <louisa@peaceplacegf.com>  
**Sent:** Tuesday, April 4, 2023 10:54 AM  
**To:** Tonya Shumaker  
**Subject:** Support Peace Place

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Greetings,

Today, I am writing you this letter of support for the Peace Place program in Great Falls, Montana. Our organization supports families that experience challenges as a result of their child(ren)'s diagnosis and need extra care. Since 2019, I have been a part of the Peace Place organization and worked up to the Director of Operations role that I was awarded in June 2020. During this time of being the Director of Operations, Peace Place has grown from only serving children ages 0 through 5 years old, to including an After-School program and summer camps for school-aged individuals who register to be a part of the program with Peace Place. One of the most sought-after and successful summer programs is the Back-to-School Regulation Boot Camp. This helps children bridge the gap from summer vacation to reentering the academic year, which can often be difficult for all children, especially those who have extra needs for support. On top of this, Peace Place consistently offers, as is continuing to add, support groups, caregiver training, and school support for children that are all free of charge to our families that we have the pleasure of working with.

At Peace Place, our team believes that every child is a joy and a gift. We strive to be the most accepting and flexible environment that we can be while providing exceptional services and making things fun and accessible for everyone. We believe all individuals can reach a higher potential when they are given the support and access that they need. As our special needs and the medical community continue to grow, and the needs continue to expand and remain challenging, it has become obvious that more support is necessary. Peace Place has made a commitment to place the needs of the families that we work with, first and foremost. We believe that expanding our program, as well as our staff's training, to be a part of the progressive change in our community is one step closer to achieving our goal: support, acceptance, and access for all.

Thank you for your time

--  
**Louisa Libertelli-Dunn**  
 Director of Operations  
 Peace Place



**PEACEPLACE**  
RESPIRE WITH A PURPOSE  
[louisa@peaceplacegf.com](mailto:louisa@peaceplacegf.com)  
 (718)640-7732 -Cell  
 Please Follow us on Facebook: Peace Place Great Falls  
 Website: PeacePlacegf.com



***There needs to be a lot more emphasis on what a child can do instead of what they cannot-Temple Grandin***

**Tonya Shumaker**

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**From:** Rob Beall <rbeall234@gmail.com>  
**Sent:** Wednesday, April 5, 2023 6:36 PM  
**To:** Tonya Shumaker  
**Subject:** Support for Peace Place Expansion Project

Good afternoon!

I am writing to express my support for the Peace Place expansion project, as you consider it for funding. My kids have attended Peace Place for several years and I have watched first hand how they have grown over time.

My oldest son, Rydell, has special needs. Peace Place has been instrumental in his growth as a person. He gets to work on social skills, behavioral challenges, and proper peer interaction on a daily basis. The kiddos and staff have become very close and many of them are as close as family.

My youngest, Grady, gets to interact with kids of all ages and development levels and even "works" at Peace Place in the summer. He is able to help out with the younger kids' classes and his growth as a young man has been incredible, as well as his ability to interact with his own brother.

Peace Place continues to expand and help out as many children as they can. At this point, they are only limited by space and the funding necessary for growth to happen. I am hopeful that with your help, Peace Place can provide the opportunity to many more families that it has provided for ours.

Thank you for your consideration!

Rob Beall

**Tonya Shumaker**

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**From:** Susie Zeak <director@tobyshousemt.org>  
**Sent:** Monday, April 3, 2023 6:50 AM  
**To:** Tonya Shumaker  
**Cc:** kc@peaceplacegf.com  
**Subject:** Peace Place

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello,

My name is Susie Zeak, executive director of Toby's House Crisis Nursery. I am emailing you today to let you know that Toby's House and myself personally are in support of the expansion of Peace Place.

Peace Place offers respite to parents with children with special needs. They also help educate parents on how to reduce stress. As an educator and advocate for young children, I know first hand the lack of services that are available to children with special needs. I hear everyday from parents of special needs children how overwhelming it can be and difficult it can be to navigate through the process. Peace Place is and has been at max capacity for sometime now. The children in our community with special needs deserve a place like Peace Place and so do their parents. Parenting can be overwhelming with typically developing children, but parenting can be extremely overwhelming when you have a child with special needs. Peace Place makes parenting just a little easier for parents.

Please consider funding Peace Place for expansion. Our community needs them.

Susie

Susie Zeak

Executive Director

Toby's House Crisis Nursery

406-770-3191

[www.tobyshousemt.org](http://www.tobyshousemt.org)

@tobyshousemt

**Tonya Shumaker**

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**From:** Shyla Patera <shycpat@icloud.com>  
**Sent:** Tuesday, April 4, 2023 2:22 PM  
**To:** Tonya Shumaker; Thomas Micuda; aliciaeatherly@gfhousing.org; Carol Bronson; Tom Osborn; garyowen@uwccmt.org  
**Subject:** Fwd: City of Great Falls annual action plan

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Sent from my iPhone

Begin forwarded message:

**From:** Shyla Patera <shycpat@icloud.com>  
**Date:** January 10, 2023 at 12:48:07 PM MST  
**To:** Shyla Patera <spatera@ncils.org>  
**Subject:** Fwd: Montana statewide consolidated plan in caper

Sent from my iPhone

Begin forwarded message:

**From:** Shyla Patera <shycpat@icloud.com>  
**Date:** June 28, 2022 at 9:22:44 AM MDT  
**To:** DOCConPlan@mt.gov  
**Subject:** Montana statewide consolidated plan in caper

My name is Shyla Patera. I am an Independent Living Specialist employed by and representing North Central Independent Living Services, Inc. In Black Eagle, Montana. I wish to comment on the City of Great Falls Home and Community Annual Action Plan funding as well as Community needsactivities. NorthCentral Independent Living Services, Inc. advocates not only for accessible affordable universal designed housing stock but also policies that would allow with disabilities and those city residents who need or are eligible for income supports throughout our state to access and afford housing. The City of Great Falls must encourage our development community to invest in accessible ,affordable home building

and rental stock. We must collaborate as well as approach MBOH in order to ensure that our city scores regarding community development and housing application to ensure that our community development score on any potential housing applications is high enough to be funded by MBOH. MBOH and community developers must ensure that accessibility and universal designed features are available in many individual units and community development projects.

MBOH must ensure that all development used for housing and appropriate rental properties must incorporate universal design to the highest degree. Mixed use design can cause issues often when trying to maximize accessibility. MBOH, Montana Housing, The Montana Department of Transportation and the city of Great Falls also need to encourage and enforce accessible pathways, sidewalks, and accessibility parking availability. Both in Great Falls and throughout our Canning Cascade County.

Regarding affirmative housing policies, MBOH and Montana Housing officials should encourage use of all housing tools in our toolbox available to us as a community. We need to maximize use of Section 8 vouchers, McKinney-Vento Funding, HUD, Vash vouchers, mainstream 811 vouchers and more. I thank Montana Housing for partnering with DPHHS to implement the housing stability fund. We must as a community serve all with various disabilities and make sure if there is a medical emergency where someone needs to be hospitalized in a medical setting that they can return to an accessible housing option in Great Falls that offers accessible features and potential services if needed, wanted, and requested by citizens with disabilities. I want to see the city of Great Falls utilizing mainstream 811 vouchers as well as other programs to make sure that those with the highest needs and opportunities have the chances to become housed. The City of Great Falls and the State of Montana or assisting communities in utilizing and implementing small community ADA grants or the revolving loan funds to modernize both existing rental units and existing housing stock.



The City of Great Falls should encourage housing shelters or nonprofits who are seeking to shelter to maximize disability accessibility of all types. We need to encourage partnerships between all non profit organizations providing housing sheltering and different opportunities for all. we need to be a community that prioritizes not only crisis intervention but also takes steps to ensure that if chemical dependency treatment is needed and wanted that plentiful options abound in Great Falls that are mobility and sensory accessible. I believe and having worked with the COC on a limited basis and capacity that we need to also engage the nonprofit community so that all of us can have hservice records in HMIS a person has been and what kind of services they are receiving through each service and agency affiliated with the COC and others providing medical and social service options in this community.

