



Community Development Division

HOME Investment Partnerships Program

Housing Trust Fund Program

DRAFT Housing Application Guidelines

Applications due November 22, 2019

DOCCDD@mt.gov

<https://comdev.mt.gov/Programs/HOME>

<http://comdev.mt.gov/Programs/HTF>

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Alternative accessible formats of this document will be provided upon request. If you need this document in an alternative format, such as large print, Braille, audio tape, or computer diskette, please contact the Montana Department of Commerce Community Development Division at (406) 841-2770, TDD (406) 841-2702, or the Relay Services number, 711.

The Montana Department of Commerce does not discriminate on the basis of disability in admission to, access to, or operations of its program, services, or activities. Individuals, who need aids or services for effective communication or need other disability-related accommodations in the programs and services offered, are invited to make their needs and preferences known. Please provide as much notice as possible for requests.

GRANT APPLICATION GUIDELINES FOR THE HOME INVESTMENT PARTNERSHIPS PROGRAM AND HOUSING TRUST FUND PROGRAM ACTIVITIES

I. Introduction

With its annual funding allocation from the U.S. Department of Housing and Urban Development's (HUD) HOME Investment Partnerships Program (HOME) and Housing Trust Fund Program (HTF), the State of Montana (State) Department of Commerce (Commerce), Community Development Division (CDD), supports the rehabilitation, new construction, and acquisition of affordable rental housing as well as the new construction of single-family housing for homeownership and down payment assistance for homebuyers. CDD's efforts serve households with low, very low, and extremely low incomes¹, particularly the homeless, disabled, elderly, and other disadvantaged populations. HOME was created under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990 with implementing regulations at 24 CFR Part 92; HTF was established under Title I of the Housing and Economic Recovery Act of 2008 with implementing regulations at 24 CFR Part 93.

HOME and HTF are intended to maintain and expand the supply of decent, safe, sanitary, and affordable housing. Both programs require income targeting. HOME can serve households at or below 80% area median income (AMI) with targeting of very low-income households at or below 50% AMI and households at or below 60% AMI; HTF can serve extremely low-income households with incomes at or below 30% AMI.

Commerce's HOME and HTF funds will be used as gap funding for projects in Montana. The programs will target multifamily rental housing and in addition, HOME funds may be used for the development of single-family housing for purchase. In both programs, the housing must be affordable to households at or below each program's applicable income limits. In exchange for funds, recipients agree to terms and conditions set forth by Federal and State authorities. Upon grant closeout, property owners agree to income, rent, and other restrictions for a period of affordability (POA), which is determined by funding source and level. HOME- and HTF-assisted properties will be monitored for compliance throughout the POA.

HOME and HTF funds are to be used in conjunction with other sources, including but not limited to Community Development Block Grant (CDBG) funds, which are also administered by CDD. When multiple funding sources are combined in one project, developers, owners, and sponsors must coordinate each funder's requirements to ensure compliance.

This document presents the requirements for HOME and HTF applications for multifamily rental projects and development of single-family homes. Applicants requesting HOME or HTF funds should use these guidelines if the project will include one or both sources of funds. In most cases, the requirements for HOME and HTF are the same and Commerce's goal is to operate the two programs in a unified fashion, but it should be noted there are important distinctions between the programs which are identified in these guidelines. For information on using HOME funds to provide down payment and closing cost assistance to homebuyers, please contact CDD staff.

The HOME and HTF grant application guidelines, grant administration manuals, and other relevant information and resources are available on the CDD website at <https://comdev.mt.gov/>. Interested

¹ HUD defines low-income households as those with incomes below 80% of the Area Median Income (AMI); very low-income as below 50% AMI; and extremely low-income as below 30% AMI.

persons may also e-mail CDD staff at DOCCDD@mt.gov or call (406) 841-2770, Montana Relay Service at (406) 841-2702, or 711 regarding any questions they may have about the HOME or HTF Programs.

HUD distributes HOME and HTF Program funds to Commerce, which awards grants to eligible recipients in accordance with the Montana Consolidated Plan and most recent version of Commerce's Annual Action Plan. These application guidelines establish the process for obtaining HOME and/or HTF funds and are available at <https://comdev.mt.gov/>.

CDD will begin reviewing applications November 22, 2019. CDD will then rank the applications and make recommendations to the Commerce Director, who will make the final grant award decisions. Applications received after November 22, 2019 may be considered for funding only if additional funds are available after awards have been made to eligible applicants received by November 22, 2019.

II. Eligible Applicants

HOME

Local governments, public housing authorities (PHAs), and private developers, including non-profit organizations, community housing development organizations (CHDOs), human resource development councils (HRDCs), and for-profit entities are eligible applicants for HOME funds. Note that 15% of Commerce's annual HOME allocation is reserved for activities sponsored, developed or owned by CHDOs. This set-aside must be met prior to Commerce awarding funds to other eligible project activities.

HTF

Montana's entitlement communities (Billings, Great Falls, and Missoula) and non-profit organizations are eligible to apply for HTF funding, alone or in partnership. Non-entitlement local governments may not apply directly but may in partnership with an eligible entity. Partner organizations may include for-profit entities, other non-profit organizations, CHDOs, HRDCs, and PHAs.²

Non-profit organizations must have an Internal Revenue Service 501(c)(3) or 501(c)(4) non-profit designation to be an eligible recipient of HOME or HTF funds.

III. Eligible Projects

HOME and HTF funding may be used to develop affordable rental housing for income-eligible households. HOME funds must assist households with low and very low-incomes; HTF must assist those with extremely low incomes. In addition, HOME funds may be used to develop new single-family homes to be purchased by households whose incomes are below 80% AMI.

Eligible Project Activities

Eligible project activities include, but are not limited to:

- Demolition and reconstruction of existing substandard housing that is not suitable for

² HTF funds may be used for affordable housing in a project that contains public housing units, as long as the HTF funds are not used for the public housing units.

rehabilitation³, or of non-residential structures that are not suitable for conversion to housing units;

- Site improvements, such as landscaping, paving, sidewalks, curbs and gutters, on-site utilities;
- Construction of rental housing units;
- Rehabilitation of existing substandard rental housing⁴, including manufactured housing, that is suitable for rehabilitation;
- Conversion of existing non-housing structures into housing units;
- Reconstruction of an existing housing project; and/or
- For HOME only, construction of new single family homes.

New Construction and Reconstruction ⁵

All housing units newly constructed or reconstructed with HOME or HTF funds must meet Uniform Physical Conditions Standard (UPCS), comply with all zoning ordinances and building codes adopted by the state and local government. Recipients are required to adopt smoke-free requirements in all housing units and include the three basic visitability features: a zero-step entrance, doors with 32 inches of clear passage space, and a wheelchair-accessible half-bathroom on the main floor.

Rehabilitation

All housing units rehabilitated with HOME or HTF funds must meet CDD Minimum Housing Rehabilitation and Property Standards. See the Application Toolkit at <http://comdev.mt.gov/Programs/HTF/Toolkit> for more information. Recipients are strongly encouraged, to the extent possible, to adopt smoke-free requirements in all rehabilitation housing units and include the three basic visitability features: a zero-step entrance, doors with 32 inches of clear passage space, and a wheelchair-accessible half-bathroom on the main floor.

Ineligible Project Activities

Projects under construction prior to notice of award are not eligible for HOME or HTF funding. HOME and HTF funds cannot be used to rehabilitate housing for existing homeowners or for transitional housing. HOME and HTF funds may not be used for expansion of public housing. HOME and HTF funds may not assist a project previously assisted with HOME or HTF funds during the POA. HTF funds may not be used for homeownership activities.

³ "Substandard not suitable for rehabilitation" means any housing unit or a building containing housing units where the estimated cost of making the needed replacements and repairs is greater than or equal to 75 percent of the estimated cost of new construction of a comparable unit or units.

⁴ "Substandard suitable for rehabilitation" means any housing unit or a building containing housing units where the estimated cost of making necessary replacements and repairs is less than 75 percent of the estimated cost of new construction of a comparable unit or units.

⁵ "Reconstruction" means rebuilding after a fire, flood, or other natural disaster.

IV. Other Considerations

Period of Affordability

During the applicable POA, the recipient will need to provide certification of compliance that income-qualified households occupy the HOME or HTF-assisted units. The project must have a well-reasoned approach and document its ability to retain full occupancy throughout the POA.

HOME projects have POAs that depend on the type of project and the amount of funds invested per HOME-assisted unit as follows:

Length	HOME
5 Years	Homeownership and Rental Acquisition/Rehab <\$15,000 Per Unit
10 Years	Homeownership and Rental Acquisition/Rehab \$15,000-\$40,000 Per Unit
15 Years	Homeownership and Rental Acquisition/Rehab >\$40,000 Per Unit
20 Years	All Rental New Construction

HTF projects must have a 30-year POA, during which the property must meet income eligibility and rent limit requirements.

Underwriting and Subsidy Layering

Commerce will consider the financial viability of the proposed project to ensure that:

- The grant will only be the amount necessary to provide quality affordable housing that is financially viable for at least the statutorily-required POA; and
- The sources and uses of funds (including any operating cost assistance and reserves) for the project are reasonable and will not result in an undue profit.

All funded HOME and HTF activities must meet HOME and HTF requirements, including the maximum per-unit development subsidy limit for housing assisted with HOME and HTF funds. Commerce has elected to use the HOME maximum per-unit subsidy limits (24 CFR 93.300(a)) for both HOME and HTF, which are provided in the [Uniform Application Form for Montana Housing Programs](#), available on the CDD website. Tab “Sec D-HOME/HTF Allocation” calculates an estimated number of units that must be designated as HOME- or HTF-assisted, based on the requested grant(s) amount(s) and total project costs. Note that if both HOME and HTF funds finance a project, the HOME- and HTF-assisted units must be different units, i.e. the same unit cannot be counted as both a HOME and an HTF unit.

