

# Community Development Division

*Information Session:*

*CDBG, HOME, Affordable Housing Development,  
AmeriCorps VISTA, HOME-ARP, and City Land*

December 16, 2022



# Agenda

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- CDBG & HOME Allocation Process
- Affordable Housing Development
- AmeriCorps VISTA Host Site Opportunities
- HOME-ARP
- City Land Initiative

Presentation online!

[www.BillingsMT.gov/ComDev](http://www.BillingsMT.gov/ComDev)

# CDBG & HOME

## Allocation Process

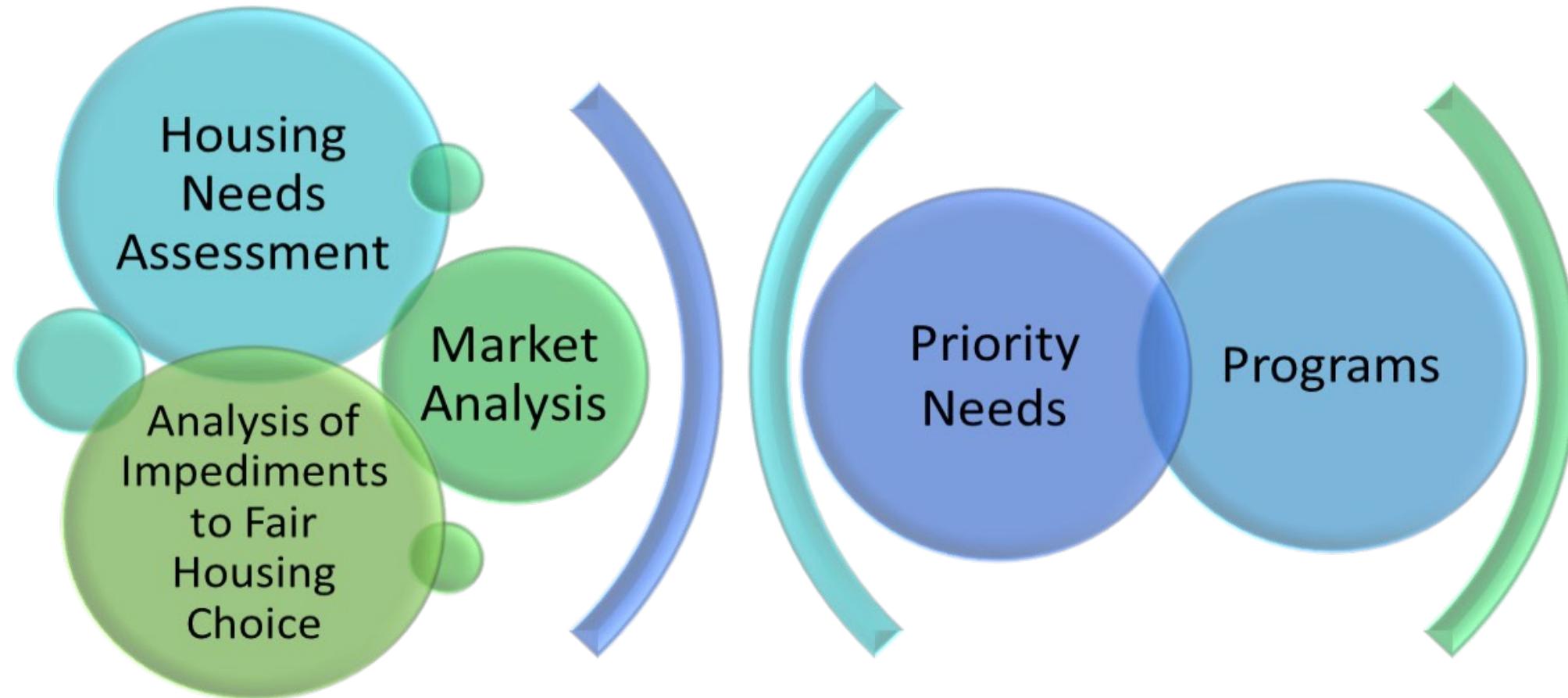
*This presentation will be available on the Community Development Website*

