



**City Commission Meeting Agenda
2 Park Drive South, Great Falls, MT
Commission Chambers, Civic Center
November 21, 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. 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

1. Small Business Saturday.

COMMUNITY INITIATIVES

2. Miscellaneous Reports and announcements from City County Health Department.

PETITIONS AND COMMUNICATIONS

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

3. Miscellaneous reports and announcements.

NEIGHBORHOOD COUNCILS

4. Miscellaneous reports and announcements from Neighborhood Councils.

BOARDS AND COMMISSIONS

5. Miscellaneous reports and announcements from Boards and Commissions.
6. Reappointments/appointments to the Park and Recreation Board.

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, November 7, 2023, City Commission Meeting.
9. Total Expenditures of \$3,160,596 for the period of October 26, 2023 through November 8, 2023, to include claims over \$25,000, in the amount of \$2,577,945.
10. Contracts List.
11. Approve the 2020 Urban Area Boundary Map and Great Falls Highway System Approvals map, as prepared by the Montana Department of Transportation.

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

12. 2023 CDBG & HOME Amended Annual Action Plan Public Hearing

OLD BUSINESS

NEW BUSINESS

ORDINANCES / RESOLUTIONS

CITY COMMISSION

13. Miscellaneous reports and announcements from the City Commission.
14. Commission 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.



Proclamation



WHEREAS, the City of Great Falls, Montana, celebrates our local small businesses and the contributions they make to our local economy and community; and

WHEREAS, according to the U.S. Small Business Administration, there are 33 million small businesses in the United States, small businesses represent 99.7 % of firms with paid employees, small businesses are responsible for 62.7 % of net new jobs created since 1995, and small businesses employ 46.4% of the employees in the private sector in the United States; and

WHEREAS, 68 cents of every dollar spent at a small business in the United States stays in the local community and every dollar spent at small businesses creates an additional 48 cents in local business activity as a result of employees and local businesses purchasing local goods and services; and

WHEREAS, 72 % of consumers reported that Small Business Saturday 2022 made them want to shop and dine at small, independently-owned retailers and restaurants all year long; and

WHEREAS, Great Falls supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

NOW, THEREFORE, I, BOB KELLY, MAYOR OF THE CITY OF GREAT FALLS, do hereby proclaim November 25, 2023, as

SMALL BUSINESS SATURDAY

in Great Falls, Montana, and urge the residents of our community, and communities across the country, to support small businesses and merchants on **Small Business Saturday** and to Shop Small throughout the year.

IN WITNESS WHEREOF, I have hereto set my hand and caused the Seal of the City to be affixed this 21st day of November, 2023.



Bob Kelly, Mayor



Commission Meeting Date: November 21, 2023

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Reappointments/appointments to the Park and Recreation Board.

From: City Manager's Office

Initiated By: City Commission

Presented By: City Commission

Action Requested: Reappoint three members and appoint one member the Park and Recreation Board.

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (reappoint/not reappoint) Patrick Carroll, Erin Borland and Kortny Maurer to the Park and Recreation Board for a three-year term through December 31, 2026 and (appoint/not appoint) Jim Sargent for the remainder of a three-year term through December 2024."

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

Summary and Board Recommendation:

The Park and Recreation Advisory Board has three board members with term expiration dates of December 31, 2023. Patrick Carroll has been a long standing member to the Board with his most recent appointment on April 7, 2020. Erin Borland was appointed to the Board to fill a partial term on December 6, 2022. Kortny Maurer was recently appointed on October 3, 2023 to fill a partial term and attended her first Board meeting on November 13, 2023. All three members are in good standing and eligible for an additional term.

Through the Municipal election, Board Member Shannon Wilson was elected as a City Commissioner making her ineligible to remain on the Board once she takes office in January.

The city advertised for citizen interest in accordance to Resolution 10524 and received one application. Jim Sargent submitted his application on September 19, 2023.

The Park and Recreation Advisory Board met on November 13, 2023 and recommended the City Commission reappoint Mr. Carroll, Ms. Borland and Ms. Maurer to three-year terms through December 31, 2026 and appoint Mr. Sargent to serve Ms. Wilson's remaining term through December 31, 2024.

Background:

The Park and Recreation Board consists of seven members who act in an advisory capacity to the City Commission and the City Manager on all matters related to the Park and Recreation program in the City of Great Falls. Pursuant to Ordinance 3169, members must reside within the City.

Anne Schmidt	1/1/2023 – 12/31/2025
Kevin Angland	1/1/2023 – 12/31/2025
Arthur Taft	2/1/2022 – 12/31/2024
Shannon Wilson	2/1/2022 – 12/31/2024 (elected to City Commission effective January 2024)
Patrick Carroll	4/7/2020 – 12/31/2023
Erin Borland	12/6/2022 – 12/31/2023
Kortny Maurer	10/3/2023 – 12/31/2023

Alternatives:

The Commission could choose not to reappoint the three members or appoint Mr. Sargent and ask staff to advertise for additional citizen interest.

Attachments:

Applications



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

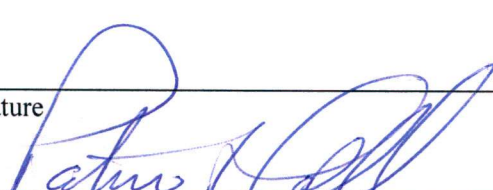
Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

RECEIVED

NOV 26 2018

CITY MANAGER

Board/Commission Applying For: Park + Rec		Date of Application: 11-21-18
Name: PATRICK T. CARROLL		
Home Address: 1717 11th Ave So, 6E		Email address: PTCARROLL42@yahoo.com
Home Phone: 771-1306	Work Phone: —	Cell Phone: —
Occupation: CCHD SANITARIAN - Ret		Employer: CCHD
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: 2 previous terms on PR BOARD. one term as CHAIRMAN P+R BOARD		
Educational Background: M.S. Environmental Health		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: 2 previous terms P+R BOARD, one as CHAIRMAN		
Previous and current public experience (elective or appointive):		
Membership in other community organizations:		

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, what board and when did you serve? P+R BOARD 2013-2017	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Please describe your interest in serving on this board/commission? Experience in Environmental situations, Subdivision. Keeps me on BOARD of whats going on in G.F.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? Two times P+R BOARD	
Additional comments: I enjoyed my previous appointments!	
Signature 	Date: 11-21-18

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 #6.

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.

RECEIVED

SEP 13 2022

CITY MANAGER

9-13-22

Board/Commission Applying For: Park and Recreation Advisory Board		Date of Application: 9-13-22
Name: Erin Borland		
Home Address: 4227 7th Ave N		Email address: ebrown.wvu@gmail.com
Home Phone: cell 724-472-7429	Work Phone: 406-452-6146	Cell Phone:
Occupation: Landscape Designer and Estimator		Employer: Greenup
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 worked in city planning for six years and worked closely with Park and Rec on the DCIP grant and rec center project.		
Educational Background: I have a BBSLA and a Masters in Landscape Architecture.		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: I am the chairman of the board for the farmer's market where I volunteer my time coordinating and running the farmers market and sponsored craft events. I also volunteer my time at my church, and UCC of Great Falls.		
Previous and current public experience (elective or appointive): My public experience in Great Falls comes from my time as a planner for the city where I was also Planner III for several years supervising the planners.		
Membership in other community organizations:		

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

Planning and Community Development Feb Apr 2016 - 2022

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?

