

## II. CDBG Planning Grant Uniform Application

Montana Community Development Block Grant Program

Montana Department of Commerce – Community MT Division

### Section A – Applicant Certification

The Applicant hereby certifies that it will comply with all applicable parts of Title 1 of the Federal Housing and Community Development Act of 1974, as amended, which have not been cited herein, as well as with other applicable federal laws and regulations. It will comply with all requirements established by the Montana Department of Commerce and applicable State laws, regulations, and administrative procedures. It accepts the terms, conditions, selection criteria, and procedures established by the Montana Community Development Block Grant Program and expressly waives any statutory or common law right it may have to challenge the legitimacy and propriety of these terms, criteria, and procedures in the event that it is not selected for an award of CDBG funds.

To the best of my knowledge and belief, the information provided in this application and in the attached documents is true and correct.

**Name (printed)** Randy Johnston

**Title (printed)** Mayor

**Signature**  **Date** September 9, 2025  
Chief Elected Official



**Section B – Applicant Information**

1. Name of Applicant: City of Three Forks
2. Mailing Address: P.O. Box 187  
Three Forks, MT 59752-0187
3. Type of Entity: Municipality
4. Federal Tax ID: 81-6001317
5. Type of Project: Transportation Plan
6. DUNS Number: 008996865



## COMMERCE

**Section C – Contact Information Summary** – All fields must be completed unless otherwise noted. Failure to complete all fields may result in a delay in processing your application.

### Chief Elected Official/Authorized Representative

Randy Johnston

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Name

Mayor

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Title

P.O. Box 187

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Street/PO Box

Three Forks, MT 59752-0187

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City Zip

(406) 580-1980

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Telephone

[mayor@threeforksmontana.us](mailto:mayor@threeforksmontana.us)

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Email

### Project Engineer/Architect (if applicable)

Jessica Salo

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Name

Project Manager

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Title

2501 Belt View Drive

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Street/PO Box

Helena, MT 59601

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City Zip

(406) 465-4799

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Telephone

[jsalo@greatwesteng.com](mailto:jsalo@greatwesteng.com)

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Email

### Legal Counsel/Attorney

Susan B. Swimley

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Name

City Attorney

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Title

1807 West Dickerson, Suite B

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Bozeman 59715

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City Zip

(406) 586-5544

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Telephone

[Swimley@swimleylaw.com](mailto:Swimley@swimleylaw.com)

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Email

### Primary Contact Person (if different from CEO/Authorized Representative)

Randy Johnston

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Name

Mayor

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Title

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Street/PO Box

---

City Zip

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Telephone

---

Email

**Grant/Loan Administrator (if applicable)**

---

Ki-Ai McBride

Name

---

Grant Manager

Title

---

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Street/PO Box

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Helena 59601

City Zip

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(406) 461-2577

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[kmcbride@greatwesteng.com](mailto:kmcbride@greatwesteng.com)

Email

**Clerk/Contract Attester**

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Crystal Turner

Name

---

Clerk

Title

---

P.O. Box 187

Street/PO Box

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Three Forks 59752-0187

City Zip

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(406) 285-3762

Telephone

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[cturner@threeforksmontana.us](mailto:cturner@threeforksmontana.us)

Email

**Section D – Required Documentation**

To be submitted as attachments at the end of the application (as applicable):

- I. **Project Implementation Schedule**  
Provide a project implementation schedule using Exhibit I attached. Include a brief narrative to explain your proposed project schedule.
- II. **Proposed Project Budget and Budget Justification Narrative**  
Use Exhibit 2 attached to list your project budget and to provide a detailed narrative that explains and justifies each line item of your proposed budget.
- III. **Waiver of Match Requested?**  
If waiver of match is requested, provide supporting documentation and narrative justification as part of the budget narrative.
- IV. **Letter(s) of Commitment**  
For funds or resources to be provided by a non- profit agency, water and sewer district, or similar organization.
- V. **Determination of Environmental Exemption**  
Provide a resolution or letter, signed by the chief elected official, documenting determination of environmental exemption. Use Exhibit 3-A and 3-B.
- VI. **National Objective Identification Worksheet**  
Using Exhibit 4 attached, determine which national objective your proposed planning activity meets or whether your proposed planning activity is a general community planning activity that does not need to meet a national objective. Use Exhibit 4 to submit required documentation as specified in the Guidelines.
- VII. **Letters Expressing Community Support for the Proposed Planning Project (if available)**



## Section E – Planning Activity Proposal

Planning activities proposed to be funded by the CDBG program must meet the national objectives of serving primarily LMI person or preventing or eliminating the presence of slums and blight (see Guidelines) and should align with the objectives outlined within Montana's Annual Action Plan which include: supporting existing Montana communities; investing in vital public infrastructure; enhancing Montana's economic competitiveness; promoting equitable, affordable housing in Montana; and reducing homelessness in Montana. General Community Planning activities (e.g. Growth Policies, CIPs, Community Needs Assessments, etc.) are assumed to meet a CDBG national objective. Community MT's review team will review all applications to determine that the proposed project meets these objectives.