*[BillingsMT.gov/ComDev](http://BillingsMT.gov/ComDev)*

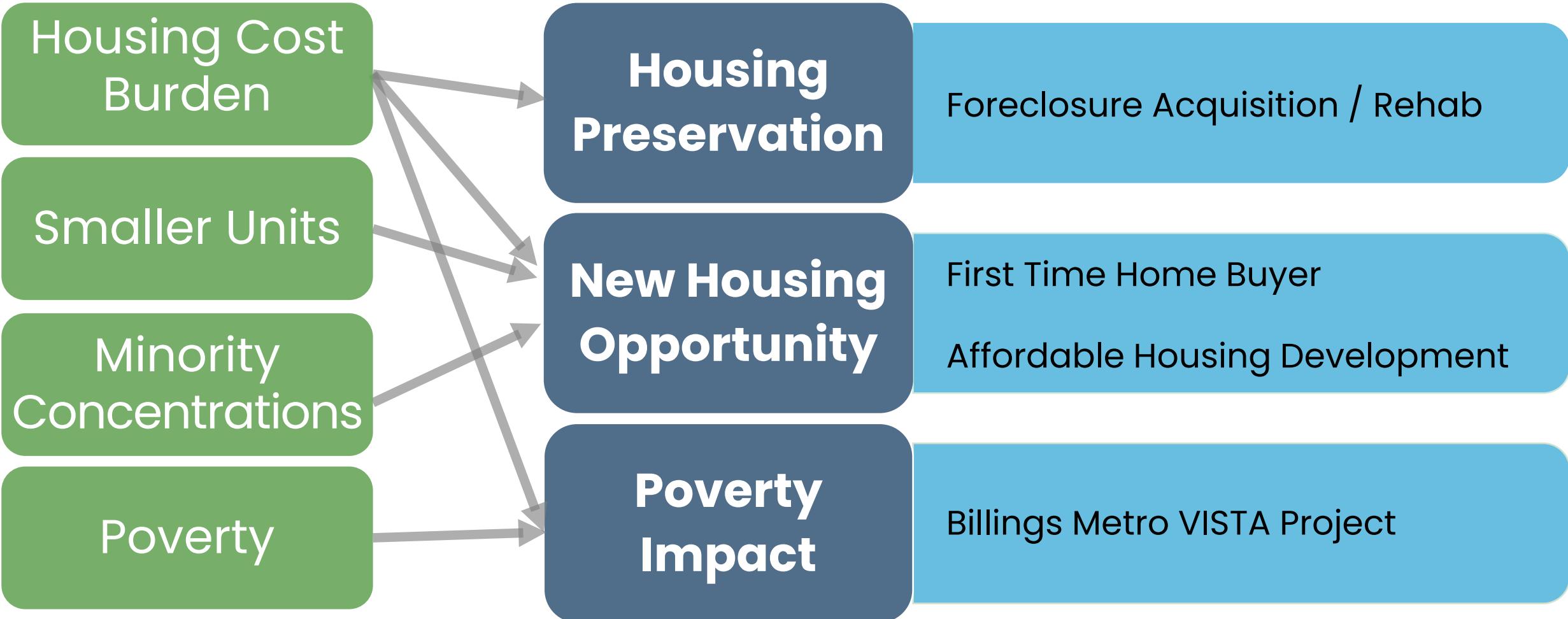
# Consolidated Plan

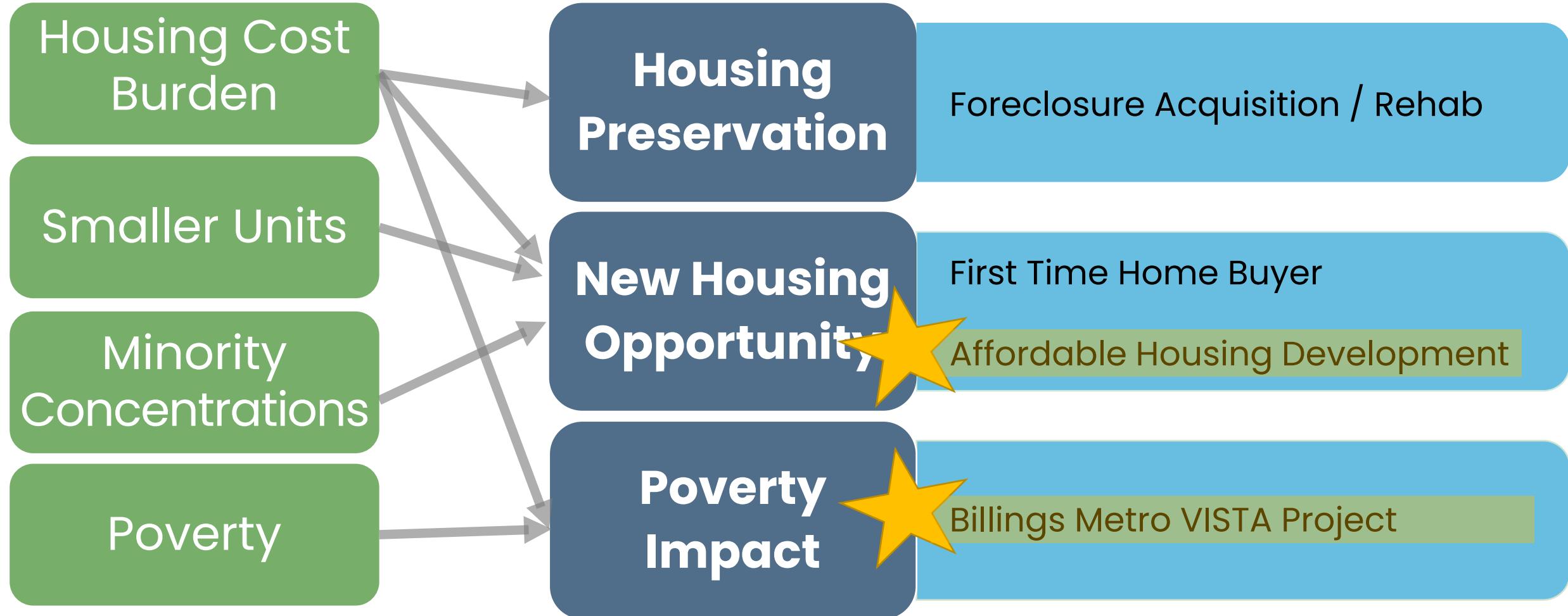
[www.BillingsMT.gov/ConPlan](http://www.BillingsMT.gov/ConPlan)