Please describe your interest in serving on this board/commission?

I always enjoyed working with Park and Rec in the past on projects and I would love to take my experience in landscape design as well as my service work in the community and now apply it to this board.

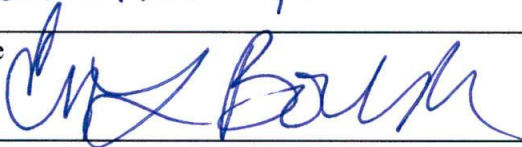
Please describe your experience and/or background which you believe qualifies you for service on this board/commission?

As stated above I feel my landscape design background and project management can bring new ideas to the board.

Additional comments:

I would love to continue working with the park and rec department by serving on this board and serving my community.

Signature



Date:

9-13-22

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.

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

RECEIVED
AUG 31 2023
CITY MANAGER

Agenda #6.

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: Park and Recreation Advisory Board		Date of Application: 8/29/23
Name: Kortny Maurer		
Home Address: 5115 Silverwood Court Great Falls MT 59405		Email address: Kortny.maurer@gmail.com
Home Phone: 406-861-3093	Work Phone: 406-205-8086 ext. 8086	Cell Phone: 406-861-3093
Occupation: Title Officer		Employer: Flying S Title & Escrow
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: My first job for 3 years was a landscaper. I was and still am involved with multiple sports and outdoor activities.		
Educational Background: Highschool Diploma		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: I have previously volunteered at most Relay for life events in Billings, MT.		
Previous and current public experience (elective or appointive): Currently not in an active role with a public office however I have desire to be part of the greater community upon which I live and work.		
Membership in other community organizations: I am a part of the Montana Rush Adult Soccer league.		

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Are you a Qualified Elector? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (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 a huge passion for Parks and Recreation. With this passion it will drive my dedication to this board to help achieve its goals.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? My experience with being involved in many Sports Club within the community. I believe will bring a great asset to this board.	
Additional comments: Thank you for your time and Consideration I look forward to speaking with you about this exciting opportunity	
Signature 	Date: 8/29/23

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.

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

Agenda #6.

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: Park & Rec Board		Date of Application: 9-16-2023	
Name: Jim Sargent			
Home Address: 2521 9th Ave South		Email address: sarge1150@msn.com	
Home Phone: n/a	Work Phone:	Cell Phone: 406-450-1147	
Occupation: Assistant AD Providence		Employer: University of Providence	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) Not as of right now. I'm flexible			
Related experiences or background: Live in Great Falls for 17 years, worked at radio stations. Member of the Mt State Fair Board for over 10 years.			
Educational Background: College at MSUN, Numerous training classes, certified at CPR			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities: Just elected to Police Gala Board, Member of Farm Bureau, past member of advisor board for Mt State Fair Was member of MOA for over 30 years. Served on various committees while with radio station.			
Previous and current public experience (elective or appointive): Work in the community helping raise money for many organizations for example, Policeman Gala, Toys for Tots, Cancer, Mt Grain Growers, Great Falls Prayer Breakfast emcee for 8 years. Stand Down Veterans emcee. Many more.			
Membership in other community organizations: Head of the officials pool on the Hi-Line for 5 years, referee of basketball, football, softball with the Mt High school Association for 30 years. We a member of the sportsmanship committee. Vice President of the Cascade County Farm Bureau.			

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

Not officially, but have emceed the Ice Breaker For 5 years.

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?

Advisor board for the Mt State Fair

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

Great Falls Police Gala

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 emceed the Ice Breaker for many years and believe I can be of assistance in helping to keep activities. In Great Falls, I believe I can help make the electric city a destination for outside tourist. Park and Rec is a very active part of Great Falls and I would like to be of any assistance that I could be to continue to improve and promote these activities.

Please describe your experience and/or background which you believe qualifies you for service on this board/commission?

I've been on many boards; I believe in Great Falls and love bringing activities to the electric city that helps promote local business. It makes Great Falls a destination and I'm a strong believer that is a good thing.

I've been a supervisor at the Liberty County Road Department, strong leader in many organization and love to get my hands dirty "jump in and get it done"

Additional comments:

This is a board I really have a strong interest in, if you would have any other concerns or questions I'm available Apon request.

Signature

Jim Sargent

Date:

9/17/2023

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.

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Email:
kartis@greatfallsmt.net

JOURNAL OF COMMISSION PROCEEDINGS
November 7, 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, Rick Tryon and Susan Wolff. Also present were City Manager Greg Doyon; Public Works Director Chris Gaub; Finance Director Melissa Kinzler and Grant Administrator Tom Hazen; Human Resources Director Gaye McInerney; City Attorney David Dennis; Police Captain Rob Moccasin; and Deputy City Clerk Darcy Dea.

AGENDA APPROVAL: City Manager Greg Doyon noted that additional language was added to the motion for item 15. 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: Commissioner McKenney explained that with regard to agenda item #6, Amanda Brumwell was a former employee and regarding agenda item #13, Jim Morin was a campaign supporter.

City Attorney David Dennis responded that there was no conflict of interest.

1. PROCLAMATIONS

United Against Hate Week [November 12-18, 2023].

Mayor Kelly commented that this proclamation was prepared in response to Anitra Hall's request.

MILITARY UPDATES

2. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM MALMSTROM AIR FORCE BASE (MAFB)

Colonel Benji Johnson, Weapons Officer, reported the following:

- MAFB has a Diverse Inclusion Council that could collaborate with Ms. Hall with regard to the united against hate issues to help make the community a better place.
- An airman lost his life due to a Humvee rollover accident on October 21, 2023 and MAFB will not be utilizing Humvees for a while because it was the second death from a Humvee rollover in the last six weeks. Colonel Johnson expressed appreciation to all of the volunteers who stopped to render aid to a second injured airman who survived.
- Global Strike Command, Commander General Bossier was scheduled to attend a groundbreaking in October; however, with the uncertainty of the budget, he had to cancel and MAFB is hoping to have him here again soon.

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November 7, 2023

- MAFB had a two-day response task force exercise in Fergus County where airmen trained with local integrated response plans. One thing the airmen learned from the exercise was that there was not enough planning and two days was not long enough.
- October 27, 2023 marks 61 days to the first missile coming on alert to MAFB.
- MAFB's Global Strike Challenge score posting will be November 8, 2023 at the Grizzly Ben Club.
- Most services at MAFB will be closed on Friday, November 10, 2023 for Veterans Day, as well as November 23 and 24, 2023 for Thanksgiving.
- Current construction projects at MAFB include adding a temporary gate to support the new Weapons Generation Facility that is valued at over \$300 million. A Sentinel plan infrastructure project will be starting in FY 2024. A new commercial gate will be a project in FY 2025.

