

Regular Meeting of the Community Development Board  
March 3, 2015

**Board Members Present:** Patt Leikam, Michele Zahn, Nate Fawcett

**Excused Board Members:** Fred Button, Kathleen Candelaria

**Unexcused Board Members:** Katrina Kruger, Neil Kiner

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

**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> Avenue North, Billings, Montana. Chair Patt Leikam called the meeting to order at 3:00 p.m. New board member Nate Fawcett introduced himself. Board member Martha Sanford has resigned from the Community Development Board.

**Public Comment:** None.

**Meeting Minutes:** *Fred Button voted that the meeting minutes from February be approved as written. Katrina Kruger seconded. Motion carried.*

*Michelle Zahn voted that the meeting minutes from March be approved as written. Katrina Kruger seconded. Motion carried.*

**Staff Reports:** The monthly reports were sent out from February. Staff reviewed and there were no questions from the Board.

- **HOME Project:** Staff just finished meeting with the Montana Department of Commerce's HOME Program. Jennifer Olson is the Community Development Bureau Chief there and she along with a few other staff members spent the day in Billings and they are interested in designating the City of Billings as a State HOME Recipient which may enable Community Development to become a State Recipient in the future.
- **Billings Metro VISTA Project:** 14 January members completed their On-Site Orientation Training and have acclimated themselves into their communities.
- **First Time Homebuyers program:** The First Time Home Buyer program is currently able to assist approximately 37 more households with current funding available. Applications continue to come in daily.
- **Foreclosure Acquisition / Rehab Program:** Funding is 30% committed for the Manufactured Home Repair program and 30% committed for the Housing Rehab Program with six homeowners seeking bids. Funding is nearly 30% committed for the Housing Rehabilitation Program. Six projects are in construction and six homeowners are seeking bids. Ads have been placed in the Billings Gazette and Thrifty Nickle in order to increase application submissions.

**AmeriCorps VISTA Application Submission:** The Community Development Division has been approached by the Corporation for National and Community Service regarding submitting an application for VISTA resources for FY2015-2016. Gina Simonetti discussed the impact that the Billings Metro VISTA Project has had in the community since 2009 when the project started. Staff recommends that the Community Development Board authorize submission of an application for AmeriCorps VISTA and authorize City staff to negotiate and finalize the project if awarded.

*An email was sent out to board members and all members approved the submission of the AmeriCorps VISTA Application.*

**CDBG / HOME Funding Requirements & Staff Recommendations:**

- 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.

**Community Development Applications and Recommendations:** Brenda 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.

**Task Force Meetings: Drafted Presentation Review, Schedule & Rankings:** Almost all meetings were set up with the different Task Forces. Staff will be attending and Community Development Board members will join if they are available.

| COMMUNITY DEVELOPMENT DIVISION<br>2015 TASK FORCE MEETING SCHEDULE |   |         |   |          |                        |
|--|---|---------|---|----------|------------------------|
| Task Force   | Date  | Time    | Address   | Staff    | Board                  |
| West End<br>3rd Tuesday of each month                              | March 17  | 7:00 pm | Faith Evangelical Church<br>3145 Sweetwater Drive, Room 128<br>NW Corner of Building<br>Use Main South Entrance | Dina     | Patt/ Katrina          |
| South Side<br>3rd Thursday of each month                           | March 19  | 6:30 pm | Southside Senior Center<br>901 South 30th Street  | Lynda    | Patt                   |
| Southwest Corridor<br>4th Thursday of each month                   | March 26  | 7:00 pm | Moose Lodge<br>121 Calhoun Lane   | Lynda    | Fred/<br>Kathleen/Patt |
| Adjacent<br>Neighborhood<br>Quarterly - 1 <sup>st</sup> Thursday   | April 2   | 4:00 pm | Miller Building<br>2825 3 <sup>rd</sup> Avenue N, 1 <sup>st</sup> Floor   | Dina     | Fred/Patt              |
| North Elevation<br>3rd Tuesday as needed                           | Will email out<br>the information<br>for Staff due to<br>next meeting<br>taking place<br>May 19 <sup>th</sup> | 7:00 pm | McKinley School Gym<br>820 North 31st Street  | Jeanette | Patt                   |
| Heights<br>4th Tuesday of each month                               |   | 7:00 pm | Oasis Conference Room<br>543 Aronson  |          |                        |
| North Park<br>1 <sup>st</sup> Thursday of each month               |   |         | North Park Community Center<br>North Park   |          |                        |
| Central Terry<br>2nd Thursday each month                           | Inactive  |         |   |          |                        |

**Consolidated Plan Review:** Brief overview of the Consolidated Plan was discussed. More detailed discussion will happen next month.