Match

HOME

A 5% match is required for the use of HOME funds. Match must come in the form of a permanent contribution to affordable housing and can include cash; donated construction materials or volunteer labor; donated land or real property; foregone interest, taxes, fees, or charges levied by public or private entities; interest savings from below market rate loans; and investments in on- or off-site improvements. Investments from state and local governments or the private sector likely qualify as match, whereas federal funds do not. Owner equity, including investments through Housing Tax Credits, does not qualify as matching funds for HOME-assisted projects.

HTF

No match is required for the use of HTF funds; however, Commerce expects applicants to leverage other funding sources to achieve the goals of HTF.

Eligible and Ineligible Project Expenses

Project activities *eligible* for reimbursement with HTF funding include, but are not limited to:

Eligible Project Costs	HOME (24 CFR § 92.206)	HTF (24 CFR § 93.201)
Development hard costs. Expenses that directly relate to construction or rehabilitation activities that implement the scope of work identified in the grant contract, including materials, labor, and permanent furnishings, equipment, and fixtures. Expenses necessary to demolish existing structures, make utility connections including off-site connections from the property line to the adjacent street, improve the project site (on-site roads and sewer and water lines), provide broadband internet access, and construct or rehabilitate common space (costs associated with common spaces are prorated based on the percentage of assisted units in the project; also, spaces must be located within the same building as the assisted units).	✓	✓
Acquisition costs. Costs associated with real property acquisition.	✓	✓
Related soft costs. <ol style="list-style-type: none"> <li data-bbox="256 829 979 955">(1) Planning and design costs associated specifically with the project, including architecture and engineering fees and costs for other professional services directly related to the construction or rehabilitation of the project. <li data-bbox="256 966 979 1060">(2) Costs associated with financing, such as insurance premiums, title and recording fees, building permitting costs, legal fees, appraisal fees. <li data-bbox="256 1071 979 1165">(3) Costs to provide information services such as affirmative marketing and fair housing information to prospective homeowners and tenants. <li data-bbox="256 1176 979 1228">(4) Staff costs directly related to carrying out the project. <li data-bbox="256 1249 979 1323">(5) Costs of environmental review and release of funds directly related to the project. <li data-bbox="256 1333 979 1386">(6) Costs of addressing environmental provisions as set forth in 24 CFR 93.301 	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓
Operating cost assistance and operating cost assistance reserves. When necessary and subject to Commerce approval and certain limitations, operating cost assistance and operating cost assistance reserves for assisted units for which project-based subsidy is not available.		✓
Relocation costs. Relocation payments to persons who are temporarily relocated up to a year during rehabilitation.	✓	✓

Expenses that are *not eligible* for HOME or HTF grant funding include, but are not limited to:

- Operation and maintenance costs, except as specifically allowed above;
- Temporary furnishings, fixtures, or equipment;
- Any unauthorized costs incurred prior to the date identified in the Notice of Award letter;

- Assistance to a project previously assisted with HOME or HTF funds during the affordability period;
- Acquisition of property owned by the State of Montana;
- Delinquent taxes, fees, or charges on properties to be assisted with HOME or HTF funds;
- Political activities, advocacy, lobbying, counseling services, travel expenses, and preparing or providing advice on tax returns;
- Infrastructure outside of the project property;
- Rental subsidies;
- Administration, outreach, or other costs to manage and operate the recipient organization; or
- Any other ineligible cost listed in the HOME or HTF regulations

Manufactured Housing

If HOME or HTF funds are used to acquire and/or rehabilitate manufactured homes for rent, or to acquire land to develop or relocate manufactured homes for rent, the manufactured housing must be secured by a foundation system capable of transferring all design loads to the ground and which meets the requirements of 24 CFR Part 3280, and all units must have an affixed certification label that certifies conformance with the Federal Manufactured Home and Safety Standards.

Environmental Requirements

The processes to meet the environmental requirements differ whether HOME funds or HTF funds are invested in a project alone or in combination. Projects financed with HOME (and CDBG) funds must meet the environmental requirements and adhere to the environmental review process specified at 24 CFR Parts 50 and 58. Projects with HTF must meet the environmental provisions outlined in 24 CFR Part 93.301.

HOME only

For an overview of the steps for conducting an environmental review and determining the level of review required, refer to the Environmental Review for HOME outline located in the Application Toolkit at <http://comdev.mt.gov/Programs/HTF/Toolkit>. If the recipient is a city or county, that entity will act as the responsible entity and Commerce will issue the environmental release of funds. In cases where the recipient is a CHDO or other non-profit, Commerce will act as the responsible entity and request the environmental release of funds from HUD, on behalf of the recipient.

In general, HOME environmental requirements are triggered when the public is made aware of an entity's intent to use federal funds administered by Commerce or at the time an application is submitted to CDD, whichever occurs first.

HTF only

For a suggested format for determining compliance with HTF environmental provisions, refer to the Environmental Provisions documents in the Application Toolkit at: <http://comdev.mt.gov/Programs/HTF/Toolkit>. While all provisions are required to be addressed, for new construction projects, special attention is warranted to ensure proposed projects will comply with requirements regarding historic preservation, farmlands, airport zones and floodplains.

If another funding source does not require an environmental review to meet National Environmental Policy Act (NEPA) and 24 CFR Parts 50 and 58 requirements, the recipient will be required to comply with the Montana Environmental Policy Act (MEPA). To meet MEPA requirements, a recipient must provide documentation of the completed environmental review process including the public notice for and minutes of a public hearing at which the environmental review was discussed, the public comments received, and

the final decision on the environmental determination made during a public meeting.

HOME and HTF combined

When combining HTF with HOME (and CDBG) funds, part 50 and 58 compliance procedures must be used when they meet the HTF Environmental Provisions. Part 50 and 58 compliance with the laws and authorities governing the following areas does not meet the HTF environmental provisions:

Historic Preservation	Wetlands	Farmlands	Contamination
Airport Zones	Noise	Floodplains	Safe Drinking Water

More specific information to meet the HTF requirements is provided in HUD's suggested format, located in the Application Toolkit at <http://comdev.mt.gov/Programs/HTF/Toolkit>. In addition, when combining a HOME environmental review and HTF environmental provisions, Environmental Justice must be analyzed as part of the environmental review.

Lead-Based Paint

HOME and HTF units must meet HUD standards for lead-based paint (LBP) mitigation. Any contractor or subcontractor engaged in renovation, repair, and any activity that disturbs LBP in units built before 1978 must be certified and follow specific work practices to prevent lead contamination. For units built before 1978, recipients must provide proper notice to tenants, which includes distributing the *Protect Your Family from Lead in Your Home* brochure. Tenants must sign the *Disclosure of Information on Lead Based Paint* form to acknowledge receipt of information pertaining to LBP. In addition to complying with Title X of the Residential Lead Based Paint Hazard Reduction Act of 1992, UPCS inspections will be performed at HOME and HTF-assisted rental properties throughout the state.

Displacement, Relocation, and Acquisition

The recipient must ensure that it has taken all reasonable steps to minimize the displacement of persons (families, individuals, businesses, non-profit organizations, and farms) because of a project assisted with HOME or HTF funds. To the extent feasible, displaced residential tenants must be provided a reasonable opportunity to lease and occupy a suitable, decent, safe, sanitary, and affordable dwelling unit in the building/complex upon completion of the project. Any relocation required during the project must be arranged and paid for by the recipient and carefully documented to ensure compliance with the Uniform Relocation Act. Relocation costs are eligible HOME and HTF expenses.

Conflict of Interest

No employee, officer or agent covered by the conflict of interest provisions who exercise or have exercised any functions or responsibilities with respect to activities assisted with HOME or HTF-funded projects or who are in a position to participate in a decision-making process or gain inside information with regard to these activities may obtain a financial interest or financial benefit from the HOME or HTF-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to the HOME or HTF-assisted activity, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

Recipients with a potential or actual conflict of interest must disclose that to Commerce to coordinate efforts to inform the public and to ensure proper steps are taken to address the conflict.

Federal Funding Accountability and Transparency Act

HOME or HTF assistance provided to recipients shall be considered a Federal award for purposes of the Federal Funding Accountability and Transparency Act of 2006.

Eminent Domain

HTF funds may not be used in conjunction with property taken by eminent domain, unless eminent domain is employed only for a public use, except that, public use shall not be construed to include economic development that primarily benefits any private entity. Prior to any eminent domain activity or decisions, eligible applicants must consult with Commerce to ensure URA regulations are followed.

VAWA

The Violence Against Women Act (VAWA) requirements apply to all rental housing assisted with HOME or HTF funds.

Energy Conservation

Applicants must demonstrate that the proposed project's design for energy efficiency measures including solar deployment and other on-site renewable energy installations are aligned with the Federal Renewable Energy Target (FRET).

See https://www.hud.gov/program_offices/economic_development/eegb/renew300. The National Renewable Energy Laboratory (NREL) online tools at <http://www.nrel.gov/> may be used by applicants to calculate potential energy production, financial and economic impacts and solar data.

Public Participation Process

To receive HOME or HTF funds, applicants for grants must carry out citizen participation in a manner that complies with the current Montana Consolidated Plan. Commerce encourages applicants to engage with their stakeholders, e.g. community organizations, the public, housing partners, and current or potential property residents through informal meetings or planning sessions that make information available, inform the public of the design of the proposed activity, and otherwise contribute to a meaningful citizen participation process. Applicants should retain documentation, including posters, agendas, sign in sheets, presentations materials and handouts, photos, and survey responses resulting from or generated for such meetings and sessions.

Affirmative Fair Housing Marketing Plan (AFHMP)

Each HOME or HTF project with five or more units must include a complete AFHMP that will guide marketing of the units within the HOME or HTF-assisted project, to assure fair and equitable opportunities for housing. The required AFHMP form can be downloaded from the HUD portal at:

<https://portal.hud.gov/hudportal/documents/huddoc?id=935-2a.pdf>. During the Period of Affordability, for all HOME or HTF-assisted projects, implementation of the AFHMP must be documented and the documentation must be retained for review.