The City of Great Falls should be encouraging an undertaking of an accessible housing stock study and implement policies regarding fair housing and disparate impacts based upon income particularly if someone lives on a fixed income and that person find a need to appeal a HUD bill or a landlord action in a unit. Just as we prorate for income eligibility in HUD programs based on medical expenses as well as family and custodial needs, should to also prorate HUD fines and adjust appeal time frames and opportunities to better match the Montana Human Rights Act.

On CDBG funding , the City Planning and Public Works should be encouraging all City businesses to ,implement ,and enforce ADA accessibility measures and. follow transition plan for accessible sidewalks ,alleys ,and pathways. The Community Development Dividiom should assist homeowners, community members, and businesses where sidewalks are in need of repair to help develop and enforce diability parking policies which both encourage and promote accessibility in our neighborhoods rather than just leaving it up to the

individual property owner or a business to ensure maximum disability accessibility in our sidewalk repair . I also advocate for accessible transportation options and policies through out both local and state wide community development opportunities through the potential use of discretionary grants and other opportunities . The City ,as well as our business, military, employment , and our nonprofit sectors, need to explore innovative ways to grow our accessible transportation and housing infrastructure networks.

Thank you for the time and opportunity to submit comments on our Annual Action

Plan.

Shyla Patera IL Specialist  
North Central Independent Living Services,Inc.  
1120 25th Avenue North East  
Black Eagle, Montana 59414  
406-452-9834  
spatera@ncils.org

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Sent from my iPhone

Sent from my iPhone



Commission Meeting Date: May 2, 2023  
**CITY OF GREAT FALLS**  
**COMMISSION AGENDA REPORT**

**Item:** Update Audit Committee Charter  
**From:** Melissa Kinzler, Finance Director  
**Initiated By:** Audit Committee  
**Presented By:** Melissa Kinzler, Finance Director  
**Action Requested:** Approved updated Audit Committee Charter

**Suggested Motion:**

1. Commissioner moves:  

“I move that the City Commission (approve/deny) the updated Audit Committee Charter.”
2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

**Staff Recommendation:** Staff recommends approval of the updated Audit Committee Charter.

**Background:** The original audit committee and charter was created and approved by the City Commission on October 6, 1992. The size of the audit committee was increased to six members from five members on May 17, 2016. One private citizen was added. This is the only change in the charter since the creation. The Audit Committee consists of the Mayor, the City Manager, the Finance Director and two Private Citizens. The audit committee suggested that the charter be reviewed and updated. At the April 12, 2023 meeting, the charter of the audit committee was reviewed and updated by the Audit Committee. The Audit Committee recommended approval of the Audit Committee Charter. Attached are the recommended changes.

**Fiscal Impact:** There will be no fiscal impact of the Audit Committee Charter changes.

**Alternatives:** If the updated Audit Committee Charter is denied, the old outdated audit committee charter will be kept in place.

**Concurrences:** The Audit Committee recommends approval of the updated Audit Committee Charter.

**Attachments/Exhibits:** Audit Committee Charter with changes redlined  
 Clean version of updated Audit Committee Charter

AUDIT COMMITTEE CHARTER  
CITY OF GREAT FALLS, MONTANA  
UPDATED MAY 2, 2023

AUTHORITY:

Primary responsibility for the City’s financial reporting and internal operating controls is vested in the City Manager as overseen by the City Commission. The audit committee, composed of the City Manager, Finance Director, Mayor, and one City Commissioners, City Management Officials and two Private Citizens is a standing committee of the City Commission established to assist it in fulfilling its statutory and fiduciary responsibilities. The Private Citizens will be appointed by the City Commission for three year terms. The terms will be from July 1<sup>st</sup> to June 30<sup>th</sup>. The audit committee will meet at least twice a year on a regular basis and call additional special meetings as required.

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RESPONSIBILITIES:

1. Financial reporting

The responsibility of the audit committee in the area of financial reporting is to provide assurance that financial disclosures made by management reasonably portray the City’s financial condition, results of operations and plans and long-term commitments. To accomplish this, the audit committee will:

- Oversee the external audit coverage, including:

Auditor engagement letters.

Estimated fees.

Monitoring of audit results.

Review of auditor’s performance which includes the independence of the auditors.

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Review final audit reports and accept, or not accept the audit results.

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Review of nonaudit services.

- Review accounting policies.
- Review the financial statements, including:

Annual financial statements, auditor’s opinion and management letters.

Other reports requiring approval by the City Commission before submission to other government agencies.

- Inquire about the existence and substance of any significant accounting accruals, reserves or estimates made by management that had or may have a material impact on the financial statements.
- Arrange for periodic reports from management, the independent public accountant and the Finance Director to assess the impact of significant regulatory changes and accounting or reporting developments proposed by the Financial Accounting Standards Board, Governmental Accounting Standards Board and Office of Management and Budget or any other significant matters that may affect the City.
- Review with management the introductory and statistical section of the [Comprehensive](#) Annual [Comprehensive](#) Financial Report (CACFR).
- Ask management and the independent public accountants if there were any significant reporting or operational issues affecting the financial statements that were discussed during the accounting period and, if so, how they were resolved.
- Obtain from management a notification of issues and responses whenever second opinion is sought from an independent public accountant.
- Review the letter of management representations given to the independent public accountants and inquire whether any difficulties were encountered in obtaining the letter.

## 2. City governance

The responsibility of the audit committee in the area of City governance is to provide assurance the City is in reasonable compliance with pertinent laws and regulations, is conducting its affairs ethically and is maintaining effective controls against employee conflict of interest and fraud. To accomplish this, the audit committee [may will](#):

- Review City policies relating to compliance with laws and regulations, ethics, conflict of interest and the investigation of misconduct or fraud.
- Review in-house policies and procedures for regular review of city employees' expenses and perquisites, including use of City assets.
- Determine the extent to which the planned audit scope of the independent public accountant can be relied on to detect fraud or weaknesses in



internal controls, and review management's plans to monitor compliance with these internal controls.

- Discuss with the independent public accountant the review of the City's electronic data processing procedures and controls and inquire about specific security programs to protect against computer fraud or misuse both within and outside the City.

It is incumbent on the audit committee to fulfill its oversight responsibilities without unnecessary or inappropriate intervention with the prerogatives of City management. Nevertheless, to carry out its responsibility, the audit committee must:

- Meet privately with the independent public accountants to discuss pertinent matters, and to determine if any restrictions have been placed by management on the scope of their examination or if there are other matters that should be discussed with the audit committee.
- Request information on the results of the most recent peer review of external auditors and the nature of any needed corrective measures.
- Review different aspects of the City on a planned basis to ensure a general understanding of the operations and functional areas of the organization.
- ~~Review internal audit reports.~~ [Review internal controls.](#)
- Report audit committee activities to the City Commission, ~~regularly.~~

AUDIT COMMITTEE CHARTER  
CITY OF GREAT FALLS, MONTANA  
UPDATED MAY 2, 2023

AUTHORITY:

Primary responsibility for the City’s financial reporting and internal operating controls is vested in the City Manager as overseen by the City Commission. The audit committee, composed of the City Manager, Finance Director, the Mayor, one City Commissioner, and two Private Citizens is a standing committee of the City Commission established to assist it in fulfilling its statutory and fiduciary responsibilities. The Private Citizens will be appointed by the City Commission for three year terms. The terms will be from July 1<sup>st</sup> to June 30<sup>th</sup>. The audit committee will meet at least twice a year and call additional meetings as required.

