

Thank you for joining us!
The meeting will begin shortly



Missoula COUNTY

Pre-Application Workshop

June 17, 2025

Sindie, Kayla and Heidi

Grants and Community Resources Department



Missoula c o u n t y

Grants & Community Resources Staff



Grants & Community Resources Staff



Sindie Kennedy, Manager

Sindie has over 20 years of experience writing and managing successful CDBG and other Federal and State grants. She recently closed out a federal Brownfields grant and has worked on numerous CDBG facilities grants, including Buena Vista Wastewater Improvements project.



Kayla Talbert, Grants Administrator

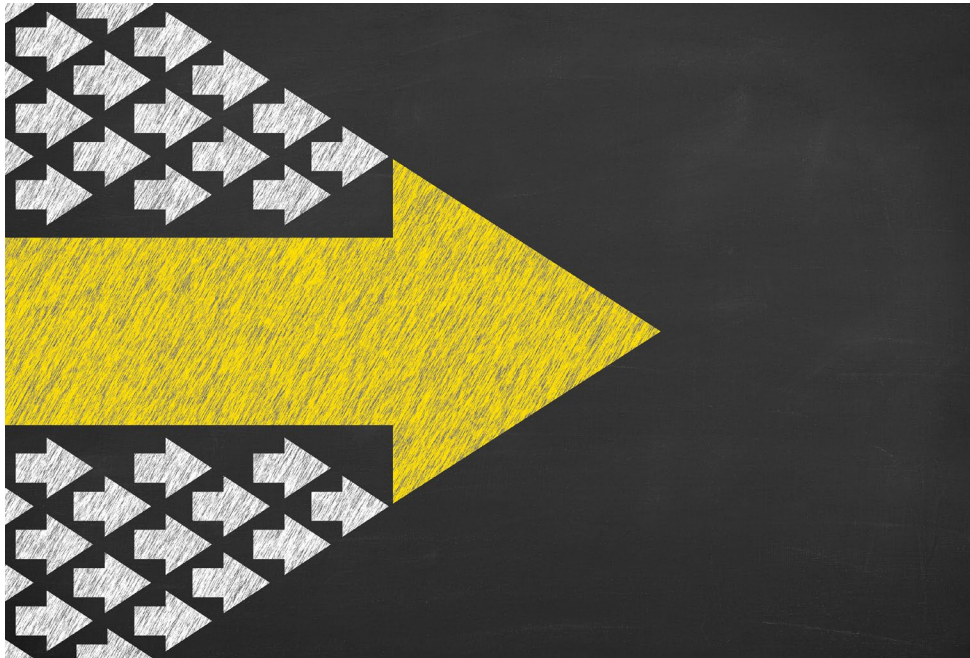
Kayla has experience managing CDBG projects in housing stabilization, economic development, and public services. She is currently managing the MCT roof replacement and solar installation project.



Heidi West, Grants Administrator

Heidi has successfully written CDBG applications for housing and economic development and is currently managing the Housing Montana Heros – Veteran Housing Project.

Meeting Objectives



- ✓ Provide information on CDBG funding opportunities available to Missoula County
- ✓ Outline the roles and responsibilities of Missoula County and selected community partner
- ✓ Provide an overview of the pre-application process and how to submit an application in Foundant

Pre-Application Process Overview

- ✓ Helps GCR staff identify potential community partners and eligible projects
- ✓ Applications will be collected, reviewed, and scored by GCR staff
- ✓ One application per funding category will be recommended to the Board of County Commissioners

Tentative Timeline

Pre-application release	June 6, 2025
Pre-application Workshop	June 17, 2025 @ 3 p.m.
Pre-application Deadline	June 27, 2025 @ 5 p.m.
Application Review & Potential Interviews with Applicants	July 7 – 11, 2025
CDBG Application Drafting (MC lead with assistance from selected community partner)	August – October
Submit CDBG grant application	CDBG Facilities – October CDBG HSP – rolling deadline

Community Development Block Grant (CDBG)

Montana Department of Commerce (MDOC)



Federal block grant program directed by the US Department of Housing and Urban Development (HUD) for the purpose of developing viable communities by providing decent housing, a suitable living environment, and expanding economic opportunities for low- and moderate-income individuals (LMI)

Missoula County is a non-entitlement community and applies directly to MDOC for funding

CDBG

Categories



Only one active award is allowed under each category at a time

1. Affordable Housing Development and Rehabilitation Grants
2. **Housing Stabilization Program**
3. Economic Development
4. **Public and Community Facilities**
5. Planning (coming soon)

CDBG

Housing Stabilization Program



- Used for the construction or rehabilitation of owner-occupied or rental units that benefit LMI households
- Eligible Subrecipients: Non-profit entities
- Grant details
 - No maximum grant amount and funds are allocated based on the level of need and scope of project
 - No match
 - Applications accepted on an ongoing basis

CDBG

Public and Community Facilities

- Funds construction or rehabilitation of public infrastructure and community facilities that primarily benefit LMI individuals
- Eligible subrecipients: for-profit, non-profit or quasi-governmental entities
- Grant details
 - Up to \$750,000
 - 25% match
 - Due September or October



CDBG Rules & Regulations

Uniform Relocation Act

- Establishes relocation assistance requirements if a federally funded project results in the acquisition of real property and displaces persons from their homes, businesses, or farms