Colonel Johnson expressed appreciation to Mayor Kelly for his unwavering support to MAFB, as well as his continued strong presence at all of the MAFB events. He added that Mayor Kelly has been a great neighbor and partner to work with. Colonel Johnson wished Mayor Kelly and his family the best as he ventures in a new chapter of his life.

On behalf of the Commission, Mayor Kelly requested that Colonel Johnson send condolences and thoughts to the families of the airmen who were injured and killed in the Humvee rollover accident.

Colonel Johnson mentioned that the family of the injured airman was able to meet the good Samaritan who prayed with him at the accident scene.

3.

PETITIONS AND COMMUNICATIONS

John Hubbard, City resident, expressed concern with the Public Service Commission, extortion, increasing energy and electrical costs and property taxes. He added that the Public Safety Levy is just another tax for citizens.

NEIGHBORHOOD COUNCILS

4.

MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

BOARDS AND COMMISSIONS

5.

MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Mayor Kelly reported that Commissioner Wolff was appointed to be on the Board of Directors of the Montana League of Cities and Towns and will represent District #6.

6.

APPOINTMENT TO THE MANSFIELD CENTER FOR THE PERFORMING ARTS ADVISORY BOARD.

Mayor Kelly reported that on December 6, 2022, the City Commission appointed Caryl Olmstead to the Mansfield Center for the Performing Arts Advisory Board for a three-year term through

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November 7, 2023

December 31, 2025. Ms. Olmstead has decided to move out of state and resigned from the board on September 13, 2023. The City advertised for the vacancy and received one application from Amanda Brumwell. During their meeting on October 20, 2023, the Mansfield Board reviewed Ms. Brumwell's application and recommended the City Commission appoint her to the remainder of Ms. Olmstead's term. The City will continue to advertise for the last vacancy.

Commissioner Hinebauch moved, seconded by Commissioner Wolff, that the City Commission appoint Amanda Brumwell for the remainder of a three-year term through December 31, 2025.

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 5-0.

CITY MANAGER

7. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

City Manager Greg Doyon announced that:

- The Park and Recreation Department held a teen counsel meeting on November 5, 2023 that included 20 teens, along with their parents.
- In 2018, the City adopted a service line warranty program through the National League of Cities and Towns and they sent the City updated partnership fast facts. There was 6,079 policies sold through that program, 1,275 claims serviced since those policies were issued, 11.19% homeowners enrolled, 2,876 customers covered, customer savings was \$1.8 million and customer satisfaction was a 4.8 out of five. The program seems to be working for residents who want some coverage on their old water sewer line to their residence.
- After the last legislature, a law was signed that deleted the State Emergency Response Commission. Manager Doyon is still a part of the Senior Advisory Commission (SAC).
- The Great Falls Public Library will be hosting an Open House on November 9, 2023 starting at 5:00 p.m.
- City Offices will be closed Friday, November 10, 2023 for Veteran's Day.
- The Public Works Environmental Division collaborated with Veolia North America to host a Household Hazardous Waste Collection Event on Saturday, October 21, 2023. They collected roughly 1,500 gallons of flammable liquids, 2,000 pounds of oil-based household paint and related materials, 120 pounds of corrosive liquids and more. A Household Hazardous Waste Collection Event will be held every spring and fall.
- Public Works Director Chris Gaub celebrated his one-year anniversary with the City.

Manager Doyon expressed appreciation to City staff and Elected Officials who were involved with the educational program for the Public Safety Levy, as well as the taxpayers who attended the forums. He mentioned that two of his counterparts in other jurisdictions expressed interest in how the outcome would be for the levy and bond because they are also experiencing public safety issues

JOURNAL OF COMMISSION PROCEEDINGS
November 7, 2023

in their communities. Whether the Public Safety Levy passes or fails, the City will continue to do the best that it can with the resources the taxpayers allocate to the City.

CONSENT AGENDA.

8. Minutes, October 17, 2023, City Commission Meeting.
9. Total Expenditures of \$7,745,214 for the period of October 5, 2023 through October 25, 2023, to include claims over \$25,000, in the amount of \$6,657,433.
10. Contracts List.
11. Approve the purchase of one 2023 Trail King HD Gooseneck paver trailer to Torgerson's of Great Falls, Montana through Sourcewell, for a total of \$129,261.36.
12. Approve Final Payment for the Southwest Side Water Main Replacement Phase 3 project, in the amount of \$76,145.78 to Geranios Enterprises Inc. and \$769.15 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments. **OF 1432.4**
13. Ratify a natural gas supply contract with Energy West Resources for one year from November 1, 2023 through October 31, 2024.

Commissioner Tryon moved, seconded by Commissioner Hinebauch, 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 5-0.

PUBLIC HEARINGS

OLD BUSINESS

NEW BUSINESS

14. **LABOR AGREEMENT BETWEEN THE CITY OF GREAT FALLS AND THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS LOCAL #8 (IAFF LOCAL #8).**

Human Resources Director Gaye McInerney reported that City staff recommends that the Commission approve the Labor Agreement between the City and the International Association of Fire Fighters Local #8 (IAFF Local #8), which consists of 63 sworn employees.

The negotiating teams met on four occasions and included the following individuals:

Representing the City:

Gaye McInerney, HR Director
 Charles Anderson, Deputy City Manager
 Melissa Kinzler, Finance Director
 David Dennis, City Attorney

Representing the GFPPA:

Carter Marsh, President
 Bruce Perry, Vice President
 Bryan Painter, Secretary/Treasurer
 Jay Jarrett, Representative

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Jeremy Jones, Fire Chief

Robert Beall, Representative

Key items of change include:

The term of the Agreement is two years from July 1, 2023 through June 30, 2025.

Article 11 – Wages:

A confirmed Firefighter's annual base wages will increase under the term of the Agreement as follows:

- A 1 percent market adjustment + 5 percent COLA increase effective July 1, 2023 to \$60,861.
- A 5 percent COLA increase effective July 1, 2024 to \$63,898.
- A 1 percent COLA increase effective January 1, 2025 to \$64,542.

Article 12 – Shift Schedule:

Under the term of the Agreement, subsection 12.3 – Call Back and Court Appearances will increase from minimum guarantee 2 hours, to minimum guarantee 3 hours to be paid at 1 ½ times their regular hourly rate of pay.

Article 17 – Uniform Allowance:

Under the term of the Agreement the annual uniform allowance reimbursement will increase from \$650 per year to the following:

- \$850 per year first two years
- \$650 per year thereafter

Article 38 – Longevity:

Longevity per pay period was increased by 56 percent.