Data Studies = Key Findings = Priority Needs = City Programs



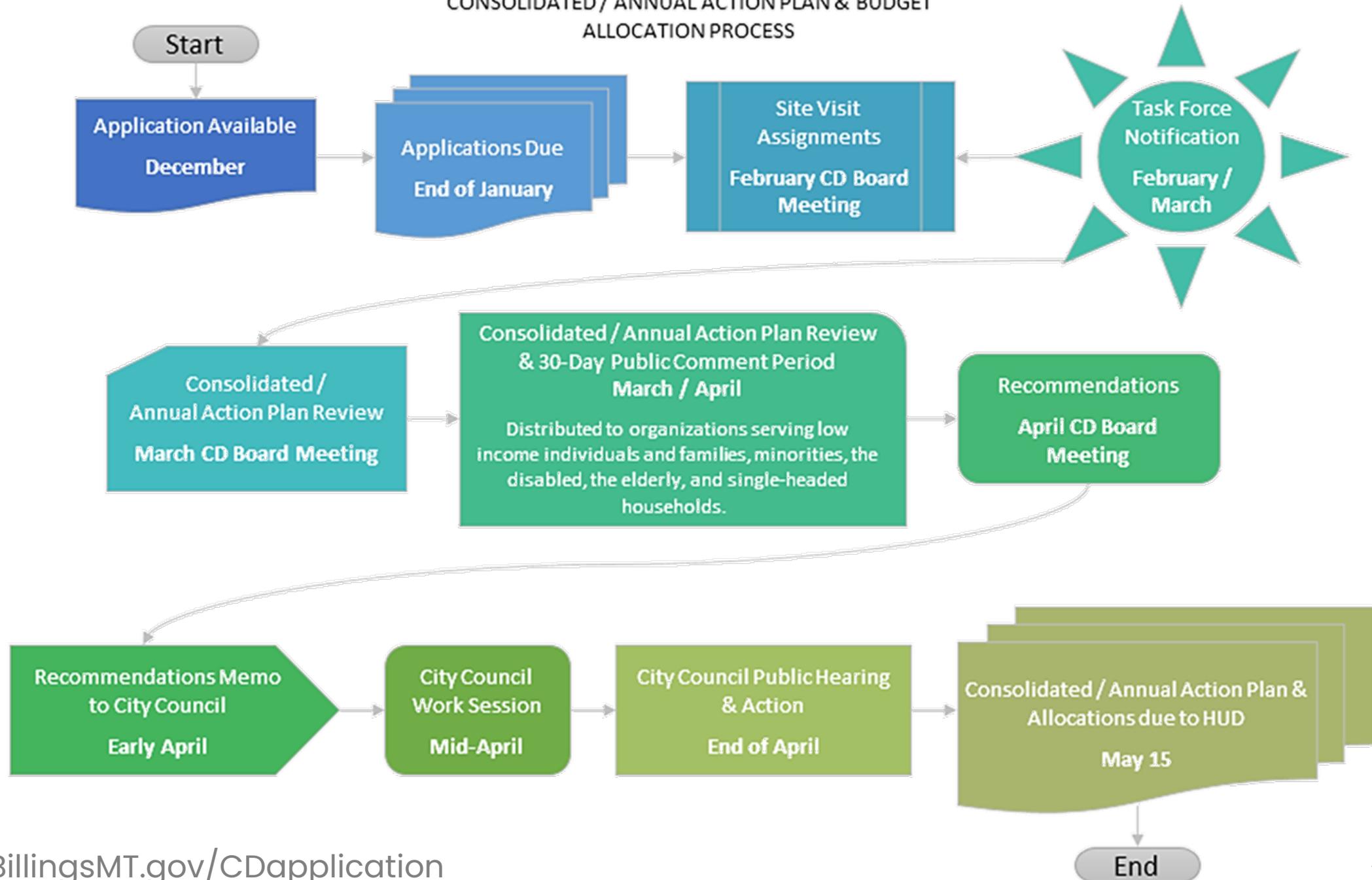
Five Years: 2020 through 2025





**Separate application processes**

CONSOLIDATED / ANNUAL ACTION PLAN & BUDGET  
ALLOCATION PROCESS



# Eligible Activities

## City Applications

## Nonprofit Loans

## Nonprofits

CDBG

HOME

First Time Home Buyer

Affordable Housing Development Program

Foreclosure  
Program

AmeriCorps  
VISTA

Infrastructure

Public Facility  
Improvements

Social  
Services

Affordable Housing Development Projects  
*Specified Address(es)*

AmeriCorps VISTA Host Site Proposals

# Eligible Activities

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Applications

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CDBG

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AmeriCorps VISTA Host Site Proposals



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 AmeriCorps VISTA Host Site Proposals



# Important Dates

[www.BillingsMT.gov/CDapplication](http://www.BillingsMT.gov/CDapplication)