### Meeting a CDBG National Objective

Identify the type of planning activity you are proposing for CDBG funding. Check the appropriate box and follow the instructions for providing the required information and documentation. If you have any questions about what type of planning activity you are proposing, please contact the Community MT staff.

- General Community Planning activity
  - ☒ If you checked this box, please provide a map of the service area for the proposed planning activity and describe in the Project Description (below) how the activity will, to the greatest extent possible, benefit LMI persons and, if applicable, aid in the prevention or elimination of slums and blight.
- Site-specific and will meet the national objective of benefitting LMI persons
  - ☐ If you checked this box, use the National Objective Worksheet (Exhibit 4) to provide the required information and documentation.
- Site-specific and will prevent or eliminate slums and blight
  - ☐ If you checked this box, use the National Objective Worksheet (Exhibit 4) to provide the required information and documentation.

## Past Planning Activities

Indicate what long-range planning projects the applicant has completed in the last 10 years, check all that apply and indicate year of most recent update:

| Planning Project                            | Year    |
|---------------------------------------------|---------|
| Growth Policy                               | 2022    |
| Capital Improvements Plan                   | 2024    |
| Downtown Master Plan                        | Pending |
| Comprehensive Economic Development Strategy | 2022    |
| Community Needs Assessment                  | 2023    |
| Housing Needs Assessment                    | 2024    |
| Transportation Plan                         | Pending |
| Trails/Parks Master Plan                    | Pending |
| Other (describe)                            |         |

## Project Description, Impact, Outcome, Next Steps, and Capacity

Please address each of the questions below. Links to supplemental documents or community specific data and related information are encouraged to help support or illustrate the planning activity that funding is being requested for.

1. Problem and Intended Outcome: Describe the problem that the proposed planning activity will address and the intended outcome of the planning activity (e.g. preparation of a Growth Policy, PAR, PER, CIP, or other planning document);

*Transportation is a significant expense for households and can be a barrier for low- and moderate-income residents. According to the Envision Three Forks Growth Policy on page 1-11, "The average household spends approximately 21% of its income on housing and 25% on transportation, amounting to an average annual transportation expenditure of \$14,079 (U.S. Census, 2019). Together, these expenses account for 46% of the average household's income, which is close to the*

*recommended benchmark of 45%. This leaves 54% of household income available for other expenses and savings.”*

*The city's goal for the transportation plan project is to help the community understand and address future transportation needs in Three Forks, particularly for its low and moderate-income residents. The plan will evaluate both existing and projected conditions, consider future traffic patterns, and determine future road classifications. Once these classifications are established, necessary improvements will be identified to accommodate increased traffic capacity. The plan will also assess safety improvements by reviewing crash data, railroad crossings, and non-motorized infrastructure such as trails. Additionally, it will evaluate environmental constraints and actively involve the community through public engagement.*

*The plan will outline the city's transportation needs and objectives for both motorized and non-motorized infrastructure. Objectives may include enhancing safety and accessibility, improving surface conditions, and managing stormwater effectively. Moreover, the plan will provide implementation and funding analysis to guide the development of transportation improvement projects.*

2. Impact: Describe the impact of the proposed planning project in the community including (all that apply):

- a. on economic development and preparing for or responding to changes in the economy (if possible, indicate potential numbers of jobs retained or created);

*The transportation plan for the City of Three Forks may stimulate economic development by addressing the city's unique challenges and leveraging local assets. Unlike urban areas that typically prioritize managing congestion and expanding public transit, rural communities such as Three Forks need strategies that focus on connectivity and accessibility over long distances. According to the U.S. Department of Transportation, a rural transportation plan can:*