Captain and Battalion Chief Rank Differential Percentage:

Increase the rank differential for a Captain from one percent to 35 percent, and Battalion Chief a three percent increase for up to a 56 percent of Firefighter pay.

Certification Pay:

Under the terms of the agreement car seat installation, certification pay will be added to the list of certifications for which holders receive 1.5 percent of Firefighter base pay to be added to the Firefighter base pay each of 26 pay periods.

Fiscal Impact:

The fiscal impact of the above changes is as follows:

- 1 percent market adjustment + 5 percent COLA increase with benefits effective 7/1/2023 = \$316,117
- 5 percent COLA increase with benefits effective 7/1/2024 = \$279,236
- 1 percent COLA increase with benefits effective 1/1/2025 = \$29,319
- Addition of car seat certification = 1.5 percent increase for the Firefighter base wage and

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are limited for numbers for each of those certifications.

- For a total fiscal impact under the terms of the Agreement = \$671,628.

The IAFF #8 members voted to ratify the contract language October 10, 2023.

The City Commission may choose not to ratify the proposed labor agreement and direct the City Manager to reconvene and continue the collective bargaining process.

Commissioner Wolff moved, seconded by Commissioner Hinebauch, that the City Commission approve the labor agreement between the City of Great Falls and the International Association of Fire Fighters Local #8 (IAFF Local #8).

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 McKenney inquired if there were any points of contention during the negotiations.

Director McInerney responded, there were no points of contention per se, pushback pertained to wages in the various forms that were outlined.

Referring to page 26 of the Agreement, Article 34, Commissioner McKenney commented that a paragraph like that is not included on many employee agreements and the City needs to take into consideration what a dangerous job first responders have.

Mayor Kelly expressed appreciation to City staff and the GFPPA for their efforts with regard to the hard work that goes into negotiations.

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

Motion carried 5-0.

15. HOME INVESTMENT PARTNERSHIPS PROGRAM AGREEMENT WITH NEIGHBORWORKS GREAT FALLS.

Finance Grant Administrator Tom Hazen reported that the Ulmer Square property is located at the northwest corner of 7th Street and 3rd Avenue South. This property consists of one building and approximately 22,520 square feet of property. The building is a multi-family residential property comprised of eight units, (two stories with four per level). The current residents of the property are all extremely low income, very low income, or low income by the standards established by the Department of Housing and Urban Development (HUD).

In March 2023, NeighborWorks Great Falls submitted an application for \$1,231,657.00 of Program Income from HOME Investment Partnerships Program (HOME) activities to purchase and reinvigorate the property. HOME is similar to the Community Development Block Grant program and is administered by HUD exclusively to facilitate the creation of affordable housing for low-income individuals. HUD projects are primarily funded by drawing funds from the Government and

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issuing those funds as reimbursement for eligible activities. HOME funds may also be used to fund income-generating activities. Income from those activities may be used to establish a fund that may itself be used to fund additional home building activities, if those projects meet HUD eligibility requirements. This project will utilize this income fund.

NeighborWorks proposes to purchase the property and improve the siding, insulation, front doors, railings, landscaping, and drainage limitations of the property. Once completed, the property will continue to be available for rent at affordable rates that comply with HUD affordability standards that are based on the area. No current residents will be displaced in the course of this project. As such, this proposal would see the livability of an affordable rental property increased and preserved for all current and future residents.

The City Grant Committee reviewed and unanimously approved the application. The program has been discussed numerous times with HUD and meets HUD eligibility requirements. An Environmental Review has been performed and submitted for final HUD approval. That final approval is the last step before funding may be issued and is still in process. Based upon internal evaluations and communications with HUD representatives, City staff is very confident that that approval is imminent. Based upon that confidence, Staff has brought the attached motion before the Commission seeking approval of the item subject to the United States Department of Housing and Urban Development's approval of the use of grant funds.

This project will secure and improve affordable housing, which is a need that has been discussed by this Commission previously. This proposal also meets the requirement of the Federal Department administering it and is harmonious with the purposes of the Act funding it. For these reasons, Staff recommends approving the motion subject to federal approval.

Commissioner Hinebauch moved, seconded by Commissioner Wolff, that the City Commission approve the HOME Investment Partnerships Program Agreement in the amount of \$1,231,657.00 with NeighborWorks Great Falls for the purchase and restoration of the Ulmer Square property pending US Housing and Urban Development Approval.

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

Sherrie Arey, NeighborWorks Great Falls Executive Director, expressed appreciation to the Commission for considering this and to Finance Grant Administrator Hazen for assisting NeighborWorks with the project. Ms. Arey explained that this project started over a year ago with a conversation with the local owner of the property. There were issues with properties going to out of state investors and being outbid on larger projects. NeighborWorks turned its attention to downtown areas on the north and south side that have some of the highest density of apartments, the lowest income and oldest housing stock. NeighborWorks desire is to acquire the Ulmer Square Property, keep it affordable, renovate, and revitalize a much-needed corner of the downtown area. NeighborWorks generated the program income through some of its revolving loan fund and would use it to bring this apartment for 15 years of affordability to the community.

Jake Clark, Great Falls Development Alliance, commented that this is one of those great projects where programs and projects collide. This is an opportunity to preserve affordable housing and is

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important for the community, as well as the preservation of the availability of this housing to low income households.

Commissioner Tryon inquired about the project being approved by the City prior to HUD releasing the funds.

Finance Grant Administrator Hazen responded that the City submitted the final request for the submittal of funds approximately two weeks ago, hoping to have the funds in hand. When HUD did not release the funds in time to pull it off the agenda, it was decided to make the amendment to the motion. Based on a direct communication, a HUD representative stated that the revisions that the City had made to the request for release of funds would meet their statutory requirements and be sufficient to eventually secure the authorization for the grant funds.

Commissioner McKenney inquired how the monthly rent was determined.

NeighborWorks Great Falls Executive Director Arey responded that HOME funds come with an affordability standard and anyone that is a resident there can also apply for a Section eight voucher.

Commissioner Tryon inquired how much of the \$1,231,657 would be used for administrative costs.

NeighborWorks Great Falls Executive Director Arey responded that 15 percent would be the maximum allowable for administrative costs.

Mayor Kelly commented that this project checks many boxes. There is a need for affordable housing, the project is downtown, creates infill and will make that corner better than what it is currently.

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

Motion carried 5-0.

ORDINANCES/RESOLUTIONS

CITY COMMISSION

16. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Commissioner Wolff expressed appreciation to Communications Bureau (911 Center) Manager Karen Young and Staff for allowing her to spend time with them. She commented that it was an eye-opening experience. There were calls for assistance and not enough officers to respond.

Mayor Kelly commented that it was the responsibility of the Elected Officials to educate citizens about the Public Safety Levy; however, First Responders and City staff took time to attend the Town Hall Meetings to explain to the public why a Public Safety Levy was put on the ballot. He is proud to see the extra mile that everyone involved put towards educating the voters. The community will have to live with whatever the outcome is. The Expo Park is open past 8:00 p.m. and citizens are

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allowed to be in attendance to watch the tabulation process, per the Clerk and Recorder's Office. He wished everyone running for office the best of luck.

