



# City of Milwaukee

200 E. Wells Street  
Milwaukee, Wisconsin 53202

## Meeting Minutes HOUSING TRUST FUND ADVISORY BOARD TECHNICAL REVIEW SUBCOMMITTEE

**CRAIG KAMMHOLZ, CHAIR**  
*Cecelia Gore, Cathie Madden and Bethany Sanchez*

*Staff Assistant, Terry MacDonald*  
Phone: (414)-286-2233; Fax: (414) 286-3456, E-mail: [tmacdo@milwaukee.gov](mailto:tmacdo@milwaukee.gov)

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Wednesday, July 9, 2008

2:00 PM

Room 301-B, City Hall

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**Meeting convened: 2:07 P.M.**

**1. Roll call**

**Present** 3 - Kammholz, Sanchez and Madden

**Excused** 1 - Gore

*Also Present: Steven Mahan Director, Community Blocks Grant Admin. and Assistant Attorney Tom Gartner*

**2. Approval of minutes from the June 2, 2008 meeting**

*Ms. Madden moved approval of the minutes, Ms. Sanchez seconded. There were no objections.*

**3. Review, discussion and recommendations on revisions to the application form and scoring sheet**

*Mr. Kammholz directed the members to the draft application (Exhibit 1) submitted by Mr. Werra, by e-mail, and said that all the changes noted in the draft application, unless otherwise noted, were discussed and approved at the June 2, 2008 Housing Trust Fund Advisory Board Technical Review Subcommittee (HTFABTRS) meeting.*

*Mr. Kammholz said that he will read each of the changes made to the application and scoring sheet and if further discussion is needed it can be done at the time it is read. He said after all the changes have been considered, including Mr. Peters questions and suggestions he sent by e-mail (Exhibit 2) to this subcommittee for consideration, a member can make a motion to approve and refer all the recommendations to the full advisory board for final approval.*

*Changes to the Application*

- 1. Changed all 2007 references to 2008 (including headers and footers)*
- 2. On Page 3 of 20, Inserted the following new language "Projects not meeting the minimum affordability requirements are ineligible. Additional points will be assigned, on a sliding scale, for projects that exceed the minimum period of affordability."*
- 3. On Page 4 of 20, Replaced "Extend" with "Exceed".*
- 4. On Page 6 of 20, Inserted new language "Not required for Homeownership Category"*
- 5. On Page 6 of 20, Inserted new language "The City of Milwaukee reserves the right to*

request additional information as deemed necessary by the Housing Trust Fund Advisory Board.

6. On Page 9 of 20, Inserted new language "Also, describes the partners and specific funding source(s) for the services to be provided."

7. On Page 13 of 20, Inserted new language "Not required for Homeownership projects".

8. On Page 13 of 20, insert new language Suggested by Staff: "If the project utilizes Tax Credits, have the Tax Credits been awarded? \_\_ Yes \_\_ No If Yes, attach notice of Tax Credit award.

9. On Page 15 of 20, inserted new language "Briefly summarize the project management plan. Identify the staff or agency responsible for ongoing project management and any experience specifically related to this project. (Does not apply to Homeownership Programs)."

10. On Page 16 of 20, Insert new language Suggested by Staff: "Please indicate the estimated cost of these accessibility improvements: \$ . "

11. On Page 17 of 20, Question 5 broken into two separate questions (5 & 6).

12. On Page 17 of 20, replaced prior neighborhood diversity language with the following: "Does this project increase the diversity of housing types in the neighborhood?"

Mr. Kammholz said that discussion for items 10 and 12 will be held until later in the meeting, because they are related to some of Mr. Peters' questions and suggestions. There were no objections.

Mr. Kammholz said that Mr. Werra noted in his e-mail that on Page 5 of 20, he attempted to clarify the Accessibility Requirements and that it is currently under review by Independence First.

*Changes to Attachment C - Scoring Sheet:*

1. Agency experience with same type/similar project: Changed from five points to two points.

2. Staff experience with same type/similar project: Changed from five points to four points.

3. Management Agency Experience: Added new line with maximum four point value.

4. Revised Language: "Project increases diversity of housing types in the neighborhood".

5. Meets HTF Affordability Period - Value increased from zero points to one point.

Ms. Madden suggested that item #4 be held until later in the meeting, because it also relates to one of Mr. Peters questions. There were no objections.

Ms. Madden explained item #5 as to why she wanted one point instead of zero points. Ms. Madden said that if an applicant doesn't meet the "Affordability Requirement" they shouldn't be applying or if they do apply they will get zero points.

Atty. Gartner said it wouldn't make a difference whether the "Affordability Period" gets a zero or one point as far as the final total score of the application.

Mr. Kammholz said that he would be fine with the points for item #5 being zero or one and suggested they leave the points for item #5 as is and bring it up for further discussion at the full advisory board meeting.

Mr. Kammholz suggested that they change the "Affordability Period" category points to

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a scale of one to five points and move five points to another category.

Ms. Madden said the "Experience" category would weight more heavily than the "Affordability Period" category. She also said that some of the financial categories would weigh more.

Mr. Kammholz recommended that the extra 5 points taken from the "Affordability Period" category be put into the "Construction Financing" category. He suggested that the scoring for the "Affordability Period" points be changed to one, two, three, four and five points and the "Construction Financing" be changed to: Construction Loan Firmly committed - ten points, Construction Loan is conditional Committed three points - and Construction Loan is not identified - zero points. Mr. Kammholz asked Ms. Madden if she is comfortable with moving five points from the "Affordability Period" category?

Mr. Madden replied in the affirmative.

Mr. Kammholz moved and seconded by Ms. Madden that five points be subtracted from "Affordability Period" category and the remaining five points be a scale of one, two, three, four and five and then add five points to the "Construction Financing" category by changing the five to ten points, two to four points and keeping zero at zero points. There were no objections.