Application Available

Applications Due

CD Board Budget Recommendations

Council Public Hearing & Action

Plan to HUD

Plan Year Begins

Plan Year Ends

**December 16**

**January 20**

**April 4**

**April 24**

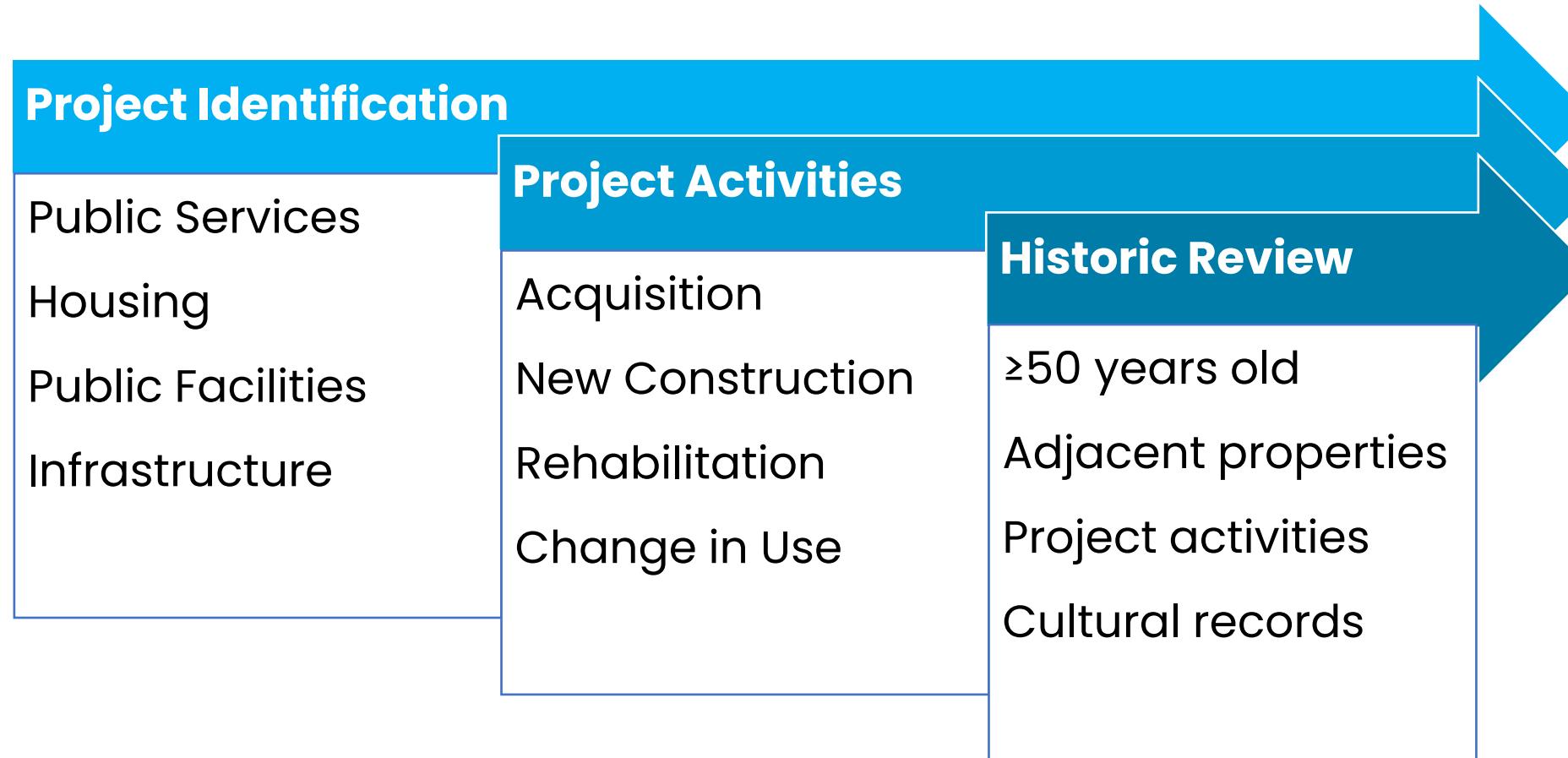
**May 15**

**July 1**

**June 30**

# Project Evaluation Process

[www.BillingsMT.gov/CDapplication](http://www.BillingsMT.gov/CDapplication)



# Environmental Review Record (ERR)

[www.BillingsMT.gov/CDapplication](http://www.BillingsMT.gov/CDapplication)

<https://www.ecfr.gov/current/title-24 subtitle-A/part-58>

## ERR Levels

Exempt  
Categorically Excluded  
58.34(a) / 58.35(b)  
Full Environmental  
Assessment

## Review Elements

Floodplain  
Wetlands  
Noise (airport, railroad,  
4-lane road)  
Explosives & Flammables  
Contamination & Toxic  
Substances  
Farmland Protection  
Water & Aquifers  
Wild & Scenic Rivers  
Environmental Justice

## Review Partners

MT Dept. of Fish, Wildlife &  
Parks  
U.S. Fish & Wildlife Service  
City-County Health  
Civil Airport Operators  
EPA  
MT DEQ  
USDA  
FEMA  
Others

# Application Contents

[www.BillingsMT.gov/CDapplication](http://www.BillingsMT.gov/CDapplication)

- Online Application, signed by responsible party
- Board of Director List
- Current Bylaws
- Articles of Incorporation
- Treasurer / Financial Report through December 31
- Most Recent Audit / IRS Form 990
- Project Budget & Summary
- If staff position funding requested: Job Descriptions, Personnel Policies, Affirmative Action Policy

# CDBG & HOME Application

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[www.billingsmt.gov/CDapplication](http://www.billingsmt.gov/CDapplication)

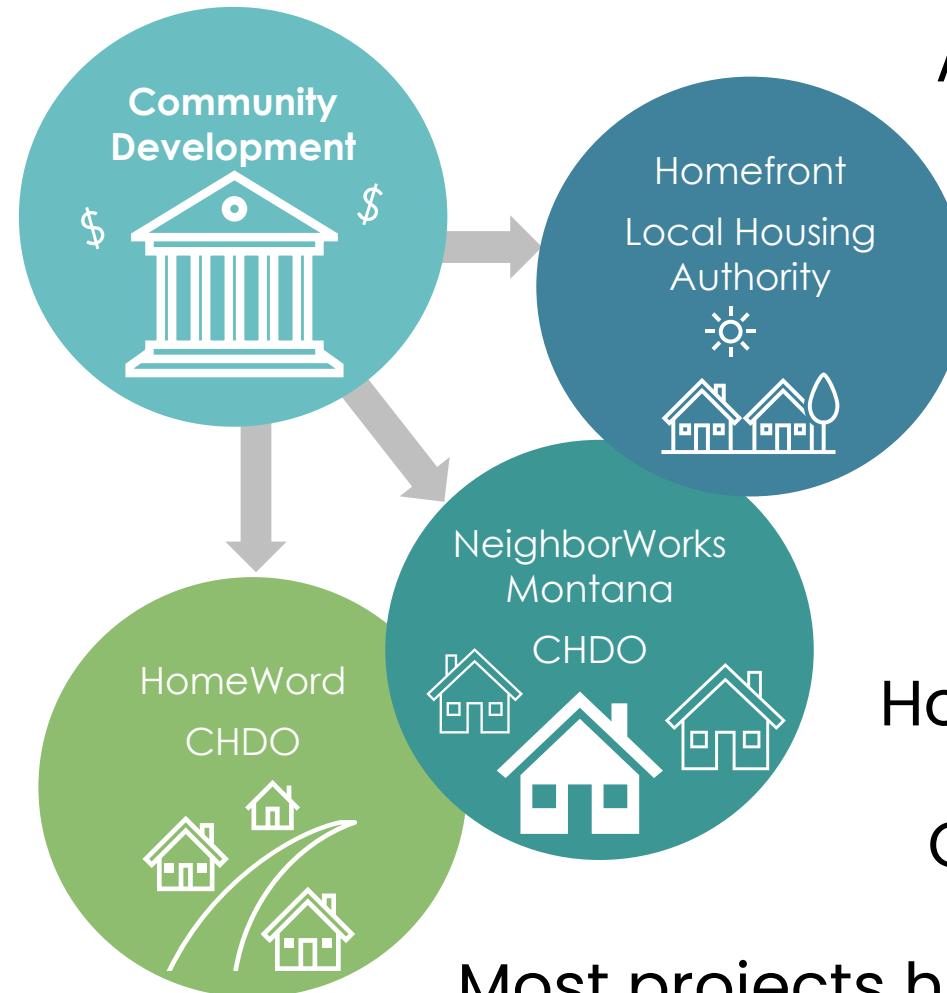
- Guidebook
- PDF Application to assist with preparation
- Online Application Link
- Deadline: **January 20, 2023 by 5:00 p.m.**
- Technical Assistance Available
  - [beckettb@BillingsMT.gov](mailto:beckettb@BillingsMT.gov)
  - [rodier@BillingsMT.gov](mailto:rodier@BillingsMT.gov)

# Affordable Housing Development

Applications Process

# Affordable Housing Development

BillingsMT.gov/chdo



Applications accepted anytime!

