

Regular Meeting of the Community Development Board  
September 4th, 2012

**Board Members Present:** Patt Leikam, Emily Shaffer, Cindy Sanders, Martha Sanford, Fred Button, Kathleen Candelaria, Trent Currie

**Excused Board Members:** Kamber Kelly

**Staff Present:** Brenda Beckett, Dina Billington-Harmon, Lynda Woods, Tam Rodier, Denise Bohlman, VISTA Kelly Fessler

**Welcome / Introductions / Announcements:** The Community Development Board met at its regular monthly meeting located in the 4<sup>th</sup> Floor Large Conference Room, Parmly Billings Library, 510 N. Broadway, Billings, Montana. Co-Chair Patt Leikam called the meeting to order at 3:00 p.m. Brenda Beckett announced that the Comprehensive Annual Performance Evaluation Report (CAPER) will be online on Friday, September 7<sup>th</sup>. It will have preliminary figures from the results of the last fiscal year.

**Public Comment: None.**

**Meeting Minutes:** *Trent Currie moved that the minutes of the August 7, 2012 meeting be approved as written. Martha Sanford seconded. Motion carried.*

**HOME Monitoring** – Tam Rodier gave a short presentation concerning the HOME program and its monitoring requirements of various projects. Tam explained that the City's primary monitoring objectives are to:

1. Minimize the financial risk to the City and the program.
2. Ensure that subrecipients comply with applicable rules under the programs. *(For HUD it's the right people, right rents, right quality in the right period of time.)*
3. Confirm subrecipients perform and deliver services in a timely manner.

Secondarily, the City's objectives are to:

1. Identify areas where City staff can offer technical assistance to gain or maintain compliance with rules and regulations; and
2. Assist new program applicants in developing affordable housing opportunities meeting the City's consolidated plan goals and objectives.

The City monitors all the way from when the application is submitted to make certain everything is in order, including funding. After the project is constructed or the rehabilitation is completed, the City monitors that project through the period of affordability.

HOME monitoring elements include compliance with agreement timeframe, such as:

1. The rate and eligibility of expenditures;
2. Documentation of income eligibility of homeowners and tenants;
3. Maximum HOME subsidy limits;
4. Maximum HOME rents;

5. Property maintenance and inspection documentation;
6. Recapture provisions;
7. Affordability periods; and
8. Compliance with all other HOME regulations.

Tam explained that the frequency of onsite visits is based upon the number of units in the project. When there are 1-4 units, an onsite visit is done every three years or as needed if the project is in trouble. When there are 5-25 units, an onsite visit is conducted every 2 years and if there are 26+ units, the site is monitored every year. A detailed checklist / inspection report is utilized for these monitoring visits.

Source documents have to be monitored every sixth year, such as income verification for the tenants. Tam provided the Board, for their review, a number of forms she has created to help with the monitoring tasks, including a risk assessment worksheet. A new monitoring plan has been created outlining the objectives and goals and the procedures that will be taken when monitoring. It serves as a blueprint.

There are currently 15 projects being monitored.

**Staff Reports:** Lynda Woods began the staff reports by giving an update on the status of the rehabilitation programs.

**Neighborhood Stabilization Program** – Lynda Woods reported the closing on the vacant, foreclosed HUD home located in a low income area in the Heights at 648 Conway happened on August 30, 2012. Time estimates are being created with the contractor now. Dina stated she has a buy-sell on the Lynn property and it is slated to close in mid-October.

**Housing Rehabilitation Programs** – Lynda stated there have been a lot of applications for both the Housing Rehabilitation program and the Manufactured Home Repair program. Once a week she has sent information packets to various area mobile home courts. No funds have been committed thus far for the new fiscal year for either program.

**First Time Home Buyer** – Dina noted that the program opened on August 15<sup>th</sup>. HOME funds are 100% committed which are for households at 60% AMI or below. CDBG funds is for 60-80% AMI and there may be enough for another 17 households.

**Kings Green Subdivision** – Tam reported the site improvements, curbs, gutters and sidewalks are all in and ready for the homes to be built on. Appraisals are coming in pretty low for the southwest corridor area at this time. Construction is anticipated to begin in early Fall.

**Fair Housing Initiative Program (FHIP) Grant** -- Brenda reported that she had not received the fourth quarter report or the final report from HUD.

**Continuum of Care** – VISTA Kelly Fessler reported she is working on developing a survey to forward to local homeless service providers to see what their understanding of what the local continuum of care is. From that survey she is hoping to gather ideas on how the program can possibly improve.

**Billings Metro VISTA Project** – Denise reported that she has been facilitating planning and organizational meetings with all the area VISTAs to prepare for their 9-11 Day of Service activities. The day will start with the VISTAs delivering to the School District No. 2 elementary schools (there are 22 of them) disaster preparedness flyers focused on fire safety to be distributed to grades K-3. Then two garden benches will be built and donated to either The Salvation Army Youth Garden or a garden for The HUB. The VISTAs will spend a good portion of their day at Whitetail Run Community Garden with general maintenance of the grounds, harvesting and painting garden décor which will include educational harvest signs. Finally, the VISTAs will end their day at the Veterans' Garden at Independence Hall and build a perennial garden that will be dedicated to them in honor of their service. There will be a monitoring visit from the State VISTA Director, Jackie Girard, on that day. And the HUD regional director, LeRoy Brown, will also be here to see some projects.

#### **Neighborhood Concerns and Happenings:**

Emily Shaffer mentioned that Conoco – Phillips 66 will be having its annual Meet and Eat event on September 12<sup>th</sup>, from 4:30 p.m. to 7:00 p.m., at the Northern Plains Resource Council on South 27<sup>th</sup> Street.

Fred Button reported that Habitat for Humanity affiliates is evaluating a new program that is more of a repair program, rather than a construction program. He also reported on Interfaith Hospitality Network's need for a larger day center and a fundraiser for them is the Cardboard Box City event on October 6<sup>th</sup>.

Kathleen Candelaria announced they broke ground for the gazebo in South Park.

**Tentative Schedule:** Next Board meeting is scheduled for Tuesday, October 2, 2012, at 3:00 p.m.

Emily Shaffer made a motion that the meeting be adjourned, Kathleen Candelaria seconded. The motion carried. Meeting adjourned at 3:55 p.m.