Ms. Sanchez said she agreed at the last HTFAB Tech. Review Subcommittee meeting that she would provide the following clarifications:

1. Will this project coordinate with and enhance the work of other entities in the neighborhood, such as employers, business improvement districts, schools, job training agencies or social service agencies?

Example #1 Developers may have an MOU with a job training agency, agreeing to help train and/or employ the agency's clients – either in the construction of the project or in the ongoing management and operations of the project.

Example #2 Developers may have sited their project in a specific location as a result of discussions with neighborhood employers that have identified the lack of suitable affordable housing for their employees as a concern.

2. Will the project increase neighborhood diversity in housing choices?

This is not a question about the ethnicity of the potential residents of the development.

Responses to this question should describe how the proposed project will provide a new type of housing choice in the neighborhood in which it is situated.

Mr. Kammholz asked Ms. Sanchez if those examples should go into the application?

Ms. Sanchez replied in the affirmative. She said the examples 1 and 2 from question #1 should be put on page 18, under question #7 and question #2 notes should be put on page 17, under item #6.

Mr. Kammholz directed the members to Mr. Peters' e-mail (Exhibit 3). He said Mr. Peters' question #1 says: "On Page 8 of application: We are still doing brick & mortar activities only? Shouldn't we open this up so, for example, foreclosure assistance programs could apply for money?"

Mr. Kammholz said that this is something the full advisory board should decide.

Mr. Kammholz said Mr. Peters' question #2 says: "On page 16 of the application: The addition on the estimated cost of accessibility improvements; how about: "If you are

*seeking additional funding for accessibility improvements that are in excess of what are required by the Fair Housing Act, Section 504, or the Wisconsin Open Housing Act, please provide an estimated cost."*

*The reasoning for this is:*

- a) HTF dollars should not be used to fund what is already required by other laws.*
- b) A developer might have already committed to doing Universal Design, etc. for tax credit applications or another source, and may not be actually seeking funding for those particular costs.*

*Mr. Kammholz reviewed page 5 and 16 of the application that relates to "Accessibility Requirements."*

*Mr. Kammholz then reviewed the scoring sheet and said that the rating for "Accessibility Improvements" category on the scoring sheet says, one point is given if an applicant meets the minimum standards and five points are given if the applicant exceeds the minimum standards. He asked how this subcommittee would know if the applicant meets the minimum standards?*

*Mr. Mahan said that the zoning review of the application is done by the Dept. of City Development and it is determined at that time if the standards will be met.*

*Mr. Kammholz said he is fine with replacing the wording on page 16 of application with Mr. Peters wording.*

*Mr. Kammholz said that the wording on page 16, Item #1 says, "Describe the accessibility improvements or modifications that will be included as part of the project:" and that will be replaced with "Describe the accessibility improvements or modifications that are in excess of what are required by the Fair Housing Act, Section 504, or the Wisconsin Open Housing Act, please provide an estimated cost."*

*Mr. Mahan said he doesn't know what the Wisconsin Open Housing Act entails and he will need to review that language before it is put in the application.*

*Mr. Kammholz suggested that the wording be changed as follows: "Describe the accessibility improvements or modifications that are in excess of what are required by the Fair Housing Act, Section 504, please provide an estimated cost."*

*Ms. Madden asked if any of the applicants asked for Housing Trust Funds for accessibility improvements only?*

*Mr. Mahan replied in affirmative. He said there was one, "The Christian Center."*

*Mr. Kammholz moved on to Mr. Peters' question #3, that says "He still doesn't agree with the diversity application change on page 17. He thinks that the ordinance reads that it should increase housing types diversity and diversity of population, which is two different things."*

*Ms. Sanchez said she does think that it is two different things and that it wasn't her intention to integrate people.*

*Mr. Kammholz said they will keep the original recommendation for item #12, page 17 of the application and Item #4 on the Attachment C - scoring sheet as it was originally amended and forego Mr. Peters' suggestion.*

*Mr. Kammholz moved on to Mr. Peters' suggestion #4, that says "On page 18 of the application, item 8 says "Will this project facilitate movement of persons from institutions into community." Mr. Peters asked if the wording can be changed to "Will this project proactively facilitate the movement of persons from institutions into the community? If so, how?"*

*Ms. Sanchez said she would like to have Mr. Peters' language added. There were no objections.*

*A motion was made by Mrs. Sanchez and seconded by Ms. Madden that the changes submitted by CDGA staff and all the changes approved at the June 2, 2008 HTFAB Tech. Review Subcommittee (Items 1-11 on the application), scoring sheet (Items 1-5), Mr. Peters recommendation #2 (replaces CDGA item #10) and #4 (language add to CDGA item #12), the changes to the scoring for the "Affordability Period" and the "Construction Financing" and Ms. Sanchez's two clarification examples be approved as amended and moved that all be forwarded to the full Housing Trust Fund Advisory Board for final approval. There were no objections.*

**4. Next meeting date, time and agenda**

*Mr. Kammholz said that Ms. MacDonald will contact the subcommittee members to set the next meeting date.*

**Meeting adjourned: 3:05 P.M.**

**Terry J. MacDonald**  
Staff Assistant

**MacDonald, Terry**

**From:** Werra, Garry  
**Sent:** Friday, June 27, 2008 3:35 PM  
**To:** MacDonald, Terry  
**Cc:** Kammholz, Craig; Mahan, Steven; Murphy, Michael  
**Subject:** Revised HTF Documents

Good Afternoon Terry:

Attached is a revised HTF Application, Accessibility Requirement Page, and Attachment C for Monday's HTFAB meeting.