The City is a BANK...financing projects

City will not own / manage rentals

Housing orgs apply to the City for financing and  
**developers are in short supply**

Housing development cycle = **4 years**

City's \$ is a **VERY SMALL** part of overall project \$

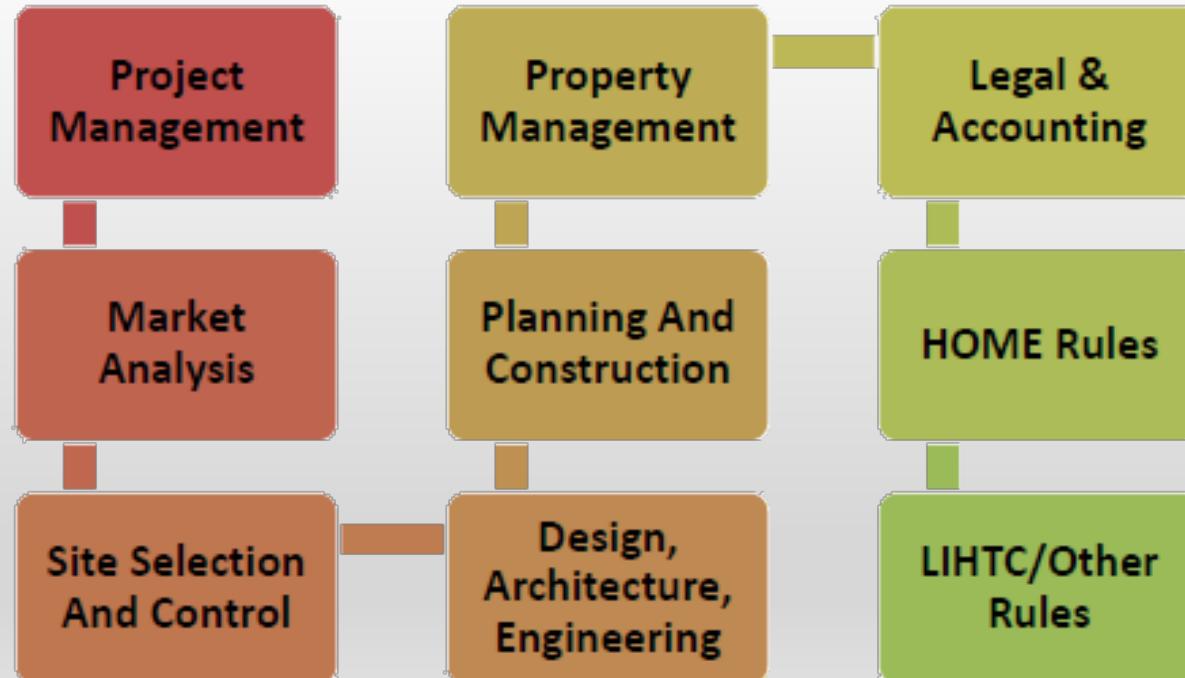
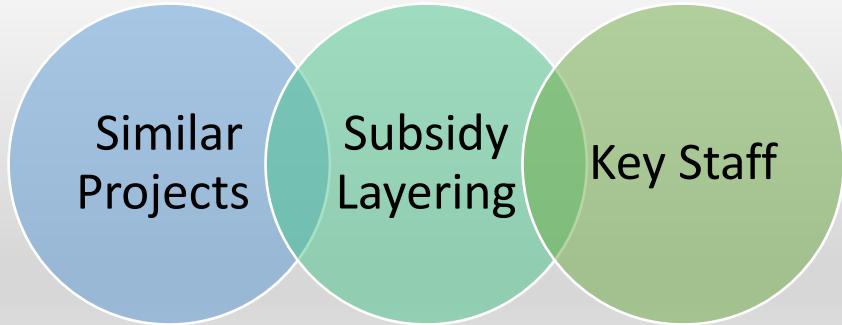
Most projects have a lien securing the City's investment

Infrastructure projects are typically grants – they are city streets

# Affordable Housing Development

## *Eligible Applicants*

Nonprofits with housing development experience and site control



## Skills & Abilities

## What is a CHDO?!

- Community Housing Development Organization
- $\geq 15\%$  HOME annual allocation to CHDO set-aside
- CHDO's have first preference for HOME funding

## The City of Billings currently has two certified CHDOs:

- Homeword
- NeighborWorks of Montana

## **Eligible set-aside activities w/CHDO acting as an owner, sponsor or developer:**

- Acquisition, rehabilitation, new construction of single- or multi-family:
  - Rental Housing
  - Homebuyer Properties
- Direct financial assistance for homebuyers for CHDO-sponsored / developed units