V. Administrative Procedures and Requirements

For HOME projects, the recipient will comply with the HOME Investment Partnerships Act at Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended, 42 U.S.C. 12701 et seq.; 24 CFR Parts 92; 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; any applicable state and federal laws, regulations, administrative directives and procedures, as now in effect or as may be amended during the contract; all administrative directives and procedures that may be established or amended by the Department for the Program, including the most current version of the Department's HOME Application Guidelines and current HOME Grant

Administration Manual; The Montana Consolidated Plan; and all other applicable local, state, and federal laws, regulations, administrative directives, procedures, ordinances, or resolutions.

For HTF projects, the recipient will comply with Section 1338 of the Federal Housing Enterprises Financial Safety and Soundness Act of 1992, as amended (12 U.S.C. 4501 *et seq.*); all applicable local, state, and federal laws as well as all applicable regulations, ordinances, and resolutions now in effect or as may be amended during the term of this Contract including but not limited to 24 CFR part 93, 24 CFR §93.350-93.356, 2 CFR part 200, and 24 CFR part 5, subpart A. The recipient warrants that the Project is in accordance with the HTF Allocation Plan or Montana's Annual Action Plan as approved by HUD, the Act. The recipient will comply with all administrative directives and procedures that may be established or amended by Commerce for the Program, including the most current version of the *HTF Project Administration Manual*.

VI. Application Submission

HOME and HTF Program applicants must submit one (1) hard copy and one (1) electronic copy of the full HOME and HTF application, as described below. The hard copy of the HOME or HTF application must be postmarked or delivered to the Montana Department of Commerce on or before 5:00 pm on the deadline noted on the cover page of these Application Guidelines, at:

Community Development Division
Montana Department of Commerce
301 South Park Ave
P.O. Box 200523
Helena, MT 59620-0523
DOCCDD@mt.gov

Applicants will preferably submit the electronic copy of the full HOME or HTF application through the State File Transfer Service at <https://transfer.mt.gov>, but may submit by CD, DVD, or compressed file by email. To use the file transfer service, create an account in the transfer service, upload the files, and email the transfer to DOCCDD@mt.gov. Please include the name of the applicant and 'HOME' and/or 'HTF' in files uploaded to the transfer service. Note that applications received after the deadline may be considered for funding only if funds are available after awards have been made to eligible applications received by the deadline.

Applicants that plan to commence a project before it has been awarded HOME or HTF grant funding should discuss their plans with program staff to ensure they do not take any steps that could violate the various federal and state laws and programmatic requirements that apply to projects involving HOME or HTF funds. Some project activities, such as land acquisition, are subject to HOME and HTF regulations even if performed prior to the submission of an application for HOME or HTF funding or receiving an award of HOME or HTF funds. In general, HOME environmental requirements are triggered when the public is made aware of an entity's intent to use federal funds administered by Commerce or at the time an application is submitted to CDD, whichever occurs first. For both HOME and HTF, URA requirements are triggered at the time the use of federal funds is contemplated.

A complete HOME or HTF application must include the following sections, as applicable.

1. Table of Contents

- 2. a. Certification for Application to the HOME Program**
Certification for Application to the HTF Program (see Appendix A)
- b. Resolution to Authorize Submission of a HOME Application**
Resolution to Authorize Submission of an HTF Application (see Appendix B)

3. Uniform Application for Montana Housing Loan, Grant, and Tax Credit Programs

Each applicant must provide a completed Excel spreadsheet of the current *Uniform Application Form for Montana Housing Programs*: <http://housing.mt.gov/UniformApplication#>. Each relevant section that is a confirmed or proposed funding source must be completed. If an applicant or partner is a non-profit or for-profit organization that currently owns and operates the rental housing, or will own and operate a proposed housing project, the application must include a copy of the organization's IRS Form 990 (if non-profit organization) or tax returns (for-profit corporation) for the three most recent years of operation. Please redact federal identification numbers from these documents.

4. Responses to Priority Questions for all Proposals (see Appendix C)

5. Documentation to Support Responses to Priority Questions

The applicant should provide documentation and sources of supporting data for all information and responses provided in the Uniform Application and in response to the Priority Questions. If referencing a larger document available on the internet, the applicant should include hard copies of relevant pages of documents, with a web address to the complete document. If a survey or other original research was conducted to support the application, the methodology must be described, and a copy of the research or survey form and a composite summary of all responses must be submitted.

6. Preliminary Architectural Report (PAR) or Capital Needs Assessment (CNA)

For New Construction or Significant Rehabilitation⁶:

The applicant must provide a copy of a Preliminary Architectural Report that thoroughly addresses the requirements in the CDD PAR Requirements available in the Application Toolkit located at: <http://comdev.mt.gov/Programs/HTF/Toolkit>.

For Standard Rehabilitation:

The applicant must provide a copy of a Capital Needs Assessment that thoroughly addresses all the issues identified in the CDD CNA Requirements available in the Application Toolkit located at: <http://comdev.mt.gov/Programs/HTF/Toolkit>.

7. Residential Anti-displacement and Relocation Assistance Plan (if applicable)

The Uniform Relocation Act (URA) requirements apply when HOME or HTF funds are proposed for acquisition, demolition, or rehabilitation of any property or structures. If applicants are proposing the use of HOME or HTF funds for property or structures already occupied by residential households, a General Information Notice (GIN) should be sent as soon as possible (even prior to application) to

⁶ Definitions for Rehabilitation are provided in the CNA Requirements, which is available in the Application Toolkit at <http://comdev.mt.gov/Programs/HTF/Toolkit>

all occupants informing them the land on which they reside or the building they occupy is being considered to receive HOME or HTF assistance and informing them there is no intent to evict the occupants or involuntarily relocate them because of the proposed HOME or HTF activity.

Each application for HOME or HTF funds for acquisition, demolition, or rehabilitation of any property or structures must be accompanied by a Residential Anti-displacement and Relocation Assistance Plan, which provides the policy the applicant will follow if project activities trigger the URA. See the Application Toolkit for a template for a Residential Anti-displacement and Relocation Assistance Plan.

8. Draft Management Plan

Each application for HOME or HTF funds must be accompanied by a draft project construction management plan that identifies all project partners and their capacity, responsibilities, and roles. See Application Toolkit for a Construction Management Plan template.

Successful applicants for HOME or HTF funds must provide a draft rental operation plan prior to executing a contract with Commerce that identifies the individuals (by name and/or title) who will be responsible for the long-term operation of the project from construction completion through the full period of affordability. See Application Toolkit for a template Rental Housing Operation Plan.

Appendix A:

HOME Certification for Application

HTF Certification for Application

MONTANA HOME CERTIFICATION FOR APPLICATION



The Applicant hereby certifies that:

It will comply with all requirements established by the Montana Department of Commerce (Commerce) and applicable state laws, regulations, and administrative procedures and all Montana HOME Investment Partnerships Program (HOME) program requirements.

It will comply with the terms, conditions, selection criteria, and procedures established by the HOME program and expressly waives any statutory or common law right it may have to challenge the legitimacy and propriety of these terms, conditions, criteria, and procedures in the event that it is not selected for an award of HOME funds.

It acknowledges and understands that specific statutory and regulatory requirements apply to and restrict the Applicant's actions before and after an award for HOME funds is made.

National Objective

It will complete a project that expands the supply of decent, safe, sanitary, and affordable housing, with primary attention to rental housing for very low-income and low-income households.

State Objectives

It will complete project activities that meet one or more of the goals and objectives established in the most current version of the Montana Consolidated Plan.

ACQUISITION, DISPLACEMENT AND RELOCATION

It will minimize displacement as a result of acquisition, rehabilitation, or demolition activities assisted with HOME funds. It will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (URA), the implementing regulations 49 CFR part 24, and 24 CFR §92.353. The Applicant will provide uniform, fair, and equitable treatment of persons who are displaced in connection with project activities or whose real property is acquired.

- The URA and accompanying regulations require the Applicant to provide relocation payments and offer relocation assistance to all persons displaced as a result of acquisition of real property for an activity assisted under the HOME program. Such payments and assistance must be provided in a fair and consistent and equitable manner that ensures that the relocation process does not result in a different or separate treatment of such persons on account of race, color, religion, national origin, sex, source of income, age, handicap, or familial status (families with children). The Applicant must ensure that, within a reasonable period of time prior to displacement, decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of choices available to such persons will not vary on account of their race, color, religion, national origin, sex, source of income, age, handicap, or familial status (families with children); and
- The Applicant must also inform affected persons of their rights and of the acquisition policies and

procedures set forth in the regulations of 49 CFR part 24, Subpart B, and found in the applicable local government's Anti-displacement and Relocation Assistance Plan.

- The Applicant must comply with the Residential Anti-displacement and Relocation Assistance Plan adopted by the Montana Department of Commerce for the HOME program and the Anti-displacement and Relocation Assistance Plan adopted by the Applicant.

Building Standards

The Applicant will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under the HOME program to comply with the standards outlined in this application.

The Applicant will also comply with the accessibility requirements of 24 CFR part 8 and 28 CFR parts 35 and 36, and the Fair Housing Act (42 U.S.C. 3601-3619) as applicable. The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.

Citizen Participation

The Applicant will comply with the detailed Citizen Participation Plan adopted by Commerce for the HOME program.

CIVIL RIGHTS, EQUAL OPPORTUNITY, FAIR HOUSING REQUIREMENTS

Civil Rights

The Applicant will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), and the regulations issued pursuant thereto (24 CFR part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied in the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits.