I have made the following revisions, consistent with the HTFAB's 06/02/08 directives:

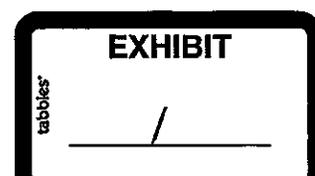
**HTF Application**

1. Changed all 2007 references to 2008 (including headers and footers)
2. Inserted new language per 06/02/08 HTF Tech Comm: "Projects not meeting the minimum affordability requirements are ineligible. Additional points will be assigned, on a sliding scale, for projects that exceed the minimum period of affordability."
3. Replaced "Extend" with "Exceed" per 06/02/08 HTF Tech Comm
4. Inserted new language per 06/02/08 HTF Tech Comm: "Not required for Homeownership Category"
5. Inserted new language per 06/02/08 HTF Tech Comm: The City of Milwaukee reserves the right to request additional information as deemed necessary by the Housing Trust Fund Advisory Board
6. Inserted new language per 06/02/08 HTF Tech Comm: "Also, describe the partners and specific funding source(s) for the services to be provided."
7. Inserted new language per 06/02/08 HTF Tech Comm: "Not required for Homeownership projects"
8. Language Suggested by Staff: "If the project utilizes Tax Credits, have the Tax Credits been awarded? \_\_ Yes \_\_ No If Yes, attach notice of Tax Credit award.
9. Inserted new language per 06/02/08 HTF Tech Comm: "Briefly summarize the project management plan. Identify the staff or agency responsible for ongoing project management and any experience specifically related to this project. (Does not apply to Homeownership Programs)"
10. Language Suggested by Staff: "Please indicate the estimated cost of these accessibility improvements: \$ \_\_ "
11. Per 06/02/08 HTF Tech Comm: Question 5 broken into two separate questions (5 & 6).
12. Per 06/02/08 HTF Tech Comm: Replaced prior neighborhood diversity language with the following: "Does this project increase the diversity of housing types in the neighborhood?"

Please Note: I have attempted to clarify the Accessibility Requirements (also attached) and they are currently under review by Independence First.

**Attachment C**

7/9/2008



1. Agency experience with same type/similar project: Changed from five points to two points
2. Staff experience with same type/similar project: Changed from five points to four points
3. Management Agency Experience: Added new line with maximum four point value
4. Revised Language: "Project increases diversity of housing types in the neighborhood"
5. Meets HTF Affordability Period - Value increased from zero points to one point

Additionally, Ms. Sanchez is going to bring new language clarifying the intent of the following questions:

1. Will this project coordinate with and enhance the work of other entities in the neighborhood, such as employers, business improvement districts, schools, job training agencies or social service agencies?
2. Will this project facilitate the movement of persons from institutions into the community?

If you have any questions, please do not hesitate to contact me.

Regards - Garry

Garry Werra, Housing Program Officer  
City of Milwaukee - CDGA  
200 East Wells Street, Room 606  
Milwaukee, Wisconsin 53202

☎ Ph: (414) 286-3847

☎ Fx: (414) 286-5003

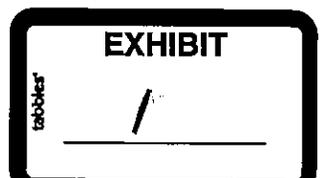
<http://www.milwaukee.gov/cdbg>



# CITY OF MILWAUKEE HOUSING TRUST FUND

APPLICATION FOR FUNDING  
2008

Comment [GMW1]: Changed all  
2007 references to 2008 (including  
headers and footers)





# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2008

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### **BACKGROUND:**

The City of Milwaukee Housing Trust Fund was created by the Common Council on September 9, 2006 for the purpose of improving housing conditions for low-income persons in the City and to provide support for non-profit and for-profit developers and governmental entities in the acquisition, construction, rehabilitation and accessibility modification of affordable housing for low-income households in Milwaukee. The Housing Trust Fund was also created to fund services that assist low-income households in obtaining and maintaining affordable housing.

A diverse 13-member advisory board, serving staggered, 2-year terms, provides oversight of the Housing Trust Fund, as well as final funding recommendations to the City of Milwaukee Common Council. The Community Development Grants Administration (CDGA) Division of the City's Department of Administration administers the Housing Trust Fund.

The Housing Trust Fund Board is responsible for evaluating requests for funding from the Housing Trust Fund after those requests have been submitted to and reviewed by CDGA. In making funding-allocation decisions, the Board will also consider a report on Milwaukee's housing needs that is prepared annually by the Department of City Development.

### **FUNDING GUIDELINES**

- A minimum of 25% of Housing Trust Fund dollars must be used to develop housing and provide services for people who are homeless.
- A minimum of 35% must be used to develop or rehabilitate rental housing.
- A minimum of 25% must be used to create and maintain home ownership opportunities.
- The remainder of the Fund (15% or less) is available for "flexible" use to respond to any other housing needs identified by the advisory board, subject to the requirements of the Housing Trust Fund.
- In any of these categories, Housing Trust Fund dollars may be used to fund accessibility or visitability improvements or modifications. However, at least 2% of available Housing Trust Fund dollars or \$100,000, whichever is less, must be used to fund accessibility improvements or modifications in any of the 3 funding categories (homeless, rental and home ownership) annually.

***HOUSING TRUST FUND ACTIVITIES MUST OCCUR IN  
THE CITY OF MILWAUKEE***

***REQUESTS FOR PROJECTS OR ACTIVITIES OUTSIDE OF THE CITY OF  
MILWAUKEE WILL BE REJECTED***



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2008

Trust Fund dollars must always be used to leverage and complement other sources of financing and to close funding gaps. **Housing Trust Funds may not be used as the primary source of funds for any project.**

### ELIGIBLE APPLICANTS

1. A nonprofit organization organized under Chapter 181 of the Wisconsin Statutes, qualified as a Section 501(c)(3) organization, at the time of grant application submission.
2. A for-profit organization organized and licensed to do business in the State of Wisconsin at the time of grant application submission.

Individuals may not apply for direct assistance from the Housing Trust Fund.

