



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Meeting Minutes HOUSING TRUST FUND ADVISORY BOARD

ALD. MICHAEL MURPHY, CHAIR

Bethany Sanchez, Vice-Chair

**ALD. BAUMAN, Heather Dummer Combs, Cecelia Gore, James Hiller, Craig Kammholz,
Vincent Lyles, Cathie Madden, Brian Peters, Ray Schmidt, and Mike Soika**

Staff Assistant, Terry MacDonald

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File Specialist, Joanna Polanco, E-mail: jpolan@milwaukee.gov

Thursday, July 10, 2008

11:00 AM

Room 301-A, City Hall

Meeting convened: 11:10 A.M.

1. Roll call

Present 7 - Soika, Hiller, Kammholz, Bauman, Sanchez, Peters and Dummer Combs

Excused 3 - Madden, Schmidt and Lyles

Ms. Sanchez as chair.

*Also present: Steven Mahan, Director, Dept. of Admin., Community Development
Grants Administration, Assistant City Attorney Tom Gartner, and Jeff Osterman,
Legislative Reference Bureau*

2. Approval of the minutes of the June 12, 2008 meeting

*Mr. Soika moved approval of the minutes, Ms. Gore seconded. There were no
objections.*

**3. Appearance by Ms. Maria Prioletta with the Department of City Development to discuss
the city's position on WHEDA's proposed 2009 Qualified Allocation Plan**

Ms. Sanchez invited Mr. Maria Prioletta to come to the table and give her presentation.

*Ms. Prioletta appeared and said that at the June 2, 2008 Housing Trust Fund Advisory
Board (HTFAB) meeting, Mr. Leo Ries Executive Director of LISC appeared to explain
and comment on the WHEDA's Proposed 2009 Qualified Allocation Plan (QAP), which
is what brought her here today, so that she could explain to this board what the city's
position is going to be on the Proposed 2009 QAP.*

*Ms. Prioletta handed-out two documents, one called "Affordable Housing Tax Credits"
(Exhibit 1) and the second called "Tax Credit Allocations - Qualified Allocation Plan"
(Exhibit 2) and said this background information will be helpful in framing this
discussion. She said the affordable housing tax credit has been an extremely valuable
tool in terms of the creation of affordable housing in the City of Milwaukee rental
housing. She referred to page one of her hand-outs and said that she started with the
year 2003, because years prior to 2003 were pretty consistent in term of the level of
WHEDA tax credit dollars that were coming into Milwaukee. She said that from 2003 to*

2008 there had been a steady increase in tax credit applications and a variety of changes in the number of projects that received tax credit awards.

Ald. Bauman referred to Ms. Prioletta's hand-out and asked if the years listed are the state's fiscal years or are they calendar years?

Ms. Prioletta replied that those are calendar years.

Mr. Prioletta continued by explaining the allocations process noted on page two of her hand-out. She said there are two ways that projects compete, the first is called set asides, where within the qualified allocation plan a pool of credits for the state is divided up into different set asides. She said the general set aside is a common set aside and any project can apply, there is a preservation set aside which is for projects that have federal rent assistance contracts attached to them, there is a non-profit set aside and a rural set aside and for the first time, starting next year there will be a supportive housing set aside. She said that the other way that projects compete is in the scoring category. She referred board members to page two of her hand-outs that lists the scoring categories WHEDA is proposing for 2009.

Ms. Prioletta said that she had talked to WHEDA and they said that the draft 2009 Qualified Allocation Plan (QAP) will be available on its website next week. She also said that the WHEDA Board will have two public hearings to hear comments on the proposed 2009 QAP in mid August 2008, one in Madison and one in Milwaukee.

Ms. Sanchez asked if the set asides and scoring categories proposed for 2009 on page two of Ms. Prioletta's hand-out is what WHEDA is proposing?

Ms. Prioletta replied in the affirmative.

Ms. Prioletta said some of the things that the Department of City Development thinks could be improved upon are as follows:

Ms. Prioletta said there is a reduction in the preservation set aside from 2008 to 2009 and that is something the Department of City Development (DCD) has been advocating for some time now. She said DCD will advise WHEDA that the City is in favor of the reduction of the preservation set aside and will also suggest to WHEDA that there is the need for a more equitable way of getting the best projects in the preservation category though and that could be done by a further reduction in the set aside or by increasing the minimum threshold in that category.

