

Section II: The Process

PR-05 Lead & Responsible Agencies

24 CFR 91.200(b)

Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The City of Billings - Community Development Division staff is responsible for preparing the Consolidated Plan and administration of CDBG and HOME grant programs.

Agency Role	Name	Department/Agency
CDBG Administrator	City of Billings	Community Development Division
HOME Administrator	Brenda Beckett, Division Manager	

Table 1 – Responsible Agencies

Consolidated Plan Public Contact Information

Brenda Beckett, Community Development Manager
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PR-10 Consultation

91.100, 91.200(b), 91.215(l)

Introduction

A number of organizations in the community are involved in affordable housing and community development-related activities in Billings and are asked to comment on the Consolidated and Annual Action Plans. The continued cooperation of these organizations in pursuing affordable housing for the community is required to meet the Consolidated Plan goals. Consultations include review of the plan with public and private agencies that provide health care, social services and fair housing education. Populations targeted for consultation include agencies that provide services for children, the elderly, the disabled, minorities, persons with HIV / AIDS and their families, and homeless individuals and families.

The Consolidated Plan was distributed widely during the public comment period and interested persons were invited to attend a number of staff-facilitated, regularly scheduled meetings to find out more about Community Development initiatives. Routine meetings were facilitated through staff for the Community Development Board and Neighborhood Task Forces in low income areas.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).

Public Housing: The Housing Authority of Billings is primarily responsible for administration of the public housing and Section 8 Programs for the community. The Housing Authority will continue to work on developing additional units of low income housing in Billings. The Housing Authority is an independent organization established under the laws of the State of Montana. Board members for the Housing Authority are appointed by the Mayor for the City of Billings. City staff enjoy a cooperative and collaborative relationship with Housing Authority, including participation in task forces, committees, and affordable housing development. *91.100(c)*

Homeless Strategy and Housing Opportunities for Persons with AIDS: Public and private agencies have assisted the City in reviewing the Consolidated Plan and have been essential in the development and implementation of a ten-year plan to impact homelessness, *Welcome Home Billings*. Local organizations providing housing, health services, and social services have been intricately involved in planning processes for the homeless and chronically homeless, including members of the *Mayor's Committee on Homelessness*. The City does not receive Housing Opportunities for Persons with AIDS (HOPWA) funding directly, but collaborates with the Yellowstone AIDS Project to implement goals and objectives to support HOPWA funding. *91.100(a)(2) & 91.100(b)*

Adjacent Governments: Communication regarding non-housing community development needs is conducted via collaboration through homeless initiatives and agencies serving the disabled, minorities, victims of domestic violence, the elderly, those with mental health / addiction issues and other vulnerable populations. Adjacent governments include: the State Department of Public Health and Human Services; the Montana Continuum of Care Coalition; and the South Central Montana Continuum of Care. Collaboration regarding economic development initiatives includes communication with the Big Sky Economic Development Authority, Beartooth Resource Conservation and Development District, the American Indian Development Corporation and other development agencies. *91.100(a)(4)*

Metropolitan Planning: The City of Billings - Community Development Division is included in the Planning and Community Services Department. The Department, overall, includes Code Enforcement, Planning / Transportation (includes the City of Billings and Yellowstone County), and the Building Division. These Divisions work internally to implement the Growth Policy, Infill Policy, Transportation Plan and Neighborhood Plans collectively. All City-assisted projects are reviewed for residential access to public transportation. *91.100(a)(5)*