### AFFORDABILITY REQUIREMENTS

1. Rental Housing: Rental Housing funded with Housing Trust Fund dollars shall remain affordable for a minimum of 30 years, with a review of the affordability requirement at 15 years. The advisory board shall have discretion to remove a particular housing development from the Housing Trust Fund program at the time of the 15-year review.
2. Owner-Occupied Housing and Homeownership: Housing Trust Fund dollars used for the acquisition, new construction or rehabilitation of an owner-occupied dwelling, will be forgiven if the owner lives in the home for at least 5 years. The requirement to live in the home for at least 5 years will be enforced through a deed restriction or other comparable security instrument approved by the Board. If the owner sells the home before the end of the 5-year period, the owner will be required to reimburse the Housing Trust Fund the entire loan amount unless the property is sold to another income-eligible household.

Housing Trust Fund dollars are available for home-buying counseling. Homebuyer counseling agencies must demonstrate that they serve low- and moderate-income clients. In addition, any organization that receives Housing Trust Fund money for this purpose must demonstrate that it has the ability to assist disabled individuals (e.g., the location is accessible and the organization offers translation services, materials in Braille, etc.).

3. Housing and Services for the Homeless: All Housing developed for the Homeless must remain as homeless housing for a minimum of 50 years.

NOTES: - Projects not meeting the minimum affordability requirements are ineligible.  
- Additional points will be assigned, on a sliding scale, for projects that exceed the minimum period of affordability.

**Comment [GMW2]:** Inserted new language per 06/02/08 HTF Tech Comm: "Projects not meeting the minimum affordability requirements are ineligible. Additional points will be assigned, on a sliding scale, for projects that exceed the minimum period of affordability."



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2008

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### INCOME ELIGIBILITY

1. Owner-Occupied Housing: Financial assistance from the Housing Trust Fund for the acquisition, new construction or rehabilitation of owner-occupied housing is limited to households with incomes at or below 100% of the County Median Income, where "income" is calculated using the Census Bureau Long Form method.

The maximum income for homeowners seeking financial assistance for rehabilitation projects is limited to 65% of County Median Income for substantial work (e.g., work valued at more than \$5,000) and 100% of County Median Income for more modest projects (e.g., work valued at \$5,000 or less). Income limits are based on the CMI and are subject to change annually.

2. Rental Housing and Housing for the Homeless: Financial assistance from the Housing Trust Fund for rental housing and projects for the homeless (acquisition, new construction or rehabilitation) is limited to projects that serve households/individuals at or below 50% of the County Median Income.

Please refer to Attachment A for current Housing Trust Fund income limits

### APPLICATION SCORING

The advisory board will give weighted consideration to applications that will:

- Leverage other funds (private and/or public).
- Serve the lowest-income segment of the population.
- ~~Exceed~~ the term of affordability beyond the minimum required by the Housing Trust Fund.
- Use workers from the neighborhood and/or give priority to emerging business enterprise contractors.
- Encourage more neighborhood diversity and increase housing choices within the neighborhood.
- Use green building principles.
- Coordinate with and enhance the work of other entities in the neighborhood, such as employers, business improvement districts, schools, job training agencies or social service agencies.
- Facilitate the movement of persons from institutions into the community.
- Use contractors who pay family-supporting wages.

**Comment [GMW3]:** Replaced "Extend" with "Exceed" per 06/02/08 HTF Tech Comm

Please refer to Attachment C for a detailed description of application scoring measures.



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2008

### ACCESSIBILITY REQUIREMENTS

#### ***SECTION CURRENTLY UNDER REVIEW***

##### **1. HOMELESSNESS & RENTAL PROJECTS**

All new construction or substantial rehabilitation projects receiving Housing Trust Funding must comply with the following standards:

- Section 504 of the Rehabilitation Act of 1973.
- Fair Housing Act as amended.
- Americans with Disabilities Act (with respect to marketing-office and common areas).
- Wisconsin Open Housing Act.
- Architectural Barriers Act.

Additionally, these projects must meet at least one of the following design principles:

1. Aging in place
2. Universal design
3. Any other accessible and/or adaptable design criteria approved by the Housing Trust Fund Advisory Board.

##### **2. HOMEOWNERSHIP PROJECTS (New housing units in one- to three-unit structures)**

Each ground-floor unit shall be constructed to the following "visitability" standards):

1. One zero-step entrance to the dwelling unit that will permit a visitor using a wheelchair to enter the main-level floor of the dwelling unit through a doorway entrance that has a minimum 32" clear passage opening.
2. Usable path of travel throughout the interior main-level floor of the dwelling unit that is no narrower than 36" at any point except for interior doorway openings with a minimum 32" clear passage opening.
3. Powder room (half bath) on the main-level floor that has:
  - i. A doorway entrance with a minimum 32" clear passage opening;
  - ii. Sufficient space to close the entrance door while the room is occupied;
  - iii. A minimum 30" by 48" floor space clearance; 4) reinforced walls for future installation of grab bars to provide access to the toilet if necessary.

3. Any of these standards (except standards imposed by federal or state law) may be waived or reduced by the Housing Trust Fund's advisory board, upon consultation with appropriate City staff, if project site conditions are unsuitable, but any such waiver does not exempt the project from all other applicable requirements regarding accessibility and visitability.