RESPONSIBILITIES:

1. Financial reporting

The responsibility of the audit committee in the area of financial reporting is to provide assurance that financial disclosures made by management reasonably portray the City’s financial condition, results of operations and plans and long-term commitments. To accomplish this, the audit committee will:

- Oversee the external audit coverage, including:
  - Auditor engagement letters.
  - Estimated fees.
  - Monitoring of audit results.
  - Review of auditor’s performance which includes the independence of the auditors.
  - Review final audit reports and accept, or not accept the audit results.
  - Review of nonaudit services.
- Review accounting policies.
- Review the financial statements, including:
  - Annual financial statements, auditor’s opinion and management letters.

Other reports requiring approval by the City Commission before submission to other government agencies.

- Inquire about the existence and substance of any significant accounting accruals, reserves or estimates made by management that had or may have a material impact on the financial statements.
- Arrange for periodic reports from management, the independent public accountant and the Finance Director to assess the impact of significant regulatory changes and accounting or reporting developments proposed by the Financial Accounting Standards Board, Governmental Accounting Standards Board and Office of Management and Budget or any other significant matters that may affect the City.
- Review with management the introductory and statistical section of the Annual Comprehensive Financial Report (ACFR).
- Ask management and the independent public accountants if there were any significant reporting or operational issues affecting the financial statements that were discussed during the accounting period and, if so, how they were resolved.
- Obtain from management a notification of issues and responses whenever second opinion is sought from an independent public accountant.
- Review the letter of management representations given to the independent public accountants and inquire whether any difficulties were encountered in obtaining the letter.

## 2. City governance

The responsibility of the audit committee in the area of City governance is to provide assurance the City is in reasonable compliance with pertinent laws and regulations, is conducting its affairs ethically and is maintaining effective controls against employee conflict of interest and fraud. To accomplish this, the audit committee may:

- Review City policies relating to compliance with laws and regulations, ethics, conflict of interest and the investigation of misconduct or fraud.
- Review in-house policies and procedures for regular review of city employees' expenses and perquisites, including use of City assets.
- Determine the extent to which the planned audit scope of the independent public accountant can be relied on to detect fraud or weaknesses in internal

controls, and review management's plans to monitor compliance with these internal controls.

- Discuss with the independent public accountant the review of the City's electronic data processing procedures and controls and inquire about specific security programs to protect against computer fraud or misuse both within and outside the City.

### 3. Internal control

It is incumbent on the audit committee to fulfill its oversight responsibilities without unnecessary or inappropriate intervention with the prerogatives of City management. Nevertheless, to carry out its responsibility, the audit committee must:

- Meet privately with the independent public accountants to discuss pertinent matters, and to determine if any restrictions have been placed by management on the scope of their examination or if there are other matters that should be discussed with the audit committee.
- Request information on the results of the most recent peer review of external auditors and the nature of any needed corrective measures.
- Review different aspects of the City on a planned basis to ensure a general understanding of the operations and functional areas of the organization.
- Review internal controls.
- Report audit committee activities to the City Commission.



Commission Meeting Date: May 2, 2023

**CITY OF GREAT FALLS  
COMMISSION AGENDA REPORT**

**Item:** Montana Department of Natural Resources and Conservation America Rescue Plan Act Grant Agreement.

**From:** Russel Brewer, Senior Civil Engineer and Tom Hazen, Grants and Program Administrator

**Initiated By:** Great Falls Public Works Department

**Presented By:** Tom Hazen, Grants and Program Administrator

**Action Requested:** Ratification of Montana Department of Natural Resources and Conservation American Rescue Plan Grant Agreement to fund the Central Ave/3<sup>rd</sup> St Drainage Improvements Project (OF 1779.0).

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (approve/deny) ratification of the Montana Department of Natural Resources and Conservation Grant Agreement to fund the City of Great Falls Central Ave/3<sup>rd</sup> St Drainage Improvements project a total of \$3,729,200.00 in American Rescue Plan Act funds distributed by the State of Montana through programs implemented by House Bill 632.”

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

**Staff Recommendation:** Staff recommends the ratification of the Montana Department of Natural Resources and Conservation (DNRC) American Rescue Plan Act (ARPA) Grant Agreement to fund the City of Great Falls Central Ave./3<sup>rd</sup> St Drainage Improvements (Central Drainage) project.

**Summary:** The City of Great Fall Public Works Department (Public Works) has been allocated a total of \$3,729,200.00 in grant funds by the State of Montana Department of Natural Resources and Conservation (DNRC) through the Competitive Grant and Minimum Allocation Grant programs funded by the American Rescue Plan Act and implemented by Montana House Bill 632.

**Background:** The Downtown Great Falls has experienced problematic flooding resulting from high intensity rainfall events in recent years. The most notable such event occurred in August 2016 when substantial flooding struck the area after approximately 1 to 3 inches of rain fell in just over an hour.

To prevent such events happening again in the future the Public Works Department retained Great West Engineering to perform a basin study. This study assessed existing Storm Drain infrastructure with the



aim of identifying improvements that would reduce the duration and amount of future flooding. The Study was finalized in December 2020.

Public Works used this study to develop the Central Drainage project. The proposed project area is along 3<sup>rd</sup> Street South and extends from 4<sup>th</sup> Avenue South to 2<sup>nd</sup> Avenue South; along 3<sup>rd</sup> Avenue South from 3<sup>rd</sup> Street South to 4<sup>th</sup> Street South; and along 2<sup>nd</sup> Avenue South from 3<sup>rd</sup> Street South to 5<sup>th</sup> Street South. The project will involve adding storm drain inlets, increasing underground pipe capacity, and better conveying storm water to the Missouri River. The estimated budget for the project is \$8,500,000.00.

Public Works, looking to make efficient use of available grant dollars, identified the American Rescue Plan Act (enacted on March 1, 2021) as a potential source of funding. ARPA allocated approximately two billion dollars to the State of Montana. The Montana legislature passed House Bill 632 to appropriate these funds to eligible programs. A total of \$582 billion was allocated to local infrastructure programs including Water and Sewer developments. \$249 million of which was ultimately allocated to a competitive grant program to fund Water and Sewer infrastructural improvements. Two rounds of competition were announced and the Central Drainage project was one of four applications submitted to the second round of applications. The Great Falls City Commission approved the application on January 4<sup>th</sup>, 2022. Eventually, the Central Drainage project was ranked 20<sup>th</sup> of 174 applications submitted and was awarded \$1,864,600.00. The competitive grant award required a dollar for dollar match.

Fortunately, the State also established a \$150 million Minimum Allocation Grant (MAG) program that allocated pre-set calculated balances of ARPA funds to municipalities. The City was apportioned \$8,505,069.00 through this program. Public Works elected to use a portion this pool of funds to satisfy the Competitive Grant match requirement. An application to this effect was prepared, approved by this commission on September 20<sup>th</sup>, 2022, and submitted.

In summary, the Public Works department has pursued and received \$3,729,200.00 in ARPA funds from the State of Montana. Further, the Public Works has secured an additional \$2,500,000.00 in TIF financing. In total, Public Works will pay \$6,229,200.00 of the total estimated cost of \$8,500,000.00 (or 73%) before utilizing utility revenues received from Great Falls residents.

**Project Work Scope** - The project consists of installing 293 lineal feet of 12” PVC storm drain; 946 lineal feet of 18” PVC storm drain; 380 lineal feet of 18” DR25 C900 PVC storm drain; 512 lineal feet of 54” RCP storm drain; 24 lineal feet of 40” x 65” RCPA storm drain; 9 concrete manholes; Three Type 1 curb inlets, and two Hydrodynamic Stormwater separators.

**Conclusion** – The Central Drainage project was selected, prioritized, and executed in accordance with the Public Works Capital Improvement Program. The project will result in less flooding and help address concerns that citizens have raised regarding the drainage in this area. The project was included in the 2023 budget within the storm drain utility enterprise fund. A substantial percentage of the overall cost of the Central Drainage project will be satisfied by ratification of this contract.