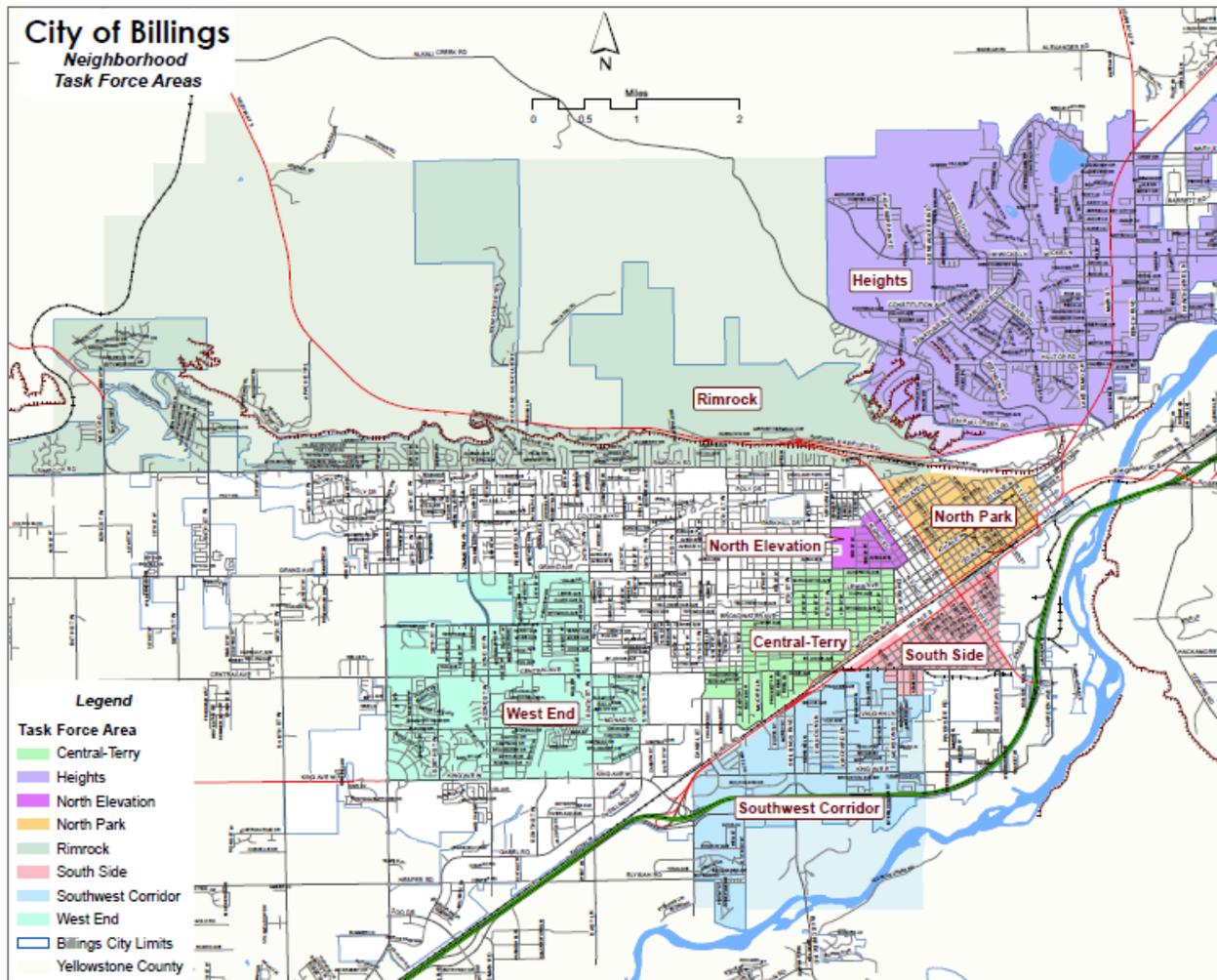
Community Development Board: The *Community Development Board* is a citizen's advisory board consisting of nine members who are appointed by the Mayor of Billings with the consent of the City Council. Six members are appointed to represent low income neighborhoods of the City as defined by federal regulations for the CDBG program and three members represent the community at large. This board serves in an advisory capacity to the City Council for the purpose of providing citizen input on policy decisions to the City Council. The primary responsibilities of the board are to review existing and proposed City policies and to review the Community Development Division's activities to ensure policies are being implemented.

The Community Development Board makes recommendations to the City Council regarding the Consolidated Plan, the Annual Action Plan, the Citizen Participation Plan, and the CAPER. In addition, the

Community Development Board reviews applications submitted for CDBG and HOME funding in order to make funding recommendations to the City Council for approval.