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2008

### INSTRUCTIONS FOR COMPLETING THE APPLICATION

Submission of an application does not guarantee funding. For all projects financed by the Housing Trust Fund, Trust Fund dollars must be used to leverage and complement other sources of financing and to close funding gaps. *Housing Trust fund dollars may not be used as the sole source of funding.*

Completed applications and required attachments must be received at the Community Development Grants Administration office no later than 4:00 p.m. on DAY, DATE 2008. No extensions will be granted. Submit the original and fifteen (15) copies to:

Mr. Steven L. Mahan, Director  
Community Development Grants Administration  
200 East Wells Street, Room 606  
Milwaukee, Wisconsin 53202

Questions may be directed to the office of Community Development Grants Administration at (414) 286-3647. Your application will begin when your complete application has been received, including all items indicated below:

4. A fully completed application. If a question does not apply, indicate this on the application.
5. Applicants should include audited financial statements for three years, if in existence for less than three years, all statements received to date (balance sheets, cash flow statements, and profit and loss statements). For special limited purpose corporations, the supporting organization's statements.
6. Tax returns for three years (Individual 1040, Corporate 1120, Form 990, and Partnership 1065).
7. Project or Business plan
8. Site photos showing front and rear of building (if applicable). If vacant land, pictures from the north, south, east and west.
9. Market analysis for projects containing twelve or more residential units.
10. Resumes and qualifications of the development team.
11. Project cost analysis including acquisition, construction, rehabilitation, renovation and other applicable costs,
12. Source of funding. Provide copies of any financial commitments obtained for acquisition, construction and permanent loans.
13. A minimum 5-year projected pro-forma (Not required for Homeownership Category)
14. An affordability analysis indicating the income level household that can afford the proposed housing at current interest rates or rent levels.
15. Post rehabilitation or new construction appraisal

*The City of Milwaukee reserves the right to request additional information as deemed necessary by the Housing Trust Fund Advisory Board*

**Comment [GMW4]:** Inserted new language per 06/02/08 HTF Tech Comm: "Not required for Homeownership Category"

**Comment [GMW5]:** Inserted new language per 06/02/08 HTF Tech Comm: The City of Milwaukee reserves the right to request additional information as deemed necessary by the Housing Trust Fund Advisory Board



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2008

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### NOTICES

The City of Milwaukee reserves the right to reject any or all proposals. Contract awards based on submitted proposals shall further be subject to actual availability of sufficient Housing Trust Funds. Should the availability of Housing Trust Funds be reduced, the City of Milwaukee Common Council can modify and reduce the award. In the event of such a modification or reduction, the recipient shall be notified in advance of the pending Common Council meeting where such action shall take place.

All materials submitted shall become public records retained by the City of Milwaukee, with the following exceptions: late and/or incomplete applications or requests for funding for projects that are not a part of this solicitation, will be returned to the applicant without further review, and materials not requested as part of the application packet will be discarded.

If Applicant makes a false statement or misrepresentation in this Application to obtain Housing Trust Funds and funds are awarded, the funds and contract will be in default and the City may declare all of any part of the funds paid out immediately due and repayable to the City and the contract voided.

### FUNDING DECISION

The actual decision to award funds is considered first by the City of Milwaukee Housing Trust Fund Advisory Board and forwarded to the Common Council for final review and approval. Funding recommendations by CDGA staff are advisory to the Housing Trust Fund Board. Applicants that are not recommended for funding will be notified by mail within 30 days of Common Council action.

In addition, the Housing Trust Fund Board may designate an agency to act as a subrecipient in any manner it deems appropriate to carry out an eligible activity, per the Housing Trust Fund regulations.

*ALL AWARDS ARE SUBJECT TO NEGOTIATION OF FINAL TERMS.*



**CITY OF MILWAUKEE  
HOUSING TRUST FUND**

**APPLICATION FOR FUNDING 2008**

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ FEIN \_\_\_\_\_

Indicate the amount requested in the appropriate category below. Please submit a separate application for each category being requested.

Activity	2008 Funds Available	Amount Requested
<b>Homelessness</b>	<b>\$750,000</b>	
- Rehabilitation of Existing Facility		\$
- New Construction of Facility		\$
- Provide Supportive Services		
<b>Rental Housing</b>	<b>\$1,000,000</b>	
- Rehabilitation of Existing Structure		\$
- New Construction		\$
<b>Home Ownership</b>	<b>\$750,000</b>	
- Rehabilitation of Existing Structure(s)		\$
- New Construction		\$
- Owner-Occupied Rehabilitation		\$
- Homebuyer Counseling Services		
- Post-Purchase Counseling Services		
<b>Other Needs as Identified</b>		
<b>TOTAL</b>	<b>\$2,500,000</b>	<b>\$</b>
Indicate the percentage and amount of HTF funds requested that will be used to fund accessibility improvements or modifications. →		% \$

The use of HTF dollars is currently limited to capital improvement (brick and mortar) activities. Housing Trust Fund dollars may not be used as the primary source of funds for any project.

**Proposals must be authorized and signed by the Chief Executive Officer -AND- an official of the Board of Directors.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_



**CITY OF MILWAUKEE  
HOUSING TRUST FUND**

**APPLICATION FOR FUNDING 2008**

**PART I: PROJECT DESCRIPTION**

1. **Describe the Project:** Briefly identify the project location and the specific activity to be completed.

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a. **If project involves construction or rehabilitation, please attach photos of the site and sketches or drawings of the proposed project.**

- Photos and/or sketches are attached
- Project does not involve construction or rehabilitation

b. **If the project involves the provision of services, briefly describe the specific services to be provided. Also, describe the partners and specific funding source(s) for the services to be provided.**

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Project does not involve the provision of supportive services

2. **Households/Clients Served:** Briefly describe the specific population to be served, including target income level and special needs populations, as applicable.

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3. **Indicate the unduplicated number of units/household to be served**

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**Comment [GMW6]:** Inserted new language per 06/02/08 HTF Tech Comm: "Also, describe the partners and specific funding source(s) for the services to be provided."