17. COMMISSION INITIATIVES.

None.

ADJOURNMENT

There being no further business to come before the Commission, **Mayor Kelly moved, seconded by Commissioner Tryon, to adjourn the regular meeting of November 7, 2023, at 8:00 p.m.**

Motion carried 5-0.

Mayor Bob Kelly

Deputy City Clerk Darcy Dea

Minutes Approved: November 21, 2023



Commission Meeting Date: November 21, 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>

**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	10/26/23-11/08/23	660,885.39
ACCOUNTS PAYABLE CHECKS FROM MUNIS	10/26/23-11/08/23	2,286,979.36
MUNICIPAL COURT CHECKS	10/26/23-11/08/23	50,885.16
MISCELLANEOUS ACCOUNTS PAYABLE WIRES	10/26/23-11/08/23	161,845.95

TOTAL: \$ 3,160,595.86

GENERAL FUND
SPECIAL REVENUE FUNDS
PARK DISTRICT

SWANK ENTERPRISES	AQUATIC & REC CENTER CONSTRUCTION	585,581.64
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STREET DISTRICT

GREAT FALLS SAND AND GRAVEL	TYPE B & C HOT MIX ASPHALT 14,000 TONS	29,087.23
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SUPPORT & INNOVATION

GF TOURISM BUSINESS IMPROVEMENT	TBID MONTHLY REIMBURSEMENT AUG 2023	29,929.84
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DEBT SERVICE FUNDS
DOWNTOWN TIF BONDS

PASSION AND GRIT LLC	DOWNTOWN URBAN AREA TIF DISTRICT	100,000.00
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CAPITAL PROJECT FUNDS
ENTERPRISE FUNDS
WATER

UNITED MATERIALS OF GREAT FALLS	1467.1 LOWER NORTHSIDE WMR PH 2/PMT 2	477,990.36
ADVANCED ENGINEERING ENVIRO SRV	1698.1 ENG SERVICE WTP SOLID MIT/PMT24	15,732.13

(SPLIT AMONG FUNDS)

SEWER

VEOLIA WATER NORTH AMERICA	MONTHLY WWTP OPERATION CONTRACT	306,297.54
ADVANCED ENGINEERING ENVIRO SRV	1698.1 ENG SERVICE WTP SOLID MIT/PMT24	15,732.12
(SPLIT AMONG FUNDS)		

STORM DRAIN

CASCADE COUNTY TREASURER	TAX BILL 2023 1919600	27,805.23
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INTERNAL SERVICE FUNDS**CENTRAL GARAGE**

MOUNTAIN VIEW CO-OP	UNLEADED GAS 121929 GAL DIESEL 152332	30,514.76
72 HOUR LLC	2023 3/4 TON 4X4 CAB PICKUP UNIT #312	53,234.62

TRUST AND AGENCY FUNDS**COURT TRUST MUNICIPAL COURT**

CITY OF GREAT FALLS	FINES & FORFEITURES COLLECTIONS	31,807.68
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PAYROLL CLEARING

STATE TREASURER	MONTANA TAXES	59,104.00
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	52,700.37
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	102,623.87
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	141,346.50
US BANK	FEDERAL TAXES, FICA & MEDICARE	249,981.98

UTILITY BILLS

HIGH PLAINS LANDFILL	LANDFILL CHARGES OCTOBER 2023	112,322.21
ENERGY KEEPERS	ELECTRIC CHARGES OCTOBER 2023	156,153.20

CLAIMS OVER \$25,000 TOTAL:\$ 2,577,945.28

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

DATE: November 21, 2023

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

PRESENTED BY: Darcy Dea, Deputy City Clerk
ACTION REQUESTED: Ratification of Contracts through the Consent Agenda

MAYOR' S SIGNATURE: _____

CONTRACTS LIST

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	AMOUNT	PURPOSE
A	Finance	DataProse, LLC	01/16/2024- 01/15/2025	\$2,556 approx./mo. Printing services \$10,230 approx./mo. Postage	Amendment No. 3 to Utility Bill Printing & Mailing Services Agreement to extend the term one year as previously approved by the Commission (CR: 011723.10E; 060722.10A; 121818.11)



Commission Meeting Date: November 21, 2023

CITY OF GREAT FALLS COMMISSION AGENDA REPORT

Item: 2020 Great Falls Urban Area Boundary map and Roadway System re-designation

From: Andrew Finch, Senior Transportation Planner

Initiated By: Montana Department of Transportation

Presented By: Brock Cherry, Planning & Community Development Director

Action Requested: Approve 2020 Great Falls Urban Area Boundary Map & Roadway System re-designation

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) the 2020 Urban Area Boundary Map and Great Falls Highway System Approvals map, as prepared by the Montana Department of Transportation.”

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

Staff Recommendation: Staff recommends the City Commission approve the 2020 Urban Area Boundary map and Great Falls Highway System Approvals map.

Summary: The Federal Highway Administration requires reconsideration and reestablishment of Urban Area boundaries after each Decennial Census. In cooperation with local staff, the Montana Department of Transportation has proposed a compliant Urban Area Boundary Map for the Great Falls Urban Area, in response to the 2020 Census, as well as a map reflecting changes to state Highway Systems designations.

Background: The Montana Department of Transportation has worked with local staff to finalize the new Urban Area boundary for the Great Falls Urban Area. There would be no significant impact to the City of Great Falls as a result of the new boundary. Although finalization of the Great Falls Urban Area boundary is a straightforward exercise performed in cooperation with MDT, the results of the Urban Area map are important because they determine how roadway projects can be funded with Federal dollars. Because the mapping of this decade’s boundary has created no concerns, the ratification of this boundary can be considered by the Commission as a consent agenda item.