Billings City Council: The *Billings City Council* is the final governmental policy body that reviews and takes action on the Annual Action Plan, including the Citizen Participation Plan. The Community Development Board presents recommendations to the City Council during a scheduled work session preceding the public hearing in April in order to deliver information on decisions made regarding recommendations. After receipt and consideration of public comments, the City Council approves the Consolidated Plan and Annual Action Plan and proposed funding allocations. Following approval in May, the Consolidated Plan and Annual Action Plans are forwarded to HUD.

Neighborhood Task Forces Representing Low Income and Minority Households: In order to encourage citizen participation emphasizing the involvement of low income and minority residents in areas where housing and community development funds may be spent, the City has continued to work with neighborhood organizations representing the City's low income areas. These areas are predominantly illustrated as established Task Force areas in Billings. Each Neighborhood Task Force identified in the map below has high concentrations of minority and low income households.



City staff will continue to work with Neighborhood Task Forces that represent the community's low income / minority areas to ensure input from these areas in the development and implementation of the City's community development strategies as described in the Consolidated Plan. The City will also continue to support the activities for the **Adjacent Neighborhood Committee**, which consists of Task Force officers who meet quarterly to collaborate and exchange information. The Community Development Division also seeks input by requesting project rankings from Task Force participants on housing and neighborhood activities for the annual allocation process. The Community Development Division staff attends meetings of low income Task Force neighborhoods when requested for specific presentations. Staff also provides information regarding housing and community development programs and activities during each allocation process and garners rankings of housing / neighborhood activities preferred for funding.

Partnerships: The Community Development Division's vision is to act as a catalyst for joining community partners with resources to increase access to housing, to create a sustainable community and to promote neighborhood revitalization. The Division's mission focuses on striving to exceed the expectations of our stakeholders by supporting housing and community partners with quality leadership, accountability, and innovative programs and services. Guiding values and principles include:

- Embracing diversity and being respectful of all viewpoints.
- Utilizing creativity to develop best practices in programs, administration, and community service.
- Recognizing the City's first responsibility is to low and moderate income individuals who would most benefit from programs.
- Showing integrity as public servants to thoughtfully manage and pursue resources to the benefit of the community.

Establishing and maintaining partnerships with a myriad of organizations that support the community vision is the keystone to the Division's planning efforts.

Additional Minority Outreach: Actions taken to establish and oversee a minority outreach program to ensure inclusion of minorities and women, entities owned by minorities and women, including real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, and underwriters in all contracts is accomplished by the following:

- Facilitating the **Billings Partners for American Indian Homeownership**; a group of lenders, realtors and affordable housing professionals with an interest in increasing minority homeownership opportunities.
 - The Billings Partners for American Indian Home Ownership was formed in order to provide an organized approach to outreach and education for American Indians who would like to purchase a home. This group originated in the late 1990s due to Census data identifying a 26% American Indian homeownership rate compared to 67% for Whites and 45% for blacks and Hispanics. Their vision is to increase American Indian private homeownership in the greater Billings community. This organization has consisted of lenders, realtors, housing organizations, credit counseling organizations, Indian Health Service, Yellowstone County Extension Office, and others.
- Annual advertisement for contractor opportunities in construction are published in print media and distributed to low income and minority households.

- Maintaining a current email distribution list for the lending community and the real estate community at large in the Billings area.
- Opportunities for contracts are distributed to:
 - Chairpersons for the Neighborhood Task Forces, which cover both low income areas and higher concentrations of minority residents.
 - Housing Authority of Billings to post for residents utilizing public assistance, also a higher female headed-household and minority population.
 - Members of the Mayor’s Committee on Homelessness, representing social service providers serving high concentrations of low income, female-headed and minority households.

