

Regular Meeting of the Community Development Board

March 4, 2014

**Board Members Present:** Patt Leikam, Kamber Kelly, Fred Button, Martha Sanford, Neil Kiner, Michele Zahn, Katrina Kruger

**City Council Members Present:** Becky Bird

**Excused Board Members:** Trent Currie, Kathleen Candelaria

**Staff Present:** Brenda Beckett, Lynda Woods, Dina Harmon, Gina Simonetti

**Welcome / Introductions / Announcements:** The Community Development Board met at its regular monthly meeting located in the 6<sup>th</sup> Floor Conference Room, Miller Building, 2825 3<sup>rd</sup> Ave North, Billings, Montana. Chair Kamber Kelly called the meeting to order at 3:00 p.m. New VISTA members Deirdre Loftus and Courtney Carver introduced themselves to the board. Additionally, council member Becky Byrd joined the community development board meeting.

**Public Comment:** None.

**Meeting Minutes:** *Patt Leikam moved that the minutes of the February meeting be approved as written. Neil Kiner seconded. Motion carried.*

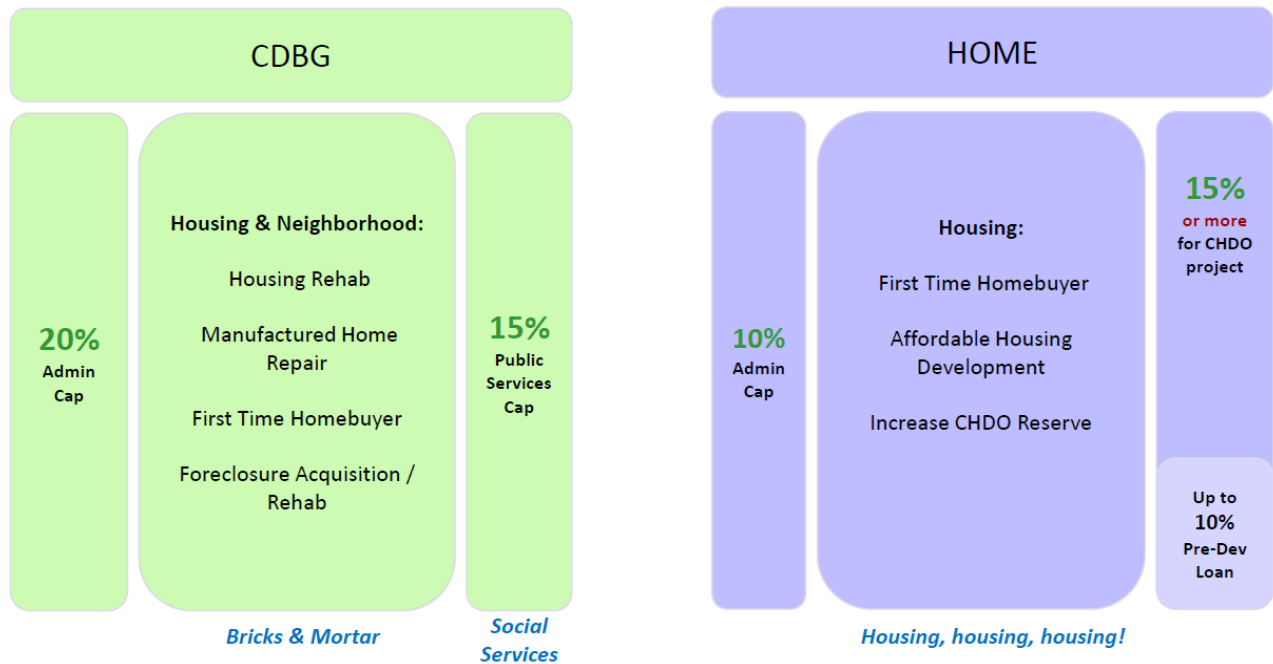
**Staff Reports:** The monthly reports were sent out from January which everyone received. Staff reviewed and there were no questions from the Board.

- **Billings Metro VISTA Project:** There will be an open house on April 1<sup>st</sup> from 3pm-5pm to celebrate the AmeriCorps VISTAs and their hard work. It will take place at the Community Development Division office located at 2825 3<sup>rd</sup> Avenue North on the 6<sup>th</sup> floor. Please RSVP to Gina Simonetti at [simonettig@ci.billings.mt.us](mailto:simonettig@ci.billings.mt.us).
- **First Time Homebuyer:** Currently approximately seven more households can be assisted through HOME funds which have \$105,335 available and there is \$123,000 in CDBG funds which will assist approximately 12 more households.
- **Home Repair Programs:** The Housing Rehabilitation program funding is 85% committed and the Manufactured Housing Rehabilitation is 65% committed.
- **Foreclosure Acquisition / Rehab Program:** Construction has begun and going well on the new property at 2101 10th Avenue North.