Equal Opportunity

The Applicant will comply with 24 CFR part 5, subpart A including the following:

- 24 CFR part 107, which provides prohibits discrimination against individuals on the basis of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with federal funds;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.). The act provides that no person shall be excluded from participation, denied program benefits or subjected to

discrimination on the basis of age under any program or activity receiving federal funding assistance;

- Section 504 of the Rehabilitation Act of 1973, amended (29 U.S.C. 794) (24 CFR part 8). The act provides that no otherwise qualified individual shall, solely, by reason of his or her disability, be excluded from participation (including employment), denied program benefits or subjected to discrimination under any program or activity receiving federal assistance funds;
- Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (24 CFR Part 135). Section 3 of the Housing and Urban Development Act of 1968 requires, in connection with the planning and carrying out of any project assisted under the Act, to the greatest extent feasible, opportunities for training and employment be given to lower-income persons residing within the unit of local government or the non-metropolitan county in which the project is located, and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part, by persons residing in the project area. The Applicant must assure good faith efforts toward compliance with the statutory directive of Section 3; and
- Executive Order 11246, as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto (24 CFR Part 130 and 41 CFR Chapter 60) prohibit a HOME Applicant and subcontractors, if any, from discriminating against any employee or applicant for employment because of race, color, religion, sex or national origin. The Applicant and subcontractors, if any, must take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action must include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. The Applicant and subcontractors must post in conspicuous places, available to employees and applicants for employment, notices to be provided setting for the provisions of this nondiscrimination clause. For contracts over \$10,000 the Applicant or subcontractors will send to each applicable labor union a notice of the above requirements, the Applicant and subcontractors will comply with relevant rules, regulations and orders of the U.S. Secretary of Labor. The Applicant or subcontractors must make their books and records available to State and federal officials for purposes of investigation to ascertain compliance.

Fair Housing

The Applicant will affirmatively further fair housing and will comply with:

- Title VIII of the Civil Rights Act of 1968 (also known as The Fair Housing Act) (42 U.S.C. 3601 et seq.), as amended by the Fair Housing Amendments Act of 1988 and the regulations issued pursuant thereto. The law states that it is the policy of the United States prohibiting any person from discriminating in the sale or rental of housing, the financing of housing, or the provision of brokerage services, including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, national origin, disability, or familial status. HOME Applicants must also administer programs and activities relating to housing and community development in a manner that affirmatively promotes fair housing and furthers the purposes of Title VIII; and

- Executive Order 11063, as amended by Executive Order 12259, requires HOME recipients to take all actions necessary and appropriate to prevent discrimination because of race, color, religion, creed, sex, or national origin; in the sale, leasing, rental and other disposition of residential property and related facilities (including land to be developed for residential use); or in the use or occupancy thereof if such property and related facilities are, among other things, provided in whole or in part with the aid of loans, advances, grants or contributions from the federal government.

Prohibition Against Discrimination on Basis of Religion

The Applicant will comply with section 109(a) of the Housing and Community Development Act that prohibits discrimination on the basis of religion or religious affiliation. No person will be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with HOME funds on the basis of his or her religion or religious affiliation.

Prohibition Against Excessive Force

The Applicant will, if awarded HOME funds, adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in accordance with Section 104(1) of the Housing and Community Development Act, as amended.

ADA Compliance

The Applicant will do a self-assessment of impediments to accessibility in compliance with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12131-12189). The Applicant is required to find a means of making HOME program activities and services accessible to persons with disabilities; to review their communities for impediments to disabled citizens; and develop a plan to address those impediments.

CONFLICT OF INTEREST

The Applicant will comply with the provisions of 2 CFR 200.318 or 24 CFR 93.353 as applicable and with sections 2-2-125, 2-2-201, 7-3-4367, 7-5-2106, and 7-5-4109, MCA, (as applicable) regarding the avoidance of conflict of interest.

ENVIRONMENTAL REQUIREMENTS

Environmental Impact

The Applicant certifies that all project activities will be carried out in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) (42 USC 4321) and implementing regulations of 24 CFR part 58. The Applicant certifies that the proposed project will not significantly impact the environmental regulations and must fulfill its obligations to give public notice of environmental findings and compliance performance.

The Applicant certifies that it understands that neither a HOME grant recipient nor any participant in the development process, including public or private nonprofit or for-profit entities, or any of their contractors, may commit HUD assistance under the HOME or CDBG programs on an activity or project

until Commerce has approved the Applicant's Request for Release of Funds and the related certification has been approved.

Furthermore, the Applicant certifies that neither it nor any participant in the development process will commit non-HUD funds on or undertake an activity or project under the HOME program if the activity or project would have an adverse environmental impact or limit the choice of reasonable alternatives.

The specific requirements for historic preservation, archaeological resources, farmland, airport zones, Coastal Barrier Resource System, coastal zone management, floodplains, wetlands, explosives and hazards, contamination, noise, endangered species, wild and scenic rivers, safe drinking water, and sole source aquifers; and

When a local government is a HOME recipient, its chief executive officer or other officer of the applicant approved by the state:

1. consents to assume the status of responsible federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of federal law, which further the purposes of NEPA, insofar as the provisions of such federal law apply to the HOME program; and
2. is authorized and consents on behalf of the applicant and her/himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.

Air Quality

It will comply with the Clean Air Act (42 U.S.C. 7401, et seq.) which prohibits engaging in, supporting in any way or providing financial assistance for, licensing or permitting, or approving any activity which does not conform to the state implementation plan for national primary and secondary ambient air quality standards.

Farmlands Protection

The Applicant will comply with the Farmlands Protection Policy Act of 1981 (7 U.S.C. 4202, et seq. and 7 CFR 658) and activities must not result in the conversion of unique, prime, or statewide or locally significant agricultural properties to urban uses.

Floodplain Management and Wetlands Protection

The Applicant must comply with Executive Order 11988, 24 CFR part 55, Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 (42 USC 4001-4128, 42 USC 5154a), Executive Order 11990, particularly sections 2 and 5 and must:

- Avoid construction and other activities in the 100-year floodplain when practicable and if no practicable alternative is available to construction or other activities within the 100-year floodplain, then the structure must be elevated to at least the base flood elevation or flood proofed to one foot above the base flood elevation.

- Not conduct activities in a floodway or any new construction critical action in a 100- or 500-year floodplain.
- Not conduct activities that adversely affect wetlands. Wetlands mean areas that are inundated by surface or ground water with a frequency sufficient to support, and under normal circumstances, does or would support a prevalence of vegetative or aquatic life that requires saturated or seasonally saturated soil conditions for growth and reproduction.

Historic Preservation

The Applicant will comply with:

Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470, as amended) through completion of the procedures outlined in 36 CFR 800 and 36 CFR 63. Project activities must not be performed on properties that are either listed in or determined eligible for listing in the National Register of Historic Places. Compliance with these procedures should include:

1. consulting with the State Historic Preservation Office (SHPO) to identify properties listed in or eligible for inclusion in the National Register of Historic Places that exist with a proposed HOME project's area of potential environmental impact, and/or to determine the need for professional archaeological, historical, or architectural inventory of potentially affected properties to determine whether they would qualify for register listing; and
2. consulting, with the SHPO and THPO, Keeper of the National Register of Historic Places, and the Advisory Council on Historic Preservation to evaluate the significance of historic or prehistoric properties which could be affected by HOME work and to determine how to avoid or mitigate adverse effects to significant properties from project work.

Lead-Based Paint

The Applicant will comply with current requirements of Title X of the Residential Lead Based Paint Hazard Reduction Act of 1992. The Applicant will comply with the requirements found in section 24 CFR part 35. Both Commerce and DPHHS provide education and information on LBP hazards to parents, families, healthcare providers, grant recipients, and contractors. Commerce requires that any contractor or subcontractor engaged in renovation, repair and paint activities that disturb lead-based paint in homes, child and care facilities built before 1978 must be certified and follow specific work practices to prevent lead contamination. In addition to complying with Title X, UPCS inspections will be performed at rental properties assisted with HOME, Section 8, and other public rental properties throughout the state.

Noise, Facility Siting

The Applicant will comply with the Noise Control Act of 1972, as amended by the Quiet communities Act of 1978, and 40 CFR part 149.

The Applicant will conduct all activities in a manner to ensure internal noise levels are no more than 45 decibels and external noise levels are no more than 65 decibels.

Water Quality

The Applicant will use only lead-free pipes, solder, and flux for projects with a potable water system and will avoid sites and activities that have the potential to contaminate sole source aquifer areas. If the project overlies a sole source aquifer area, the Environmental Protection Agency (EPA) review the project.

The Applicant will comply with:

- the Safe Drinking Water Act of 1974 (42 U.S.C. Section 201, 300(f) et seq. and U.S.C. Section 349), as amended, particularly Section 1424(e) (42 U.S.C. Section 300H-303(e)) which is intended to protect underground sources of water. No commitment for federal financial assistance can be entered into for any project which the U.S. Environmental Protection Agency determines may contaminate an aquifer which is the sole or principal drinking water source for an area; and
- the Federal Water Pollution Control Act of 1972, as amended, including the Clear Water Act of 1977, Public Law 92-212 (33 U.S.C. Section 1251, et seq.) which provides for the restoration and maintenance of the chemical, physical and biological integrity of the nation's water.

Wildlife and Endangered Species

The Applicant will comply with:

- the Endangered Species Act of 1973, as amended (16 U.S.C. 1531 et seq.). The intent of this Act is to ensure that all federally assisted projects seek to preserve endangered or threatened species. Federally authorized and funded projects must not jeopardize the continued existence of endangered and threatened species or result in the destruction or modification of habitat of such species which is determined by the U.S. Department of the Interior, after consultation with the state, to be critical; and
- the Fish and Wildlife Coordination Act of 1958, as amended, (U.S.C. 661 et seq.) which requires that wildlife conservation receives equal consideration and is coordinated with other features of water resource development programs.

Wild and Scenic Rivers

The Applicant will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. 1271, et seq.). The purpose of this Act is to preserve selected rivers or sections of rivers in their free-flowing condition, to protect the water quality of such rivers and to fulfill other vital national conservation goals. Federal assistance by loan, grant, license or other mechanism may not be provided to water resources construction projects that would have a direct and adverse effect on any river included or designated for study or inclusion in the National Wild and Scenic River System.

Airport Hazards

The Applicant will comply with 24 CFR part 51, subpart D.

Contamination and Toxic Substances and Explosive and Flammable Hazards

The Applicant will comply with 24 CFR part 58.5(i)(2) and 24 CFR part 51, subpart C.

FINANCIAL MANAGEMENT

The Applicant will comply with the applicable requirements of:

- 2 CFR part 200. It will maintain a financial management system that includes records to document compliance with Federal and State laws and regulations and the terms and conditions of the HOME program. The records must be sufficient to allow for the preparation of reports required by general and program-specific terms and conditions and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to Federal statutes and program requirements.
- 24 CFR part 93, subpart I. It will comply with the program administration requirements relating to the following: disbursement of funds, program income, uniform administrative requirements, cost principles, audits, recordkeeping, property management, and performance reports.