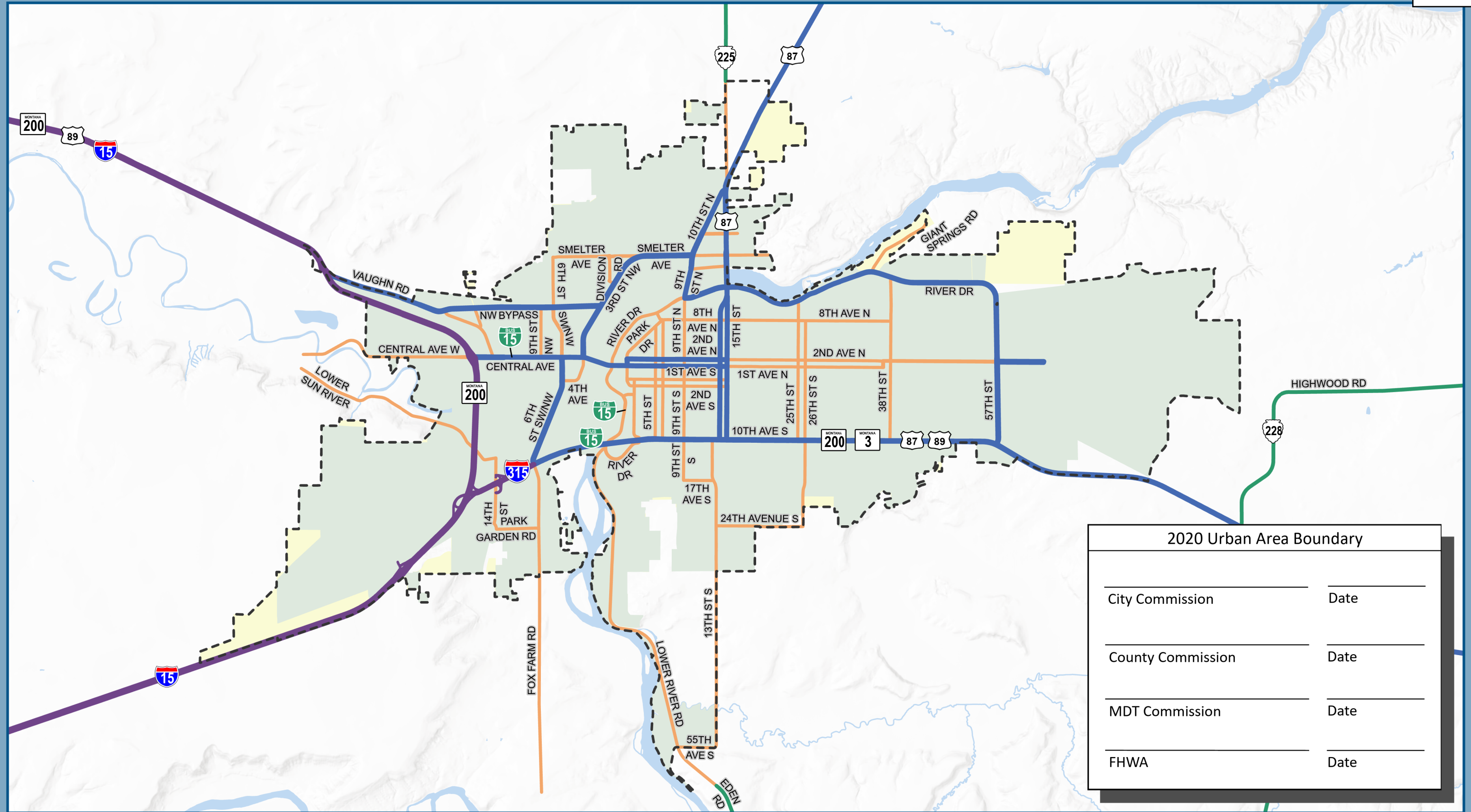
Additionally, the new boundary would change the designation of some roadways outside the City limits. Such re-designation is not expected to adversely affect maintenance and operation of those County roads. Even though the re-designated roadways are outside the City Limits, the Montana Department of

Transportation has also requested the City approve the new roadway designations, as shown on the attached “Great Falls Highway Systems Approvals” map, acknowledging the change of roadways from “Urban” to “Secondary” or “Local” as a result of the Urban Area Boundary changes.

Fiscal Impact: Approval of the Urban Area Boundary map and acknowledgement of the Highway System changes would have no fiscal impact to the City.

Alternatives: The Montana Department of Transportation has prepared the new boundary in cooperation with City staff, and would like to have the City’s concurrence before taking the boundary and changes to highway designations to the Montana Transportation Commission. If the City Commission has concerns with the boundary and changes as shown in the attachments, the State has offered to meet with the City to discuss the concerns.

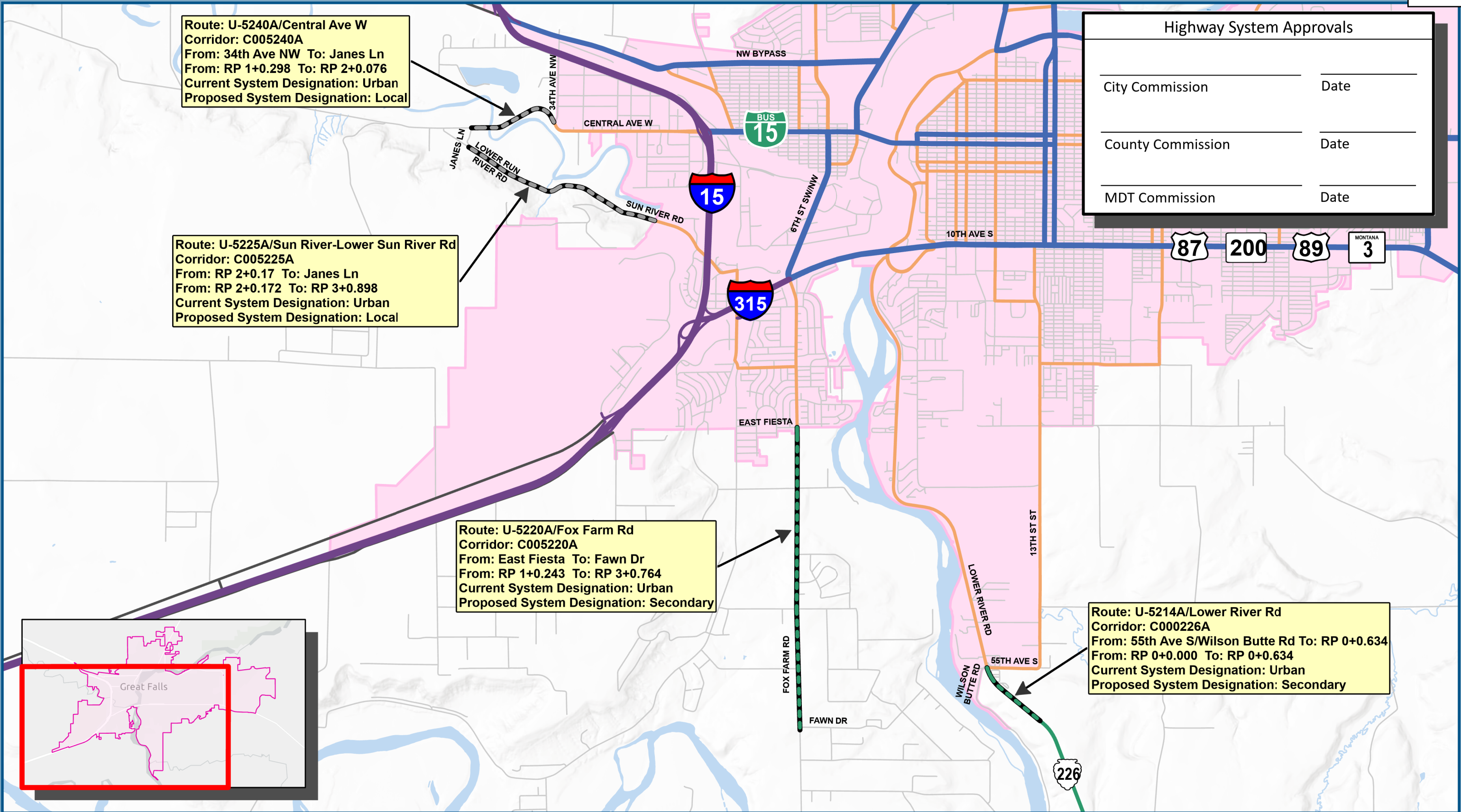
Attachments/Exhibits: 2020 Great Falls Urban Area Map; Great Falls Highway Systems Approvals map



