



COMMUNITY DEVELOPMENT DIVISION

510 NORTH BROADWAY, 4TH FLOOR
PO Box 1178, BILLINGS, MONTANA 59103



MEMORANDUM

TO: Community Development Board
FROM: Brenda Beckett, Community Development Manager
DATE: February 20, 2013
SUBJECT: Upcoming Community Development Board Meeting

Presented below is the agenda for the upcoming Community Development Board Meeting. Please call Brenda Beckett at 657-8286 or notify via email at beckettb@ci.billings.mt.us if you have any additional items to add to the agenda, if you have questions, or if you are unable to attend the meeting.

COMMUNITY DEVELOPMENT BOARD AGENDA			
3:00 pm, Tuesday, March 5, 2013			
4 th Floor Large Conference Room, Parmly Library Building			
Order	Agenda Items	Person(s) Responsible	Process
I.	Welcome / Introduction / Announcements	Kamber Kelly	-
II.	Public Comment Period – As Required <i>3 Minute Maximum per Person</i>	Kamber Kelly	Public Comment
III.	Meeting Minutes	Kamber Kelly	Action
IV.	Staff Reports <i>Staff will report on current programs and progress to date on projects, including: Neighborhood Stabilization Program; Kings Green; First Time Homebuyers program; Home Repair programs; and Billings Metro VISTA Project.</i>	Staff	Report
V.	Homewood - Pheasant Home <i>Staff will present recommendations regarding funding amounts allocated to Homewood for the development of Pheasant Home. Homewood staff will be available to answer questions about the project.</i>	Dina Harmon	Report & Action
VI.	Subordination Policy <i>An opportunity for the Board to review the City's Subordination Policy (following page) and to make recommendations to carry forth to City Council during the allocation process.</i>	Kamber Kelly	Discussion
VII.	Review of CDBG / HOME Funding Requirements <i>Review of requirements for funding Administration and other activities in both CDBG and HOME programs.</i>	Brenda Beckett	Report
VIII.	FY2013-2014 Action Plan Review / Staff Applications & Recommendations <i>Staff will review the basics of the FY2013-2014 Action Plan to allocate CDBG and HOME funding, review applications submitted and provide recommendations for funding each activity.</i>	Staff	Report
IX.	Neighborhood Concerns & Happenings <i>Opportunity for board members to share information or concerns.</i>	CD Board	Updates
X.	Set Next Meeting Agenda & Adjournment		

Note: Additional information on any of these items is available in the Community Development Office. Public hearings are accessible to individuals with physical disabilities. Special arrangements for participation in the public hearings by individuals with hearing, speech, or vision impairment may be made upon request at least three days prior to the hearing. Please notify Gina Simonetti at 406-247-8675 or email at simonettig@ci.billings.mt.us.

Housing Rehabilitation Loan Program

Subordination Policy

2002

General Requirements	<ul style="list-style-type: none">◆ Total loan to value ratio for the property cannot exceed 85% (based on market analysis or appraisal).◆ City administrator must approve all requests – may take up to 30 days.◆ Lender must provide written documentation outlining:<ul style="list-style-type: none">▪ The amount of the original mortgage▪ The amount of the new first mortgage▪ Appraised or Market value of the home▪ Details of debts being incorporated into new mortgage
Criteria for 0% Repayment <i>Straight Refinance of First Mortgage</i>	<ul style="list-style-type: none">◆ Loan is a refinance, and the City is still in 2nd position.◆ The new mortgage (refinance) lowers the monthly payment from current mortgage.◆ No other debt of any kind is rolled into the new 1st mortgage loan.
Criteria for 15% Repayment <i>Applicant pays 15% of the loan balance and the City Subordinates 85%.</i>	<ul style="list-style-type: none">◆ Medical debt rolled is the only debt rolled into the new 1st mortgage is medical.◆ City remains in 2nd position.
Criteria for 33% Repayment <i>Applicant pays 1/3 of the loan balance and the City Subordinates 2/3.</i>	<ul style="list-style-type: none">◆ New 1st mortgage includes debt such as consumer debt, car loans, etc.◆ Debt cannot be more than twice the original Rehab Loan amount.
Deny Subordination or Complete Payoff Required	<ul style="list-style-type: none">◆ Refinance is to obtain cash only.◆ City will only subordinate once – loan must be completely paid off on second subordination request.◆ If subordination puts the City's loan in 3rd position – loan must be paid off completely.◆ If the amount of the loan for other items such as medical, credit card, car loan, etc. totals more than twice the Rehab Loan.
Exceptions/Special or Extenuating Circumstances	<ul style="list-style-type: none">◆ Community Development Board must review all exceptions or special cases.◆ May take up to 30 days for review by the Board in addition to the 30 days required for review by City Council.◆ Community Development Board will forward their recommendation to the City Council for final review.