**Fiscal Impact:** This will reduce the financial burden of a project impacting the Downtown Great Falls Business District by \$3,729,200.00.

**Alternatives:** The City Commission could vote against ratification of the agreement and to decline the combined \$3,729,200.00 ARPA awards.

**Concurrences:** Representatives of the Public Works and Finance Departments have coordinated in development of this proposal.

**Attachments/Exhibits:** American Rescue Plan Grant Agreement

DEPARTMENT OF NATURAL RESOURCES  
AND CONSERVATION

Conservation and Resource Development Division



GREG GIANFORTE, GOVERNOR

1539 ELEVENTH AVENUE

STATE OF MONTANA

DIRECTOR'S OFFICE: (406) 444-2074  
FAX: (406) 444-2684

PO BOX 201601  
HELENA, MONTANA 59620-1601

March 29, 2023

Mayor Bob Kelly  
Great Falls, City of  
PO Box 5021

Great Falls, MT 59403

Re: Great Falls Central Avenue and 3rd Street Drainage Improvements

Dear Bob Kelly :

Please find enclosed American Rescue Plan Act (ARPA) Water & Sewer sub-award through House Bill 632 for the Great Falls Central Avenue and 3rd Street Drainage Improvements project. These funds are a sub-award of the ARPA funding provided to the State of Montana under Assistance Listing Number (ALN) (formerly known as CFDA) 21.027 and are contingent upon activities within the project meeting ARPA eligibility and all applicable guidance as well as conditional on funding availability from the federal Department of Treasury.

Projects such as yours provide the necessary investments in water and sewer infrastructure Montanans need as part of our state's economic recovery.

This award will be subject to the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. The Audit Requirements of the Uniform Guidance, including implementing the Single Audit Act, shall apply to this award. Please see Treasury's guidance [<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>] for more detailed information on reporting and auditing requirements. Please note that cost overruns beyond the award will be the responsibility of the subrecipient.

Please sign the sub-award and return. Following signature from DNRC, we will return an executed copy for your records. If you have any questions, please contact Seth Shteir, Grant Manager at the Department of Natural Resources and Conservation, at 406-444-3275 or [seth.shteir2@mt.gov](mailto:seth.shteir2@mt.gov).

Again, congratulations and good luck on the successful completion of your project.

Sincerely,

Seth Shteir  
ARPA Grant Manager

**AMERICAN RESCUE PLAN ACT (ARPA)  
GRANT AGREEMENT  
CONSERVATION AND RESOURCE DEVELOPMENT DIVISION  
MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION**

Recipient: Great Falls, City of

Project Name: Great Falls Central Avenue and 3rd Street Drainage Improvements

Grant Number: AMC-23-0064

Submission ID: 22257611

**Declarations**

- Section 1. Purpose
- Section 2. Term
- Section 3. DNRC's Role
- Section 4. Project Scope
- Section 5. Project Budget
- Section 6. Availability of Funds
- Section 7. Disbursement
- Section 8. Reports
- Section 9. Records and Audits
- Section 10. Project Monitoring and Access for Inspection and Monitoring
- Section 11. Employment Status and Workers' Compensation
- Section 12. Equal Employment
- Section 13. Indemnity and Liability
- Section 14. Compliance with Applicable Laws
- Section 15. Copyright - Government Right to Use
- Section 16. Acknowledgement of Support
- Section 17. Conflicts of Interest.
- Section 18. Remedial Actions
- Section 19. Hatch Act
- Section 20. False Statements
- Section 21. Debts Owed to the Federal Government
- Section 22. Disclaimer
- Section 23. Protections for Whistleblowers
- Section 24. Increasing Seat Belt Use in the United States

- Section 25. Reducing Text Messaging While Driving
- Section 26. Failure to Comply
- Section 27. Assignment and Amendment
- Section 28. Montana Law and Venue
- Section 29. Waiver
- Section 30. Entire Agreement
- Attachment A – Scope of Work
- Attachment B – Budget
- Attachment C – Reporting Requirements
- Attachment D – Assurance of Compliance with Civil Rights Requirements



*FOR DNRC USE ONLY*

**Maximum Amount under this Grant: \$3,729,200.00**

Source of Funds		
Fund Name	Fund No.	
ARPA State Recovery Sec 602	03920	

<b>ALN#</b>	<b>FAIN #</b>
21.027	SLFRP1747

Subclass	Org. No.	Amount
54042	34233294M	\$1,864,600.00
54040	34225067C	\$1,864,600.00

**Appropriation Authority: 67th Legislature 2021 HB 632**


**Approved**

No. AMC-23-0064

Division \_\_\_\_\_

F.S.O. [Signature]

Legal. [Signature]



**GRANT AGREEMENT BETWEEN THE MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION AND GREAT FALLS, CITY OF**

**THIS SUBAWARD** (also referenced as "Grant Agreement" or "Agreement"), is administered by the Montana Department of Natural Resources and Conservation (DNRC) by the Resource Development Bureau (Program) and is accepted by **Great Falls, City of**, hereinafter referred to as the Subrecipient and represented by Mayor **Bob Kelly**, and successors, **PO Box 5021, Great Falls, MT 59403, bkelly@greatfallsmt.net, 1(406) 870 - 0212**. Both parties agree to the following terms and conditions:

**SECTION 1. PURPOSE.** Title VI of the Social Security Act (42 § U.S.C. 801 et seq.) (the Act) was amended by section 9901 of the American Rescue Plan Act (ARPA), Pub. L. No. 117-2 (March 11, 2021), to add section 602, which authorizes the United States Department of Treasury ("Treasury") to make payments to certain subrecipients from the Coronavirus State Fiscal Recovery Fund ("ARPA funds"). House Bill 632 governs the State's appropriation. The State of Montana received the funds on May 24, 2021. The purpose of this Grant Agreement ("Agreement") is to establish mutually agreeable terms and conditions, specifications, and requirements to grant ARPA funds to the Subrecipient for **Great Falls Central Avenue and 3rd Street Drainage Improvements**.

**SECTION 2. TERM.** The effective date of this Agreement is the date of last signing and ends **December 31, 2023**. As set forth in the Treasury's Federal Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Interim Final Rule 86 Fed. Reg. 26786 ("Rule") and associated guidance issued on May 10, 2021, Subrecipient may use



award funds to cover eligible costs incurred during the period that began on March 3, 2021, and ends on December 31, 2026. This agreement remains in effect until all reporting requirements as described in SECTION 8. REPORTS have been received by DNRC.

**SECTION 3. DNRC's ROLE.** DNRC is administering funds awarded by the Legislature to ensure that the funds are used according to the intent of the Legislature and the purposes, objectives, and procedures of the Program. DNRC will monitor project expenditures to assure payment eligibility. DNRC assumes no responsibility for the Subrecipient's obligation to faithfully perform the tasks and activities necessary to implement and complete a project. The DNRC liaison for this Agreement is Seth Shteir at 406-444-3275, seth.shteir2@mt.gov, DNRC/CARDD, PO BOX 201601, Helena, MT 59620-1601. All requests for information and assistance, claims for grant funds, and reports shall be submitted to the DNRC liaison.

**SECTION 4. PROJECT SCOPE.** The scope of work for this project is described in Attachment A and incorporated herein by this reference. Supporting documents and attachments from the **American Rescue Plan Act** Program Application dated **January 2022** are also incorporated herein by this reference. In the event content in the application differs from or conflicts with terms presented elsewhere in this Agreement, this Agreement text takes precedence.

**4.1** Plans and specifications for this project shall be prepared by a registered professional engineer licensed to practice in his or her areas of competence in the State of Montana. Plans and specifications shall be submitted to the Montana Department of Environmental Quality (DEQ) for review and approval prior to construction. Construction shall be in strict accordance with DEQ approved plans and specifications.