- *Improve Access to Economic Centers: A well-developed transportation plan can help residents access a broader range of jobs, educational opportunities, and services by establishing efficient connections to nearby cities and regional hubs. This plan also enables rural businesses to reach larger markets.*
- *Support Key Industries: Many rural economies depend on sectors such as agriculture, mining, or tourism. A tailored transportation plan can address the specific infrastructure needs of these industries, such as enhancing roads for freight transport or developing visitor centers and parking facilities for tourists.*
- *Enhance Quality of Life: A thoughtfully designed transportation plan can significantly improve residents' quality of life, which is essential for attracting and retaining a skilled workforce. This involves providing transit options for*

*individuals who cannot drive, improving road safety, and ensuring reliable access to healthcare and other essential services.*

- *Attract Investment: Investing in transportation infrastructure demonstrates to businesses that a community is stable and forward-thinking. A comprehensive transportation plan can help secure state and federal funding for projects that enhance connectivity and support local industries, such as the Rural Opportunities to Use Transportation for Economic Success (ROUTES) Initiative from the U.S. Department of Transportation.*

- b. on addressing the needs of the community's most vulnerable;

*The Envision Three Forks Growth Policy highlights the imperative of understanding the community and its residents to prioritize their needs effectively. With an age dependency ratio of 69.7, Three Forks currently has four childcare options, alongside an assisted living center and a senior center. This presents an exciting opportunity for our city to grow and enrich the services available to our age-dependent groups.*

*Additionally, the transportation plan offers a fantastic chance to evaluate how our infrastructure and amenities can elevate the quality of life for everyone, regardless of age or income level. Given the significant age dependency ratio, this plan can introduce new services and accessible facilities within walking distance for those who rely on public transport. Together, we aim to foster a vibrant community that prioritizes the needs of all its residents, especially those who are most vulnerable.*

- c. on preventing or eliminating the presence of slums and blight (if applicable);

*The transportation plan will help Three Forks combat blight by improving connectivity, promoting economic development, and enhancing the quality of life. Blight often arises from economic decline, but an effective transportation plan can help reverse this trend by making these communities more accessible and attractive to residents and businesses.*

- d. on preparing for or responding to change in population (provide population numbers from U.S. Census Bureau to indicate change);

*Having a transportation plan will help Three Forks respond to its rapid population increase by proactively addressing the challenges of increased traffic, a greater need for public services, and the necessity of connecting new residents to jobs, schools, and healthcare.*

*It will help the city identify and plan for upgrading roads and other infrastructure to handle more vehicles while improving accessibility and protecting pedestrian safety. This can include widening roads, adding turning lanes, and improving intersections to reduce congestion and improve safety.*

- e. on community revitalization including making use of existing infrastructure;

*The transportation plan will assess both existing and future traffic patterns to establish future road classifications. Once these classifications are determined, necessary improvements will be identified to accommodate the expected increase in traffic capacity. The plan will also investigate improvements needed to enhance safety.*

*For instance, West Elm Street, 2nd Avenue West, South Dakota Street, South Railway Avenue, and Frontage Road converge at an intersection within a roughly 100-foot area. Possible solutions for improving this intersection include closing one of the two entrances to create a "T" intersection instead of a shape resembling a capital "A." Another potential enhancement is the addition of a roundabout at this location. Currently, these intersections serve a low volume of traffic; however, it is important to analyze safety concerns through a detailed traffic study, especially considering the potential for community growth.*

- f. on making the community more walkable; and/or

*The transportation plan will enable Three Forks to promote active transportation by incorporating new sidewalks, bike lanes, and trails. This will not only provide recreational opportunities but also offer a viable, healthy, and low-cost way for residents to get around, especially for short trips.*

- g. on the community's ability to attract future investment and/or leverage additional grant funding to address changes/challenges the community faces.

*The City of Three Forks will use the transportation plan to help it attract investment by guiding its investment in transportation infrastructure. With the plan, the city will be able to pursue state and federal funding for projects that enhance connectivity, respond proactively to growth pressures, and support local industries. Potential sources of funding include, but are not limited to, the following federal and state programs:*

- *Rural Opportunities to Use Transportation for Economic Success (ROUTES) Initiative*
- *Strengthening Mobility and Revolutionizing Transportation (SMART) Grant Program*
- *Better Utilizing Investments to Leverage Development (BUILD) Grants*
- *Montana Department of Transportation – Transportation Alternatives Program*

3. Next Steps: Describe the next steps the community will take following the conclusion of the planning activity (e.g. additional grant funds sought and sources, implementation, project construction, etc.).