**CITY OF MILWAUKEE  
HOUSING TRUST FUND**

**APPLICATION FOR FUNDING 2008**

*DO NOT WRITE BELOW*  
*For City of Milwaukee HTF Use Only*

Reviewer's Comments:

Score:





**CITY OF MILWAUKEE  
HOUSING TRUST FUND**

**APPLICATION FOR FUNDING 2008**

**PART III: PROJECT SITE CONTROL, ZONING, & ENVIRONMENTAL ISSUES**

1. Site Control is in the form of:

- Deed
- Purchase Agreement
- Option (Expiration Date \_\_\_\_\_)
- Other \_\_\_\_\_

a. Please Attach Written Documentation of Site Control

2. Site is currently zoned: \_\_\_\_\_

a. Please Attach Written Verification of Zoning Designation

3. Is the zoning appropriate for your project?

- Yes
- No

If no, is rezoning currently in process and when is it anticipated that this issue will be resolved?

Date \_\_\_\_\_

4. Describe what, if any, Environmental Assessment activities have been conducted.

\_\_\_\_\_  
\_\_\_\_\_

a. Please attach a copy of any environmental findings/reports received.

<i><b>DO NOT WRITE BELOW</b></i>	
<i><b>For City of Milwaukee HTF Use Only</b></i>	
Reviewer's Comments:	Score:



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2008

### PART IV: PROJECT FINANCING

1. Please Attach the Following Items

- Sources and Uses of all funds
- Development Budget
- Project 5-Year Pro-Forma (Not required for Homeownership projects)
- Cash Flow Statement

**Comment [GMW7]:** Inserted new language per 06/02/08 HTF Tech Comm: "Not required for Homeownership projects"

2. Please describe the specific use of Housing Trust Fund dollars (i.e.:

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3. If the project utilizes Tax Credits, have the Tax Credits been awarded?

Yes       No

If Yes, attach notice of Tax Credit award.

**Comment [GMW8]:** Language Suggested by Staff: "If the project utilizes Tax Credits, have the Tax Credits been awarded?  Yes  No If Yes, attach notice of Tax Credit award."

4. Has the project secured a firm commitment from a construction lender?

Yes       No

5. Has the project received a conditional commitment from a construction lender?

Yes       No

6. Provide the following information and attach written verification of any commitments received. If you do not have any commitments, provide the name of the lender you are working with.

Lender Name \_\_\_\_\_ Phone number \_\_\_\_\_





**CITY OF MILWAUKEE  
HOUSING TRUST FUND**

**APPLICATION FOR FUNDING 2008**

**PART V: CAPACITY AND EXPERTISE**

1. Has your agency previously undertaken this type of project before?

\_\_\_\_\_ Yes            \_\_\_\_\_ No

a. If yes, identify the three most recent projects completed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Identify the staff responsible to complete the project and indicate any experience specifically related to this project

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Briefly summarize the project management plan. Identify the staff or agency responsible for ongoing project management and any experience specifically related to this project. (Does not apply to Homeownership Programs)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Comment [GMW9]:** Inserted new language per 06/02/08 HTF Tech Comm: "Briefly summarize the project management plan. Identify the staff or agency responsible for ongoing project management and any experience specifically related to this project. (Does not apply to Homeownership Programs)"

**Attach copy of Management Plan.**



**CITY OF MILWAUKEE  
HOUSING TRUST FUND**

**APPLICATION FOR FUNDING 2008**

*DO NOT WRITE BELOW  
For City of Milwaukee HTF Use Only*

Reviewer's Comments:

Score:

**PART VI: FURTHERANCE OF HOUSING TRUST FUND GOALS**

1. Describe the accessibility improvements or modifications that will be included as a part of this project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate the estimated cost of these accessibility improvements: \$ \_\_\_\_\_

**Comment [GMW10]:** Language Suggested by Staff : "Please indicate the estimated cost of these accessibility improvements: \$ \_\_\_\_"

2. Explain how this project serves the lowest-income segment of the population:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Does the project affordability period exceed the minimum period required by the Housing Trust Fund (please refer to page 3)?

\_\_\_\_\_ Yes          \_\_\_\_\_ No



CITY OF MILWAUKEE  
HOUSING TRUST FUND

APPLICATION FOR FUNDING 2008

Affordability Period Required by HTF: \_\_\_\_\_ (years)

Affordability Period Proposed for Project: \_\_\_\_\_ (years)

4. Will this project utilize workers from the neighborhood?

\_\_\_\_ Yes      \_\_\_\_ No

a. If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Will this project give priority to emerging business enterprise contractors?

\_\_\_\_ Yes      \_\_\_\_ No

a. If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Comment [GMW11]:** Per 06/02/08 HTF Tech Comm: Question 5 broken into two separate questions (5 & 6).

6. Does this project increase the diversity of housing types in the neighborhood?

\_\_\_\_ Yes      \_\_\_\_ No

a. If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_

**Comment [GMW12]:** Per 06/02/08 HTF Tech Comm: Replaced prior neighborhood diversity language with the following: "Does this project increase the diversity of housing types in the neighborhood?"



**CITY OF MILWAUKEE  
HOUSING TRUST FUND**

**APPLICATION FOR FUNDING 2008**

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6. Will this project utilize green building principles?

Yes  No

a. If yes, please describe:

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7. Will this project coordinate with and enhance the work of other entities in the neighborhood, such as employers, business improvement districts, schools, job training agencies or social service agencies? *CEX*

Yes  No

a. If yes, please describe:

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8. Will this project facilitate the movement of persons from institutions into the community?

Yes  No

a. If yes, please describe:

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**CITY OF MILWAUKEE  
HOUSING TRUST FUND**

**APPLICATION FOR FUNDING 2008**

9. Will the project use contractors who pay family-supporting wages for all workers on the project (family supporting wages are defined as \$8.25 per hour)?

\_\_\_\_ Yes            \_\_\_\_ No

a. If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***DO NOT WRITE BELOW***  
*For City of Milwaukee HTF Use Only*

Reviewer's Comments:	Score:
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# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2008

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### PROPOSAL CHECKLIST - YEAR 2008

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Completed applications and all required attachments must be physically received and time-stamped (postmark not acceptable) at the Community Development Grants Administration office no later than 4:00 p.m. on DAY, DATE 2008. No extensions will be granted.

