

Regular Meeting of the Community Development Board
October 1, 2013

Board Members Present: Trent Currie, Fred Button, Kathleen Candelaria, Patt Leikam, Katrina Kruger, Emily Shaffer

Excused Board Members: Kamber Kelly

Unexcused Board Members: Martha Sanford

Staff Present: Brenda Beckett, Lynda Woods, Dina Harmon, Candi Millar, Gina Simonetti, VISTA Leader Aundi Hunter

Welcome / Introductions / Announcements: The Community Development Board met at its regular monthly meeting located in the 6th Floor Conference Room, Miller Building, 2825 3rd Ave North, Billings, Montana. Co-chair Patt Leikam called the meeting to order at 3:00 p.m.

Public Comment: None.

Meeting Minutes: *Trent Currie moved that the minutes of the September 3, 2013 meeting be approved as written. Fred Button seconded. Motion carried.*

Staff Reports: Reports were sent out from the past month which everyone received. Staff reviewed and there were no questions from the Board.

- **Billings Metro VISTA Project:** Four new members have been recommended for the January recruitment season and there are many more great potential applicants in the AmeriCorps system to be reviewed.
- **Kings Green:** Three of the houses have completed buy/sell agreements. Two of the homes will close on October 31st and the last one will close in November.
- **Neighborhood Stabilization Program:** A vacant, foreclosed property located at 2101 10th Street North was acquired through the Foreclosure Acquisition / Rehabilitation. Rehabilitation of the property will begin this fall.

Comprehensive Annual Performance Evaluation Report (CAPER) Review: Beckett reviewed the attached presentation on performance outcomes for last fiscal year.

Community Development Board Calendar Review: The board has decided to leave the meetings as previously scheduled and look into potentially cancelling the June, July and September meetings. See drafted schedule attached.

AmeriCorps VISTA Program Update (9-11 Service Day Activities): Multiple events took place for the 9/11 Service Day. At the Boys & Girls Club: Bair Clubhouse, three Foster Grandparent volunteers shared their veteran/military stories with youth at the Boys & Girls Club. These volunteers consisted of a WWII veteran pilot, Rosie the Riveter, and a military supply man. Nine VISTA members assisted with youth participation with the event by asking questions and being respectful. At the Boys & Girls Club: Lockwood Clubhouse the Director of Disaster Preparedness and Military Services of American Red Cross of Montana presented on the topic of emergency preparedness to youth at the Boys & Girls Club. VISTA members assisted with youth participation with the event by creating thank you cards for local first responders and military heroes. Other activities included participation through Host Sites with United Way's Day of Caring.

Neighborhood Concerns and Happenings: Fred Button shared that Interfaith Hospitality Network changed their name to Family Promise of Yellowstone County. Additionally, Laura Graham has been named the new Executive Director.

Patt Leikam adjourned the meeting and the next meeting is set for November 5th.