**Neighborhood Concerns and Happenings:** There will be a Habitat for Humanity Dedication taking place on April 9<sup>th</sup> at 5:30 p.m. at 1131 Jordan Circle. This is the 70<sup>th</sup> house Habitat for Humanity has completed in Billings!

Patt Leikam adjourned the meeting and the next meeting is set for May 5<sup>th</sup>.

## CDBG & HOME

### Funding Requirements

# Minimum / Maximum Limits



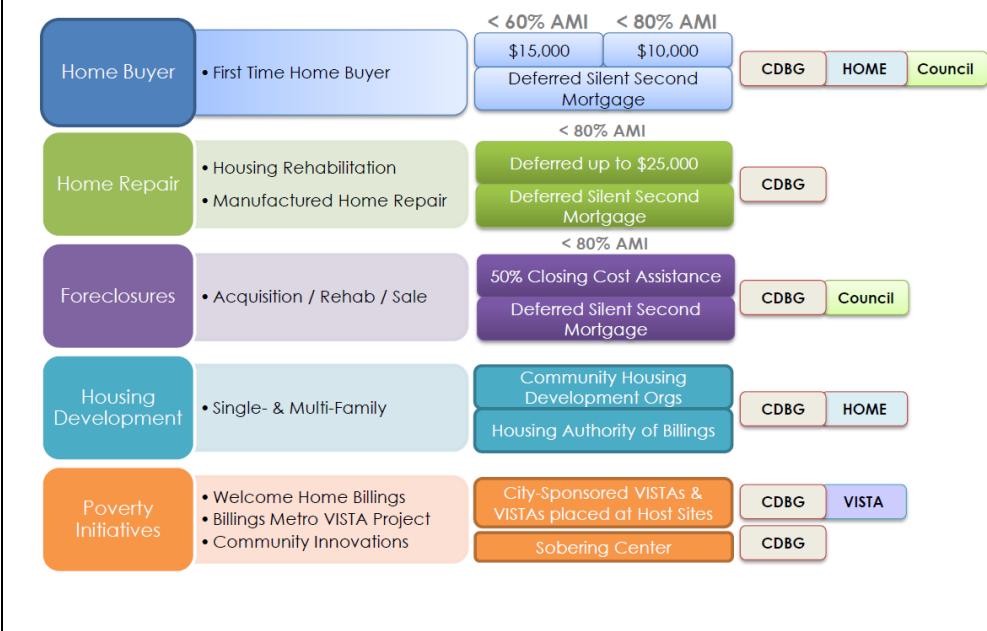
*CHDO: Community Housing Development Organization is a private, non-profit w/primary purpose to provide & develop decent, affordable housing for community it serves.*

## Staff Applications

### Funding Recommendations

## Board & Council Approve Core Programs

Staff allocates on *close / shovel ready* basis



| CDBG & HOME PROJECTS |      |   | ONE YEAR Requests |                       | Staff Recommendations |           |
|----------------------|------|---|-------------------|-----------------------|-----------------------|-----------|
|                      |      |   | CDBG              | HOME                  | CDBG                  | HOME      |
| Admin / Planning     | HN-1 | CDBG Administration - CAP: 20% of new CDBG \$ | \$175,000         | -                     | \$112,548             | -         |
|                      | HN-2 | HOME Administration - CAP: 15% of new HOME \$ | -                 | \$35,000              | -                     | \$26,369  |
| Affordable Housing   | HN-3 | Set-Aside for CHDOs - Min: 15% of new HOME \$ | -                 | \$45,000              | -                     | \$39,553  |
|                      | HN-4 | Affordable Housing Development                | -                 | \$100,000             | -                     | \$35,000  |
|                      | HN-5 | First Time Home Buyer Program                 | \$100,000         | \$375,000             | \$0                   | \$162,766 |
|                      | HN-6 | Housing Rehabilitation Loan Program           | \$375,000         | -                     | \$310,193             | -         |
|                      | HN-7 | Minor / Manufactured Home Repair              | \$25,000          | -                     | \$0                   | -         |
|                      | HN-8 | Foreclosure Acquisition Rehab                 | \$100,000         | -                     | \$65,000              | -         |
|                      | HN-9 | Community Innovations Project                 | \$250,000         | -                     | \$0                   | -         |
| CDBG PUBLIC SERVICES |      |   | CDBG              | Not Eligible for HOME | Staff Recommendations |           |
| Public Services      | PS-1 | VISTA Administration                          | \$75,000          | -                     | \$75,000              | -         |
|                      |      | Total Funded:                                 | \$1,100,000       | \$555,000             | \$562,741             | \$263,688 |
|                      |      |   |                   | \$1,655,000           |                       | \$826,429 |
|                      |      |   |                   | \$562,741             | \$263,688             | \$562,741 |
|                      |      |   |                   | (\$537,259)           | (\$291,312)           | \$0       |
|                      |      |   |                   |                       | \$0                   | \$0       |