Submit the original and fifteen (15) copies to:

Mr. Steven L. Mahan, Director  
Community Development Grants Administration  
200 East Wells Street, Room 606  
Milwaukee, Wisconsin 53202

Faxed or electronic applications will not be accepted. All proposals received after the closing date noted above will be returned to the applicant without review.

#### **PLEASE BE CERTAIN TO**

- Complete and submit *1 original and 15 unbound copies* of all documents:
- Attach all required supporting documentation as requested in the application.
- If you are applying for more than one activity, you must submit a separate application with all required documentation.
- Follow the prescribed format for Application preparation closely. Present information in the order indicated.
- If you replicate this application, it must be consistent in all aspects with the original Housing Trust Fund Application
- Do not submit materials other than those specifically requested. Letters of Support and Appendices submitted under separate cover will be discarded.

*If your Application is funded, some additional documentation will be required prior to executing a contract between the City of Milwaukee and your organization.*

ATTACHMENT C

Draft 6/2/08

CITY OF MILWAUKEE HOUSING TRUST FUND  
Scoring Point System - Final Draft Recommendation

	Max 100 Pt Scale(a)	
	Point Range	Max Points
<b>Leveraged Dollars</b>		15
HTF dollars are less than 3% of total project cost	15	
HTF dollars account for 3 - 5% of total project cost	12	
HTF dollars account for 6 - 10% of total project cost	9	
HTF dollars account for 11 - 15% of total project cost	6	
HTF dollars are more than 15% of total project cost	3	
<b>Income Targets - Please Use Attached Chart</b>		15
# of units with residents up to 50% of income target	15	
# of units with residents between 51% and 70% of income target	12	
# of units with residents between 71% and 75% of income target	9	
# of units with residents between 76% and 85% of income target	6	
# of units with residents between 86% to 100% of income target	3	
<b>Affordability Period</b>		5
Meets HTF Affordability Period	5	
Exceeds HTF Affordability Period by 25%	4	
Exceeds HTF Affordability Period by 50%	3	
Exceeds HTF Affordability Period by 75%	2	
Exceeds HTF Affordability Period by 100% or more	1	
<b>Use of City of Milwaukee (resident) workers (Total Project)</b>		5
Less Than 18% Milwaukee (resident) workers	-5	
18% Milwaukee (resident) workers	1	
24% Milwaukee (resident) workers	2	
30% Milwaukee (resident) workers	3	
36% Milwaukee (resident) workers	4	
More than 36% Milwaukee (resident) workers	5	
<b>Use of City, County, or State EBE (Total Project)</b>		5
Less Than 18%	-5	
18% EBE	1	
24% EBE	2	
30% EBE	3	
36% EBE	4	
More than 36% EBE	5	
<b>Neighborhood Diversity</b>		5
Project Increases diversity of housing types in the neighborhood	5	
<b>Green Building Principles</b>		5
Project Utilizes Green building Principles	5	
<b>Coordination with Community Institutions</b>		5
Project is Coordinated with Community Institutions	5	
<b>Community Integration</b>		5
Move persons from institutions to community	5	
<b>Family Supporting Wages (applies to entire project)</b>		5
Vendor/Contractor pays employees a minimum of \$8.25 to \$10.25 per hour	1	
Vendor/Contractor pays employees a minimum of \$10.26 to \$12.25 per hour	2	
Vendor/Contractor pays employees a minimum of \$12.26 to \$14.25 per hour	3	
Vendor/Contractor pays employees a minimum of \$14.26 to \$16.25 per hour	4	
Vendor/Contractor pays employees a minimum of \$16.26+ per hour	5	
<b>Experience</b>		10
Agency experience with same type/similar project	2	
Staff experience with same type/similar project	4	
Management Agency Experience	4	
<b>Accessibility improvements or modifications</b>		5
Meets Minimum Standards	1	
Exceeds Minimum Standards	5	
<b>Service Partners (b)</b>		5
Provision of services on site w/out use of HTF \$	5	
<b>Construction Financing</b>		10
Construction Loan is Firmly Committed	10	
Construction Loan is Conditionally Committed	5	
Construction Loan is not Identified	0	
<b>Proposal Meets Community Needs (Subjective)</b>		15
TBD by Reviewer	0-15	
<b>Total Points</b>		100

NOTE: All proposals must receive at least fifty (50) points for further consideration

- (a) 100 point maximum applies to projects requiring on-site services such as Shelter + Care. Maximum points available for all other projects is 95.
- (b) Only applies to projects requiring on-site services such as Shelter + Care

**MacDonald, Terry**

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**From:** Bethany Sanchez [bethany\_sanchez@hotmail.com]  
**Sent:** Thursday, July 03, 2008 1:45 PM  
**To:** MacDonald, Terry  
**Cc:** Werra, Garry; Mahan, Steven; Kammholz, Craig  
**Subject:** clarifications, RE: 2008 Housing Trust Fund Application

Terry, will you please forward this to the members of the Technical Committee of the HTF Advisory Board? I believe that these are the questions that I agreed to clarify.

*Will this project coordinate with and enhance the work of other entities in the neighborhood, such as employers, business improvement districts, schools, job training agencies or social service agencies?*

2008 #17 Example #1 Developers may have an MOU with a job training agency, agreeing to help train and/or employ the agency's clients – either in the construction of the project or in the ongoing management and operations of the project.

Example #2 Developers may have sited their project in a specific location as a result of discussions with neighborhood employers that have identified the lack of suitable affordable housing for their employees as a concern.

*Will the project increase neighborhood diversity in housing choices?*

2008 #2 This is not a question about the ethnicity of the potential residents of the development. Responses to this question should describe how the proposed project will provide a new type of housing choice in the neighborhood in which it is situated.