**4.2** N/A

**SECTION 5. PROJECT BUDGET.** A project budget showing anticipated expenditures is provided in Attachment B and incorporated herein by this reference. All transfers of funds between budget categories require written notification and approval from the DNRC liaison.

**SECTION 6. AVAILABILITY OF FUNDS.** Subrecipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 602 of the Act, as amended by ARPA, and Treasury's regulations implementing that section and guidance. Subrecipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award. Subrecipient may use funds provided under this award to cover direct administrative costs. Direct costs are those that are identified specifically as costs of implementing the SLFRF program objectives, such as contract support, materials, and supplies for a project. Subrecipient may not use funds to cover indirect administrative costs. Indirect costs are general overhead costs of an organization where a portion of such costs are allocable to the SLFRF award such as the cost of facilities or administrative functions like a director's office.

Subrecipient may not use funds for pensions or to offset revenue resulting from a tax cut enacted since March 3, 2021. This award shall be subject to recoupment as may be required by applicable laws or if any of the expenses incurred through this agreement are found to be ineligible. If a project is unable to secure necessary match funding as required by HB 632, DNRC may recoup ARPA funding. This section shall survive termination of this Agreement.

**6.1** A final Montana Environmental Policy Act (MEPA) (§75-1-101 et seq., MCA; 36.2.503 ARM) decision notice must be approved by the DNRC before going to bid or proceeding with activities that have environmental impacts. Reimbursement will be declined for activities not approved under the MEPA decision notice.

**6.2** The DNRC must by law terminate this Agreement if funds are not appropriated or otherwise made available to support the DNRC's continuation of performance of this Agreement in a subsequent fiscal period (§18-4-313(4), MCA). If state or federal government funds are not appropriated or otherwise made available through the state budgeting process to support continued performance of this Agreement (whether

at an initial payment level or any increases to that initial level) in subsequent fiscal periods, the DNRC shall terminate this Agreement as required by law. The DNRC shall provide the Subrecipient with the date the State's termination shall take effect. The DNRC shall not be liable to the Subrecipient for any payment that would have been payable had the Agreement not been terminated under this provision. The DNRC shall be liable to the Subrecipient only for the payment, or prorated portion of that payment, owed to the Subrecipient up to the date the DNRC's termination takes effect. This is the Subrecipient's sole remedy. The DNRC shall not be liable to the Subrecipient for any other payments or damages arising from termination under this section, including but not limited to general, special, or consequential damages such as lost profits or revenues.

**SECTION 7. DISBURSEMENTS.** The Subrecipient must submit claims for funds to DNRC. Funds can only be expended for work described in SECTION 4. SCOPE OF WORK. In order to receive payment, the Subrecipient shall submit a project progress report described in SECTION 8. REPORTS, along with an itemized accounting of grant expenses incurred. Receipts, vendor invoices, inspection certificates, in-kind labor, and other documentation of costs incurred shall be submitted with the claims. DNRC will verify the claims and check them against the reports required in SECTION 8. REPORTS and the budget provided in SECTION 5. PROJECT BUDGET. DNRC will disburse grant funds to the Subrecipient upon approval and to the extent available. Reimbursement of Subrecipient expenditures will only be made for expenses included in the budget provided in SECTION 5. PROJECT BUDGET and that are clearly and accurately supported by the Subrecipient's reports to DNRC. Total payment for all purposes under this Agreement shall not exceed **\$3,729,200.00**.

**7.1** Reimbursement requests for work performed during the term of this Agreement must be submitted to the DNRC liaison within 90 calendar days after the expiration of this Agreement to receive payment.

**7.2** DNRC may withhold 10 percent of the total authorized grant amount until all the tasks outlined in SECTION 4. PROJECT SCOPE and the final report required by SECTION 8. REPORTS are completed and approved by DNRC.

**SECTION 8. REPORTS.** The Subrecipient is responsible for submitting project updates, a final report and a signed Certificate of Compliance to DNRC at project completion in accordance with all requirements stated in Attachment C. Pictures of the project site before, during, and after construction will be provided to the DNRC liaison with reports or upon request. Because images may be used for publicity as well as project documentation, the Subrecipient must acquire any release(s) necessary for the government's right to use as provided in SECTION 15. COPYRIGHT – GOVERNMENT RIGHT TO USE.

**8.1** Quarterly progress reports for the periods ending each March, June, September, and December shall be submitted to the DNRC liaison during the term of this Agreement. The Subrecipient must submit a project progress report with each reimbursement request at a minimum on a quarterly basis. Reports must include the information included in Attachment C. Quarterly reports must be submitted to the DNRC liaison within 15 calendar days following the close of the quarterly period. No claims for disbursements will be honored if the quarterly report has not been approved or if there is a delinquent report.

**8.2** The Subrecipient is required to submit a final report upon project completion. Reports must include the information included in Attachment C. Failure to provide the reports as required is cause for termination of this Agreement or withholding of future grant payments. Final disbursement of grant funds is contingent upon DNRC receipt and approval of a report that meets requirements described in Attachment C and signed statements of completion (if applicable) and statement of compliance. Final reports must be submitted to DNRC within 90 days after the Agreement termination date.

**8.3** N/A

**8.4** N/A

**8.5** Recipient agrees to comply with any additional reporting obligations established by Treasury, as it

relates to this award.

**SECTION 9. RECORDS AND AUDITS.** Subrecipient shall maintain records and financial documents sufficient to evidence compliance with section 602(c) of the Act and Treasury's regulations implementing that section and guidance regarding the eligible uses of funds. The DNRC, the Montana legislative auditor, the Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of the Subrecipient in order to conduct audits or other investigations. Records shall be maintained by the Subrecipient for a period of five years after all funds have been expended or returned to Treasury, whichever is later. Recipients and subrecipients that expend more than \$750,000.00 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 C.F.R. Part 200, Subpart F regarding audit requirements and the Montana Single Audit Act (Title 2, chapter 7, MCA).

The Subrecipient shall maintain for the purposes of this Agreement an accounting system of procedures and practices that conforms to Generally Accepted Accounting Principles ("GAAP"). As defined by 2 C.F.R. § 200.49, GAAP "has the meaning specified in accounting standards issued by the Government Accounting Standards Board and the Financial Accounting Standards Board."

**SECTION 10. PROJECT MONITORING AND ACCESS FOR INSPECTION AND MONITORING.** DNRC, or its agents, may monitor and inspect all phases and aspects of the Subrecipient's performance to determine compliance with this Agreement, including the adequacy of records and accounts. This grant is publicly funded and requires the Subrecipient to accommodate all requests for public access to the site and the project records with due consideration for safety, private property rights, and convenience for all parties.

**SECTION 11. EMPLOYMENT STATUS AND WORKER'S COMPENSATION.**

The project is for the benefit of the Subrecipient. DNRC is not an owner or general contractor for the project and DNRC does not control the work activities, worksite of the Subrecipient, or any contractors that might be engaged in the completion of the project.

The Subrecipient is independent from and is not an employee, officer, or agent of the State of Montana or DNRC. The Subrecipient, its employees, and contractors are not covered by the Workers' Compensation laws applicable to DNRC as an employer. The Subrecipient is responsible for providing employees Workers' Compensation Insurance and that its contractors are following the coverage provisions of the Workers' Compensation Act.

**SECTION 12. EQUAL EMPLOYMENT.** In accordance with § 49-3-207, MCA, and Executive Order No. 04-2016, Grantee agrees that the hiring of persons to perform this Agreement will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing this Agreement.