*The City of Three Forks will use the transportation plan to pursue state and federal funding for projects that enhance connectivity, respond proactively to growth pressures, and support local industries. Potential sources of funding include, but are not limited to, the following federal and state programs:*

- *Rural Opportunities to Use Transportation for Economic Success (ROUTES) Initiative*
- *Strengthening Mobility and Revolutionizing Transportation (SMART) Grant Program*
- *Better Utilizing Investments to Leverage Development (BUILD) Grants*
- *Montana Department of Transportation – Transportation Alternatives Program.*

4. Community Support: Indicate the community's support for the planning project. Attach any copies of letters expressing community support for the proposed planning project at the end of the application.

*The proposed project has strong support from the residents of Three Forks. The following is a small sample of the expressions of support included in the 33 letters of support in Appendix XX.*

***This project really lines up with the goals of the CDBG program. It's something that could improve life in Three Forks for years to come.***  
***Reagan Hooton***  
***Exhibit 8, page 2***

***Three Forks has many current needs regarding transportation infrastructure, with many many more looming in our future due to growth and degradation of what is currently being put to hard use. We need an outside professional review of the best actions and most pressing needs of our current and future town.***  
***Garret Buchanan***  
***Exhibit 8, page 3***

***This planning is a critical step towards improving safety and accessibility for all residents.***  
***Archie & Mary Huenergardt***  
***Exhibit 8, page 4***

***As a Three Forks resident and homeowner, I'm invested in the progress of our neighborhood. I like the idea maintaining and improving the sidewalks and bike paths as this is something I use daily. It also seems that improving the flow of traffic near I-90 could be beneficial for Three Forks residents.***

***Exhibit 8, page 5***

*The public's support for the project is such that the Three Forks City Council committed \$40,000 in cash to match the \$50,000 planning grant. A copy of the city's commitment of funds is in **Exhibit 5**. The project is also referenced as a community need in the 2024 CIP Update. Excerpts of the CIP Update are included in **Exhibit 6**.*

5. Need for Financial Assistance: Describe the need for financial assistance to complete the planning project.

*Three Forks is experiencing growth and change. This transformation presents both opportunities and challenges as it works hard to preserve its current infrastructure and plan carefully for future upgrades. The existing transportation network, originally built for a smaller, rural community, is nearly at capacity. To develop a safe and accessible system that serves all residents, especially low- and moderate-income families, major improvements are necessary.*

*Looking ahead, the Three Forks 2024 Capital Improvements Plan highlights over 50 priority projects identified by residents that the city plans to complete over the next five to ten years. These important initiatives include significant upgrades to both the water and wastewater systems, ensuring a sustainable future for the community. A copy of the city's capital improvements priority list from the 2024 CIP update is included as Exhibit 7.*

*Like many rural towns in Montana, Three Forks is committed to maximizing its resources by seeking state and federal grant funding. Evidence of its commitment is the letter (Exhibit 3) signed by Mayor Johnston confirming the city's obligation of \$40,000 to match the \$50,000 CDBG grant. By leveraging local resources with state and federal grant funding, the city strives to keep user rates and fees affordable while delivering safe, reliable infrastructure that fosters economic development and job creation for its low and moderate-income residents.*

6. Capacity: Describe the fiscal capacity of the applicant to meet the grant conditions required by Commerce, including, but not limited to, managing the planning project and utilizing generally accepted accounting principles.

*On July 29, 2025, Mayor Randy Johnston sent a letter to the Montana Department of Commerce CDBG staff explaining the city's need for a comprehensive transportation study and demonstrating the city's capacity to effectively manage two concurrent CDBG planning grants. A copy of the letter is included as Exhibit 6 of this application. The excerpt from the letter below describes the city's ability to manage the CDBG planning grant.*

***The City of Three Forks understands the responsibilities of managing federal grant funds and is fully prepared to manage two CDBG planning grants simultaneously. Our capacity is demonstrated by:***

- ***Dedicated and Experienced Staff:*** The city is fortunate to have a highly effective administrative team with proven experience in grant applications, administration, and reporting. Our Treasurer, Kelly Smith, has a Bachelor of Science degree in business from Montana State University with a finance option and a minor in accounting and economics. Kelly also holds a Master of Business Administration from Keller Graduate School. Kelly has worked for the city for 14 years.