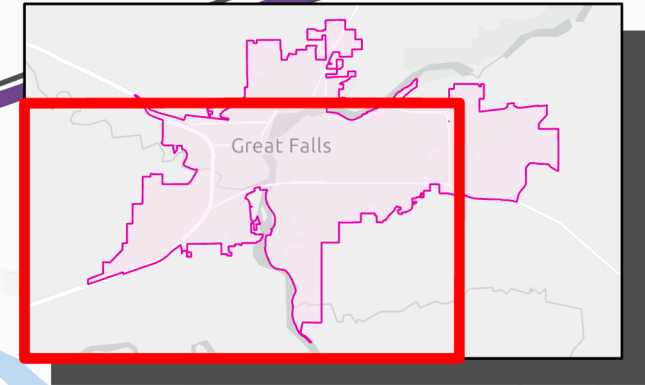
G R E A T F A L L S

2020 U R B A N A R E A B O U N D A R Y





Highway System Approvals	
City Commission	Date
County Commission	Date
MDT Commission	Date



GREAT FALLS HIGHWAY SYSTEM APPROVALS

2020 Urban Area Boundary

Proposed Urban

Proposed Secondary

Proposed Local

MDT SYSTEM DESIGNATION

Interstate

Non-Interstate NHS

Primary

Secondary

Urban



Commission Meeting Date: November 21, 2023

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: 2023 CDBG & HOME Amended Annual Action Plan Public Hearing

From: Tom Hazen, Grant and Project Administrator, Finance Department

Initiated By: Tom Hazen, Grant and Project Administrator, Finance Department

Presented By: Tom Hazen, Grant and Project Administrator, Finance Department

Action Requested: Adoption of the 2023 Community Development Block Grant Amended Annual Action Plan

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 (adopt/deny) the 2023 CDBG & HOME Amended Annual Action Plan."
 2. Mayor requests a second to the motion, Commission discussion, and calls for the vote.
-

Staff Recommendation: Staff recommends the adoption of the 2023 CDBG & HOME Amended Annual Action Plan.

Summary: The City is required to develop an Annual Action Plan to outline allocated uses of Community Development Block Grant (CDBG) and HOME Investment Partnerships Act (HOME) funds in the community. The 2023 Annual Action Plan (Action Plan) was presented to and approved by the Commission at the May 2, 2023 meeting. This Action Plan must be amended due to unforeseen developments in order to comply with Federal timeliness requirements. The requisite Amendment has been drafted, made available for public comment, and reviewed by HUD. Holding a Public Hearing is a requirement outlined in the City's Citizen Participation Plan submitted to the United States Department of Housing and Urban Development (HUD). The Public Hearing is the final formal opportunity for public participation and the final step in adopting the Action Plan as amended.

Background: CDBG and HOME funds are issued by the Federal Government to State and Local governments to fund programs benefitting low and moderate income (LMI) individuals. HUD administers the programs and identifies national objectives, eligible activities, and required compliance activities.

Local governments are required to develop strategic five year plans, called Consolidated Plans, to outline future activities that will pursue HUD's objectives. This Consolidated Plan is implemented through five Annual Action Plans that identify specific local goals and objectives.

The current Action Plan was approved on May 2nd, 2023 and identifies the following funding areas and amounts as goals for the coming year:

1. Public Services - \$117,380.00 of CDBG (15% cap); and
2. Affordable Housing - \$2,828,624.00 of HOME and \$15,000.00 of CDBG; and
3. Housing Rehabilitation - \$1,285,000.00 of CDBG; and
4. Economic Development - \$13,000 of CDBG; and
5. Public Facilities and Improvements - \$1,208,656.00 of CDBG; and
6. Planning and Administration - \$156,508.00 of CDBG and \$29,911.00 of HOME.

Individual activities, approved by the City Grant Committee and the City Commission, serve as vehicles for utilizing these balances and achieving these goals.

The \$1,285,000.00 balance of CDBG funds apportioned to Housing Rehabilitation was allocated to provide financial assistance to programs upgrading affordable housing stock. \$1,200,000.00 was allocated to the Madison Apartments project in a request approved by the Commission at the August 16th, 2022 Commission meeting.

On May 5th, 2023, the City received a letter from HUD providing notice that the City was not in compliance with Federal timely use of funds requirements. A CDBG recipient is considered timely if its total CDBG Line of Credit balance is less than 1.5 times its annual allocation or less as of 60 days before the end of the Program Year. A recipient that is found to be untimely is given 12 months to spend down its balance and regain compliance. The City's current CDBG award is \$764,295.00. Taken times 1.5, the City's timeliness threshold is \$1,146,442.50. Currently, the City's Line of Credit Balance is \$2,888,854.27. The City must draw a minimum of \$1,742,411.77 from this balance by May of 2024 to meet the 1.5 threshold.

Unfortunately, the complexity of the Madison Apartment project was to such an extent that preliminary engineering, designs, and other non-CDBG eligible activities would not be complete prior to the timeliness deadline. The award was rescinded by the Commission at the September 19th, 2023 Commission meeting.

Once the award was rescinded, Staff began the process to amend the Action Plan to reallocate the \$1,285,000.00 Housing Rehabilitation balance to Public Facilities and Improvements. This proposed amendment is intended to facilitate funding large scale projects that may be initiated and completed in such a way that the City will comply with HUD timeliness requirements.

The proposed amendment has been reviewed by HUD. Further, as required by the City of Great Falls Citizen Participation Plan, copies of the Proposed Amendment were made available to the community between the dates of October 16th and November 16th of this year. This hearing is the final step in the Amendment process.

Conclusion: This Amendment is a necessary step in reallocating assets in such a manner that the City may utilize CDBG funds in a manner that complies with federal timeliness requirements while simultaneously pursuing HUD's National Objectives.

Alternatives: The City Commission could vote against adoption of the proposed amendment and retain the 2023 Annual Action Plan as adopted at the May 2, 2023 Commission Meeting.

Concurrences: Amending the Action Plan does not require any concurrences from other City departments. City departments were involved in the public process to develop the priorities of the current Consolidated Plan.