Ms. Prioletta said that credit usage is a concern for DCD. She said there is a category in the QAP, where an applicant can get more points for fewer credits that are used per unit. She said that it cost more in Milwaukee to construct affordable housing. She further said that we should encourage developers to construct affordable housing to a standard that will stand the test of time.

Ms. Prioletta said that there is a small project category in the QAP, where points are given for projects that are 24 units or less. She said in the 2009 proposed QAP the unit number is being increase by 30 but the points are being lowered for that scoring category. She said DCD is going to oppose that change, because the City of Milwaukee doesn't have acres of land available for building.

Ms. Prioletta said that there was a recommendation by a developer at one of the WEHDA's advisory meeting to create a set aside for innovative projects and said DCD

is going to support that proposed change.

Ms. Prioletta said that another proposed change to the 2009 QAP is that a \$550,000 cap is being put on any one application for tax credits and said DCD is oppose to that cap and will suggest that WHEDA lift that cap.

Finally, Ms. Prioletta said those are all the proposed changes that the DCD will be weighing in on and said she would be happy to entertain and questions or thoughts.

Ms. Sanchez said that at the last HTFAB meeting Mr. Leo Ries presented WHEDA's Proposed 2009 QAP and it sounded like LISC and other advocates were asking the City to propose few points for mixed income projects and asked Ms. Prioletta if the City is taking a position on that?

Ms. Prioletta replied that WHEDA is proposing a reduction of points for mixed income projects. She said she thinks there should be points for mixed income projects, but it doesn't need to be as high as it is. She said DCD agrees with the reduction of points for mixed income projects.

Mr. Soika asked what is the reduction number of points for mixed income?

Ms. Prioletta replied that she thinks it is being reduced by 10 points.

Ms. Sanchez said that materials given at the last HTFAB meeting referred to concerns about transparencies and asked Ms. Prioletta if she has any thoughts on the current transparency issue?

Ms. Prioletta replied that there is a concern when one developer gets two or three awards. She said the DCD is going to meet with WHEDA to discuss several issues, including transparency.

Ms. Sanchez said it would be beneficial if an applicant would know going in what is going to count or not count on the application, as far as the scoring.

Mr. Hillier asked if there would be an opportunity for a two step process where an applicant can have a chance to come back?

Ms. Prioletta replied that WHEDA said that they are looking for way to do that and the City will reinforce that idea.

Ms. Sanchez address the memo (Exhibit 3) she submitted that was request of her at the last HTFAB meeting that addresses her concerns on the proposed reduction in the 2009 QAP points for mixed income.

Ms. Sanchez said that she understood from the last HTFAB meeting that this board is being asked to send a letter to WHEDA and asked Ms. Prioletta when would be a good time for this board to send the letter?

Ms. Prioletta replied that the 2009 Proposed QAP was presented to the WHEDA Executive Committee yesterday and should be posted on WHEDA's website next week, so this board should wait until after next week in case something has changed.

4. Review and approval of recommendations submitted by the Technical Review Subcommittee on the revisions to the application form and scoring sheet

Ms. Sanchez asked Mr. Kammholz the Chair of the HTFAB Technical Review Subcommittee to explain the revisions to the application and scoring sheet.

Mr. Kammholz asked the members if they want him to explain each change or just the most significant ones?

Mr. Soika said he would prefer if Mr. Kammholz just review the most significant changes.

Mr. Kammholz replied in the affirmative.

Mr. Kammholz read through the following list of changes (Exhibit 4):

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 5 of 20, Mr. Werra attempted to clarify the Accessibility Requirements and that they are currently under review by Independence First.*
- 5. On Page 6 of 20, Inserted new language "Not required for Homeownership Category"*
- 6. 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.*
- 7. On Page 9 of 20, Inserted new language "Also, describes the partners and specific funding source(s) for the services to be provided."*
- 8. On Page 13 of 20, Inserted new language "Not required for Homeownership projects".*
- 9. 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.*
- 10. 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)".*
- 11. On Page 16 of 20, Insert new language Suggested by Mr. Peters (e-mail) and revised by HTF Tech. Subcommittee on 7/09/08: "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. Gore asked if "in excess" could be bolded?

Ms. Sanchez replied in the affirmative.

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

Mr. Hiller asked if there is any Aldermanic or local Business Improvement Dist. (BID), etc. input on the project?

Ms. Sanchez replied in the negative.

Mr. Peters said that IndependenceFirst has criticized WHEDA for asking for letters of support from the neighborhood and leaders during the application process and he doesn't support adding something like that in the application.