Bethany Sanchez  
Vice-President, Community and Economic Development  
Metropolitan Milwaukee Fair Housing Council  
600 E. Mason, Suite 200  
Milwaukee, WI 53202  
414/ 278-1240, x22  
[www.fairhousingwisconsin.com](http://www.fairhousingwisconsin.com)  
Board member, National Community Reinvestment Coalition [www.ncrc.org](http://www.ncrc.org)  
Board member, Urban Economic Development Association [www.uedawi.org](http://www.uedawi.org)

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From: bethany\_sanchez@hotmail.com  
To: cgmadden@aol.com; bpeters@independencefirst.org  
CC: garry.werra@milwaukee.gov; steven.mahan@milwaukee.gov; ckammh@milwaukee.gov  
Subject: FW: 2008 Housing Trust Fund Application  
Date: Thu, 3 Jul 2008 13:30:11 -0500

Cathy and Brian:

It was my recollection that one or both of you were going to work on the language for Garry's question #2, below. I just let Garry know that I'm sending you this message.

7/3/2008



Bethany Sanchez  
Vice-President, Community and Economic Development  
Metropolitan Milwaukee Fair Housing Council  
600 E. Mason, Suite 200  
Milwaukee, WI 53202  
414/ 278-1240, x22  
[www.fairhousingwisconsin.com](http://www.fairhousingwisconsin.com)  
Board member, National Community Reinvestment Coalition [www.ncrc.org](http://www.ncrc.org)  
Board member, Urban Economic Development Association [www.uedawi.org](http://www.uedawi.org)

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Subject: 2008 Housing Trust Fund Application  
Date: Thu, 5 Jun 2008 13:39:50 -0500  
From: Garry.Werra@milwaukee.gov  
To: bethany\_sanchez@hotmail.com  
CC: Steven.Mahan@milwaukee.gov; ckammh@milwaukee.gov

Good Afternoon Bethany:

I am writing as follow-up to Monday's HTFAB Tech Committee meeting regarding revisions to the 2008 HTF Application. Thank you for volunteering to provide additional language to clarify the intent of the following questions:

Vill this project coordinate with and enhance the work of other entities in the neighborhood, such as employers, business improvement districts, schools, job training agencies or social service agencies?

Vill this project facilitate the movement of persons from institutions into the community?

At your convenience, would you kindly email the desired language to me? I will then incorporate into the application for our next Tech Committee meeting.

Thank you - Garry

Garry Werra, Housing Program Officer  
City of Milwaukee - CDGA  
200 East Wells Street, Room 606  
Milwaukee, Wisconsin 53202

☎ Ph: (414) 286-3847

☎ Fx: (414) 286-5003

<http://www.milwaukee.gov/cdbg>

**MacDonald, Terry**

**From:** Brian Peters [BPeters@independencefirst.org]  
**Sent:** Tuesday, July 08, 2008 1:40 PM  
**To:** MacDonald, Terry  
**Subject:** RE: July 9, 2008 HTFAB Technical Review Subcommittee meeting agenda

Terry, I will not be at the next technical review meeting, so here are some thoughts. I didn't want to inadvertently violate open meeting law by e-mailing the below to everyone, so please either forward it to the group if it's okay, and if not, share this with the members of the committee when appropriate.

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- 1) Page 8 of application: We are still doing brick & mortar activities only? Shouldn't we open this up so, for example, foreclosure assistance programs could apply for money?
- 2) Page 16: The addition on the estimated cost of accessibility improvements; how about:

"If you are seeking additional funding for accessibility improvements that are in excess of what are required by the Fair Housing Act, Section 504, or the Wisconsin Open Housing Act, please provide an estimated cost."

The reasoning for this are:

- a) HTF dollars should not be used to fund what is already required by other laws
  - b) A developer might have already committed to doing Universal Design, etc. for tax credit applications or another source, and may not be actually seeking funding for those particular costs
- 3) I still don't agree with the diversity (Comment GMW12 on page 17). I still think that the ordinance reads that it should increase housing types diversity AND diversity of population-two different things.
  - 4) Page 18, movement of persons from institutions into community.  
 Will this project **proactively** facilitate the movement of persons from institutions into the community? **If so, how?**

-----Original Message-----

**From:** MacDonald, Terry [mailto:tmacdo@milwaukee.gov]  
**Sent:** Wednesday, July 02, 2008 10:01 AM  
**To:** Albert Frantza; Bethany Sanchez; Cathie Madden; Cecelia Gore; Gartner, Thomas; Higgins, Mario; Hooper, Joe'Mar; Kammholz, Craig; Mahan, Steven; Osterman, Jeffrey; Sign language interpreter; Werra, Garry  
**Cc:** Bauman, Robert; Brian Peters; Heather Dummer Combs; James A Hiller; Leo Ries; Marcus White; Mike Soika; Murphy, Michael; Ray Schmidt; Vincent Lyles; Zalben, Barry  
**Subject:** July 9, 2008 HTFAB Technical Review Subcommittee meeting agenda

To All Housing Trust Fund Advisory Board Technical Review Subcommittee Members, Staff and Interested Persons:

Attached is the July 9, 2008 HTFAB Technical Review Subcommittee meeting agenda, the email from Garry Werra-CDGA, that has the list of the

7/10/2008

**EXHIBIT**

tabbles

3

revisions for the application and scoring sheet and a copy of the revised application form, Accessibility Requirements and the revised scoring sheet.

If you have any questions, please feel free to contact me.

Sincerely,

Terry J. MacDonald, Staff Assistant  
City of Milwaukee, City Clerk's Office  
200 East Wells St., Room 205  
Milwaukee, WI 53202  
414-286-2233  
Fax: 414-286-3456  
Terry.Macdonald@milwaukee.gov

<<MeetingAgenda02-Jul-2008-09-36-55.pdf>>