# Affordable Housing Development

Infrastructure for 60 Units

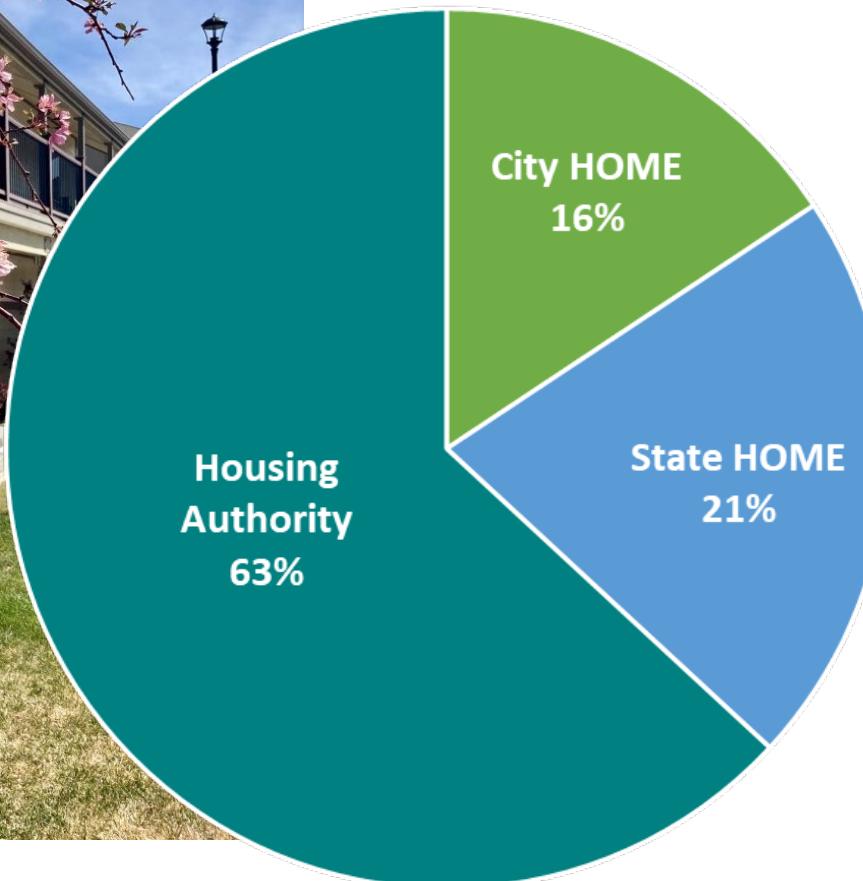
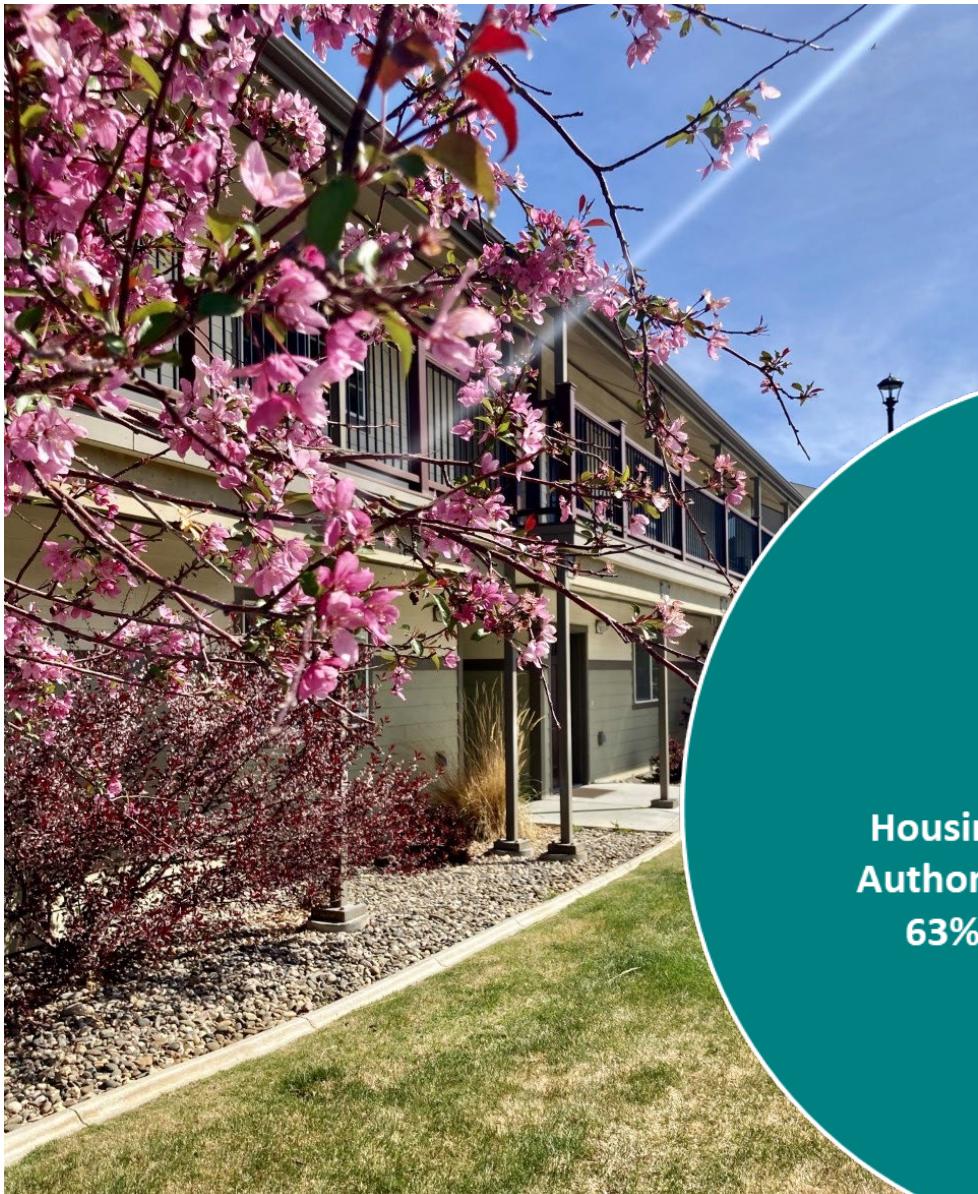


307 South Billings Boulevard  
NeighborWorks Montana



# Affordable Housing Development

[BillingsMT.gov/chdo](http://BillingsMT.gov/chdo)