Section 104d

- Minimizes displacement and provides relocation assistance to lower-income individuals; if lower income housing is demolished or converted to a different use, housing must be replaced on a one-for-one basis with comparable units

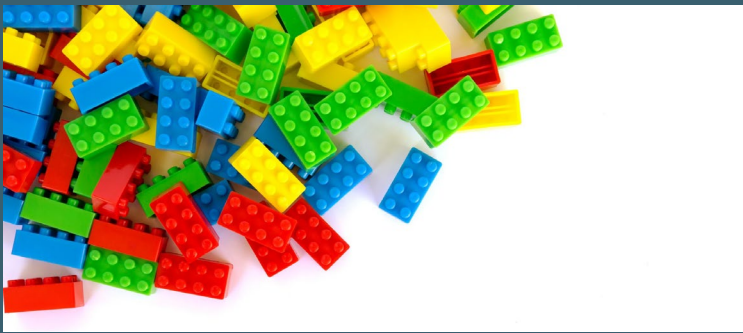
Choice Limiting Actions

- Prior to obtaining environmental clearance, no activity may be undertaken by the grantee or their partners that reduces or eliminates a grantee's opportunity to choose project alternatives that would avoid or reduce environmental impacts

Environmental Review

- A process required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property itself will not have an adverse environmental or health effect on end users





CDBG Rules & Regulations

Build America Buy America (BABA)

- Requires all iron, steel, manufactured products, and construction materials used in infrastructure projects be produced in the US (does not apply to HSP)

Disadvantaged Business Enterprise (DBE)

- Required to take affirmative steps to assure that DBEs are utilized when possible

SAM Registration

- Used to determine if entities have been either suspended or debarred

Procurement

- The most restrictive regulation applies based on service needed and spending threshold. Can be directed by federal, state or local policy.

Intended for gap funding

Missoula County Priorities

Due to the competitiveness of CDBG grants and the number of awards the county can receive, the Board of County Commissioners has established the following program priorities:

- Projects that are located outside of the City of Missoula limits, but within the geographic boundaries of Missoula County;
- Projects that demonstrate a significant degree of leverage with other investments, including public and private sources; and
- If a proposed project is located within the city, projects that can demonstrate a meaningful monetary contribution by the City of Missoula in the project.

Roles & Responsibilities

GCR

- Lead grant writing/editing and submitting grant application to MDOC – especially around alignment with Missoula County Plans and Priorities and public outreach processes
- Grantee of MDOC
- Environmental Review
- Monitoring/ensuring compliance

Partner

- Co-write grant application – specifically around project scope and design
- Subrecipient of Missoula County
- Manages the project including, but not limited to, procuring contracted services, meeting grant requirements, labor compliance, implementation

Pre- Application Tips & Tricks

Applications will be submitted in Foundant,
Missoula County's Grant Management Software

Logon

Email Address*

Password*

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the Missoula County Grant Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to reset your password.

Not Sure? If you think that you or someone at your organization already registered in the system, do not create a new account. Please contact us at grants@missoulacounty.us to receive your login information.

You can find in-depth tutorials on using the application portal at [this link](#).

Select the CDBG Funding Category: Apply or Preview the application

CDBG Facilities Pre-Application Accepting Submissions from 06/06/2025 to 06/27/2025

Apply

Annually, MDOC allocates approximately \$2.5 million of the CDBG funding to improve and sustain public infrastructure and community facilities. In anticipation of a fall 2025 application deadline, pre-applications are now being accepted by Missoula County to identify a partnering entity and/or potential subrecipient of CDBG funding.

If you are not certain your project falls within the CDBG Facilities category, please refer to this document for additional guidance: [Pre-Application Information](#).

[Preview](#)

CDBG Housing Stabilization Pre-Application Accepting Submissions from 06/06/2025 to 06/27/2025

Apply

Missoula County is currently eligible to apply for CDBG funding to support eligible Housing Stabilization Program (CDBG HSP) projects on behalf of a non-profit entity. Eligible projects involve the new construction or rehabilitation of single-family housing with 1 to 4 units, whether for rent or purchase or are owner-occupied by persons of low to moderate income.

If you are not certain your project falls within the CDBG Housing Stabilization category, please refer to this document for additional guidance: [Pre-Application Information](#).

[Preview](#)

Click on the "Apply" button at the top of the page

Missoula County



APPLY



ORGANIZATION HISTORY

Select Language

Powered by Google Translate

Applicant Dashboard

Pre- Application

Tips & Tricks

- ✓ If you aren't sure which application is most relevant to your project, refer to the "pre-application information sheet" or contact GCR staff for guidance
- ✓ Start the application in a Word document and copy and paste your responses into Foundant
- ✓ The system automatically saves your application, but it is highly recommended to save your work as you go
- ✓ There are "hard stop" questions in the application. If you do not meet the basic HUD eligibility nor meet Missoula County priorities, you will not be able to proceed with the application

HUD Eligibility*

Does the proposed project benefit at least 51% low- to moderate-income (LMI) persons? (See https://commerce.mt.gov/_shared/comdev/CDBG/LMIHandbookJuly2020.pdf)

- ☐ Yes
- ☐ Unsure
- ☐ No



Questions?

Connect with us to learn more!

grants@missoulacounty.us

Missoula.co/gcr



Missoula c o u n t y

