



CITY OF HELENA
Affordable Housing Trust Fund Advisory Board
May 4, 2022 - 2:00 PM – 3:30 PM
Zoom Online Meeting; <https://zoom.us/j/98576794873>
Meeting ID: 985 7679 4873
Or, dial in at: 1 (346) 248-7799

Call to Order and Roll Call

(00:23:09) Roll Call was taken, and the following all responded present: Byron Beley, Riley Hanson, John Rausch, Chris Hunter, Stephanie Bull, Michael O’Neil

The following members were absent: Rachel Ballweber

Members of the public present: None present

Minutes

(00:24:21) A. April 6, 2022 meeting minutes unanimously approved

Regular Items

(00:25:05) A. Present third-party loan underwriting information

(00:26:45) Kara Snyder gave a summary of the services the City may be looking to contract with a third-party for. Those services include building the loan application process out, providing underwriting reviews, underwriting each project loan, and ongoing service and compliance for each project. Of the organization that were contacted, NeighborWorks MT (NWMT), Mountain Plains Equity Group (MPEG), and Anderson Consulting were the only ones that expressed having the capacity to engage with the City for one or more of the needed services.

- (00:29:53) Byron Beley also recommended checking with Montana Business Assistance Connection (MBAC), to see if they might have the interest or capacity to underwrite loans for the Trust Fund.
- (00:30:41) Michael O'Neil stated that he is a long-time board member for NWMT and gave a summary of the type of work they have done and partnerships they've engaged in.
- (00:45:40) **B. Finish Reviewing the updated Program Guidelines document**
- (00:47:30) Kara reviewed the major edits to the current draft of the Guidelines. These edits include additional context to the Introduction, clarification on language used in the Eligible Uses section, and updates to the income descriptions.
- (00:51:30) The Board discussed the section detailing the necessity for an Environmental Site Analysis. There was concern that the way the document currently reads, it could be interpreted that every project will need one, which may not be the case as with homebuyer assistance or a renovation. Byron added that Valley Bank uses a platform called Transaction Screen to determine whether a given property needs an Environmental Site Analysis at all and if so, what level.
- (00:57:55) Michael O'Neil asks whether there is a cap on Trust Fund investments per beneficiary or per unit. Kara reviews the Land Trust acquisition cap of \$10,000 per unit, which was also discussed as a potential cap for a homebuyer assistance program. Other limiting factors would include MBOH price limits and rent limits, as well as total required match.
- (00:59:58) Kara discusses the cost certification language included in the single-family housing section. The Board had previously expressed concern that this should not be a requirement of single-family development, but concluded that the language should be kept because a version of the certification process will be required regardless of the project type.
- (01:01:36) Kara reviews the CLT acquisition grant cap of \$10,000 and the "set-aside" for these projects of \$250,000. Michael asked for clarification on when this decision was made. Kara stated that the set-aside portion of the fund was included in the application during the first draft and the application has not been updated with this most recent draft. Michael also stated that at this point, it seemed like having a set-aside would be assuming where the money should go prior to hearing what needs are presented from the community.

- (01:05:30) Kara reviews the edits made to the Advisory Board section of the Guidelines. The language stating that each member of the Board would be responsible for their own underwriting review was removed, in favor of a statement reading that each member would review applications for the existing program requirements. The board was still concerned about being treated on an individual basis, instead of as a whole.
- (01:10:28) Kara reviews the compliance measures laid out in the Guidelines. Michael stated that some of the measures may need to be changed depending on the project type.
- (01:14:45) **C. Review and discuss the draft Application**
- (01:16:17) The group discussed the two application round timelines listed in the application. It was agreed upon that it may make more sense to have two evenly spaced round, six months a part. There was also a consensus that the application did not need to have specific dates, just a general description of the timeline. Specific dates could be published on the website and in the Request for Proposals.
- (01:25:31) The group discussed the idea of having a letter of intent required prior to an organization filling out the full application.
- (01:28:23) Chris states that he would like to see something more specific about energy efficiency in the Priorities section. The group also discussed the idea that the Priorities section should be included in the Guidelines.
- (01:32:25) Michael O'Neil asked whether the set-aside section that details the Land Trust grants opportunities should also be included in the Guidelines instead of the Application. He also thought the inclusion of a set aside should be discussed by the Board.
- (01:35:48) Kara reviews the other sections included in the Application with the Board. Byron asks where the 3rd party loan underwriting would fit in to either document. Kara lets the Board know she will send out updated documents as soon as possible.

Questions/Comments

- (01:39:00) There are no additional questions or comments at this time.

Public Comment

- (01:39:45) There is no public comment at this time.

Meetings of Interest / Announcements

(01:40:10) The next Advisory Board Meeting is scheduled for June 1, 2022 at 2pm

Adjournment

(01:40:35) There being no further business before the Affordable Housing Trust Fund Advisory Board, the meeting adjourned at 3:30 p.m.