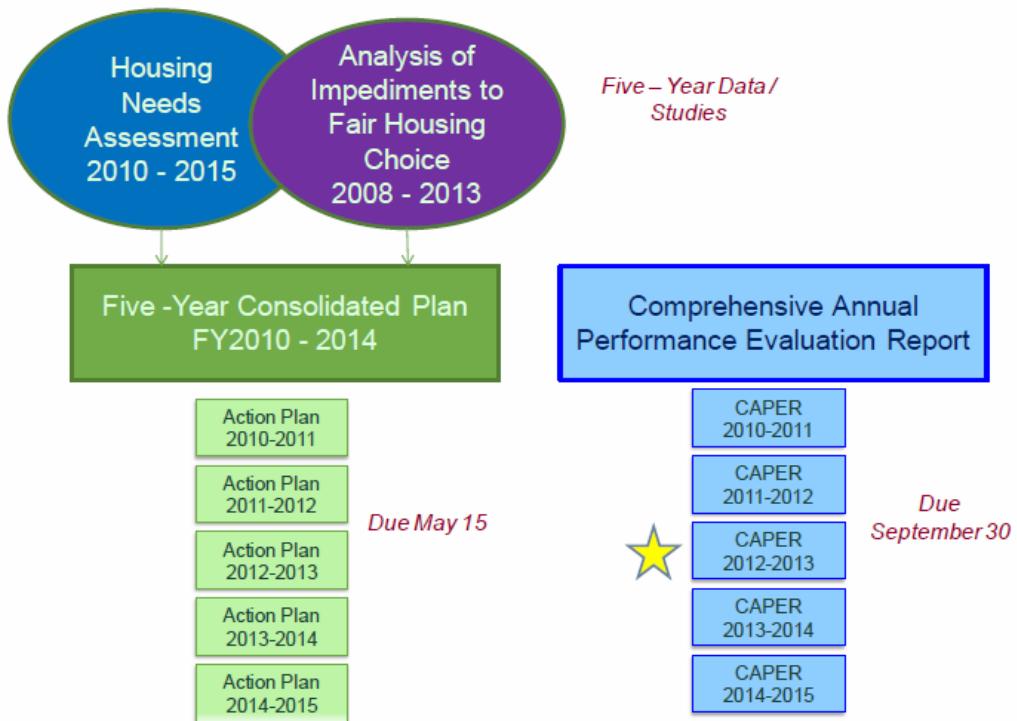
COMPREHENSIVE ANNUAL PERFORMANCE EVALUATION REPORT

FY 2012-2013 CDBG & HOME PROGRAMS

Community Development Division
September 2013

What is the CAPER?

- Comprehensive Annual Performance Evaluation Report
- Report and public comment required
- Covers from July 1 to June 30
- Illustrates progress for the FY2010-2014 Consolidated Plan – **third year**



Five Strategies of the Consolidated Plan

Strategy #1: Promote the **preservation of the existing supply** of safe, affordable housing in the community.

Strategy #2 : Promote **new affordable housing** opportunities.

Strategy #3: Work as an **active partner** with non-profits, neighborhood groups, and others to address housing and community development specific to lower income and special needs households.

Strategy #4: Promote the preservation and **revitalization of the community's older neighborhoods**.

Strategy #5: Provide assistance to **agencies serving lower income households** and special needs populations to assist the homeless, the elderly, minorities and those with disabilities.

Community Development Board

Kamber Kelly, Chair – At Large

Patt Leikam, Co-Chair – Central Terry

Fred Button – At Large

Kathleen Candelaria – South Side

Trent Currie – Southwest Corridor

Martha Sanford – Heights

Emily Shaffer – North Park

One vacant position for low income area

One vacant ‘at large’ position

CDBG & HOME Funding

Source		Amount	Committed	Expended in FY2012-2013*
CDBG	New Entitlement	\$570,374	100%	\$647,394
	Program Income	\$273,733		
	Reprogrammed Funding	\$3,533		
	TOTAL CDBG BUDGET:	\$847,640		
HOME	New Entitlement	\$315,079	100%	\$450,170
	Program Income	\$0		
	Recaptured / Repayment	\$128,077		
	TOTAL HOME BUDGET:	\$443,156		
Council Reinvestment	\$250,000 allocation released in May 2013		74%	\$180,000
<small>Totals include amounts spent during the current fiscal year, including expenditures from previous years' allocations.</small>				

Total of **all grant** programs managed by the Division:

\$1,332,852

expended and drawn

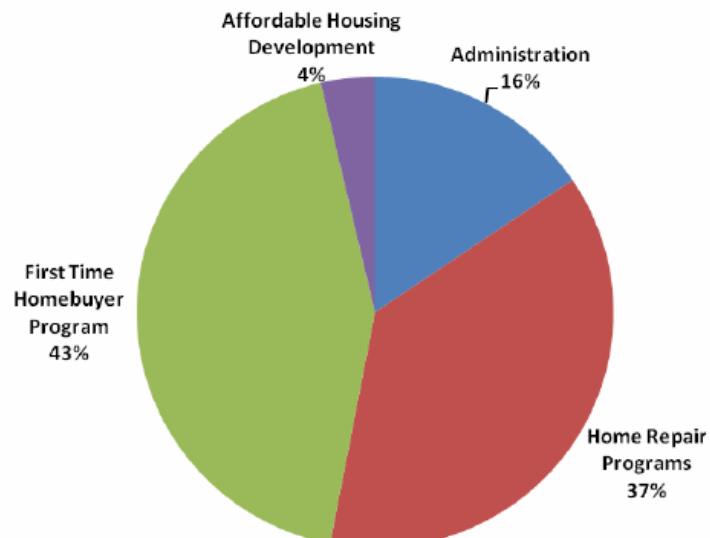
Council Reinvestment Fund

Figures to date...

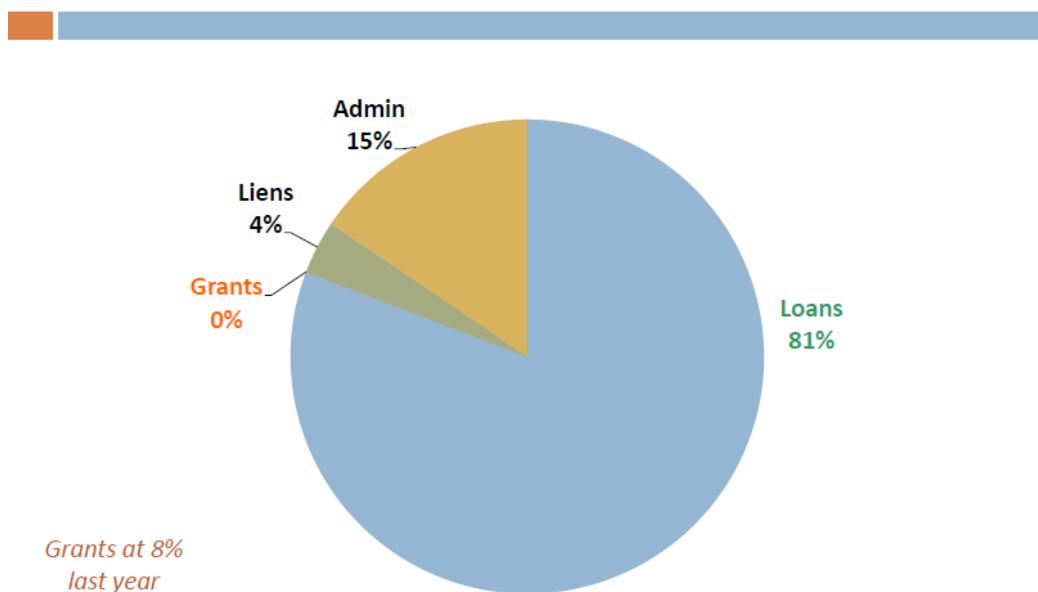
- Available for disbursement on **May 1, 2013**
- **14 households committed, 74%**
- Average:
 - Assistance: **\$13,000**
 - Mortgage: **\$124,000**
 - Payment: **\$675**
 - Household Income: **\$30,700**
 - Household Size: **3**
 - Interest Rate: **3.44%**