***City Clerk and Deputy Treasurer Crystal Turner has over 15 years of experience managing government funds for Gallatin County and the city. She oversees public outreach for most city projects, discussions, and decisions. She ensures that public notices are met with everything we do and takes minutes/notes at most of those meetings. She is knowledgeable in various governmental facets and has excellent record-keeping skills.***

- ***Robust Financial Management Systems:*** Three Forks maintains transparent and well-documented financial management systems that meet or exceed federal requirements. We have established protocols for tracking expenditure, preparing financial reports, and ensuring compliance with all grant-specific regulations. Our annual audits consistently reflect sound accounting practices.
- ***Successful Grant Management History:*** The City has a history of successfully managing grants from state and federal agencies, including our current CDBG planning grant. This experience has given us valuable insights into the CDBG program's requirements, reporting protocols, and collaborative processes. We have consistently met deadlines and achieved project objectives.
- ***Established Project Management Frameworks:*** We utilize established frameworks that ensure clear communication, efficient task allocation, and timely progress monitoring. For each grant, a dedicated project lead will be assigned, overseeing all aspects of the project, including consultant coordination, community engagement, and reporting.
- ***Commitment to Community Engagement:*** Both planning grants require significant community input. The city is firmly committed to public participation and has successfully engaged residents in past planning initiatives. We will leverage existing communication channels and implement innovative strategies to ensure broad community involvement in the transportation plan and the [other grant] process.
- ***Collaborative Partnerships:*** We have strong relationships with regional planning organizations, state agencies (such as MDT), and local stakeholders. These partnerships will be invaluable in executing planning grants and providing access to data, technical expertise, and broader perspectives.

**Exhibit I**  
**CDBG Planning Grants**  
**Project Implementation Schedule**

| <b>Task</b>                                                                                                                                    | <b>Month/Year</b>                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>Project Start Up</b><br>Preparation of Commerce Contract                                                                                    | January 2026                                                                  |
| <b>Procurement of Professional Services</b>                                                                                                    |                                                                               |
| Submit RFP to Commerce for review<br><i>(Architectural and engineering services must be procured in compliance with Section 18-8-201, MCA)</i> | Not Applicable – The city has procured engineering services for this project. |
| Publish RFP or RFQ/Conduct limited solicitation                                                                                                |                                                                               |
| Select professional                                                                                                                            |                                                                               |
| Execute the agreement with a professional                                                                                                      | January 2026                                                                  |
| <b>Project Implementation</b>                                                                                                                  |                                                                               |
| Prepare draft plan/report                                                                                                                      | February 2026 – September 2026                                                |
| Submit the interim Request for Funds and the 50% draft of the final product                                                                    | September 2026                                                                |
| Public review and comment                                                                                                                      | October 2026                                                                  |
| Finalize plan/report                                                                                                                           | December 2026                                                                 |
| <b>Project Closeout</b>                                                                                                                        |                                                                               |
| Submit the final product.                                                                                                                      | January 2027                                                                  |
| Submit the final Request for Funds and the signed Project Completion Report                                                                    | January 2027                                                                  |



## Exhibit 2A

### CDBG Community Planning Grants

#### Preliminary Project Budget and Budget Narrative

Applicant Name: City of Three Forks

CDBG Planning Grant Funds Requested: **\$ 50,000**

☒ Community Benefit – 1:3 match required

☐ Site-Specific/Private Entity Benefit – 1:1 match required

*(Note: required matching funds and amounts must be included in this preliminary budget)*

|                                                            | Source:<br>CDBG Planning<br>Grant | Source:<br>City of Three<br>Forks | Source:<br>(Specify) | Total           |
|------------------------------------------------------------|-----------------------------------|-----------------------------------|----------------------|-----------------|
| Status of non-<br>CDBG funds<br>(pending or firm)          |                                   |                                   |                      |                 |
| <b>Professional<br/>Planning<br/>Activities</b>            |                                   |                                   |                      |                 |
| Professional<br>Architectural /<br>Engineering<br>Services | \$50,000                          | \$40,000                          |                      | \$90,000        |
| Other (Describe)                                           |                                   |                                   |                      |                 |
|                                                            |                                   |                                   |                      |                 |
| <b>Total Planning<br/>Project</b>                          | <b>\$50,000</b>                   | <b>\$40,000</b>                   | <b>\$</b>            | <b>\$90,000</b> |