Attachments/Exhibits: Proposed 2023 Amended Annual Action for HUD-Funded Programs

CITY OF GREAT FALLS

2023 Amended 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: May 2, 2023
Submitted to HUD: May 12, 2023
Approved by HUD: June 26, 2023

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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

1	Goal Name	Public Services
	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.
2	Goal Name	Affordable Housing
	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.
3	Goal Name	Housing Rehabilitation
	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.
4	Goal Name	Fair Housing
	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.
5	Goal Name	Economic Development
	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.
6	Goal Name	Public Facilities and Improvements
	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	Goal Name	Planning and Administration
	Goal Description	City staff to administer, manage, and monitor CDBG and HOME funded activities.

8	Goal Name	CDBG Slum & Blight Removal
	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:

Shyla Patera – Submitted comments prior to the meeting in regard to the need for universally accessible housing. She also pointed out the need for more transportation options and ADA compliant routes for those with limited mobility which help in connecting accessible routes to services and attractions.

KC Beall – Spoke in support of the plan, in particular the Peace Place Project. She spoke about the individuals that are served by Peace Place.

Louisa Libertelli-Dunn – Spoke about statistics of trauma in children, and medical needs. She spoke about how Peace Place provides services to these children free of charge to the family.

Proposed Amendment - 30 Day Public Comment Period – October 16th to November 16th

None

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)

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(I))

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

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

What section of the Plan was addressed by Consultation?	Homeless Needs – Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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(l)).

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

1	Mode of Outreach: PUBLIC MEETING	
	Target of Outreach	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing
	Summary of response/attendance	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.
	Summary of comments received	No comments were received during the Public Meeting.
	Summary of comments not accepted and reasons	No comments were rejected.
2	Mode of Outreach: PUBLIC NEEDS HEARING	
	Target of Outreach	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing

	Summary of response/attendance	Five Individuals commented at the Public Hearing that was held on November 1, 2022, while two others presented written comments via email.
	Summary of comments received	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.
	Summary of comments not accepted and reasons	No comments were rejected.
3	Mode of Outreach: PUBLIC MEETING	
	Target of Outreach	Minorities, Persons with disabilities, Non-targeted/broad community, Non-profit agency personnel, faith-based institutions
	Summary of response/attendance	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.
	Summary of comments received	No comments were received during the Public Meeting.
	Summary of comments not accepted and reasons	No comments were rejected.
4	Mode of Outreach: PUBLIC HEARING	
	Target of Outreach	Minorities, Persons with disabilities, Non-targeted/broad community, Non-profit agency personnel, faith-based institutions
	Summary of response/attendance	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.
	Summary of comments received	Comments received were in support of the proposed AAP. Comments received are included as an appendix.
	Summary of comments not accepted and reasons	No comments were rejected.
5	Mode of Outreach: INTERNET OUTREACH	

	Target of Outreach	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing, Non-profit agency personnel, faith-based institutions
	Summary of response/attendance	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.
	Summary of comments received	Comments received are included as an appendix.
	Summary of comments not accepted and reasons	No comments were rejected.
6	Mode of Outreach: NEWSPAPER AD	
	Target of Outreach	Minorities, Persons with disabilities, Non-targeted/broad community, Residents of Public and Assisted Housing, Non-profit agency personnel, faith-based institutions
	Summary of response/attendance	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.
	Summary of comments received	Comments received are included as an appendix.
	Summary of comments not accepted and reasons	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 & Homeowner), New Construction (Multifamily & 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

	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Services	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

	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Affordable Housing	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
3	Housing Rehabilitation	2023	2024	Affordable Housing, Public Housing, Non-Homeless Special Needs	City of Great Falls	Housing Rehabilitation	CDBG: \$0.00	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: \$2,493,656.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3500 Persons Assisted Buildings Demolished: 1 Building

	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
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	Goal Name	Affordable Housing
	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	Goal Name	Housing Rehabilitation
	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	Goal Name	Economic Development
	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	Goal Name	Public Facilities and Improvements
	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	Goal Name	Planning and Administration
	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. 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

	Project Name
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

1	Project Name	2023 Public Services YWCA - Childcare
	Target Area	City of Great Falls
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$65,530
	Description	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.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	100 LMI individuals will benefit from the proposed activity.
	Location Description	City of Great Falls
2	Planned Activities	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.
	Project Name	2023 Public Services Peace Place - Childcare
	Target Area	City of Great Falls
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$51,850
	Description	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.
	Target Date	6/30/2024

	Estimate the number and type of families that will benefit from the proposed activities	36 LMI individuals will benefit from this proposed activity.
	Location Description	City of Great Falls
	Planned Activities	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.
3	Project Name	2023 Public Improvements COGF – Carter Park Sidewalks/Ramps
	Target Area	City of Great Falls
	Goals Supported	Public Facilities and Improvements
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG: \$564,885 (\$508,655 PY23 + \$56,230 Prior Year)
	Description	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.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	This project will provide an area benefit to LMI families, an estimated 2000 residents this year.
	Location Description	City of Great Falls
4	Planned Activities	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.
	Project Name	2023 Public Facilities and Improvements
	Target Area	City of Great Falls

	Goals Supported	Public Facilities and Improvements
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG: \$643,771 Prior Year Funding
	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.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	These projects will primarily provide an area benefit to LMI families, an estimated 1500 residents this year.
	Location Description	City of Great Falls
	Planned Activities	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	Project Name	2023 Residential Housing Rehabilitation
	Target Area	City of Great Falls
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: \$0.00
	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.
	Target Date	6/30/2024

	Estimate the number and type of families that will benefit from the proposed activities	50 LMI households will benefit from this proposed activity.
	Location Description	City of Great Falls
	Planned Activities	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	Project Name	2023 HOME Affordable Housing
	Target Area	City of Great Falls
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	HOME: \$2,683,727 CDBG: \$15,000
	Description	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. CDBG for Slum and Blight Removal to develop affordable housing.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	25 LMI households will benefit from this project.
	Location Description	City of Great Falls

	Planned Activities	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	Project Name	2023 HOME-NeighborWorks Direct Assistance to Homebuyers
	Target Area	City of Great Falls
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	HOME: \$100,000
	Description	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.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	2 LMI families will benefit from the proposed activity.
	Location Description	City of Great Falls
	Planned Activities	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	Project Name	2023 HOME CHDO Project
	Target Area	City of Great Falls
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	HOME: \$44,897 (15% of allocation)
	Description	15% set-aside for HOME CHDO Project

	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	At least 1 LMI household will benefit from this project
	Location Description	City of Great Falls
	Planned Activities	Activities to increase affordable housing stock.
9	Project Name	2023 GFDA Job Creation
	Target Area	City of Great Falls
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$13,000
	Description	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.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	1 LMI jobs created/retained.
	Location Description	City of Great Falls
	Planned Activities	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.
10	Project Name	2023 CDBG/HOME Administration
	Target Area	City of Great Falls
	Goals Supported	Planning and Administration
	Needs Addressed	Planning and Administration

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

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)

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)

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)

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)

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.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	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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