Affordable Housing Task Force: Consisting of lenders, realtors, the Housing Authority of Billings, local housing developers, and other organizations working in housing to ensure coordination and collaboration in identifying needs, undertaking actions to meet those needs, and evaluating activity effectiveness. The vision of the group is to successfully identify the housing needs of the community and provide expertise and innovative solutions to ensure attainable housing for all. Their mission is to work as a positive voice coordinating action, and organizing and energizing efforts to promote affordable housing in the Billings area.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

Continuum of Care Funding: The City’s work with the homeless is impacted significantly by the fact that it is not a direct recipient of Continuum of Care homeless funding. Funds are provided to the State of Montana and are distributed by the State to various regions in Montana through the Human Resource Development Councils (HRDCs). A Continuum of Care application is prepared on a statewide basis and the City plays a small role in this process. One or two organizations in Billings may receive Continuum of Care funding, but a very small percentage of the available Continuum of Care funding is allocated to local projects; five to seven percent annually.

Mayor’s Committee on Homelessness: Due to the ongoing and critical lack of available federal resources, Community Development Division staff began facilitating the Mayor’s Committee on Homelessness in 2006. City staff then developed a comprehensive ten-year plan and wide-ranging community initiative, *Welcome Home Billings*, to impact local homelessness and poverty. These efforts have been helpful in increasing overall collaboration and resources to assist the most vulnerable population in the Billings community, particularly chronically homeless individuals, unaccompanied youth, families, veterans and persons at risk of homelessness.

With the assistance from the Community Development Division, the Mayor’s Committee on Homelessness has been successful in efforts to gather data, implement national best practices, and involve the community in planning efforts and volunteer opportunities.

Membership of the Mayor’s Committee on Homelessness involves broad stakeholder groups including representatives from the following arenas:

- Lending*
- Faith Community
- Housing*
- Service Providers*
- Civic / Business*
- Public Library
- Code / Law Enforcement
- Economic Development*
- Work Force Agency
- Veterans
- Academia
- Philanthropy
- Homeless Individuals* (participants)
- Health Care / Mental Health / Addiction*
- American Indian / Tribal*
- Other Interested Citizens*

**Denotes multiple member positions on the Committee*

Billings Metro VISTA Project: In order to maintain momentum for the homeless initiatives, the City's Community Development Division created an AmeriCorps Volunteers in Service to America (VISTA) program known as the *Billings Metro VISTA Project*; sponsored by the Corporation for National and Community Service. VISTA members work to create or expand community-based programs, services, and systems that prevent and intervene in homelessness through capacity-building activities. VISTA members may be supervised by City staff for over-arching, community-wide benefit programs and they can also be supervised by nonprofit organization staff who are spearheading efforts to impact poverty and homelessness.

Community Innovations Summit: In October 2014, the Community Development Division co-sponsored the *Community Innovations Summit* to address escalating issues with people living on the streets of downtown Billings. Pre-Summit efforts involved workshops, meetings, surveys and queries for specific community groups, including social service providers, business owners, Tribal leaders, members of law enforcement, corrections, courts systems, local and state government officials, and faith leaders. The Summit spurred several ongoing initiatives which can be followed on www.4sparechange.org.

Statewide Continuum of Care: The Montana Continuum of Care Coalition (MT CoC) is the statewide organization designed to bring homeless service providers together from across the state in order to identify needs, inventory resources, recognize gaps and prioritize HUD funding as part of a greater planning effort to eradicate homelessness in Montana. The coalition was formed to address homelessness with very few resources to cover Montana’s vast geographical area. In 2012, MT CoC restructured to incorporate a Board of Directors to oversee the operations of the coalition. The MT CoC consists of 15 delegates; ten from districts mirroring the same planning districts used by the Montana Department of Health and Human Services and five at-large delegates. The Board of Directors is the decision-making entity for the MT CoC and is responsible for ensuring compliance with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.

Local Continuum of Care: The South Central Montana Continuum of Care serves as the City’s local Continuum of Care organization. It is a subsidiary of the MT CoC and represents Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone counties. The South Central Montana Continuum of Care collaboratively works to develop, support, and promote a continuum of resources, services, and housing opportunities that prevent homelessness and promote long-term stability.