The Applicant will promptly refund to Commerce any HOME funds determined by an audit to have been spent in an unauthorized or improper manner or for ineligible activities.

The Applicant will give Commerce, the Montana Legislative Auditor, HUD, and the Comptroller General, through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant.

Labor Standards

The Applicant will comply with:

- State regulations regarding the administration and enforcement of labor standards. Montana's prevailing wage law applies to contracts entered into for construction services or non-construction services let by a county or municipality in which the total cost of the contract is \$25,000 or more. It requires that bidders on contracts pay a set rate of compensation, including employee benefits, and that at least 50% of the employees of each contractor working on the jobs be bona fide Montana residents;
- Davis-Bacon Act, as amended (40 USC 3141). The Act mandates that all laborers and mechanics be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account except "permissible" salary deductions, the full amounts due at the time of payments, computed wage rates not less than those contained in the wage determination issued by the US Department of Labor. Weekly compliance statements and payrolls are required to be submitted to the federally funded recipient by the contractor;
- Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.). According to the Act, no contract work may involve or require laborers or mechanics to work in excess of eight hours in a calendar day, or in excess of 40 hours in a work week, unless compensation of not less than one and one-half times the basic rate is paid for the overtime hours. If this Act is violated, the

contractor or subcontractor is liable to any affected employee for unpaid damages as well as to the United States for liquidated damages; and

- Federal Fair Labor Standards Act, (29 U.S.C.S. 201 et seq.). The act requires that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed workweek.

Legal Authority

The Applicant possesses legal authority to apply for the grant and to execute the proposed project under Montana law and, if selected to receive a HOME grant, will make all efforts necessary to assure timely and effective implementation of the project activities described in the submitted application.

Lobbying

The Applicant certifies that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influencing an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Political Activity

It will comply with the Hatch Act (5 U.S.C. 1501, et seq.; 5 CFR Part 151), which restricts the political activity of individuals principally employed by a state, municipality, or local agency in connection with a program financed in whole or in part by federal loans or grants. An affected employee may not be a candidate for public office in a partisan election.

Procurement

All services will be procured in a manner that provides fair and unbiased, full and open competition, without conflicts of interest in accordance with 24 CFR 92.356 and 2 CFR 200.

APPLICANT:

Signed: _____

Name: _____

Title: _____

Date: _____

DUNS Number: _____

EIN Number: _____

EIN Number: _____



MONTANA HTF CERTIFICATION FOR APPLICATION



The Applicant hereby certifies that:

It will comply with all requirements established by the Montana Department of Commerce (Commerce) and applicable state laws, regulations, and administrative procedures and all Montana Housing Trust Fund (HTF) program requirements.

It will comply with the terms, conditions, selection criteria, and procedures established by the HTF program and expressly waives any statutory or common law right it may have to challenge the legitimacy and propriety of these terms, conditions, criteria, and procedures in the event that it is not selected for an award of HTF funds.

It acknowledges and understands that specific statutory and regulatory requirements apply to and restrict the Applicant's actions before and after an award for HTF funds is made.

National Objective

It will complete a project that increases or preserves the supply of decent, safe, sanitary, and affordable housing, with primary attention to rental housing for extremely low-income and very low-income households, including homeless families.

State Objectives

It will complete project activities that meet one or more of the goals and objectives established in the most current version of the Montana Consolidated Plan.

ACQUISITION, DISPLACEMENT AND RELOCATION

The Applicant will minimize displacement as a result of acquisition, rehabilitation, or demolition activities assisted with HTF funds. It will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (URA), the implementing regulations 49 CFR part 24, and 24 CFR §93.352. The Applicant will provide uniform, fair, and equitable treatment of persons who are displaced in connection with project activities or whose real property is acquired.

- The URA and accompanying regulations require the Applicant to provide relocation payments and offer relocation assistance to all persons displaced as a result of acquisition of real property for an activity assisted under the HTF program. Such payments and assistance must be provided in a fair and consistent and equitable manner that ensures that the relocation process does not result in a different or separate treatment of such persons on account of race, color, religion, national origin, sex, source of income, age, handicap, or familial status (families with children). The Applicant must ensure that, within a reasonable period of time prior to displacement, decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of choices available to such persons will not vary on account of their race, color, religion, national origin, sex, source of income, age, handicap, or familial status (families with children); and

- The Applicant must also inform affected persons of their rights and of the acquisition policies and procedures set forth in the regulations of 49 CFR part 24, Subpart B, and found in the applicable local government's Anti-displacement and Relocation Assistance Plan.
- The Applicant must comply with the Residential Anti-displacement and Relocation Assistance Plan adopted by the Montana Department of Commerce for the HTF program and the Anti-displacement and Relocation Assistance Plan adopted by the Applicant.

Building Standards

The Applicant will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under the HTF program to comply with the standards outlined in this application.

The Applicant will also comply with the accessibility requirements of 24 CFR part 8 and 28 CFR parts 35 and 36, and the Fair Housing Act (42 U.S.C. 3601-3619) as applicable. The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.

Citizen Participation

The Applicant will comply with the detailed Citizen Participation Plan adopted by Commerce for the HTF program.

CIVIL RIGHTS, EQUAL OPPORTUNITY, FAIR HOUSING REQUIREMENTS

Civil Rights

The Applicant will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), and the regulations issued pursuant thereto (24 CFR part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied in the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits.

Equal Opportunity

The Applicant will comply with 24 CFR part 5, subpart A including the following:

- 24 CFR part 107, which provides prohibits discrimination against individuals on the basis of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with federal funds;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.). The act provides that no

person shall be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance;

- Section 504 of the Rehabilitation Act of 1973, amended (29 U.S.C. 794) (24 CFR part 8). The act provides that no otherwise qualified individual shall, solely, by reason of his or her disability, be excluded from participation (including employment), denied program benefits or subjected to discrimination under any program or activity receiving federal assistance funds;
- Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (24 CFR Part 135). Section 3 of the Housing and Urban Development Act of 1968 requires, in connection with the planning and carrying out of any project assisted under the Act, to the greatest extent feasible, opportunities for training and employment be given to lower-income persons residing within the unit of local government or the non-metropolitan county in which the project is located, and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part, by persons residing in the project area. The Applicant must assure good faith efforts toward compliance with the statutory directive of Section 3; and
- Executive Order 11246, as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto (24 CFR Part 130 and 41 CFR Chapter 60) prohibit an HTF Applicant and subcontractors, if any, from discriminating against any employee or applicant for employment because of race, color, religion, sex or national origin. The Applicant and subcontractors, if any, must take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action must include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. The Applicant and subcontractors must post in conspicuous places, available to employees and applicants for employment, notices to be provided setting for the provisions of this nondiscrimination clause. For contracts over \$10,000 the Applicant or subcontractors will send to each applicable labor union a notice of the above requirements, the Applicant and subcontractors will comply with relevant rules, regulations and orders of the U.S. Secretary of Labor. The Applicant or subcontractors must make their books and records available to State and federal officials for purposes of investigation to ascertain compliance.

Fair Housing

The Applicant will affirmatively further fair housing and will comply with:

- Title VIII of the Civil Rights Act of 1968 (also known as The Fair Housing Act) (42 U.S.C. 3601 et seq.), as amended by the Fair Housing Amendments Act of 1988 and the regulations issued pursuant thereto. The law states that it is the policy of the United States prohibiting any person from discriminating in the sale or rental of housing, the financing of housing, or the provision of brokerage services, including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, national origin, disability, or familial status. HTF Applicants must also administer programs and activities relating to housing and community development in a manner that affirmatively promotes fair housing and furthers the purposes of Title VIII; and

- Executive Order 11063, as amended by Executive Order 12259, requires HTF recipients to take all actions necessary and appropriate to prevent discrimination because of race, color, religion, creed, sex, or national origin; in the sale, leasing, rental and other disposition of residential property and related facilities (including land to be developed for residential use); or in the use or occupancy thereof if such property and related facilities are, among other things, provided in whole or in part with the aid of loans, advances, grants or contributions from the federal government.

Prohibition Against Discrimination on Basis of Religion

The Applicant will comply with section 109(a) of the Housing and Community Development Act that prohibits discrimination on the basis of religion or religious affiliation. No person will be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with HTF funds on the basis of his or her religion or religious affiliation.

Prohibition Against Excessive Force

The Applicant will, if awarded HTF funds, adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in accordance with Section 104(1) of the Housing and Community Development Act, as amended.

ADA Compliance

The Applicant will do a self-assessment of impediments to accessibility in compliance with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12131-12189). The Applicant is required to find a means of making HTF program activities and services accessible to persons with disabilities; to review their communities for impediments to disabled citizens; and develop a plan to address those impediments.

CONFLICT OF INTEREST

The Applicant will comply with the provisions of 2 CFR 200.318 or 24 CFR 93.353 as applicable and with sections 2-2-125, 2-2-201, 7-3-4367, 7-5-2106, and 7-5-4109, MCA, (as applicable) regarding the avoidance of conflict of interest.

ENVIRONMENTAL REQUIREMENTS

Air Quality

The Applicant will comply with the Clean Air Act (42 U.S.C. 7401, et seq.) which prohibits engaging in, supporting in any way or providing financial assistance for, licensing or permitting, or approving any activity which does not conform to the state implementation plan for national primary and secondary ambient air quality standards.

Lead-Based Paint

The Applicant will comply with current requirements of Title X of the Residential Lead Based Paint Hazard Reduction Act of 1992. The Applicant will comply with the requirements found in section 24 CFR part 35.

Both Commerce and DPHHS provide education and information on LBP hazards to parents, families, healthcare providers, grant recipients, and contractors. Commerce requires that any contractor or subcontractor engaged in renovation, repair and paint activities that disturb lead-based paint in homes, child and care facilities built before 1978 must be certified and follow specific work practices to prevent lead contamination. In addition to complying with Title X, UPCS inspections will be performed at rental properties assisted with HTF, HOME, Section 8, and other public rental properties throughout the state.