**SECTION 13. DEFENSE, INDEMNITY, AND LIABILITY.** Subrecipient shall protect, defend, indemnify, and save harmless the State of Montana, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, from and against all claims, liabilities, demands, causes of action, judgments, penalties, fines, and losses, including all costs of defense and reasonable attorney fees, arising in favor of or asserted by Subrecipient's employees and agents, its subrecipients, its subrecipient's employees and agents, or third parties on account of property damage, personal injury, bodily injury, death, violation of or non-compliance with any laws, regulations, or rules, or financial or other loss of any kind that in any way, directly or indirectly, arise or allegedly arise out of, in connection with, or on account of this Agreement, any act or omission of Subrecipient, or any act or omission of Subrecipient's officers, agents, employees, or subrecipients. The Subrecipient obligations under this Section 13 survive termination or expiration of this Agreement.

**SECTION 14. COMPLIANCE WITH APPLICABLE LAWS.** All work must be in accordance with all federal, state and local law, statutes, rules, and ordinances.



**14.1** It shall be the Subrecipient's responsibility to obtain all permits, licenses, or authorizations required from government authorities prior to initiation of the project or required to be obtained by the time of completion of the project to be eligible for reimbursement funds under this Agreement. Permits or authorizations may include but are not limited to: Beneficial Water Use Permits (§ 85-2-302(1), MCA), Change in Appropriation Right Authorization (§ 85-2-402(1)(a), MCA) or other requirement under the Montana Water Use Act that may apply; Sage Grouse Habitat (Executive Order 21-2015), 310 permitting requirements, or other permits or authorizations that may be required by state, local, or federal agencies prior to beginning work on the project or prior to completion of the project.

**14.2** Procurement of labor, services, supplies, materials, and equipment shall be conducted according to applicable federal, state, and local statutes. The award of an agreement, or by Subrecipient entering into this Agreement, shall not be taken to imply that any required permits or authorizations issued by DNRC or other state, federal, or local agency will be approved. The DNRC may review any procurement solicitations that Subrecipient issues. The DNRC's review and comments will not constitute an approval of the solicitation. Regardless of the DNRC's review, the Subrecipient remains bound by all applicable laws, regulations, and Contract terms. If during its review, the DNRC identifies any deficiencies, then the Department shall communicate those deficiencies to the Subrecipient within seven business days.

Subrecipient shall comply with applicable state prevailing wage laws (§§ 18-2-401 to -432, MCA).

**14.3** It shall be the Subrecipient's responsibility to comply with MEPA (Title 75, chapter 1, MCA; 36.2.503 ARM); and provide all required information requested by the DNRC related to any required MEPA decision.

#### **14.4 Compliance with Applicable Federal Law and Regulations**

Subrecipient agrees to comply with the requirements of section 602 of the Act, regulations adopted by Treasury pursuant to section 602(f) of the Act, and guidance issued by Treasury regarding the foregoing. Subrecipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Subrecipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award. Subrecipient must comply with Treasury compliance and reporting guidance: <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>.

Federal regulations applicable to this award include, without limitation, the following:

- i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
- ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. part 25 is hereby incorporated by reference.
- iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. part 170 is hereby incorporated by reference.
- iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. part 180 and Treasury's implementing regulation at 31 C.F.R. part 19.
- v. Subrecipient Integrity and Performance Matters, pursuant to which the award term set forth in

2 C.F.R. Part 200, Appendix XII to part 200 is hereby incorporated by reference.

- vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. part 20.
  - vii. New Restrictions on Lobbying, 31 C.F.R. part 21.
  - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
  - ix. Generally applicable federal environmental laws and regulations.
- a. Statutes and regulations prohibiting discrimination applicable to this award, include, without limitation, the following:
- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
  - ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
  - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
  - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
  - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
  - vi. the Architectural Barriers Act of 1968, as amended (42 U.S.C. § 4151 et seq.);
  - vii. the Uniform Federal Accessibility Standards (UFAS), as published by the United States Access Board;
  - viii. the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA and certain related federal environmental laws, statutes, regulations, and Executive Orders found in 7 C.F.R. 1970;
  - ix. the Native American Graves Protection and Repatriation Act (25 USC 3001 et seq., 43 CFR § 10.4);
  - x. the Communications Act of 1934, as amended, (47 U.S.C. § 151 et seq.);
  - xi. the Telecommunications Act of 1996, as amended (Pub. L. 104-104, 110 Stat. 56 (1996)); and
  - xii. the Communications Assistance for Law Enforcement Act (47 U.S.C. § 1001 et seq.).
- b. The Subrecipient, sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients and subrecipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 C.F.R. part 22, which are herein incorporated by reference and made a part of this agreement. Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance,



42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 C.F.R. part 22, and herein incorporated by reference and made a part of this agreement.

**SECTION 15. COPYRIGHT - GOVERNMENT RIGHT TO USE.** Any graphic, photographic, or other material developed under this Agreement may be copyrighted with the proviso that the State of Montana will have a royalty-free, nonexclusive, and irrevocable right to produce, publish or otherwise use, and authorize others to use the work for state government purposes.

**SECTION 16. ACKNOWLEDGMENT OF SUPPORT.** Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number SLFRP1747 awarded to State of Montana by the U.S. Department of the Treasury."

**SECTION 17. CONFLICTS OF INTEREST.** Recipient and subrecipient understand and agree they must maintain a conflict of interest policy consistent with 2 C.F.R. §200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

**SECTION 18. REMEDIAL ACTIONS.** In the event of Subrecipient's noncompliance with section 602 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 602(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 602(e) of the Act and any additional payments may be subject to withholding as provided in sections 602(b)(6)(A)(ii)(III) of the Act.

**SECTION 19. HATCH ACT.** Subrecipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.

**SECTION 20. FALSE STATEMENTS.** Subrecipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

**SECTION 21. DEBTS OWED TO THE FEDERAL GOVERNMENT.**

**21.1** Any funds paid to Subrecipient: (1) in excess of the amount to which Subrecipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to sections 602(e) and 603(b)(2)(D) of the Act and have not been repaid by Subrecipient, shall constitute a debt to the federal government.

**21.2** Any debts determined to be owed the federal government must be paid promptly by Subrecipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Subrecipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

**SECTION 22. DISCLAIMER.**

**22.1** The United States expressly disclaims any and all responsibility or liability to Subrecipient or third persons for the actions of Subrecipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in



any way from the performance of this award or any contract, or subcontract under this award.

**22.2** The acceptance of this award by Subrecipient does not in any way establish an agency relationship between the United States and Subrecipient.

### **SECTION 23. PROTECTIONS FOR WHISTLEBLOWERS.**

**23.1** In accordance with 41 U.S.C. § 4712, Subrecipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.

**23.2** The list of persons and entities referenced in the paragraph above includes the following:

- i. A member of Congress or a representative of a committee of Congress;
- ii. An Inspector General;
- iii. The Government Accountability Office;
- iv. A Treasury employee responsible for contract or grant oversight or management;
- v. An authorized official of the Department of Justice or other law enforcement agency;
- vi. A court or grand jury; or
- vii. A management official or other employee of Subrecipient, contractor, or subcontractor, who has the responsibility to investigate, discover, or address misconduct.

**23.3** Subrecipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce. DNRC may request from Subrecipient copies of the information it provides its employees.

**SECTION 24. INCREASING SEAT BELT USE IN THE UNITED STATES.** Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

**SECTION 25. REDUCING TEXT MESSAGING WHILE DRIVING.** Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient and subrecipient should encourage its employees, sub-subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient and subrecipients should establish workplace safety policies to decrease accidents caused by distracted drivers.

### **SECTION 26. FAILURE TO COMPLY, BREACH, DEFAULT, REMEDIES.**

**26.1** If the Subrecipient fails to comply with the terms and conditions of this Agreement or reasonable directives or orders from DNRC, DNRC may terminate this Agreement and refuse disbursement of any additional funds from this grant. Further, in the event of such termination, the Subrecipient shall immediately pay over to the DNRC all unexpected funds together with all interest earned on the monies provided or herein remaining unexpended at such time. Such termination will become a consideration in any future application for funds from the DNRC Conservation and Resource Development Division.