Mr. Hiller said that it doesn't have to be included in the application, but it should be part of the review process.

13. 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?"

14. On page 17, under item #6. Inserted language, "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."

15. On page 18, under question #7, Inserted examples, "(e.g. 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.)

16. On page 18 of the application, item 8, Insert additional language per Mr. Peters e-mail and approved HTF Tech. Subcommittee on 7/09/08, "Will this project proactively facilitate the movement of persons from institutions into the community? If so, how?"

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.*
- 6. Subtracted 5 points from the "Affordability Period" category and the remaining 5 points are set at 1, 2, 3, 4, and 5 points. Added those 5 points to the "Construction Financing" category and changed the 5 to 10 points, 2 to 4 points and keep zero at zero points.*

Mr. Kammholz finished explaining the changes and asked if there were any questions?

Mr. Peters' said that on page 5, he just realized that one could have a rental project that is all single family or a homeownership project that is multi-family. He said the first paragraph is for multi-family and the second is for single family and he wants to try to avoid labeling and he is afraid that might mislead people.

Mr. Kammholz asked Mr. Peters what he would like it change to?

Mr. Peters said that he would like the first paragraph labeled Multi-Family and in parentheses put three or more units and for Homeownership it should say in parentheses, one to three units.

Ms. Dummer Combs said that there could be Homeownership projects that are

multi-family.

Ms. Sanchez replied that the rule goes with the number of units not with the structure.

Mr. Kammholz said that Mr. Peters proposed changes will be made to the application as a technical change.

Ms. Sanchez referred to the scoring sheet under "Management Agency Experience" and said that she is concerned that the applicants will not understand that what is being asked for and suggested it be changed to "Property Management".

Mr. Kammholz replied that that is a good suggestion.

A motion was made by Mr. Kammholz and Ald. Bauman seconded that all the changes to the application and scoring sheet are approved as amended. There were no objections.

Meeting adjourned: 12:02 P.M.

Terry J. MacDonald
Staff Assistant

Affordable Housing Tax Credits

Year	Tax Credits Available Statewide	Number of Tax Credit Applications from Milwaukee	Tax Credits Awarded to Milwaukee Projects	% of Statewide Allocation Awarded to Milwaukee
2003	\$10.3 million	6	\$1.8 million 5 projects	18%
2004	\$10.2 million	7	\$4.9 million 7 projects	48%
2005	\$10.2 million	11	\$4.4 million 8 projects	44%
2006	\$10.5 million	14	\$4.7 million 8 projects	45%
2007	\$10.6 million	18	\$5.1 million 11 projects	48%
2008	\$10.7 million	25	\$4 million 7 projects	38%

Milwaukee Projects 2003-2008:

Total Number of Projects	46
New Construction	29
Rehabilitation	11
Adaptive Reuse	6
Total Units	2,700
Total Affordable Units	2,645
Estimated Subsidy From Low Income Tax Credit:	\$224 million

EXHIBIT

tabbles

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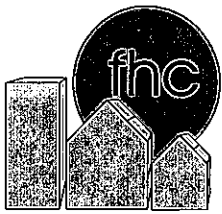
Tax Credit Allocations – Qualified Allocation Plan

Set asides

Year	General	Preservation	Non-Profit	Rural	Supportive Housing
2008	35%	40%	10%	10%	none
2009 (proposed)	35%	30%	10%	10%	10%

Scoring Categories Proposed for 2009

- Lower Income Areas
- Location and Energy Efficiency (Infill locations, access to public transportation, green building techniques, energy conservation standards)
- Community Support (Municipal, community and financial support)
- Mixed Income Incentive (Inclusion of market rate units)
- Serves Large Families
- Serves Lowest Income Residents
- Supportive Housing or Elderly Assisted Living (Services must be provided)
- Small Developments (Less than 30 units)
- Market Appeal
- Universal Design
- Financial Participation (Low interest loans and grants, property donations, etc.)
- Ownership Characteristics (MBE or Non-profit developer, including Housing Authorities)
- Eventual Resident Ownership
- Development Team
- Readiness to Proceed (Permissive Zoning)
- Credit Usage (More points awarded for lower credits/unit)



METROPOLITAN MILWAUKEE
FAIR HOUSING COUNCIL

BETHANY SANCHEZ, DIRECTOR
COMMUNITY AND ECONOMIC DEVELOPMENT

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MILWAUKEE, WI 53202
PHONE: 414-278-1240
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WWW.FAIRHOUSINGWISCONSIN.COM

MEMO

Date: July 10, 2008

To: Members of the HTF Advisory Board

From: Bethany Sanchez

Re: The request for the HTFAB's support for reducing QAP points for mixed-income LIHTC properties

I am writing to state my concern about removing incentives for developers to propose mixed-income housing developments. The Housing Trust Fund Advisory Board has been asked to support a recommendation to WHEDA, to change its Qualified Allocation Plan (QAP) for allocating Low Income Housing Tax Credits (LIHTC) in the State of Wisconsin so that mixed-income housing developments receive fewer points.