Environmental Impact

The Applicant certifies that at project completion it will be compliant with:

- The requirements of 24 CFR part 93 (including the property standards under 24 CFR § 93.301);
- Environmental requirements under 24 CFR 93.301(f)(1) or (2) as applicable;
- The recordkeeping requirements of 24 CFR 93.407(a)(2)(iv) demonstrating the project meets the HTF Environmental Provisions listed above;
- The specific requirements for historic preservation, archaeological resources, farmland, airport zones, Coastal Barrier Resource System, coastal zone management, floodplains, wetlands, explosives and hazards, contamination, noise, endangered species, wild and scenic rivers, safe drinking water, and sole source aquifers; and

Historic Preservation

The Applicant will not perform project activities on properties that are either listed in or determined to be eligible for listing in the National Register of Historic Places unless the project activities meet the Secretary of the Interior's Standards for Rehabilitation. The Applicant will comply with the Native American Graves Protection and Repatriation Act (25 USC 3001-3013), state law and/or local ordinances.

Farmlands Protection

The Applicant will ensure project activities will not result in the conversion of unique, prime, or statewide or locally significant agricultural properties to urban uses.

Airport Zones

The Applicant will comply with 24 CFR par 51, subpart D.

Floodplain Management and Wetlands Protection

The Applicant must:

- Avoid construction and other activities in the 100-year floodplain when practicable and if no practicable alternative is available to construction or other activities within the 100-year floodplain, then the structure must be elevated to at least the base flood elevation or flood proofed to one foot above the base flood elevation.

- Not conduct activities in a floodway or any new construction critical action in a 100- or 500-year floodplain.
- Not conduct the following activities in a wetland: draining, dredging, channeling, filling, diking, impounding or related grade activities. Wetlands mean areas that are inundated by surface or ground water with a frequency sufficient to support, and under normal circumstances, does or would support a prevalence of vegetative or aquatic life that requires saturated or seasonally saturated soil conditions for growth and reproduction.

Explosives and Hazards

The Applicant will ensure project activities are in compliance with the standards for acceptable separation distances, as set forth at 24 CFR part 51, subpart C.

Contamination

The Applicant will ensure the project is free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended use of the property. In addition, the Applicant will ensure project activities are not located within 0.25 miles of a Superfund or CERCLIS (Comprehensive Environmental Response, Compensation, and Liability Information System) site or other contaminated site reported to Federal, State, or local authorities without a statement in writing from the U.S. Environmental Protection Agency (EPA) or the appropriate State agency that there is no hazard that could affect the health and safety of the occupants or conflict with the intended use of the property.

Noise, Facility Siting

The Applicant will comply with conducting all activities in a manner to ensure internal noise levels are no more than 45 decibels and external noise levels are no more than 65 decibels.

Endangered Species

The Applicant must avoid all actions which could jeopardize the continued existence of any endangered or threatened species as designated by the US Fish and Wildlife Service or National Marine Fisheries Service, or would result in the destruction or adversely modify the designated critical habitat of such species.

Wild and Scenic Rivers

The Applicant must avoid activities that are inconsistent with conservation easements, land-use protections, and restrictions adjacent to wild and scenic rivers as designated by the Departments of Agriculture or Interior.

Water Quality

The Applicant will use only lead-free pipes, solder, and flux for projects with a potable water system and will avoid sites and activities that have the potential to contaminate sole source aquifer areas. If the

project overlies a sole source aquifer area, the Environmental Protection Agency (EPA) review the project.

FINANCIAL MANAGEMENT

The Applicant will comply with the applicable requirements of:

- 2 CFR part 200. It will maintain a financial management system that includes records to document compliance with Federal and State laws and regulations and the terms and conditions of the HTF program. The records must be sufficient to allow for the preparation of reports required by general and program-specific terms and conditions and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to Federal statutes and program requirements.
- 24 CFR part 93, subpart I. It will comply with the program administration requirements relating to the following: disbursement of funds, program income, uniform administrative requirements, cost principles, audits, recordkeeping, property management, and performance reports.

The Applicant will promptly refund to Commerce any HTF funds determined by an audit to have been spent in an unauthorized or improper manner or for ineligible activities.

The Applicant will give Commerce, the Montana Legislative Auditor, HUD, and the Comptroller General, through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant.

Labor Standards

The Applicant will comply with:

- State regulations regarding the administration and enforcement of labor standards. Montana's prevailing wage law applies to contracts entered into for construction services or non-construction services let by a county or municipality in which the total cost of the contract is \$25,000 or more. It requires that bidders on contracts pay a set rate of compensation, including employee benefits, and that at least 50% of the employees of each contractor working on the jobs be bona fide Montana residents;
- Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.). According to the Act, no contract work may involve or require laborers or mechanics to work in excess of eight hours in a calendar day, or in excess of 40 hours in a work week, unless compensation of not less than one and one-half times the basic rate is paid for the overtime hours. If this Act is violated, the contractor or subcontractor is liable to any affected employee for unpaid damages as well as to the United States for liquidated damages; and
- Federal Fair Labor Standards Act, (29 U.S.C.S. 201 et seq.). The act requires that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed workweek.

Legal Authority

The Applicant possesses legal authority to apply for the grant and to execute the proposed project under Montana law and, if selected to receive an HTF grant, will make all efforts necessary to assure timely and effective implementation of the project activities described in the submitted application.

Lobbying

The Applicant certifies that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influencing an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Political Activity

The Applicant will comply with the Hatch Act (5 U.S.C. 1501, et seq.; 5 CFR Part 151), which restricts the political activity of individuals principally employed by a state, municipality, or local agency in connection with a program financed in whole or in part by federal loans or grants. An affected employee may not be a candidate for public office in a partisan election.

Procurement

All services will be procured in a manner that provides fair and unbiased, full and open competition, without conflicts of interest in accordance with 24 CFR 93.353 and 2 CFR 200.

APPLICANT:

Signed: _____

Name: _____

Title: _____

Date: _____

DUNS Number: _____

EIN Number: _____



Appendix B:

Resolution to Authorize Submission of a
HOME Application

Resolution to Authorize Submission of an
HTF Application

Resolution Authorizing Submission of HOME Application

WHEREAS, the (Name of applicant) is applying to the Montana Department of Commerce for financial assistance from the HOME Investment Partnerships Program (HOME) to (describe purpose of project);

WHEREAS, the (Name of applicant) has the legal jurisdiction and authority to construct, finance, operate, and maintain (the proposed housing);

That the (Name of applicant) agrees to comply with all applicable parts of Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended, which have not been cited herein, as well as with other applicable federal laws and regulations, and all State laws and regulations and the requirements described in the HOME Application Guidelines and HOME Project Administration Manual;

That the (Name of applicant) commits to provide the amount of non-HOME funds as proposed in the HOME application; and

That (name of Chief Elected or Executive Officer), (title), is authorized to submit this application to the Montana Department of Commerce, [on behalf of (name of applicant), to act on its behalf and] to provide such additional information as may be required.

Signed: _____

Name: _____

Title: _____

Date: _____

Attested: _____

Applicant's Federal Tax ID Number: _____

Applicant's DUNS Number: _____

Note concerning the DUNS Number requirement:

The requirement that the applicant's DUNS (Data Universal Numbering System) Number must be provided by all applicants is a compliance requirement of the Federal Funding Accountability and Transparency Act of 2006.

Additionally, entities receiving HOME funds must be registered in the federal System for Awards Management (SAM). Debarred entities may not receive HOME funds.

Resolution Authorizing Submission of HTF Application

WHEREAS, the (Name of applicant) is applying to the Montana Department of Commerce for financial assistance from the Housing Trust Fund Program (HTF) to (describe purpose of project);

WHEREAS, the (Name of applicant) has the legal jurisdiction and authority to construct, finance, operate, and maintain (the proposed housing);

That the (Name of applicant) agrees to comply with all applicable parts of the Housing and Economic Recovery Act (HERA), as amended, which have not been cited herein, as well as with other applicable federal laws and regulations, and all State laws and regulations and the requirements described in the HTF Application Guidelines and those that will be described in the HTF Project Administration Manual;

That the (Name of applicant) commits to provide the amount of non-HTF funds as proposed in the HTF application; and

That (name of Chief Elected or Executive Officer), (title), is authorized to submit this application to the Montana Department of Commerce, [on behalf of (name of applicant), to act on its behalf and] to provide such additional information as may be required.

Signed: _____

Name: _____

Title: _____

Date: _____

Attested: _____

Applicant's Federal Tax ID Number: _____

Applicant's DUNS Number: _____

Note concerning the DUNS Number requirement:

The requirement that the applicant's DUNS (Data Universal Numbering System) Number must be provided by all applicants is a compliance requirement of the Federal Funding Accountability and Transparency Act of 2006.

Additionally, entities receiving HTF funds must be registered in the federal System for Awards Management (SAM). Debarred entities may not receive HTF funds.

Appendix C: Application Scoring and Priority Questions

Application Scoring

Applications will be ranked based upon the extent to which the proposed project relates to each ranking priority. The amount of HOME or HTF funding to be recommended will be based upon an analysis of the applicant's proposed level of local financial capacity and participation. Staff may take additional information, based upon knowledge and information about a proposed project or community problems, into account in the scoring of an application. The applicant may not submit additional information after the application deadline unless requested by CDD staff to clarify information already presented in the application.

The ranking team will prepare and submit a report containing the recommended projects. The Director will make the final decision on grant awards and funding.

Each priority addresses the goals and objectives of the HOME and HTF Programs. CDD staff will review and rank applications on the following priorities:

- A) Geographic Diversity and Housing Needs (100 points);
- B) Capacity of the Applicant (250 points);
- C) Affordability and Financial Feasibility (250 points);
- D) Appropriate Design and Long-Term Solution (150 points);
- E) Long-term Planning and Management (100 points); and
- F) Readiness to Proceed (150 points).