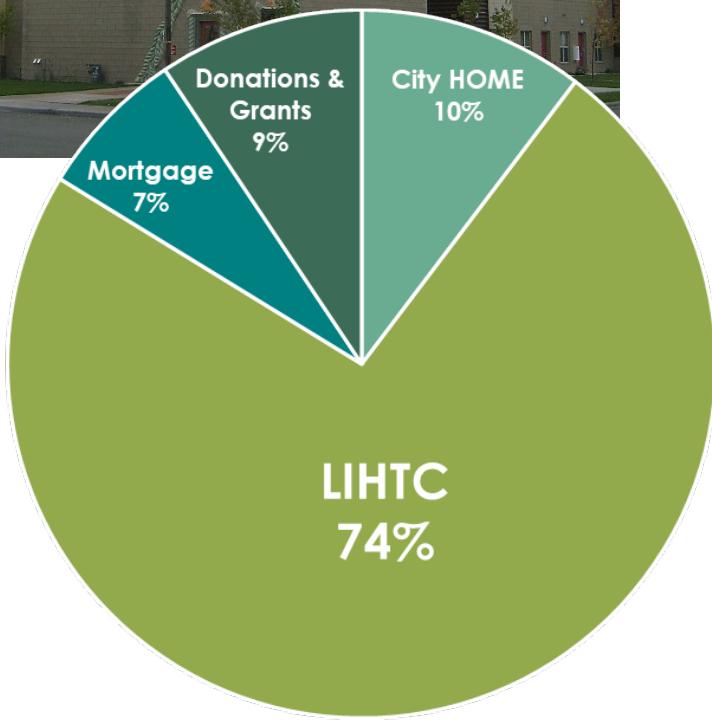


# Affordable Housing Development

BillingsMT.gov/chdo

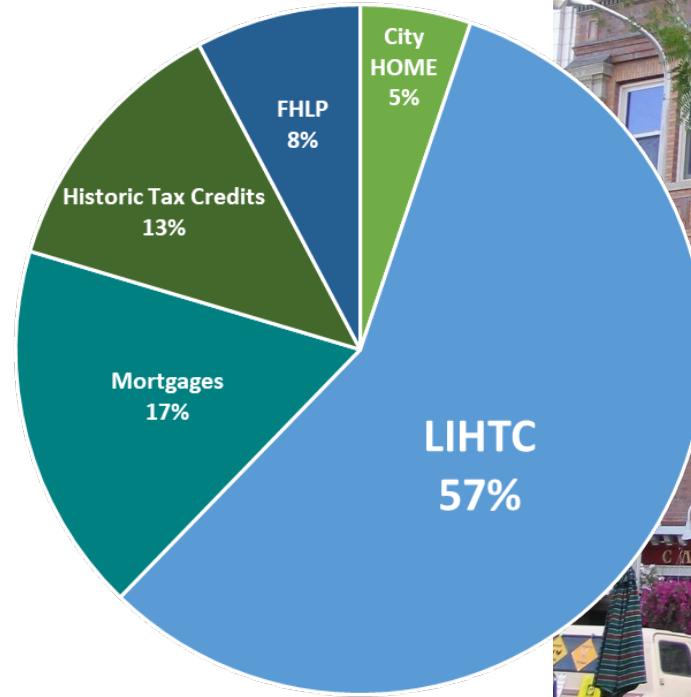


Southern Lights  
20 Units



Homewood

Acme Hotel  
19 Units



**CDBG**

Acquisition

Rehabilitation

Relocation

Demolition

Reconstruction

Infrastructure

**HOME**

Acquisition

New Housing Construction

Relocation

Demolition

Reconstruction

# Affordable Housing Development

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How long does an organization have to comply  
w/regulations?

Up to \$15,000	5 years
\$15,000 - \$40,000	10 years
\$40,000+	15 years
Rental New Construction	20 years

***Right rent, tenant income, lease, housing quality***

# Affordable Housing Development

BillingsMT.gov/chdo

Affordable Housing  
Development

CHDO Projects

Loan Repayments

Total

CDBG

**\$143,830**

HOME

**\$519,975**

**\$106,095**

**\$176,587**

**\$346,208**

**\$320,417**

**\$972,278**

# Affordable Housing Development (AHD)

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- Separate Process & Application [billingsmt.gov/AHDinfo](http://billingsmt.gov/AHDinfo)
- AHD Application Guidebook [AHDguidebook](#)
- Application Form(Word) [AHDapplication](#)
- Sources & Uses Excel Workbook [AHDsources-uses](#)
- Technical Assistance: [dharmon@BillingsMT.gov](mailto:dharmon@BillingsMT.gov)

# AmeriCorps VISTA

Request for Proposals

- *National Service Program*
- *Providing resources that directly serve those in need*
- *“...to lift communities out of poverty.”*



## AmeriCorps

# Billings Metro VISTA Project

[www.BillingsMT.gov/vista](http://www.BillingsMT.gov/vista)

- *Established in 2009*
- *Focus Areas*
- *Accomplishments*



- *270 Members*
- *57 Host Sites*
- *\$4.6 + million generated*



# National Recognition

[www.BillingsMT.gov/vista](http://www.BillingsMT.gov/vista)



tion schools to enhance Aircraft Rescue Fire Fighting (ARFF) training programs and for International Airport staff greatly appreciates the donation by FedEx Express.

**Billings-Metro VISTA Project**

V is for VISTA! The VISTA members celebrate AmeriCorps Week with Mayor Haney

Since 2007, the Billings-Metro VISTA Project has been working to alleviate poverty in the Billings area. Volunteers in Service to America (VISTAs) come from all over the nation to help people overcome poverty and leave a lasting impact on the community.

The City of Billings and the Billings Logan International Airport staff greatly appreciate the donation by FedEx Express.

restrooms, shower and laundry facilities. Over 9,700 copies of the map and notepad have been distributed! This highly successful project resulted in services to 1,500 clients, heightened capacity for 50 social service organizations, engaged 11 volunteers and generated



**AmeriCorps VISTA**  
December 31, 2020 at 11:15 AM ·

We're ending the year with one of our favorite stories from 2020! Due to COVID-19, Isabel Keddy-Hector had to end her service early as a [Peace Corps](#) member in Panama. Thankfully, when she returned to the U.S. she was able to continue her passion for service with [AmeriCorps](#) as an [#AmeriCorpsVISTA](#) Leader. Be sure to read her story! <https://www.facebook.com/.../a.3472182.../10157184891716363/>

**AmeriCorps**  
**THE BEST OF THE YEAR\***

\* 2020 wasn't great. These stories were.