**Review of CDBG/Home Funding Requirements:**

- CDBG can cover bricks and mortar projects and a small amount of social (public) services projects.
- CDBG Administration is capped at 20% of new funding for the total allocation.
- Public Services are capped at a maximum of 15% of the total new funding allocation.
- HOME only covers housing programs.
- HOME Administration is capped at 10% of new funding received from HUD.
- At least 15% of the HOME funding allocation must be allocated to Community Housing Development Organizations (CHDO) for affordable housing development. Up to 10% of whatever is allocated for a CHDO reserve account can be allocated as a pre-development loan.

# Minimum / Maximum Limits



*CHDO: Community Housing Development Organization is a private, non-profit w/primary purpose to provide & develop decent, affordable housing for community it serves.*

Staff recommends the following funding amounts for FY2014-2015:

## Administration: maximum cap allowed

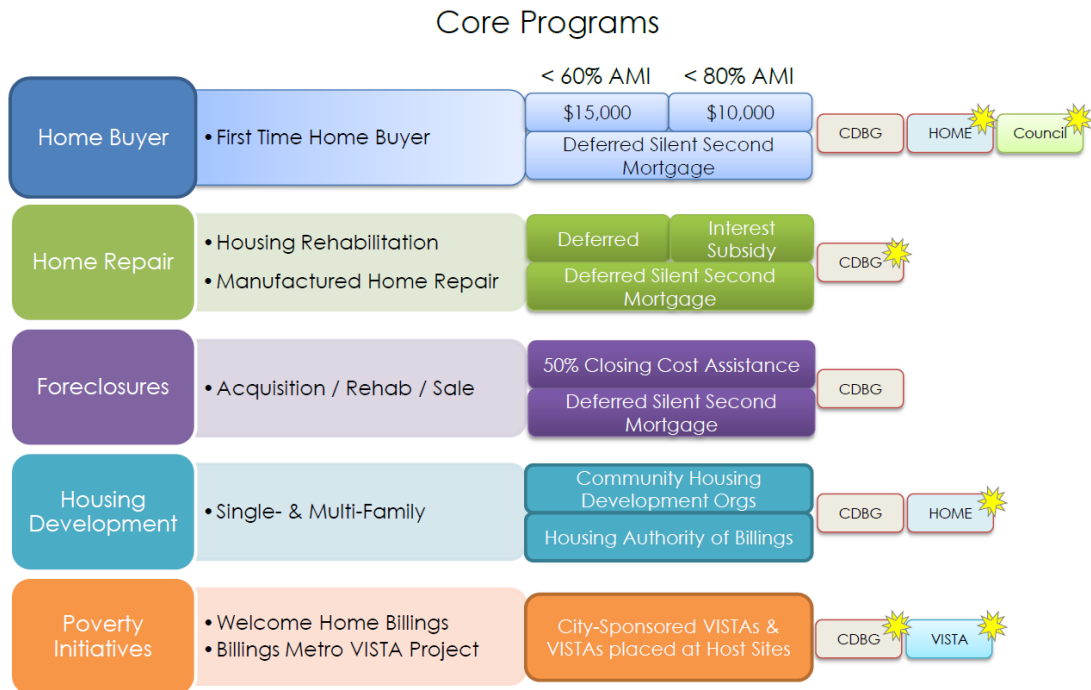
### CDBG:

- **VISTA:** \$50,000
- **Manufactured:** \$50,000
- **Housing Rehab:** Remaining CDBG

### HOME:

- **CHDO:** minimum required amount
- **Affordable Housing:** \$55,000
- **Home Buyer:** Remaining HOME