**26.2** The occurrence of any of the following events is a Subrecipient breach under this Agreement:

- i. failure of the Subrecipient or its contractors, subcontractors, or subrecipient entities to follow an Agreement term or condition; or

- ii. the Subrecipient makes an intentionally untrue statement or materially misleading certification in this Agreement or the Application; or any Subrecipient breach/default specified in another section of this Agreement.

**26.3** Upon the occurrence of a breach, the DNRC shall issue a written notice of breach, identifying the nature of the breach, and providing 30 calendar days (or a lesser or additional time as may be agreed to by the parties) in which the Subrecipient shall have an opportunity to cure the breach. The parties will attempt in good faith to resolve all disputes, disagreements or claims relating to this Agreement.

However, if the DNRC determines that a public safety issue or an immediate public crisis exists, the DNRC will not be required to provide advance written notice or a cure period and may immediately terminate this Agreement in whole or in part if the DNRC, in its sole discretion reasonably exercised, determines that it is reasonably necessary to preserve public safety or prevent an immediate public crisis. Time allowed for cure does not diminish or eliminate Subrecipient's liability for damages.

**26.4** If Subrecipient fails to cure the breach within the period specified in the written notice, Subrecipient is in default of its obligations, and the DNRC may exercise any or all the following remedies:

- i. pursue any remedy provided by law or this Agreement, including requesting repayment of funds; and
- ii. terminate the Agreement or applicable portions that are the subject of the breach in the Agreement; and
- iii. suspend Subrecipient's performance; and
- iv. withhold applicable payment until the default is remedied.

**26.5** If termination occurs under this Section, any costs incurred will be the Subrecipient's responsibility.

**SECTION 27. ASSIGNMENT AND AMENDMENT.** This Agreement is not assignable. Amendment may be accomplished only by express written agreement of the parties. Amendments will be attached as an integral component of this Agreement.

**SECTION 28. MONTANA LAW AND VENUE.** Any action or judicial proceeding for enforcement of the terms of this Agreement shall be instituted only in the courts of Montana and shall be governed by the laws of Montana. Venue shall be in the First Judicial District, Lewis and Clark County, Montana. Each party will bear their own costs and attorney's fees.

**SECTION 29. WAIVER.** A waiver of any particular provision of this Agreement by the DNRC shall not be construed as a waiver of any other provision, nor shall any such waiver otherwise preclude the DNRC from insisting on strict compliance with this Agreement in other circumstances.

**SECTION 30. ENTIRE AGREEMENT.** These documents are the entire agreement of the parties. They supersede all prior agreements, representations, and understandings.

The Subrecipient, **Great Falls, City of**, hereby accepts this grant (**AMC-23-0064**) according to the above terms and conditions. I hereby certify that I represent a legal entity with authority to enter into this Agreement.

I further certify that the project or activity complies with all applicable state, local, and federal laws and regulations.

I further certify that I am authorized to enter into and sign a binding Agreement with the Department of Natural Resources and Conservation.

A facsimile, photocopy or electronic copy of the signature below shall have the same force and effect as an original signature and an electronic signature shall be regarded as an original signature.

**Recipient:**

DocuSigned by:  
  
By: 25C3E83101A640A...  
Subrecipient Signature


Bob Kelly Mayor  
Subrecipient Print Name and Title

For: Great Falls, City of  
Entity Name

81-6001269 MD9MA1227F25  
Entity Tax ID # Unique Entity Identifier # (UEI)

4/12/2023 | 9:03:27 AM PDT  
Date

**Department of Natural Resources and Conservation:**

DocuSigned by:  
  
By: 2ABD21A0E5DE440...  
DNRC Signature

Amanda Kaster DNRC Director  
Print Name and Title

For: The Montana Department of Natural Resources and Conservation

4/12/2023 | 9:25:11 AM PDT  
Date

**Attachment A - Scope of Work  
Great Falls Central Avenue and 3rd Street Drainage Improvements**

**Background:**

There have been high-intensity rainfall events that resulted in flooding within a centrally located drainage basin in the City of Great Falls (City). The drainage basin is known as the “3<sup>rd</sup> Avenue South Basin”, which includes the downtown area of the City. These flooding events damaged commercial property, impaired emergency response time, and threatened the Public’s health and well-being. One particularly strong storm triggered a Sanitary Sewer Overflow (SSO) which caused untreated sewage to seep into the Missouri River. This project will make improvements to the drainage area that will limit flooding events and prevent future threats to the public and the environment.

**Scope of Work:**

ARPA Water and Sewer Infrastructure Grant funds will be used to reimburse eligible expenses for professional services, project management, legal costs, audit fees, preliminary engineering design, final engineering design, construction and contingency. Construction related activities will include the following:

- Install 6,850 feet of storm drain piping
- Install 20 new manholes (from 48 to 96 inches in diameter)
- Construct 70 new catch basins/inlets
- Apply 6,075 square yards of asphalt and concrete surfacing
- Install one new 10 diameter hydrodynamic separator

All designs and installations will be designed and constructed in accordance with sound engineering practices and must meet the requirements of Federal, State, and local agencies.

<b>Project Engineering Phase</b>	<b>Project Bidding Phase</b>	<b>Project Construction Phase</b>
Completed 12/2020	Completed November 2022	Estimated Completion 8/2023

**Attachment B – Budget  
Great Falls Central Avenue and 3rd Street Drainage Improvements**

<b>Task</b>	<b>ARPA Competitive and MAG Funds</b>	<b>Total</b>
<b>Administration</b>		
Professional Services	\$75,000	\$75,000
Project Management	\$10,000	\$10,000
Legal Costs	\$3,000	\$3,000
Audit	\$20,000	\$20,000
Preliminary Design Engineering	\$43,188	\$43,188
Final Design Engineering	\$473,296	\$473,296
Construction	\$2,503,236	\$2,503,236
Contingency	\$601,480	\$601,480
<b>Total</b>	<b>\$3,729,200</b>	<b>\$3,729,200</b>

<b>Summary of Funding **</b>	
<b>Funding Source</b>	<b>Amount</b>
ARPA Competitive Grant	\$1,864,600
ARPA Minimum Allocation Grant	\$1,864,600
<b>Total</b>	<b>\$3,729,200</b>

**\*\*Note: ARPA Competitive Grant funds and ARPA Minimum Allocation funds are being used as match.**



## **Attachment C Reporting and Reimbursement Requirements**

### **Progress Reports**

The Subrecipient will provide progress reports to DNRC during the term of this Agreement. Reports will provide status information for each project implementation task and identify the reporting period. Status information will include, at a minimum:

- Project activities during the reporting period;
- Costs incurred;
- Funds remaining;
- Anticipated activities during the next reporting period, and
- Expected changes in scope, schedule or budget.

The Subrecipient shall report on total project costs including those funded by the Subrecipient and other matching funds. Significant problems encountered shall be noted and necessary scope and time-line modifications requested.

The Subrecipient must submit a project progress report with each reimbursement request at a minimum on a quarterly basis. DNRC will not honor claims for reimbursement if DNRC has not approved the progress report or if there is a delinquent report. Reimbursement requests must:

- Include a State of Montana vendor invoice signed by an authorized agent.
- Be billed by the tasks identified in the project scope of work and budget.
- Be supported by backup documentation of contractor invoices, receipts, cancelled checks, or other documentation of costs.

Subrecipient invoices need to relate clearly to the scope of work and budget in this Agreement.

Projects with multiple funding sources need to submit a uniform status of funds spreadsheet (provided by DNRC) or other means of tracking and documenting match and the project budget.

### **Final Report**

The Subrecipient must submit one hard copy and one electronic copy (pdf) of the final report that meets the requirements of this [Attachment C](#) to DNRC upon project completion. Final disbursement of funds is contingent upon DNRC receipt and approval of a final report that meets these requirements. Final reports must be submitted to DNRC within 90 days of the Agreement termination date.