**Exhibit 2B**
**Budget Justification**

| <b>Activity</b>                                                                                                                                                                                                              | <b>Number of Hours</b> | <b>Estimated Cost</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------|
| PM Coordination & Scoping                                                                                                                                                                                                    | 12                     | \$2,400               |
| Develop interactive project website                                                                                                                                                                                          | 18                     | \$3,600               |
| Stakeholder Meetings - Assume 2 in-person meetings in addition to the visioning session at initial stage and to vet initial options                                                                                          | 32                     | \$6,400               |
| City Council Meetings - Assume 2 meetings to initiate the project and present the final draft study to the council/public                                                                                                    | 24                     | \$4,800               |
| <b>Public Participation</b>                                                                                                                                                                                                  | <b>86</b>              | <b>\$22,400</b>       |
| PM & Coordination                                                                                                                                                                                                            | 10                     | \$2,000               |
| 1. Introduction                                                                                                                                                                                                              | 4                      | \$800                 |
| a. Goals                                                                                                                                                                                                                     | 5                      | \$1,000               |
| b. Summarize Process                                                                                                                                                                                                         |                        | \$0                   |
| c. Study Areas                                                                                                                                                                                                               | 2                      | \$400                 |
| d. Other Planning Documents                                                                                                                                                                                                  | 2                      | \$400                 |
| 2. Discuss Existing and Projected Conditions                                                                                                                                                                                 | 4                      | \$800                 |
| a. Overall community – Reference and update information from the Growth Policy as possible                                                                                                                                   |                        | \$0                   |
| i. Socioeconomics                                                                                                                                                                                                            | 2                      | \$400                 |
| 1. Population & Demographic Trends                                                                                                                                                                                           | 2                      | \$400                 |
| 2. Income and Employment Trends                                                                                                                                                                                              | 2                      | \$400                 |
| ii. Land Use & Development                                                                                                                                                                                                   | 2                      | \$400                 |
| 1. Historic, current, and future. – Reference the Growth Policy                                                                                                                                                              | 2                      | \$400                 |
| b. Discuss the following items for each of the areas: The two blocks on each side of Front Street; East and West Ivy Street; Talc Road; and Kyd Road                                                                         |                        | \$0                   |
| i. Existing & Projected Traffic Volumes – Use assumed values based on buildout and land use as well as published data from MDT. Does not include any field traffic data collection.                                          | 6                      | \$1,200               |
| ii. Physical Characteristics –                                                                                                                                                                                               | 6                      | \$1,200               |
| iii. Intersection Evaluations/Existing Traffic Control                                                                                                                                                                       | 5                      | \$1,000               |
| iv. Surface Conditions and Widths – Incorporate inventory data, PASER data and/or reference CIP.                                                                                                                             | 3                      | \$600                 |
| v. Stormwater Management                                                                                                                                                                                                     | 3                      | \$600                 |
| vi. Safety Analysis                                                                                                                                                                                                          |                        | \$0                   |
| 1. Includes requesting crash data from MDT, mapping data, and providing a summary of crash types, severities, and any trends.                                                                                                | 6                      | \$1,200               |
| vii. Rail/Highway Grade Crossings – High-level evaluation of RHGC at Kyd Road/Talc Road. Coordinate with MDT on status/data for existing crossing? Any planned improvements given that the gates are in place at Bench Road. | 3                      | \$600                 |