City staff works closely with representatives from the South Central Montana Continuum of Care to ensure coordination and to support the MT CoC's goals and strategies to address the needs of homeless persons. The City supports local efforts through Mayor's Committee on Homelessness representation at South Central Montana Continuum of Care meetings and by providing opportunities to report updates and news at monthly Mayor's Committee on Homelessness meetings. By utilizing and analyzing data collected annually from the Montana Housing Status Survey, commonly known as the Point-In-Time (PIT) Homeless Survey facilitated by the local Continuum of Care, and by analysis of secondary research sources including data collected locally through efforts of partners in the overall homelessness initiative, City staff is able to relay information regarding the service array in Billings to the community and to those that are homeless or those who may be at risk of homelessness.

Unfortunately, many homeless service providers in Billings expressed dissatisfaction with the South Central Montana Continuum of Care in the *Billings Continuum of Care Survey* conducted through the Community Development Division in 2012. Just under 50% of respondents noted ineffective communication between the South Central Montana Continuum of Care and their affiliate organization. When these results are filtered to remove current Continuum of Care members, the percentage jumped to 61%. To improve satisfaction levels, the survey results indicated that the South Central Montana Continuum of Care should work towards improving communication with homeless service providers, begin to disseminate pertinent information about their activities and strive to clarify its overall mission and goals.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate Emergency Solutions Grant (ESG) funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of Homeless Management Information System (HMIS)

The City does not receive ESG funds as an entitlement; these funds are distributed statewide by the Montana Department of Public Health and Human Services through ten HRDCs throughout the state. Therefore the City does not develop performance standards, evaluate outcomes or develop funding, policies or procedures for the administration of HMIS. However, as an active collaborator with representative of the Continuum of Care and local homeless impact organizations and groups, input on such things is provided when requested.

District 7 HRDC received \$94,000 in ESG funds for FY2014-2015, which is utilized for homeless prevention activities and rapid-rehousing exclusively. HRDC staff report they've received 565 applications for ESG assistance and does not maintain a waiting list due to the volume of households in need. HRDC also receives additional HUD Continuum of Care funds for rapid-rehousing homeless families living in shelters.

Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

#	Agency/Group/Organization	Type(s)	Consolidated Plan Section(s)	How Consulted / Outcomes
1.	Housing Authority of Billings	Public Housing Authority; Services - Homeless	Housing Need Assessment; Public Housing Needs; Homeless Needs - Chronically Homeless, Families with Children, Veterans; Homelessness Strategy; Market Analysis	Email / phone / web retrieval; data exchange for the development of relevant sections
2.	Homeword	Housing	Housing Need Assessment; Market Analysis	
3.	Rimrock	Housing; Services - Persons with Disabilities	Housing Need Assessment; Homeless Needs - Chronically Homeless	
4.	Mental Health Center	Housing; Services - Persons with Disabilities	Housing Need Assessment; Non-Homeless Special Needs	
5.	Family Service, Inc.	Services - Housing	Housing Need Assessment; Market Analysis; Homeless Needs - Families with Children; Homelessness Strategy	
6.	District 7 HRDC	Services - Housing, Homeless, Children	Housing Need Assessment; Homeless Needs - Chronically Homeless, Families with Children; Homelessness Strategy	
7.	Adult Resource Alliance	Services - Elderly Persons	Housing Need Assessment; Non-Homeless Special Needs	
8.	Big Sky Senior Services	Services - Elderly Persons	Housing Need Assessment; Non-Homeless Special Needs	
9.	Living Independently for Today and Tomorrow	Housing; Services - Persons with Disabilities	Housing Needs Assessment; Market Analysis; Non-Homeless Special Needs	
10.	Yellowstone AIDS Project	Housing; Services - Persons with HIV/AIDS	Housing Needs Assessment; Market Analysis; Non-Homeless Special Needs	
11.	YWCA Gateway House	Housing; Services - Domestic Violence, Children	Housing Needs Assessment; Market Analysis; Homeless Needs - Families with Children	
12.	Billings Public Schools	Services - Homeless, Education	Homeless Needs - Families with Children	
13.	Billings Job Service	Services - Employment	Economic Development	
14.	Montana Fair Housing	Services - Housing; Fair Housing	Non-Homeless Special Needs	
15.	The Alliance	Health Agency	Non-Homeless Special Needs	
16.	Montana Department of Commerce	State; Housing	Housing Need Assessment; Market Analysis	
17.	Billings Public Works Department	Local Government	Non-Housing Community Development Needs	
18.	Billings Police Department	Local Government; Services - Domestic Violence, Homeless	Housing Need Assessment	
19.	Domestic Violence Unit	Local Government; Services - Domestic Violence	Housing Need Assessment	
20.	Big Sky Economic Development	County Government	Economic Development	
21.	City of Billings - Planning Division	Local Government; Planning Organization	Market Analysis	
22.	Montana Epidemiology, Addictive / Mental Disorders	Health Agency; Services - Health, Persons with HIV/AIDS, Disabilities, Homeless; State Government	Housing Need Assessment	
23.	Civic Consulting	Services - Homeless	Homeless Strategy	
24.	NeighborWorks Montana	Housing	Housing Need Assessment; Market Analysis	