Mixed-income housing offers great benefits to residents, neighborhoods and owners. It increases housing choice and assists in the economic integration of communities. It helps alleviate the NIMBY responses typically generated by larger low-income developments by mixing individuals and families of varying income levels in the same building or set of buildings, blurring the distinctions between them. It provides decent, safe and affordable units for lower-wage workers who are important to businesses in higher income neighborhoods. Financially and socially, mixed-income properties may prove to be a more sustainable approach to multifamily housing.

Developers need tools such as the LIHTC and the Housing Trust Fund (HTF) to address the challenge of how to reach households with lower incomes, particularly incomes under 30 percent of the area median. The HTF can bring the rents of LIHTC units down low enough to make it feasible to offer rents to very low income households.

The scoring of the QAP should reward developers who take on the challenge of developing mixed-income housing. Removing points for mixed-income will be a deterrent, not an incentive, to increasing our supply of mixed-income units.

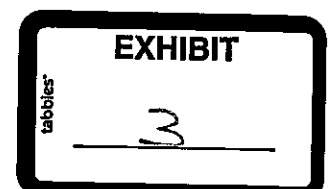


HOUSING TRUST FUND ADVISORY BOARD
TECHNICAL REVIEW SUBCOMMITTEE

Recommended revisions to the application and scoring sheet
(as of July 9, 2008)

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".
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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.)

16. On page 18 of the application, item 8”, Insert additional language per Mr. Peters e-mail and approved HTF Tech. SubComm. on 7/09/08, “Will this project **proactively** facilitate the movement of persons from institutions into the community? **If so, how?”**

Changes to Attachment C - Scoring Sheet:

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ADDITIONAL INFORMATION:

Mr. Kammholz Referred to Mr. Peters e-mail dated 7/8/09. He said question #1 says:

1) 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 referred to Mr. Peters comment #3 and said that they will keep the original recommendation for item #12, page 17 of the application and Item #4 on the Attachment C - scoring sheet at original the amend and forego Mr. Peters suggestion.



CITY OF MILWAUKEE HOUSING TRUST FUND

APPLICATION FOR FUNDING 2008

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

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

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.

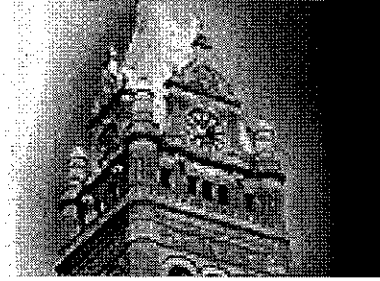
The Housing Trust Fund Board is responsible for evaluating requests for funding from the Housing Trust Fund after those requests have been submitted to and reviewed by CDGA. In making funding-allocation decisions, the Board will also consider a report on Milwaukee's housing needs that is prepared annually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

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



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.

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.

Comment [tjm4]: Mr. Werra attempted to clarify the Accessibility Requirements and that is currently under review by Independence First.



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 [GMW5]: Inserted new language per 06/02/08 HTF Tech Comm: "Not required for Homeownership Category"

Comment [GMW6]: 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

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
Homelessness	\$750,000	
- Rehabilitation of Existing Facility		\$
- New Construction of Facility		\$
- Provide Supportive Services		
Rental Housing	\$1,000,000	
- Rehabilitation of Existing Structure		\$
- New Construction		\$
Home Ownership	\$750,000	
- Rehabilitation of Existing Structure(s)		\$
- New Construction		\$
- Owner-Occupied Rehabilitation		\$
- Homebuyer Counseling Services		
- Post-Purchase Counseling Services		
Other Needs as Identified		
TOTAL	\$2,500,000	\$
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.

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.**

Project does not involve the provision of supportive services

Comment [GMW7]: Inserted new language per 07/09/08 HTF Tech Comm: "Also, describe the partners and specific funding source(s) for the services to be provided."

