

Community Development Block Grant Public and Community Facilities Pre-Application Workshop

Rosie Goldich, CDBG Coordinator

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COMMERCE

Public and Community Facilities

- Due date: Friday, Oct. 30
- Award ceiling: \$750,000
- Match requirement: 25% of requested amount
- Application on the Montana Grants and Loans Portal

Eligible Applicants

- Cities
- Towns
- Counties
- Consolidated city-counties



Ineligible Applicants

- Water and/or Sewer Districts
- Not for profit organizations
- For profit organizations

Using an Income Survey

- Income survey tool must be approved by the CDBG coordinator **before** distribution
- Submit the following:
 - Draft survey
 - Methodology
 - Minimum response rate
- Income Survey Toolkit in CDBG Grant Administration Manual

Submitting an Income Survey

- Upload the following with the application:
 - Commerce's approval documentation
 - Income survey tool
 - Survey results, do not include personal identifying information
 - Response rate

Updates to CDBG Public and Community Facilities Application Guidelines



Applying for a Second Project in the Same Category

- Allowable in *limited* circumstances
- Requires Commerce approval prior to application submission
- A second application in the same category as an open project will be deemed ineligible without prior approval from Commerce

Second Application/Project Request Requirements

- Formal letter explaining capacity and need for a second project
- Must address:
 - Grant administration and financial capacity
 - Need for two projects to occur at the same time
 - Status update on the active CDBG project
 - Geographic difference between projects
- Signed by the chief elected official of applicant

Entitlement Communities

- Entitlement communities include:
 - Billings
 - Bozeman
 - Great Falls
 - Missoula
- Requirements for entitlement community projects:
 - County must be applicant
 - Entitlement must provide a meaningful contribution

Build America, Buy America

- FFY2023: Iron and steel
- FFY2024: Iron and steel, specifically listed construction materials
- FFY2025: Iron and steel, specifically listed construction materials, manufactured products, nonspecifically listed construction materials

CDBG Public and Community Facilities Application



CDBG Application Toolkit

- CDBG application certification
- CDBG public participation and hearing notices
- Implementation plan
- ProForma
- Project management plan
- Residential anti-displacement and relocation plan
- Resolution for CDBG application submission
- Target rate analysis

Ranking Criteria and Points

A Public or Community Facilities Application must receive a score of at least 700 points to be eligible for CDBG funds.

	Maximum possible points
Ranking criterion 1 Community planning	175
Ranking criterion 2 Need for project	200
Ranking criterion 3 Project concept and technical design	150
Ranking criterion 4 Community efforts and citizen participation	150
Ranking criterion 5 Need for financial assistance	200
Ranking criterion 6 Benefit to low and moderate-income persons	150
Ranking criterion 7 Implementation and management	175
Total maximum points	1,200



Criterion 1: Community Planning

Maximum possible points: 175

- Adequacy and thoroughness of the planning process by applicant to determine community development and housing needs
- Whether the applicant has provided reasonable rationale for selecting the proposed project over other projects

Criterion 1: Community Planning

Maximum possible points: 175

- Degree to which the applicant has considered the needs of low-to-moderate income individuals in the community throughout the planning process
- Whether the applicant has developed and uses its planning documents as a springboard for action in the community

Criterion 2: Need for Project

Maximum possible points: 200

- Preliminary engineering reports or preliminary architectural reports are **required** with a CDBG application
 - Address community needs directly related to the protection of public health and human safety
 - Address public or community facility

Criterion 3: Project Concept and Technical Design

Maximum possible points: 150

- Developed a reasonable, complete and appropriate proposal for dealing with its public facility need
- Proposed project addresses the problem and provides a reasonably complete, cost-effective and long-term solution in relation to the applicant's capacity

Criterion 4: Community Efforts and Citizen Participation

Maximum possible points: 150

- Overall long-term efforts to improve the community, including efforts to secure federal, state and local funds to address community needs
- Thoroughness of applicant's past efforts to address community development and public facilities

Criterion 4: Community Efforts and Citizen Participation

Maximum possible points: 150

- Documentation of required public hearings
- CDBG public participation and hearing notices contains citizen participation guidance, public hearing requirements and public noticing samples.

Criterion 5: Need for Financial Assistance

Maximum possible points: 200

- Commerce's analysis of financial indicators demonstrates the applicant's need for CDBG assistance relative to other applicants
- Applicant's presentation of the proposed budget
- Demonstration that local financial participation in the proposed project is the maximum that can be reasonably expected
- The amount of CDBG assistance request per benefitting household is reasonable.

Criterion 6: Benefit to LMI

Maximum possible points: 150

- Fifty-one percent of the CDBG-funded project beneficiaries must be LMI persons
- Projects are either area-wide, direct benefit or limited clientele

Criterion 6: Benefit to LMI

Maximum possible points: 150

- LMI must be proven through:
 - 2016-2020 American Community Survey data
 - Conducting an income survey
 - Benefitting a limited clientele that is presumed to be LMI
 - Demonstrating the applicant has income eligibility requirements
 - Demonstrating that the applicant is of such a nature that it benefits LMI persons

Criterion 7: Implementation and Management

Maximum possible points: 175

- The applicant has demonstrated that the proposed project is feasible and achievable, taking into consideration the project activities, community resources, budget and implementation schedule
- Soundness and appropriateness of the applicant's plan for proper management
- Build America, Buy America experience and compliance

Criterion 7: Implementation and Management

Maximum possible points: 175

- Project readiness to implement CDBG funds, including firm commitment of non-CDBG funds within nine months of the award
- Whether the applicant has considered all potential environmental, regulatory and technical issues
- Compliance with Uniform Relocation Act requirements, if applicable

Existing Resources and Trainings

- Documenting Benefit to Low- and Moderate-Income Persons Handbook
- CDBG Grant Administration Manual Trainings
- Income Survey Toolkit and Training

Questions?

Rosie Goldich, CDBG Coordinator

rose.goldich@mt.gov

406-841-2787

Commerce's Community MT Division

doccdd@mt.gov

406-841-2770