Final reports must include a signed Certificate of Compliance (included in this attachment) to DNRC upon project completion.

Projects that included construction must also submit a signed Engineer's Statement of Completion. DNRC may also request as-built drawings for construction projects, IF APPLICABLE TO PROJECT.

Photos or news articles (scanned or digital links) are strongly encouraged with Reports.

The Subrecipient is not required to use the suggested format in this Attachment but must include the information listed below. At a minimum, the final report must describe the purpose and location of the project, project tasks, changes to the scope, schedule or budget, how the project met stated goals and objectives, how the project benefited resources, and the current project status. Final reports will be made available to the public on the DNRC website.

## Final Report Requirements

### 1. Title Page:

- A. Subrecipient's name, address, and telephone numbers.
- B. DNRC Grant Agreement Number
- B. Name, address, and telephone of other contacts if primary contacts are not available.
- C. Funding: total project cost and amount of agreement
- D. State where copies of the report may be obtained (Subrecipient contact person name, address, phone number. An email address or website is acceptable).
- E. A list of supporting documents (for example, construction completion reports or other project deliverables, if applicable)

### 2. Introduction: Describe the project history, location and purpose. Provide a project location map.

### 3. Discussion and Results:

- A. Describe how project goals and tasks identified in the Agreement were completed:
  - Describe the planning process (for example: discuss project design, independent review, coordination with agencies, permits required and other activities).
  - Describe how each task listed in the scope of work was accomplished. Provide details on each task (for example: if trees were planted as an erosion control measure, state how many, the tree species, the age or size of the trees, and location of the plantings).
  - List the goals and/or objectives of the project as stated in the scope of work and briefly describe how they were met by the activities described in the tasks above. Discuss any differences between project goals and objectives and actual project results.
  - Provide an explanation for tasks that were not completed or any out-of-scope work.
  - Include a project map, data, and/or photos that document the project.
- B. Summarize any problems encountered and solutions adopted. What would you do differently?

### 4. Natural Resource and Public Benefits:

Describe the project's overall benefits. What are the anticipated and realized benefits to resources and to the local and regional area of the completed project? Were these benefits realized? If not, explain why.

### 5. Grant Agreement Administration & Project Costs:

- A. Work schedule: Compare the time allotted for project completion with actual schedule. Identify delays and discuss the reasons for delays.
- B. Budget: Include a table that summarizes how the monies were spent by budget category or task as described in Attachment B and funding source (i.e. DNRC, Sponsor, other State or federal agencies). Explain cost overruns or savings. Discuss unbudgeted expenses that arose over the course of the project.
- C. Match Funds: Identify all funds from other sources or in-kind services that were used to fund the project. If not all matching funds were spent provide a justification.

### 6. Project Completion and Certification

- A. Subrecipient's Certificate of Compliance (must be signed for all projects).
- B. As Built Drawings, if requested by the DNRC (construction projects only).
- C. Engineer's Statement of Final Completion (if applicable).
- D. Photos or news articles (scanned or digital links) are strongly encouraged with Final Reports.

### 7. Final Report submitted electronically (PDF)

**FINAL REPORT  
CERTIFICATE OF COMPLIANCE**

Subrecipient: \_\_\_\_\_

Project Name: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Grant Amount: \_\_\_\_\_

I, the undersigned, being duly qualified, respectfully, of the \_\_\_\_\_ (Subrecipient Name), in \_\_\_\_\_ County, State of Montana, do hereby certify that the above-named project is in full compliance with all of the covenants and conditions set forth in the Agreement identified above between the \_\_\_\_\_ (Subrecipient Name) and the State of Montana, Department of Natural Resources and Conservation. I understand that any money remaining after the final payment will be returned to the appropriate accounts at DNRC.

\_\_\_\_\_  
Authorized Subrecipient Signature

\_\_\_\_\_  
Date

This form is available on the DNRC website:  
<http://dnrc.mt.gov/divisions/cardd/docs/resource-development/final-report-certificates.pdf>.

### STATEMENT OF COMPLETION

Subrecipient: \_\_\_\_\_

Project Name: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Grant Amount: \_\_\_\_\_

I, \_\_\_\_\_, (Project Engineer) a Registered Professional Engineer in the State of Montana, license number \_\_\_\_\_, do hereby state that the above-named project was completed according to the approved plans and specifications. I further state that the record ("as-built") drawings for this project are a true and accurate representation of the completed construction.

\_\_\_\_\_  
Name

\_\_\_\_\_  
P.E. Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Address of Firm

\_\_\_\_\_  
City, State Zip of Firm

Please consult the DNRC Liaison to verify if this form is required for your project.

This form is available on the DNRC website:  
<http://dnrc.mt.gov/divisions/cardd/docs/resource-development/final-report-certificates.pdf>



**Attachment D****ASSURANCE OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS**

OMB Approved No. 1505-  
0271 Expiration Date:  
11/30/2021

**ASSURANCE OF COMPLIANCE WITH TITLE  
VI OF THE CIVIL RIGHTS ACT OF 1964**

As a condition of receipt of federal financial assistance from the Department of the Treasury, the Subrecipient provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Subrecipient's beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits. This assurance applies to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Subrecipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of this assurance apply to all of the Subrecipient's programs, services and activities, so long as any portion of the Subrecipient's program(s) is federally assisted in the manner proscribed above.

1. Subrecipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal funds, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166; directives; circulars; policies; memoranda and/or guidance documents.
2. Subrecipient acknowledges that Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Subrecipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury's implementing regulations. Accordingly, Subrecipient shall initiate reasonable steps, or comply with the Department of the Treasury's directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Subrecipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Subrecipient's programs, services, and activities.
3. Subrecipient agrees to consider the need for language services for LEP persons during development of applicable budgets and when conducting programs, services and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on LEP, please visit <http://www.lep.gov>.
4. Subrecipient acknowledges and agrees that compliance with this assurance constitutes a condition of continued receipt of federal financial assistance and is binding upon Subrecipient and Subrecipient's successors, transferees and assignees for the period in which such assistance is provided.
5. Subrecipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and



agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Subrecipient and the Subrecipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

*The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.*

6. Subrecipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Subrecipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Subrecipient for the period during which it retains ownership or possession of the property.
7. Subrecipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. That is, the Subrecipient shall comply with information requests, on-site compliance reviews, and reporting requirements.
8. Subrecipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Subrecipient also must inform the Department of the Treasury if Subrecipient has received no complaints under Title VI.
9. Subrecipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other agreements between the Subrecipient and the administrative agency that made the finding. If the Subrecipient settles a case or matter alleging such discrimination, the Subrecipient must provide documentation of the settlement. If the Subrecipient has not been the subject of any court or administrative agency finding of discrimination, please so state.
10. If the Subrecipient makes sub-awards to other agencies or other entities, the Subrecipient is responsible for ensuring that sub-subrecipients also comply with Title VI and other applicable authorities covered in this document. State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of sub-subrecipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurance document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that he/she has read and understood its obligations as herein described, that any information submitted in conjunction with this assurance document is accurate and complete, and that the Subrecipient is in compliance with the aforementioned nondiscrimination requirements.

Great Falls, City of

4/12/2023 | 9:03:27 AM PDT

Subrecipient

Date

DocuSigned by:



25C3E83161A840A...

Signature of Authorized Official

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City of Great Falls  
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Montana Department of Natural Resources and Conservation  
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### **How to contact Montana Dept of Natural Resources & Conservation:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [kgermaine@mt.gov](mailto:kgermaine@mt.gov)

### **To advise Montana Dept of Natural Resources & Conservation of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [kgermaine@mt.gov](mailto:kgermaine@mt.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [kgermaine@mt.gov](mailto:kgermaine@mt.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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- Until or unless you notify Montana Dept of Natural Resources & Conservation as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Montana Dept of Natural Resources & Conservation during the course of your relationship with Montana Dept of Natural Resources & Conservation.