



COMMUNITY DEVELOPMENT DIVISION

Community Development Board Meeting Minutes

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Regular Meeting of the Community Development Board May 1, 2018

Board Members Present: Becky Bey, Jim Corson, Rebecca Noell, Joe Stockburger, Patt Leikam, Katrina Kruger

Board Members Excused: Kathleen Candelaria, Bret Rutherford, Laura Gittings-Carlson

Staff Present: Brenda Beckett, Dina Harmon, Tam Rodier

Guests: None

Welcome / Introductions / Announcements: The Community Development Board met in the 6th Floor Conference Room, Miller Building, 2825 3rd Avenue North, Billings, Montana. Board Chair Becky Bey, called the meeting to order at 3:00pm.

Public Comment: Staff noted that Sandra Lopez, CD Grants Technician, would be leaving employment in mid-May. She is currently attending a Housing Conference in Butte with the VISTA members. Sandra has been working for the Community Development Division since 2015 and will be greatly missed.

Meeting Minutes: Board member Jim Corson moved to approve the April meeting minutes and Patt Leikam seconded the motion. A vote was taken and the minutes were approved unanimously.

Staff Reports:

- **Foreclosure Acquisition / Housing Rehabilitation Program:** Staff reported significant progress on the Plainview project, including structural upgrades within the north end of the home, new master bath and closet framed in, sheetrock wall patches completed, main bathroom has been gutted in preparation for new window, sink, vanity, tub/surround, and toilet, and the house siding has been removed and the new siding is being hung. The preliminary work list has been completed for the 19th Street West project and staff is currently working on the Invitation to Bid and advertising documents.
- **Housing Rehabilitation Program:** During April, two loans were paid off and the properties reconveyed, one new loan was closed, construction is underway at three homes, one new application was received, five homeowners are currently seeking bids, and funding remains available to assist two homeowners. For the Manufactured Home Repair Program, noted a recent program design change to homes ≤20 years old. Staff updated the website and brochure to reflect the change. Two new applications were received, three homeowners are currently seeking bids, and funding is available to assist one or two homeowners.
- **First Time Home Buyer Program:** Staff provided an update on the status of the First Time Home Buyer program. Funds are nearly all committed for CDBG, HOME and the City Council funding. Additional program income received will be immediately reallocated to support additional households through the program.

Annual Action Plan Review: Staff reviewed the final version of the Annual Action Plan with the Board. HUD published the FY18-19 CDBG and HOME allocations today, May 1, 2018 (CDBG \$663,860 / HOME \$378,067). Final revenues and program distributions were reviewed (see Final Revenue FY2018-2019 chart below). City staff will publish a second notice with allocations by program for an additional 14-day public comment period (May 12 through May 27, 2018). The Annual Action Plan will undergo final edits after May 27 and then will be submitted to HUD.

Allocation Process Review: Staff reviewed the Annual Allocation process (see flowchart below) with the CD Board for suggestions and feedback. The Board noted the process was fairly smooth this year and noted the efficiency of the allocation presentation made at the Adjacent Neighborhood Leadership Training in February.

June / July Meetings: The CD Board voted to cancel both June and July meetings, as has been done in the past.

Neighborhood Concerns and Happenings: None.

Next Meeting: Becky Bey adjourned the meeting and set the next for August 7, 2018.

COMMUNITY DEVELOPMENT DIVISION

Final Revenue FY 2018-2019

	CDBG	HOME	Totals
HUD Entitlement Grant	\$663,860	\$378,067	\$1,041,927
% Cap on CDBG / 10% on HOME Administration (Maximum)	\$132,772	\$37,807	\$170,579
15% CDBG Public Service Cap (Maximum)	\$99,579	-	\$99,579
15% HOME CHDO Allocation (Minimum)	-	\$56,710	\$56,710
CDBG Available for Home Repair & Buyer	\$431,509	-	\$431,509
HOME Available for Home Buyer	-	\$283,550	\$283,550