A perfect score is 1,000 points. In general, the descriptors below will assist the ranking team in the process of scoring application narratives to reduce subjectivity:

LEVEL 3: In order for an application to receive a "LEVEL 3", it would have provided a very complete narration that thoroughly addressed the overall priority, applicable ranking issues, and minimum requirements, including very complete substantive supporting documentation to support its claims. The Applicant's response to the priority is considered exemplary, particularly innovative, or to be extremely consistent with the intent of the priority. There were no ranking issues of any significance that were not adequately addressed. (250/250; 150/150; 100/100)

LEVEL 2: In order for an application to receive a "LEVEL 2", it would have provided an adequate narrative addressing the overall priority, applicable priority questions, and minimum requirements, with acceptable documentation to support its claims. The applicant's response to the priority is considered average, adequate, or to be generally consistent with the intent of the ranking priority. A "LEVEL 2" would meet the minimum requirements needed to respond to the priority and document compliance with the special requirements pertinent to the ranking priority. The application may not have adequately considered some questions or issues that were considered to be potentially important. (175/250; 100/150; 75/100)

LEVEL 1: In order for an application to receive a "LEVEL 1", it would have provided some narration addressing the overall priority, priority questions or issues, and minimum requirements, but may have provided weak or inadequate responses and/or documentation to clearly or completely support its claims or compliance with a requirement. The applicant's response to the priority is considered below average, inadequate, or not entirely consistent with the intent of the ranking priority. The application may not have been complete or did not consider or sufficiently address some ranking issues that were considered to be important. (75/250; 50/150; 25/100)

LEVEL 0: In order for an application to receive a "LEVEL 0", it would have serious weaknesses or no responses in its narrative to the priority or issues, and lack critical supporting documentation, or would fail to adequately document compliance with one or more of the minimum HTF requirement(s). The applicant's response to the selection criteria is considered very weak, seriously inadequate, lacking a response, or inconsistent with the intent of the selection criteria. The application either did not address or did not provide sufficient information regarding several critical priority questions. No points will be awarded if an applicant receives a level 0. (0/250; 0/150; 0/100)

Applicants must provide responses to each of the priority questions that follow. CDD staff are available prior to the application deadline for technical assistance to help provide clarification on any of the priority questions.

Priority A. Geographic Diversity and Housing Needs (100 points possible)

Commerce will consider the extent to which the applicant will produce affordable housing to complement existing federal, state and local efforts to increase the supply of decent, safe, and sanitary affordable housing for income-eligible families, particularly the homeless, disabled, elderly, and other disadvantaged populations, as follows.

1. Describe and document the need for an increase in or preservation of the supply of decent, safe, and sanitary affordable housing for income-eligible families in the proposed community.
2. Describe and document how the proposed project complements existing federal, state, and local efforts to increase the supply of and respond to the need for decent, safe, and sanitary affordable housing for income-eligible families in the proposed community.
3. Outline the results of a Market Study or Market Analysis to support the need for units targeted to the applicant's proposed applicable resident income levels.
4. Outline how the Market Study or Market Analysis supports the proposed number of units and the proposed unit sizes.
5. Commerce compiled American Census Survey (ACS) data representing five metrics representing housing difficulties faced by income-eligible households in the communities in which they reside. Each of these metrics was assigned a minimum baseline value and an associated score, and all Montana counties have been ranked for targeted priority. Commerce will prioritize applications for all qualified projects. No response from the applicant is necessary to this item. Counties are designated as having low, medium, or high funding priority, based on the following metrics compiled by Commerce, using ACS data (see Appendix D for specific county-by-county data). The ACS data from the survey period that is most advantageous to the application was used.

The targeted geographical data points representing the housing difficulties faced by households with incomes at or below 80% AMI and the communities in which they reside are:

- a. Percentage of families in poverty. Montana's most current statewide poverty rate was just under 11%. Points are assigned to those applicants whose proposed project will serve a county or counties with a percentage of poverty above the state average.
- b. Rental housing cost burden. Generally, a rental household is considered to be paying more for housing than it can afford ("cost burdened") when it spends more than 30% of income on rent and utilities. In Montana, the average rental household spends 26% of its income on rent and utilities. Points are assigned to those applicants whose proposed project will serve a county or counties where a household spends more than 26% of its income on rent and utilities.
- c. Housing cost burden for renters. In Montana, the median rental household spends 28.5% of its income on rent, and utilities. Points are assigned to those applicants whose proposed project will serve a county or counties where a household spends more than 28.5% of its income on rent, and utilities.
- d. Substandard Housing Conditions. Housing units available to low-income households may lack

safe drinking water or hot water for washing, provide ineffective waste disposal, suffer from animal infestation; or have inadequate food storage. While this is not a complete measure of physical inadequacy, 'poor and unsound condition' is a strong indication of overall housing inadequacy.

- e. Percentage of Total Population Experiencing Homelessness. Points are assigned to those applicants whose proposed project will serve a Human Resource Council District where more than 11% of the population is experiencing homelessness.

Priority B. Capacity of the Applicant (250 points possible)

Commerce will consider the applicant's experience in financing, developing, owning, managing, and operating publicly-assisted properties in compliance with state and federal obligations and requirements.

1. Demonstrate and document organizational capacity to coordinate and fulfill programmatic requirements during the construction phase, including sufficient documentation of organizational capacity, experience, and the availability of qualified professionals to successfully oversee, administer, and develop and/or rehabilitate housing, while meeting the requirements of federal funding sources. Reference the Management Plan submitted with this application, as applicable.
2. Document the applicant's experience in meeting timely obligation of funds and completing activities in a timely manner in coordination with other federally-sourced funds.
3. Describe any contracted services necessary to carry out the project.
4. Commerce will consider past performance managing previous HOME, HTF and CDBG projects, including compliance with on-going POA requirements.
5. After construction, the recipient has ongoing responsibilities during the POA. Describe and document either organizational or procured capacity and experience of all professionals that will be assigned to manage, operate, and meet regulatory period-of-affordability requirements of the proposed rental housing. Those requirements include annual rental re-certifications, periodic on-site monitoring, property management, and requests for rent increases.

Priority C. Affordability and Financial Feasibility (250 points possible)

Commerce will consider the extent to which the application demonstrates financial feasibility as presented in the Uniform Application.

1. Ensure the financial information in the Uniform Application is complete, accurate, and well documented. In the Uniform Application, substantiate any assumptions made in the pro forma in narrative form. Note the pro forma should demonstrate positive cash flow throughout the project's applicable period of affordability.
2. Describe the financial mechanisms that provide rental assistance to eligible residents of the proposed project, particularly the homeless, disabled, elderly, and other disadvantaged populations.
3. Describe and document other funding sources and/or concessions such as a negotiated reduction in loan interest or other financial mechanism to increase project feasibility. Describe whether these sources of funding are proposed, presently submitted for agency consideration, or documented as firmly committed.
4. Describe and document the need for any request for HTF Operating Assistance funds and the applicant's ability to provide federal, state, or local project-based rental subsidy.
5. Describe how the project encourages activities to acquire, rehabilitate and/or construct new affordable housing for rental in areas where existing investment in infrastructure, facilities, and services leverages multiple economic, environmental, and community objectives.

Priority D. Appropriate Design and Long-Term Solution (150 points possible)

Commerce will consider the extent to which an applicant demonstrates that the project aligns with and will contribute to the achievement of the objectives and goals of the HOME and HTF Programs. Commerce will consider the extent to which the scope of the project provides a long-term solution to address a housing need.

1. Submit a Preliminary Architectural Report (PAR) for new construction projects or a Capital Needs Assessment (CNA) for rehabilitation projects that complies with the minimum standards of CDD’s PAR or CNA Requirements and was prepared by a licensed construction professional, such as a licensed architect or professional engineer and will be reviewed by CDD’s licensed professionals. (See Application Toolkit for more information.) The PAR/CNA must:
 - a. include solid narration addressing the overall priority, applicable issues, and minimum requirements, with strong documentation to support any claims made;
 - b. Include cost estimates;
 - c. Examine project alternatives (PAR only);
 - d. Justify the preferred alternative (PAR only).

If a licensed architect or engineer did not produce the CNA, describe how a licensed professional will be procured to oversee the final rehabilitation design and the construction activities to rehabilitate the property.

2. Describe how the proposed project will incorporate energy-efficient design or other on-site renewable energy installations in affordable housing that are aligned with the Federal Renewable Energy Target to reduce ongoing utility costs to the project and its residents. If the NREL tool (<http://www.nrel.gov/>) was used, provide documentation of its results to support projections of energy savings.
3. What other reasonable options to reduce future energy costs will be included? For example, will “Energy Star” rated materials and appliances be incorporated in the project design? Will the proposed project leverage other sources of funds to support any energy conservation measures?
4. The following design items are not required but will enhance the application score if included in the plans for the proposed project. Please check and document any that apply. The proposed project will:

	Meet visitability standards in rehabilitation projects.
	Include green building standards.
	Have rental assistance available so rents are affordable to ELI families in HTF-assisted units.
	Provide placement preference for HTF units to ELI families who are homeless or at risk of homelessness [24 CFR 93.350 and 24 CFR 93.303(d)(3)].
	Be wired for broadband internet within the building and from the property to the adjacent street, under the category of ‘utility connections’.
	Serve households that are homeless, disabled, elderly, or other disadvantaged.

Priority E. Long-term Planning and Management (100 points possible)

Commerce will consider the extent to which proposals include documentation of community support and consistency with the community's comprehensive planning efforts and public participation.

1. Provide a letter of support from the local government, including a brief description of how the proposed project will:
 - a. address a stated goal/goals of the community's growth policy or housing plan; and
 - b. address the local community's housing needs as identified therein.
2. Provide letters of support from potential project beneficiaries and other members of the community.
3. Describe and document efforts to reach and involve the public in information, planning, design, and decision-making.
4. Describe how the project meets identified local planning needs. Is affordable housing identified in community planning documents? Is the proposed project in line with identified community housing needs?
5. Describe how this facility will promote healthy, safe and walkable neighborhoods and reduce transportation costs for residents.
6. Does the project target specific sectors of the community's population, in particular families that are homeless, elderly, disabled or disadvantaged?