# Past Projects



# Days of Service



# Request For Proposals

[www.BillingsMT.gov/vista](http://www.BillingsMT.gov/vista)

- Hosting an AmeriCorps Members
- Directly benefit people / poverty impact
- Deadlines:

*January 20<sup>th</sup>, 2023*

*September 8, 2023*





[www.billingsmt.gov/hostsite](http://www.billingsmt.gov/hostsite)

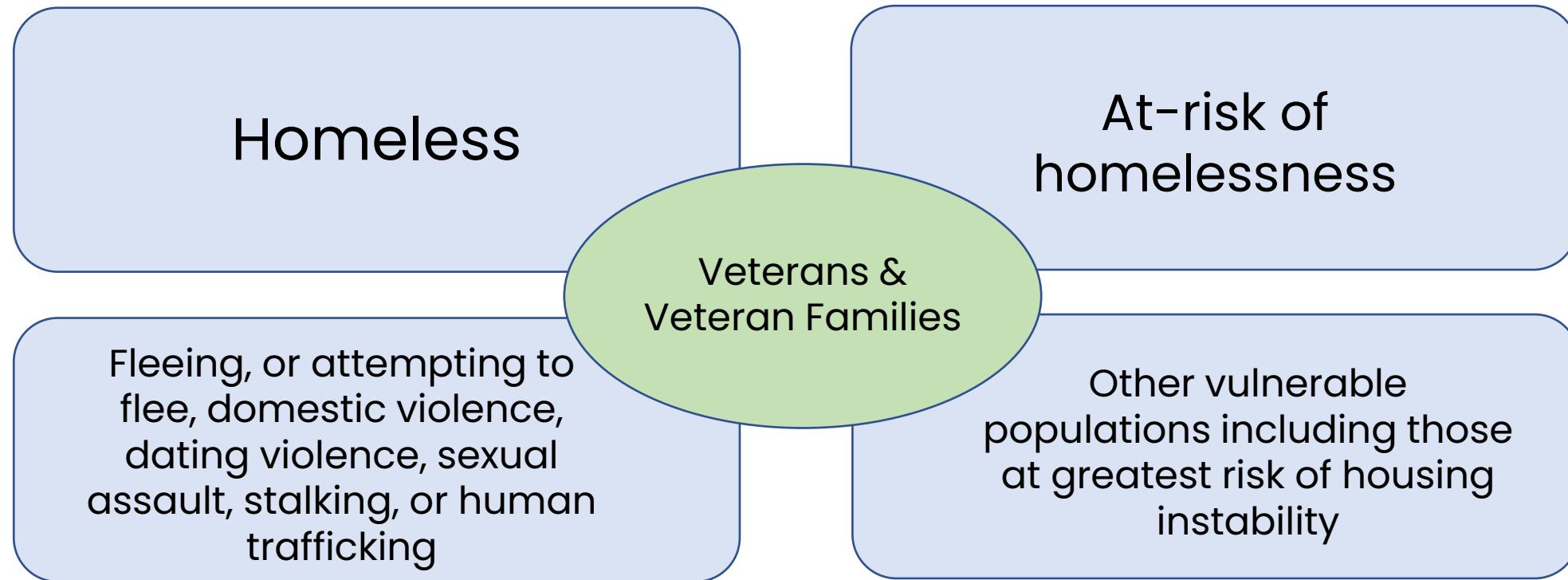
- Guidebook
- Host Site Proposal
- Deadline: **January 20, 2023**
- Technical Assistance Available
  - [collinsc@BillingsMT.gov](mailto:collinsc@BillingsMT.gov)

# HOME-ARP

Overview, Process, Timeline

- Approximately **\$969,000** to allocate
- Qualifying Populations
- Eligible Activities
- Program Development & Next Steps

## Must Serve ALL Qualifying Populations *within Billings City Limits*



# Eligible Activities

[www.BillingsMT.gov/HOMEarp](http://www.BillingsMT.gov/HOMEarp)

Affordable Housing  
Production &  
Preservation

Supportive Services  
Homeless Prevention &  
Housing Counseling

Tenant Based  
Rental Assistance  
(TBRA)

Non-Congregate Shelter  
Purchase & Development

# Program Development & Next Steps

[www.BillingsMT.gov/HOMEarp](http://www.BillingsMT.gov/HOMEarp)

*Funding Award  
Program Review  
HUD Trainings  
Consultation Planning*

## Allocation Plan Development

Deadline: **March 31, 2023**

### Public Consultation Process



## Complete Needs Assessment & Gaps Analysis

- *Data review*
- *Define unmet Needs of QP's*
- *Housing, Shelter, & Services Inventory*

## Finalize Allocation Plan & Submit to HUD

- *Establish Priorities*
- *City approval process*
- *HUD approval process*

## Ongoing Program Development

- *Policy & Procedure Development*
- *Application Development, Release, & Review*
- *Funding Allocation Recommendation*
- *Steps for approval*
- *Final Allocation*
- *Ongoing Monitoring*
- *Federal Reporting*

*\*Expenditure Deadline: September 2030*

Public Meeting

Allocation Plan Draft Review

Public Comment Begins

CD Board Recommendations

Public Hearing

Allocation Plan Due to HUD

Applications Released

**December 16**

**February 21**

**February 25**

**March 7**

**March 13**

**March 31**

**TBD 2023**

[www.billingsmt.gov/homearp](http://www.billingsmt.gov/homearp)

- For more information, please contact **Carly Collins**
  - [collinsc@BillingsMT.gov](mailto:collinsc@BillingsMT.gov)
  - (406)247-8675

# City Land

Councilmember Rupsis

# Council Initiative

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- Compile a list of City-owned properties
- Create a process to encourage development proposals

## Available City Land

### Property Sales Process

1. Council conducts a hearing passing a resolution allowing for disposal
2. All property owners within 300' are notified of the pending sale
3. Proposals or offers are received and reviewed
4. A public hearing is held to consider the proposal or offers

### Contacts

- Councilmember Rupsis [rupsist@BillingsMT.gov](mailto:rupsist@BillingsMT.gov)
- Andy Zoeller at [zoellera@BillingsMT.gov](mailto:zoellera@BillingsMT.gov)

# Questions?