25.	RiverStone Health	Health Agency; Services - Persons with HIV/AIDS; Homeless	Non-Homeless Special Needs; Homeless Strategy; Lead-Based Paint Strategy	See Above
26.	Downtown Billings Alliance	Business and Civic Leaders	Homeless Needs - Chronically Homeless	Survey, identified needs for serial inebriate population
27.	Neighborhood Task Forces	Civic Leaders; Low Income Area Representatives	All	Neighborhood Community / Public Meetings
28.	Adjacent Neighborhood Task Force	Civic Leaders; Low Income Area Representatives; Neighborhood Organization	All	Public Meeting
29.	Billings City Council	Local Government; Civic / Business Leaders	All	Public Hearing / Public Meeting
30.	Mayor's Committee on Homelessness	Housing; Services - Housing, Children, Health, Education; Health Agency; Business / Civic Leaders	Homeless Needs - Chronically Homeless, Families with Children, Unaccompanied Youth, Homelessness Strategy	The Mayor's Committee on Homelessness was consulted on relevant sections during public meetings and via email
31.	Affordable Housing Task Force	Housing; Public Housing Authority; Services - Housing; Regional Organization; Business Leaders	Housing Needs Assessment; Market Analysis; Economic Development	The Affordable Housing Task Force was consulted on relevant sections during public meetings and via email
32.	Community Development Board	Civic / Business Leaders, Low Income Area Representatives ; Neighborhood Leaders	All	Public Notice / Public Meeting
33.	HUD - Economic Market Analysis Division	Federal Government	Housing Need Assessment; Market Analysis	Email Data Exchange

Identify any Agency Types not consulted and provide rationale for not consulting

The City of Billings staff is not aware of any agency types that have not been consulted in preparation of the 2015-2019 Consolidated Plan. City staff contacted many agencies to assist with the development of the Consolidated Plan and has widely circulated information relative to proposed programs and funding allocations to garner feedback. Additional efforts were made during the public comment period to distribute the Consolidated Plan for review and feedback.

Describe other local/regional/state/federal planning efforts considered when preparing the Plan

City staff considered neighborhood planning, development standards, capital improvement programs, the Annexation Policy, and the Growth Policy while developing the Consolidated Plan.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Montana State Continuum of Care	Identifies Federal and State resources to impact homelessness
City Council Strategic Plan	Billings City Council	Comprehensive, orderly growth; Sustainable economic development; and Involved, united community goals.
Growth Policy	City of Billings – Planning Division	Promotes affordable housing and infill development
Infill Policy	City of Billings – Planning Division	Promotes affordable housing and infill development
Annexation Policy	City of Billings - Planning Division	Promotes infill development
Transportation Plan	City of Billings – Planning Division	Improves transit impacting project affordability
Neighborhood Plans	City of Billings – Planning Division and Neighborhood Task Forces	Guides development efforts in each neighborhood
Consolidated Plan	Montana Department of Commerce – Community Development	State CDBG and HOME resources may be available to further projects

Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I))

The City of Billings - Community Development Division is included in the Planning and Community Services Department. The Department, overall, includes Code Enforcement, Planning / Transportation (includes the City of Billings and Yellowstone County), and the Building Division. These Divisions work internally to implement the Growth Policy, Annexation Policy, Infill Policy, Transportation Plan and Neighborhood Plans collectively. All projects are reviewed for residential access to public transportation.