Priority F. Readiness to Proceed (150 points possible)

Commerce will consider steps the applicant has taken to ensure the project can proceed in a timely manner.

1. Are all sources of funds presented in the Uniform Application committed to the project? If yes, provide evidence of those commitments. If no, explain how the applicant will have all funds fully committed within nine months of a HOME or HTF award.
2. Are there any known environmental issues or concerns that could delay or stop the project? For HTF in particular, verify the proposed project is not on important farmland, in a floodplain or in an Historic Preservation District. If any of those apply, provide documentation that the project will comply with HTF environmental provisions.
3. Describe the project's ability to comply with or demonstrate compliance with the National Environmental Protection Act (NEPA) and Montana Environmental Protection Act (MEPA), HOME and HTF environmental regulations and provisions to assure the project, as proposed, will not significantly impact the environment.
4. If procurement is necessary for design, implementation, and/or management of the project and has already been completed, please provide the following documents:
 - a. Affidavit of publication for the Section 3 Notice;
 - b. Direct Solicitation of Disadvantaged Business Enterprises;
 - c. The full Request for Proposals (RFP) or Request for Qualifications (RFQ);
 - d. The affidavit of publication for the RFP/RFQ;
 - e. Meeting minutes and/or interviews with prospective entities; AND
 - f. The scoring criteria used to select the successful entity.
5. If procurement is necessary for design, implementation, and/or management of the project and has not already been completed, describe who will be carrying out the procurement and the steps that will be taken to comply with HUD procurement requirements and State law.
6. For projects that will trigger the Uniform Relocation Act (URA) due to the acquisition and/or rehabilitation of a proposed property, Commerce will consider, and award points based on, the thoroughness of the Residential Anti-displacement and Relocation Assistance Plan provided with this application. In addition, applicants whose projects have potential to trigger URA provisions must provide responses to the following questions:
 - a. Does the applicant own the property and/or permanent easement(s) on which the proposed project will take place? If yes, please answer the following questions and provide supporting documentation:
 - i. When was the property and/or easements acquired?
 - ii. When did the applicant begin considering the use of federal funds for the proposed project?
 - b.
 - i. Will real property need to be acquired to complete this project?
 - ii. Will a permanent easement(s) need to be acquired to complete this project?

- c. If the answers to questions a. or b. are 'yes', the applicant will need to document compliance with URA and answer the following questions.
 - i. If property or permanent easements will be acquired to complete this project, what steps will the applicant take to document compliance with URA?
 - ii. If property or permanent easements have been acquired to complete this project, please provide evidence, including dated signatures, documenting the following:
 - The fair market value of the property or permanent easement was established by a certified, licensed appraiser
 - The seller has been made aware of his/her rights under the URA;
 - The seller was made aware of the fair market value of the land and/or easement, and his/her right to just compensation;
 - The sale is voluntary; and
 - The acquisition process is URA-compliant.
- d.
 - i. Will any person or business need to temporarily relocate to complete this project?
 - ii. Will this temporary relocation last for more than one year?
 - iii. Will any person or business be prohibited from returning after temporarily relocating?
- e. If HOME or HTF assistance is proposed for a project involving a property that is currently occupied, please provide documentation demonstrating the General Information Notice (GIN) was received by all occupants informing them that the land on which they reside or building which they occupy is being considered to receive HOME or HTF assistance and informing them that there is no intent to evict the occupants or involuntarily relocate them because of the proposed HOME or HTF activity.

See the Application Toolkit at: <http://comdev.mt.gov/Programs/HTF/Toolkit> for sample documents.

- f. Will any person or business need to temporarily relocate to complete this project? Will this temporary relocation last for more than one year? If the proposed project involves temporary relocation:
 - i. Identify each household and/or business that will need to be temporarily relocated.
 - ii. How will the temporary relocation affect the project budget?
 - iii. How will the temporary relocation affect project implementation and/or project construction?
 - iv. Who will be responsible for documenting compliance with URA?

Appendix D: Poverty Priority Per County

Montana's Targeted Priority Counties – 2019-2020

County	% of Families in Poverty	Median Gross Rent as a % of HH Income	% of HH in Poor or Unsound Conditions	% of MT's Total Homeless Population by District*	Housing Cost as a % for Renters	Total Priority Score	Priority Target
							0-5 - Low
PRIORITY BASELINE MET	>11.0%	>26.0%	>11.0%	>8.0%	>28.5%		10-15 - Medium
PRIORITY SCORE	5	5	5	5	5		20-25 - High
Beaverhead	7.6%	28.7%	7.3%	2.2%	27.0%	5	Low
Big Horn	21.9%	23.6%	10.5%	19.4%	23.2%	10	Medium
Blaine	23.7%	25.4%	16.7%	0.4%	21.6%	10	Medium
Broadwater	5.1%	27.8%	3.7%	17.8%	20.4%	10	Medium
Carbon	5.6%	25.4%	10.2%	19.4%	24.4%	5	Low
Carter	6.0%	17.2%	48.5%	0.3%	22.7%	5	Low
Cascade	9.4%	26.4%	4.9%	9.6%	28.8%	15	Medium
Chouteau	15.2%	19.1%	26.4%	9.6%	17.2%	15	Medium
Custer	6.9%	24.8%	20.9%	0.3%	24.6%	5	Low
Daniels	1.8%	31.7%	28.6%	0.1%	24.3%	10	Medium
Dawson	8.8%	24.2%	24.5%	0.0%	19.5%	5	Low
Deer Lodge	12.2%	27.5%	8.1%	2.2%	31.6%	15	Medium
Fallon	4.3%	19.8%	20.5%	0.3%	20.2%	5	Low
Fergus	10.0%	25.8%	12.6%	0.3%	21.9%	5	Low
Flathead	8.5%	30.6%	2.5%	17.2%	29.9%	15	Medium
Gallatin	5.7%	30.1%	0.5%	4.8%	31.4%	10	Medium
Garfield	3.1%	15.3%	22.3%	0.0%	17.5%	5	Low
Glacier	26.1%	23.5%	11.0%	9.6%	25.7%	15	Medium
Golden Valley	14.7%	21.8%	22.0%	0.3%	24.4%	10	Medium
Granite	6.6%	20.7%	9.8%	2.2%	21.6%	0	Low
Hill	17.3%	26.8%	7.2%	0.4%	25.7%	10	Medium
Jefferson	6.9%	27.3%	4.6%	17.8%	23.3%	10	Medium
Judith Basin	7.0%	18.5%	18.4%	0.3%	18.5%	5	Low
Lake	14.2%	27.4%	7.7%	17.2%	25.9%	15	Medium
Lewis and Clark	7.5%	27.4%	3.3%	17.8%	27.9%	10	Medium
Liberty	8.3%	22.8%	12.4%	0.4%	20.7%	5	Low
Lincoln	9.8%	28.0%	4.5%	17.2%	36.7%	15	Medium
McCone	6.4%	24.6%	2.6%	2.2%	24.0%	0	Low
Madison	6.4%	15.8%	23.0%	0.0%	16.0%	5	Low
Meagher	7.2%	25.0%	8.1%	4.8%	18.9%	0	Low
Mineral	13.6%	31.9%	4.7%	25.8%	29.3%	20	High

Montana's Targeted Priority Counties – 2019-2020

County	% of Families in Poverty	Median Gross Rent as a % of HH Income	% of HH in Poor or Unsound Conditions	% of MT's Total Homeless Population by District*	Housing Cost as a % for Renters	Total Priority Score	Priority Target
							0-5 - Low
PRIORITY BASELINE MET	>11.0%	>26.0%	>11.0%	>8.0%	>28.5%		10-15 - Medium
PRIORITY SCORE	5	5	5	5	5		20-25 - High
Missoula	8.4%	32.5%	0.7%	25.8%	32.0%	15	Medium
Musselshell	11.3%	29.0%	19.3%	0.3%	32.2%	20	High
Park	6.6%	27.4%	4.5%	4.8%	24.7%	5	Low
Petroleum	8.7%	50.0%	25.8%	0.3%	15.1%	10	Medium
Phillips	16.3%	22.8%	12.1%	0.1%	24.3%	10	Medium
Pondera	16.7%	25.1%	13.2%	9.6%	27.5%	15	Medium
Powder River	4.1%	25.4%	29.3%	0.3%	19.0%	5	Low
Powell	13.8%	20.1%	14.1%	2.2%	20.0%	10	Medium
Prairie	5.8%	50.0%	35.7%	0.0%	12.9%	10	Medium
Ravalli	10.8%	32.6%	4.0%	25.8%	32.2%	15	Medium
Richland	3.3%	23.7%	15.7%	0.0%	22.3%	5	Low
Roosevelt	25.7%	17.6%	42.4%	0.1%	18.5%	10	Medium
Rosebud	12.1%	20.1%	28.7%	0.3%	21.2%	10	Medium
Sanders	14.8%	28.2%	1.6%	17.2%	32.4%	20	High
Sheridan	5.0%	26.8%	19.0%	0.1%	23.3%	10	Medium
Silver Bow	13.5%	30.0%	7.3%	2.2%	35.9%	15	Medium
Stillwater	5.0%	20.6%	5.2%	19.4%	21.4%	5	Low
Sweet Grass	8.2%	26.1%	3.7%	19.4%	25.1%	10	Medium
Teton	3.5%	26.1%	7.2%	9.6%	23.9%	10	Medium
Toole	12.7%	25.6%	18.0%	9.6%	21.3%	15	Medium
Treasure Co	12.4%	19.2%	25.6%	0.3%	16.5%	10	Medium
Valley Co	4.9%	20.2%	31.7%	0.1%	24.6%	5	Low
Wheatland Co	17.5%	23.1%	22.0%	0.3%	20.4%	10	Medium
Wibaux County	8.8%	23.6%	20.2%	0.0%	20.0%	5	Low
Yellowstone Co	6.9%	28.5%	5.7%	19.4%	28.2%	10	Medium

*Because HRDC Districts encompass more than one county, the district numbers are repeated for each county within the District; as a result, the total of this column is more than 100%.