## COMMERCE

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------|
| viii. Utilities – Windshield survey of corridors. Does not include any utility locate or survey.                                                                                                                                                                                                                                               | 3          | \$600           |
| ix. Non-Motorized Infrastructure - ADA Inventory, Trail System, Location of Non-Motorized Destinations (schools, parks, etc.)                                                                                                                                                                                                                  | 20         | \$4,000         |
| x. Environmental Setting/Constraints – Environmental information will be gathered through windshield field reviews and publicly available information. It does not include detailed field investigations, delineations, or resource agency coordination. Environmental data collection travel/per diem is included with the utility line item. | 20         | \$4,000         |
| <b>Introduction/Establish Existing Conditions</b>                                                                                                                                                                                                                                                                                              | <b>112</b> | <b>\$9,200</b>  |
| PM & Coordination                                                                                                                                                                                                                                                                                                                              | 5          | \$1,000         |
| 1. Establish Needs and Objectives for each of the areas.                                                                                                                                                                                                                                                                                       | 6          | \$1,200         |
| a. Areas of Concern                                                                                                                                                                                                                                                                                                                            |            | \$0             |
| i. Summarize Stakeholder and Public Input                                                                                                                                                                                                                                                                                                      | 5          | \$1,000         |
| ii. Motorized                                                                                                                                                                                                                                                                                                                                  | 2          | \$400           |
| 1. Surface Conditions                                                                                                                                                                                                                                                                                                                          | 1          | \$200           |
| 2. Intersections                                                                                                                                                                                                                                                                                                                               | 3          | \$600           |
| 3. Safety                                                                                                                                                                                                                                                                                                                                      | 3          | \$600           |
| 4. Operations – Speeds, Access, Parking                                                                                                                                                                                                                                                                                                        | 3          | \$600           |
| iii. Non-Motorized                                                                                                                                                                                                                                                                                                                             |            | \$0             |
| 1. Sidewalks/Crosswalks                                                                                                                                                                                                                                                                                                                        | 4          | \$800           |
| 2. Trails                                                                                                                                                                                                                                                                                                                                      | 4          | \$800           |
| b. Needs and Objectives - Improve Safety, Non-Motorized Accessibility, Stormwater Management                                                                                                                                                                                                                                                   | 10         | \$2,000         |
| <b>Establish Needs and Objectives</b>                                                                                                                                                                                                                                                                                                          | <b>46</b>  | <b>\$36,400</b> |
| PM & Coordination                                                                                                                                                                                                                                                                                                                              | 10         | \$2,000         |
| 1. Improvement Options – Summarize multi-modal improvements for each of the areas.                                                                                                                                                                                                                                                             |            |                 |
| a. The two blocks on each side of Front Street                                                                                                                                                                                                                                                                                                 | 36         | \$7,200         |
| b. East and West Ivy Street                                                                                                                                                                                                                                                                                                                    | 22         | \$4,400         |
| c. Talc Road                                                                                                                                                                                                                                                                                                                                   | 34         | \$6,800         |
| d. Kyd Road                                                                                                                                                                                                                                                                                                                                    | 24         | \$4,800         |
| e. Intersection of West Elm Street, 2nd Avenue West, South Dakota Street, South Railway Avenue, and Frontage Road                                                                                                                                                                                                                              | 56         | \$11,200        |
| <b>Improvement Options</b>                                                                                                                                                                                                                                                                                                                     | <b>182</b> | <b>\$8,400</b>  |
| PM & Coordination                                                                                                                                                                                                                                                                                                                              | 6          | \$1,200         |
| Overview                                                                                                                                                                                                                                                                                                                                       | 5          | \$1,000         |
| Federal Funding Sources                                                                                                                                                                                                                                                                                                                        | 8          | \$1,600         |
| State Funding Sources                                                                                                                                                                                                                                                                                                                          | 8          | \$1,600         |



## COMMERCE

|                                                                                                    |            |                 |
|----------------------------------------------------------------------------------------------------|------------|-----------------|
| Local Funding Sources                                                                              | 10         | \$2,000         |
| Funding Summary                                                                                    | 5          | \$1,000         |
| <b>Implementation and Funding Analysis</b>                                                         | <b>42</b>  | <b>\$8,400</b>  |
| Online Survey - Development, approval, and analysis of results                                     | 12         | \$2,400         |
| Develop content for e-mail and social media posts (Assume a total of 4 e-mail/social media pushes) | 14         | \$2,800         |
| <b>Additional/Optional Public Involvement Activities</b>                                           | <b>26</b>  | <b>\$5,200</b>  |
| <b>Totals</b>                                                                                      | <b>494</b> | <b>\$90,000</b> |

**Exhibit 3-A**  
**CDBG Community Planning Grants**  
**Designation of Environmental Certifying Official**

**Exhibit 3-B**  
**CDBG Community Planning Grants**  
**Finding of Exempt Activities**

**Exhibit 4****National Objective Identification Worksheet**

The National Objectives Identification Worksheet is included to ensure that the project meets an objective of the federal CDBG program. On this page, all applicants **must indicate which national objective the proposed planning activity meets. If the proposed planning activity is “General Community Planning”, you do not need to complete this Worksheet.** See the Application Guidelines pages for an explanation of the national objectives and what is required to meet each. Documentation supporting this section may be added to your application as Exhibit A. Please cite page number for reference within this section (ex. A-00).

**I. Identify which of the CDBG National Objectives your proposed planning activity will meet (only one):**

- ☒ Benefit to LMI Persons –you checked this box, proceed to II (do not complete section III).
- ☐ Prevention or Elimination of Slums or Blight – if you checked this box, proceed to III (do not complete section II).

**II. Indicate how you plan to determine the percentage of benefit of LMI persons to meet the national objective of serving LMI persons (check one):**

- ☐ Direct Benefit to LMI Households —if you checked this box, proceed to II-A
- ☐ Area-wide Benefit to LMI Persons —if you checked this box, proceed to II-B
- ☐ Limited Clientele Benefit —If you checked this box, proceed to II-C

**II-A Direct Benefit—complete the following items. For detailed guidance about how to document benefitting LMI persons through Direct Benefit see the “Documenting Benefit to Low and Moderate Income Persons” handbook [here](#).**

1. Does the project provide direct assistance to an income-eligible household (e.g. through planning for rehabilitation of housing occupied by LMI households or planning for a public facility project that will pay utility hookup charges or assessments for only LMI households)? If so, provide documentation indicating the gross annual income of the household applicants that will be served.