CDBG / HOME Program Allocations

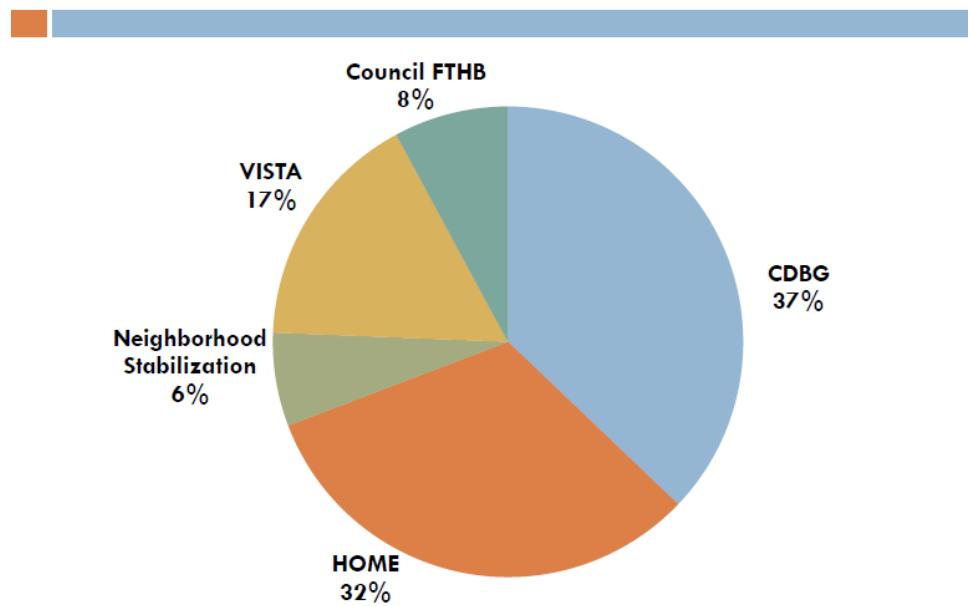
FY12-13 Budget Allocations & Commitments



CDBG / HOME Budget Allocations by TYPE



Total Budget Distribution by Program



Leveraging: \$3,728,675

1:3 Ratio

Housing Rehabilitation Loan Program	\$13,080
First Time Home Buyer Program – <i>CDBG</i>	\$760,626
First Time Home Buyer Program – <i>HOME</i>	\$1,414,031
First Time Home Buyer Program – <i>City Council Allocation</i>	\$1,063,250
Neighborhood Stabilization Program	\$190,625
Special Assessment Grants	\$6,413
Rebuilding Together	\$27,485
Southside Senior Center - Kitchen Equipment	\$49,594
Big Sky Senior Helping Hands	\$30,000
Family Service, Inc.	\$25,000
Interfaith Hospitality Network	\$5,000
Billings Metro VISTA Project	\$143,571

Community Development Additional Grants

Total Grant Awards July 2005 to present:

\$3,696,873

outside of CDBG & HOME

Strategy A:
Preserve existing housing

# Units	Activity
16	City housing repair programs
11	Energy-efficiency improvements
8	Accessibility improvements for the disabled

Strategy B:
New affordable housing opportunities

# Households	Activity
47	Down payment / closing cost assistance
183	Homebuyer education
46 units completed to date	Kings Green Phases I – III <i>3 additional homes pending phase IV</i>

Strategy C:

Partnerships: low income & special needs

Staff Facilitation:

Affordable Housing Task Force

Adjacent Neighborhood Committee - *Department*

Billings Partners for American Indian Homeownership

Mayor's Committee on Homelessness

AmeriCorps VISTA – Billings Metro VISTA Project

Strategy D:

Preserving older neighborhoods

#	Activity
2	<p>Redevelopment Project Land Sale</p> <p>Galles Building sale to Interfaith Hospitality Network</p> <p>Release CDBG constraints:</p> <ul style="list-style-type: none">• Block 189 – Skate Park Lot• Block 184

Strategy E:

Assistance to **low income**, homeless, elderly, minorities, those with disabilities

<i>Low Income Categories</i>	<i>Individuals / Households Served this Program Year</i>	
	#	%
Extremely Low Income: Up to 30% AMI	1,295	22%
Very Low Income: 31 – 50% AMI	1,451	24%
Low Income: 51 – 60% AMI	2,079	35%
Low Income: 61 – 80% AMI	1,187	20%
Total Low Income Served:	6,012	100%

Strategy E:

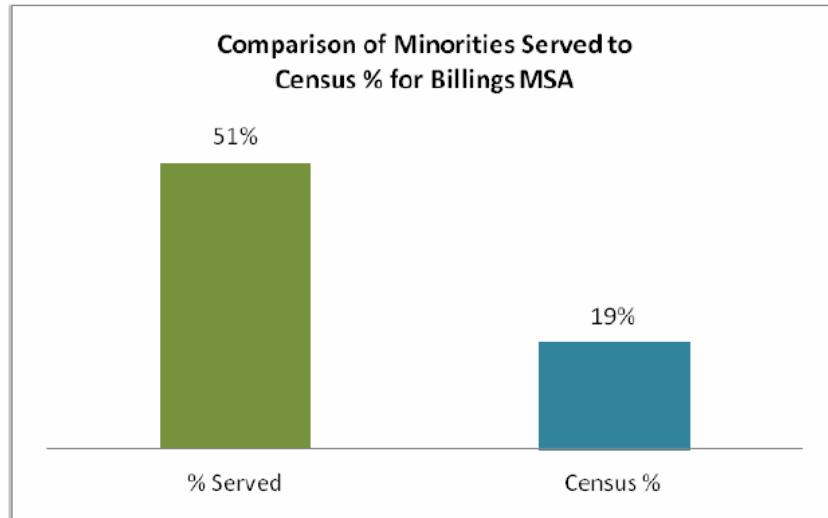
Assistance to low income, homeless, **elderly**, minorities, those with disabilities

<i>Special Categories</i>	<i>Individuals / Households Served this Program Year</i>		<i>% Population Billings*</i>
	#	%	
Female Head of Household (with dependents living in home)	402	7%	7%
Elderly	786	13%	14%
Disabled	1,088	18%	18%
Totals	2,276	38%	39%

*U.S. Census 2000

Strategy E:

Assistance to low income, homeless, elderly, **minorities**, those with disabilities



COMMUNITY DEVELOPMENT BOARD

2014 SCHEDULE - DRAFT

MEETING DATE	TIME	PURPOSE / KEY TOPICS
Funding Applications Available Friday, December 6, 2013		
January 7, 2014	3:00pm – 5:00pm	<ul style="list-style-type: none"> - Election of Officers - Allocation Process Review - Tentative Year Schedule
January 15, 2014 - Wednesday	5:00pm deadline	Applications are Due
<i>Beginning first week of February through first week of March, staff attends Task Force meetings to obtain rankings</i>		
February 4, 2014	3:00pm – 5:00pm	<ul style="list-style-type: none"> - Distribute budget books, review applications - CD Board Member Site Visit Assignments - Project Activity Summary, Preliminary Revenues
March 4, 2014	3:00pm – 5:00pm	<ul style="list-style-type: none"> - Consolidated Plan: Action Plan Review - Review Applications / Discussion - Staff Recommendations for Funding Allocation
April 1, 2014 <i>CD Week: 2nd Week in April</i> <i>Fair Housing Month</i>	3:00pm – 5:00pm	<ul style="list-style-type: none"> - Consolidated Plan: Draft Action Plan as an Action Item - Staff Recommendations Review - Subrecipient balances as of March 31? - Budget Recommendation Session
<i>April 3, 2014 (Thursday, noon) Board Recommendations due to City Council</i>		
April 14, 2014 - Monday	5:30pm	Council Work Session – CDBG / HOME Recommendations Review
April 21, 2014 - Monday	6:30pm	Public Hearing and Action at City Council Meeting
May 6, 2014	3:00pm – 5:00pm	<ul style="list-style-type: none"> - Review Allocation Process - Review June / July meetings, cancel?
June 3, 2014	3:00pm – 5:00pm	<ul style="list-style-type: none"> - Cancelled?
July 1, 2014	3:00pm – 5:00pm	<ul style="list-style-type: none"> - Cancelled?
August 5, 2014	3:00pm – 5:00pm	<ul style="list-style-type: none"> - Review September meeting, cancel?
September 2, 2014	3:00pm – 5:00pm	<ul style="list-style-type: none"> - Cancelled?
October 7, 2014	3:00pm – 5:00pm	<ul style="list-style-type: none"> - Final CAPER Report Distribution & Presentation
November 4, 2014	3:00pm – 5:00pm	<ul style="list-style-type: none"> - Application Review
December 2, 2014	3:00pm – 5:00pm	<ul style="list-style-type: none"> - CD Board Recognition - Application Approval - VISTA Application Review / Recommendation

*Blue shaded events are Community Development Board attendance events.
Last Update: October 1, 2013*