The Division also coordinates with the Montana Department of Commerce relative to CDBG, HOME and Neighborhood Stabilization Program resources. Planning activities included an all-day meeting on March 2, 2015 to review the City’s First Time Home Buyer, Housing Rehabilitation, Affordable Housing Development and Foreclosure Acquisition / Rehabilitation programs for consideration in carrying out State Recipient HOME and CDBG activities.

Narrative (optional):

The Community Development Division is dedicated to inclusive community participation in all endeavors. Division staff maintain extensive mailing and email lists consisting of organizations serving the homeless and at-risk households and individuals, mainstream service and housing agencies, community development organizations, civic leaders, interested citizens, etc. These lists are used regularly to keep the public informed about planning efforts, funding opportunities, changes in policy / practice or any other information that interested citizens may find useful. Often, other local, state and federal organizations will solicit dissemination assistance through the Community Development Division to circulate information on a variety of pertinent topics and opportunities.

City staff make every effort to gather current information and comments on needs, gaps in service and new priority issues that affect low income and special needs populations of the community. Attendance and involvement with community, nonprofit, business, service agency and governmental groups provides opportunities to garner input and comments for consideration in developing community impact plans. Additionally, City staff collaborate with service providers in efforts to shape outreach, referral and permanent supportive housing programs into a responsive network.

Applications for CDBG and HOME funding were advertised in the Billings Times and the CDBG / HOME Application was released and made available to nonprofit organizations the first week of December. The Application Guidebook contains information relative to the provision of technical assistance available upon request. Completed applications were due to the City by the end of January. The City received no applications from nonprofit organizations.

The FY2015-2019 Consolidated Plan was open for public comment extending from March 27, 2015 to April 27, 2015. A public hearing was held on April 27, 2015 during the Billings City Council meeting to accept public comments on the Annual Action Plan, and Community Development Board recommendations for funding allocation. The plan was adopted by the Billings City Council on April 27, 2015.

Describe any efforts to enhance coordination with private industry, businesses, developers, and social service agencies (91.215(l))

The City has worked closely with the Downtown Business Association to respond to recent business concerns relative to serial inebriates living on the streets through the *Community Innovations Summit* in October 2014. This connection has paved the way to distribute the City's Consolidated Plan during the public comment period to garner feedback from private industry and businesses in Billings.

Previous narratives include information relative to developers (Affordable Housing Task Force) and social service agencies (Mayor's Committee on Homelessness).

AmeriCorps VISTA is a national anti-poverty initiative that places full-time and summer volunteers with local projects. VISTA members are recruited locally and nationally, are college graduates and commit to service with a project. The Community Development Division was designated as an AmeriCorps VISTA Project Site in 2009 as part of the overall homeless initiatives designed through ***Welcome Home Billings***, the City's ten-year plan / initiative to impact homelessness. Through the Billings Metro VISTA Project (MVP), the City has VISTA placements with 37 local nonprofit organizations to assist in capacity-building efforts to impact poverty and homelessness in the community.

PR-15 Citizen Participation

Summary of citizen participation process/Efforts made to broaden citizen participation

Public comments are requested at least 30 days prior to submission of reports required under HUD's Consolidated Plan process. City staff has considered all written comments by citizens, public agencies and other interested parties prior to submission of its final Consolidated Plan and related reports to HUD and attach a summary of each comment to the final submission. If written comments were not accepted for inclusion in the Plan, City staff has provided written explanation of why those comments were not accepted.