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

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



**CITY OF MILWAUKEE
HOUSING TRUST FUND**

APPLICATION FOR FUNDING 2008

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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.

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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 [GMW8]: Inserted new language per 07/09/08 HTP Tech Comm: "Not required for Homeownership projects"

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

Four horizontal lines for describing the use of Housing Trust Fund dollars.

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

Yes No

If Yes, attach notice of Tax Credit award.

Comment [GMW9]: 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

Contact Person _____

Address _____

Commitment Amount \$ _____ Rate/Term _____

7. Identify the project total amount of other funds (private and/or public) that would be leveraged by the Housing Trust Fund dollars?

Funding Source	Amount Leveraged
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL FUNDS LEVERAGED	\$

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<p>Reviewer's Comments:</p> 	<p>Score:</p>



**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 [GMW10]: Inserted new language per 07/09/08 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

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Score:

PART VI: FURTHERANCE OF HOUSING TRUST FUND GOALS

1. 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.

Comment [tjm11]: Insert new language Suggested by Mr. Peters' e-mail and revised by the HTF Tech. Comm. On 7/9/08

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

Affordability Period Required by HTF: _____ (years)



CITY OF MILWAUKEE
HOUSING TRUST FUND

APPLICATION FOR FUNDING 2008

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 [GMW12]: Per 07/09/08 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?

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.

____ Yes ____ No

a. If yes, please describe:

Comment [GMW13]: Per 07/09/08 HTF Tech Comm: Replaced prior neighborhood diversity language with the following: "Does this project increase the diversity of housing types in the neighborhood?"

Comment [tjm14]: Per 07/09/08 HTF Tech Comm: Inserted language, "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."



CITY OF MILWAUKEE
HOUSING TRUST FUND

APPLICATION FOR FUNDING 2008

6. Will this project utilize green building principles?

___ Yes ___ No

a. If yes, please describe:

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?

(e.g. 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.)

Comment [tjm15]: Per 7/9/08 HTF
Tech. Comm: Inserted examples

___ Yes ___ No

a. If yes, please describe:

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

___ Yes ___ No

a. If yes, please describe:



**CITY OF MILWAUKEE
HOUSING TRUST FUND**

APPLICATION FOR FUNDING 2008

b. **Will this project proactively facilitate the movement of persons from institutions into the community? If so, how?"**

Comment [tjm16]: Insert additional language per Mr. Peters e-mail and approved HTF Tech. SubComm. on 7/09/08. "Will this project proactively facilitate the movement of persons from institutions into the community? If so, how?"

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:**

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Reviewer's Comments:

Score:

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CITY OF MILWAUKEE HOUSING TRUST FUND

APPLICATION FOR FUNDING 2008

PROPOSAL CHECKLIST - YEAR 2008

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

Revised 7/9/08

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

	Max 100 Pt Scale(a)	
	Point Range	Max Points
Leveraged Dollars		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	
Income Targets - Please Use Attached Chart		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	
Affordability Period		5
Meets HTF Affordability Period	1	
Exceeds HTF Affordability Period by 25%	2	
Exceeds HTF Affordability Period by 50%	3	
Exceeds HTF Affordability Period by 75%	4	
Exceeds HTF Affordability Period by 100% or more	5	
Use of City of Milwaukee (resident) workers (Total Project)		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	
Use of City, County, or State EBE (Total Project)		5
Less Than 18%	-5	
18% EBE	1	
24% EBE	2	
30% EBE	3	
36% EBE	4	
More than 36% EBE	5	
Neighborhood Diversity		5
Project Increases diversity of housing types in the neighborhood	5	
Green Building Principles		5
Project Utilizes Green building Principles	5	
Coordination with Community Institutions		5
Project is Coordinated with Community Institutions	5	
Community Integration		5
Move persons from institutions to community	5	
Family Supporting Wages (applies to entire project)		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	
Experience		10
Agency experience with same type/similar project	2	
Staff experience with same type/similar project	4	
Property Management Agency Experience	4	
Accessibility improvements or modifications		5
Meets Minimum Standards	1	
Exceeds Minimum Standards	5	
Service Partners (b)		5
Provision of services on site w/out use of HTF \$	5	
Construction Financing		10
Construction Loan is Firmly Committed	10	
Construction Loan is Conditionally Committed	4	
Construction Loan is not Identified	0	
Proposal Meets Community Needs (Subjective)		15
TBD by Reviewer	0-15	
Total Points		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