**II-B Area-wide Benefit to LMI Persons**—complete the following items. **For detailed guidance about how to document benefitting LMI persons on an Area Basis see the “Documenting Benefit to Low and Moderate Income Persons” handbook [here](#).** Census data must be provided even if a Certified Income Survey is used. Census information can be found through the HUD LMI mapping application [here](#). Supporting materials should be included in Exhibit A as a narrative with data or a screenshot of information from the mapping application.

1. Percentage served by the project from HUD Low/Mod Summary Data (Census):    %
  2. List the census tract number(s) that are included in the project area:
  3. List the census tract block group(s) that are included in each of the census tracts listed in the previous question:
- If a Certified Income Survey was used, please complete the following items. **For detailed guidance about how to conduct an Income Survey see the “Documenting Benefit to Low and Moderate Income Persons” [handbook](#) .**
    1. **Include a letter from the authorized representative justifying why an Income Survey should be used over Census data Appendix A.**
    2. LMI percentage from that survey:    %
    3. Date the Income Survey was started:  
Date the Income Survey was completed:

4. **Describe the methodology that was used to conduct the Income Survey. Specifically, how was the data collected, who did the collection, and how was the calculation completed?**

**II-C Limited Clientele Benefit** – complete the following items. **For detailed guidance about how to document benefitting LMI persons through Limited Clientele see the “Documenting Benefit to Low and Moderate Income Persons” handbook [here](#).**

To satisfy the LMI objective through Limited Clientele, the proposed planning activity meets one of the following tests (check one):

- ☐ Benefit a clientele group established by HUD to be principally LMI persons (check those that apply):
- ☐ Abused children
  - ☐ Battered spouses
  - ☐ Elderly persons
  - ☐ Adults meeting the Bureau of the Census’ Current Population Report’s definition of “severely disabled”
  - ☐ Homeless persons
  - ☐ Illiterate adults
  - ☐ Persons living with AIDS
  - ☐ Migrant farm workers
- ☐ Benefit a clientele that it may be reasonably concluded to be primarily (greater than 51%) LMI persons (for example, a Head Start Center because Head Start’s federal requirements mandate that at least 90% of the children served come from lower income families). **If you check this box, provide any supporting documentation in Appendix A.**

☐ Will result in the removal of material or architectural barriers that restrict the mobility and accessibility of elderly or disabled persons to publicly owned and privately owned nonresidential buildings, improvements, and the common areas of residential structures containing more than one dwelling unit. **If you check this box, provide any supporting documentation in Appendix A.**

- The following kinds of activities are unlikely to qualify under the “limited clientele category” (confer with CDD staff on a project-by-project basis):
  - Activities where the benefits are available to all residents of an area;
  - Activities involving the acquisition, construction, or rehabilitation of property for housing; and
  - Activities where the benefit to LMI persons is the creation or retention of jobs.

**III. To meet the Prevention or Elimination of Slums and Blight national objective complete the following items. Supporting materials should be included in Appendix A.**

To meet the objective, the following are required:

- ☐ Applicant has a Slum/Blight resolution or designation for project area from the appropriate local government; and
- ☐ Photographic documentation with **captions and dates** of the slum or blighted conditions that prompted the local government resolution; **AND one of the two conditions below:**
  - ☐ Public improvements or facilities throughout the area are in a general state of deterioration; or
  - ☐ At least 25% of the properties throughout the area exhibit one or more of the following:



- Physical deterioration of buildings/improvements;
- Abandonment of properties;
- Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings;
- Significant declines in property values or abnormally low property values relative to other areas in the community; or
- Known or suspected environmental contamination.

**AND:**

- ☐ Applicant has documentation establishing the boundaries of the area and that the conditions that qualified the area as a slum or blight at the time of its designation by the appropriate local government and that designation (or re-designation) occurred within the past 10 years; and
- ☐ Planning activities assisted with CDBG funds will be limited to those that address one or more of the conditions that contributed to the decline of the area.

**IV. In 250 words or less, explain why the National Objective was selected and how this project meets the criteria of that Objective. Refer to these Guidelines for further guidance on the criteria and information that must be included. Specifically, make sure to address the questions listed here (in Exhibit 4) for the chosen national objective.**