City staff will provide written responses to all written complaints and grievances related to the Consolidated Plan and the City's housing and community development programs within 15 working days of receipt of the complaint or grievance where practical.

Summarize citizen participation process and how it impacted goal-setting

The citizen participation process is described in detail in Sections I and II in the ES-05 Executive Summary and PR-10 Consultation subsections.

Citizen Participation Outreach

#	Mode of Outreach	Target of Outreach	Summary of response/attendance
Summary of comments not accepted and reasons: No comments were rejected.			
1	Public Notices	All Interested Citizens	Public Notices regarding the publication of the drafted Consolidated Plan on the City's website, the public comment period from March 27 to April 27 and the April 27, 2015 City Council Public Hearing were published in the Billings Times on March 26, April 2 and April 9, 2015.
See below and in the Appendix for responses.			
2	Website	All Interested Citizens	The drafted Consolidated Plan was available online from March 27 to April 27, 2015 for public comment and feedback.
On April 10, 2015, the City received several letters to ask the City to adopt a threshold requirement ensuring all housing projects receiving CDBG and HOME funds will be smokefree. A cover letter was written by John Firehammer from the Montana Smokefree Housing Project with attached support letters from: the Department of Public Health and Human Services; American Cancer Society / American Lung Association - Montana Chapters; RiverStone Health; and Billings Clinic. The City has already adopted a tobacco-free preference in the Affordable Housing Development program.			
3	Neighborhood / Public Meetings	Neighborhood Task Forces, Low Income Residents, Public Housing Tenants, Minorities, Disabled, All Interested Citizens	Presentations were given at the following Task Force Meetings: <ul style="list-style-type: none"> - March 17, 2015: West End - March 19, 2015: South Side - March 26, 2015: Southwest Corridor - April 2, 2015: Adjacent Neighborhood A total of 35 additional meetings were held to garner public comments relative to the Growth Policy Update.
A total of four community meetings were held in low income areas where high concentrations of low income and minority households exist. Presentations on the Consolidated Plan, Priority Needs and proposed programs were made. A total of 35 community meetings were held and 1,200 public comments were received specific to where and how the City should grow. Results support infill development and the need for affordable housing.			
4	Paper Surveys	Neighborhood Task Forces, Low Income Residents, Public Housing Tenants, Minorities, Disabled	Task Force Ranking Sheets Distributed and Returned. Additional surveys were conducted for homebuyers and renters to garner information relative to accessing housing.
5	Online Survey	Neighborhood Task Forces, low income residents, public housing tenants	Online survey ranking proposed programs was available and distributed to all listservs.
Neighborhood Task Forces requesting involvement via email (Heights and North Elevation) were sent the link to the City's drafted Consolidated Plan and an online survey was available via website and direct link in order to participate in rankings. Rankings were concurrent with results from Task Force Meetings. Nine total ranking responses were received supporting home buyer, home repair, affordable housing development and poverty impact projects.			
6	Public Notices	Nonprofit organizations with an interest in capacity building opportunities through VISTA	Public Notices regarding the availability of VISTA Host Site proposals was published in the Billings Times on December 11 and 18, 2014.
The City received 22 applications for full-year and Summer Associate VISTA volunteers from 18 organizations to support capacity building activities.			
7	Public Notices	Nonprofit organizations with an interest in CDBG and / or HOME funding opportunities	Public Notices regarding the availability of housing and community development funding requests was published in the Billings Times on January 15 and 22, 2015.
The City did not receive any applications from nonprofit organizations seeking CDBG or HOME funding.			
8	Email	Nonprofits with an interest in the topics represented in the Consolidated Plan, Minorities, Disabled, Public Housing Tenants	Notices regarding the availability of the Consolidated Plan were sent via email to the Division's listservs, including the Mayor's Committee on Homelessness and the Affordable Housing Task Force. Representation from Businesses, Developers, Nonprofits, Philanthropic, and the faith communities were targeted.
No public comments were received.			

Table 4 – Citizen Participation Outreach