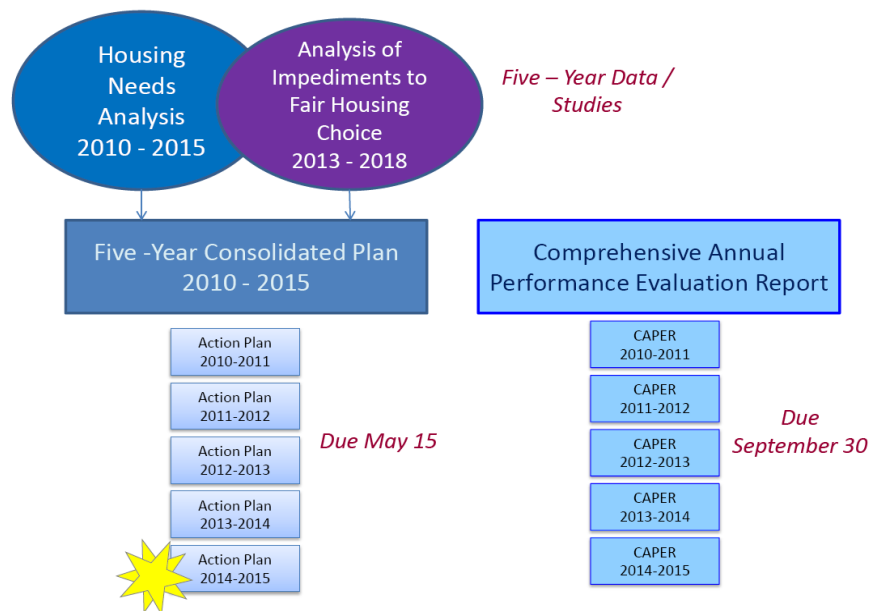
**Community Development Applications and Recommendations:** Beckett went over the core programs City staff has recommended for funding, including: First Time Homebuyer; Housing Rehabilitation; Manufactured Home Repair; CHDO reserve; Affordable Housing Development; and the VISTA program. Unfortunately, there is not enough funding to justify an allocation to the Foreclosure Acquisition / Rehabilitation program. Funding sources are indicated in the chart below.



**Consolidated / Annual Action Plan Review:** See presentation below.

**Neighborhood Concerns and Happenings:** None.

Kamber Kelly adjourned meeting and the next meeting is set for April 1st.



Strategy	Objective	Activity	Measurement Type	FY14-15 Goals
A: Promote the preservation of the existing supply of safe, affordable housing in the community.	Provide direct, affordable financing and assistance to low-income homeowners for the completion of needed repairs, citywide.	Housing Rehabilitation Loan Program	Housing Units	15
		Manufactured Home Repair Loan Program	Housing Units	5
		Foreclosure Acquisition / Rehabilitation Loan Program	Housing Units	1
B: Promote new affordable housing opportunities.	Encourage the development of new affordable single-family, multi-family and special needs housing in the community through private developers and non-profit organizations.	Affordable Housing Development Program	Housing Units	16 Units Total 4 CHDO Units
	Provide affordable financing and support to promote homeownership opportunities citywide.	First Time Homebuyer Program	Households	40
		Homebuyer Education	Households	100

Strategy	Objective	Activity	Measurement Type	FY14-15 Goals
C: Active partnerships with non-profits, neighborhood groups and others to address housing and community development specific to lower income and special needs households.	Support partnerships and regular meetings to facilitate community participation and collaboration.	Affordable Housing Task Force	Quarterly Meetings	4
		Billings Partners American Indian Homeownership	Quarterly Meetings	4
		Fair Housing	Completed Annual Action Plan addressing issues	1
	Encourage activities that promote fair housing and increase awareness of the rights of protected classes.	Continue to support organizations with an interest in fair housing to apply for fair housing funding, dependent on staff availability	Grant application submitted	0 or 1
	Encourage collaboration to better address needs and to respond to opportunities for special needs populations.	Mayor's Committee on Homelessness	Monthly Meetings	6 Committee & 6 Sub-Committee Meetings
		Assist in the implementation of Welcome Home Billings, the City's ten-year plan to impact homelessness.	Completed Staff Action Plan FY2014-15	1
			Completed Performance Report FY2013-14	1
		Facilitate AmeriCorps VISTA application and pursue project status	Annual submission of VISTA grant application / VISTA member placements	1 Application 23 VISTA Members

Strategy	Objective	Activity	Measurement Type	FY14-15 Goals
D: Promote the preservation and revitalization of the community's older neighborhoods.	Preserve housing stock in older, lower-income neighborhoods.	See objectives / activities / goals outlined in Strategy A		-
	Infill development of vacant lots and redevelopment of substandard properties.	Affordable Housing Development Program	See goals for Strategy B	-
		Redevelopment 27th Street Corridor	Redevelopment Projects	1