

2026 Unified Application FAQs

CAN I ATTACH MY OWN BUDGET FORM/SUPPLEMENT?

No, CD requires that you use the provided [budget supplement](#).

DO I NEED TO COMPLETE THE FULL BUDGET SUPPLEMENT EVEN IF SOME OF THE SECTIONS DON'T APPLY TO MY PROJECT?

Every project must complete the following tabs in the budget supplement:

- Sources of Funds
- Sources Narrative
- Uses of Funds
- Uses Narrative

Construction and Substantial Rehabilitation projects must complete:

- Rental Pro Forma
- Rental Narrative

If you have questions about your project's budget, please reach out to a Grants Administrator.

DO I REALLY NEED TO BUDGET FOR AN ENVIRONMENTAL REVIEW/ENVIRONMENTAL MITIGATION?

Yes, if applicable. While Community Development can typically perform the environmental reviews in-house, these reviews are not without cost. For example, new radon and SHPO requirements are becoming increasingly costly. Not budgeting for the environmental review in the initial award may mean that fewer funds are available for the activity itself, and CD cannot always provide additional grant funds after award.

HOW DO I CREATE A SUBMITTABLE ACCOUNT?

Follow this [link](#) to create an account or log in to an existing account.

CAN MORE THAN ONE PERSON EDIT THE APPLICATION IN SUBMITTABLE?

Yes, Submittable allows users to collaborate on a submission while signing in from their separate accounts.

ARE THERE PREFERENCES FOR CERTAIN TYPES OF PROJECTS?

Community Development expects to see a wide range of projects. Projects should align with one or more city goals and priorities such as detailed in the [2024-2028 Consolidated Plan](#) and the [Affordable Housing Trust Fund's Allocation Plan](#).

And please note that there are no CDBG funds available for public services for 2026.

WHEN WOULD FUNDS BECOME AVAILABLE AND NEED TO BE SPENT DOWN BY?

For both AHTF and CDBG, funds become available at the start of the fiscal year on July 1st and after the contract has been fully executed. CDBG funds are dependent on HUD timelines, which can cause delays.

CD is beholden to CDBG timeliness requirements. If grants funds are not spent down in a timely manner, CD reserves the right to remove grant funds from a project.

CAN I RECEIVE FUNDS UP FRONT OR WILL APPROVED EXPENSES NEED TO BE REIMBURSED?

CD funds operate on a reimbursement basis. In limited circumstances, a subrecipient may be able to request up-front costs. Please reach out to your Grants Administrator for details.

CAN I CONNECT WITH THE COMMUNITY DEVELOPMENT TEAM BEFORE I APPLY?

Yes, please reach out to Kendra Lisum (LisumK@ci.missoula.mt.us, 406-552-6642), or Colleen Kane (KaneC@ci.missoula.mt.us, 406-552-6219) with questions.

HOW DETAILED SHOULD THE INITIAL APPLICATION BE?

As detailed as possible. The Scoring Committee will score on the information and details provided in your initial application.

If accepted for funding, the second phase of the application will be collecting required documents.

IF AWARDED, WHAT ADDITIONAL APPLICATION DOCUMENTS WILL BE REQUIRED DURING THE PRE-CONTRACTING PHASE?

A full list of what's required can be found on our website under [Application Documents](#). All documentation must be submitted through Submittable.

WHAT IS THE MAXIMUM AMOUNT OF REQUESTED FUNDS THAT CAN BE USED FOR ADMINISTRATION OR INDIRECT COSTS?

CDBG requires that administration costs be no more than 20% of the award. Reimbursement for payroll requires certain documentation. AHTF requires that administrative and indirect costs not exceed 15% of the award. Reach out to your Grants Administrator for details.

Please don't hesitate to reach out with additional questions.

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