Community Development Board & Staff Recommendations

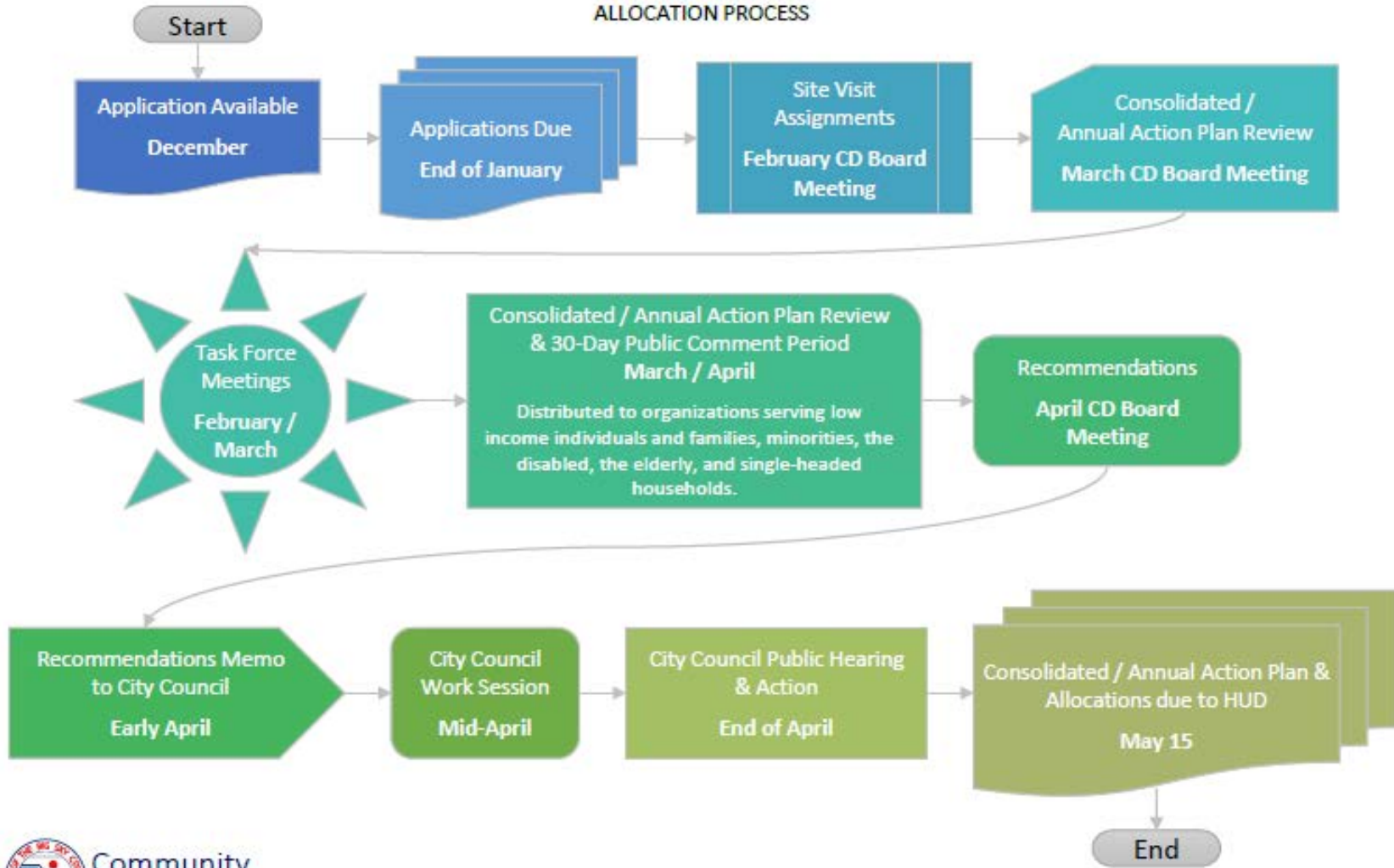
Budget Estimates	CDBG	HOME	New \$ Totals
CDBG Administration	\$132,772	-	\$132,772
VISTA Administration (Public Service)	\$75,000	-	\$75,000
HOME Administration	-	\$37,807	\$37,807
Set-Aside for CHDOs	-	\$56,710	\$56,710
Affordable Housing Development	\$0	\$0	\$0
First Time Home Buyer Program	\$106,088	\$283,550	\$389,638
Housing Rehabilitation Loan Program	\$100,000	-	\$100,000
Manufactured Home Repair	\$0	-	\$0
Foreclosure Acquisition Rehab	\$250,000	-	\$250,000
Total Allocated	\$663,860	\$378,067	
Estimated \$ Available	\$663,860	\$378,067	
Difference	\$0	\$0	

Budget Recommendations*:

- CDBG and HOME Administration to highest levels allowed by cap
- Minimum HOME Community Housing Development Organization set-aside
- \$75,000 or 15% CDBG to the Billings Metro VISTA Project, whichever is less
- Housing Rehabilitation \$100,000 CDBG
- Foreclosure \$250,000 CDBG
- Remaining CDBG to First Time Home Buyer
- Remaining HOME funds allocated to First Time Home Buyer

*Continue close- and shovel-ready allocation process to ensure efficient use of available funding

CONSOLIDATED / ANNUAL ACTION PLAN & BUDGET
ALLOCATION PROCESS



Community
Development

November 2016