



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

Heather Dummer-Combs, Cecelia Gore, Craig Kammholz, Chris Laurent, Vincent Lyles, Cathie Madden, Brian Peters, Ray Schmidt, Mike Soika, Michael Van Alstine

Staff Assistant, Terry MacDonald

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

Tuesday, June 12, 2007

1:30 PM

Room 301-A, City Hall

Meeting convened: 1:43 P.M.

1. Roll call

The meeting began with Ms. Sanchez as the chair.

Present 9 - Soika, Van Alstine, Sanchez, Madden, Peters, Dummer Combs, Schmidt, Laurent and Lyles

Excused 3 - Murphy, Kammholz and Gore

Also present: Jeff Osterman-Legislative Reference Bureau, Steve Mahan-Community Block Grant Director and Garry Werra-DOA-Community Block Grants Admin.

2. Approval of the minutes of the May 22, 2007 meeting

Mr. Laurent moved approval of the minutes, Mr. Lyles seconded. There were no objections.

Roll call taken at 1:55 P.M.

Present 10 - Murphy, Soika, Van Alstine, Sanchez, Madden, Peters, Dummer Combs, Schmidt, Laurent and Lyles

Excused 2 - Kammholz and Gore

3. Discussion and approval of the application evaluation scoring measure

Mr. Soika said that the Attachment C (Exhibit 1) to the application is the evaluation scoring sheet that will be use for this discussion. He said the Housing Trust Fund Advisory Board Technical Review Subcommittee (HTFABTRS) had revisited the "Income Targets" area of the scoring sheet and explained the changes it made. He then directed the members to the attached chart to the scoring sheet (Income Targeting Table) and he explained each of the step by step instructions on how to determine the number of points that would be awarded for the "Income Targets" section.

Mr. Werra explained the income breakdown for the CMI categories that are noted in the parentheses in step one of the instructions as follows: 100% is for owner occupied -modest projects. Modest projects are defined as housing trust fund assistance of \$5000 or less; 65% is for owner occupied, and is for substantial projects of more than \$5000; and 50% is for rental or homeless projects.

Mr. Lyles said that five unit categories seem to be more than what is needed and asked if they would be better off using three unit categories instead five.

Mr. Soika replied that he doesn't have a set preference on how many unit categories are used.

Mr. Laurent said that it would be helpful if they added more of a description above the CMI headers.

Ald. Murphy arrived at 1:55 P.M.

Motion was made by Mr. Soika to approve Attachment C - evaluation scoring measure as amended. Mr. Kammholz seconded. There were no objections.

Mr. Schmidt referred to the Attachment C scoring categories and said it doesn't look like the scoring categories will apply to some of the applicants. He asked how would the scoring be handled for support services, such as counseling services and construction financing?

Mr. Soika said the board had agreed that the priority for the first round of awards would be placed on brick and mortar projects. In addition, he said that support services would be rated against each other.

Ms. Sanchez said this scoring measure is for this round of funding awards and another scoring measure would evolve in the next round of funding awards.

Mr. Schmidt asked why are support services included in the application if they are prioritizing brick and mortar projects?

Mr. Peters asked how mixed income projects will be scored.

Mr. Soika explained how the scoring would be handled for mix-income projects.

Mr. Lyles suggested that the board review and approve the application before approving the evaluation scoring sheet, because there may be questions on the application that should be answered first.

Mr. Soika withdrew his motion.

After discussion and approval of the application form, the board returned and the following motion was made:

Motion was made by Mr. Soika to approve Attachment C - evaluation scoring measure. Mr. Laurent seconded. There were no objections.

4. Discussion and approval of the Housing Trust Fund application

Ms. Madden said she would like some clarification on the "Family supporting wages" on page 18 of the application (Exhibit 2). She asked why it was decided that this group would ask for something that is not directly related to development and it could be very difficult to monitor. She further asked what the reasoning behind that decision.

Ms. Soika replied that it is in the legislation.

Ald. Murphy gave a bit of history behind the legislation. He said that the committee that was working on drafting the legislation felt strongly that the funding would not go towards projects that paid individuals a wage that would not help them to ever live in a home or affordable housing. He said if they were not paying an individual enough in wages to get them into one of the projects, it would be counter-productive.

Ald. Murphy replied that the Comptroller's office will assist in monitoring by doing audits and the city does have staff that will monitor it.

Mr. Soika said that the subcommittee determined that the easiest way to monitor would be to have a minimum wage.

Mr. Lyles referred to page four of the application, under "Application Scoring" and asked is there a separate set of points for those items listed, other than the 100 points shown in the scoring sheet, and if not, does the nine items listed match up to what's on the scoring sheet.

Mr. Werra explained that the intent was to incorporate the language from page four into the scoring sheet, but there had been some break-out of categories, such as "Milwaukee resident worker and the EBE" category that was formerly one category; therefore, the categories don't line-up. He suggested that a footnote be added to page four that says "Referred to "Attachment C for details of scoring."

Mr. Peters said that in the application it encourages neighborhood diversity, but in Attachment C under "Income Targets" it give a negative ten points for any unit above the income target and that seemed contradictory. He said he is uncomfortable with the negative ten points.

Mr. Soika replied that the he was going to raise the negative 10 point higher, but he would support removing the negative points.

Motion was made by Mr. Soika to remove the negative 10 points under "Income Targets." Mr. Peters seconded. There were no objections.

Ms. Sanchez questioned why both the application and scoring sheet only refer to the use of the EBE certification program, because she recalls the discussion at the HTFABTRS that they were going to use of all the EBE, DBE and NBE certification programs.

Mr. Werra said that at the HTFABTRS there were some concerns with the joint certification programs and that the EBE Office is comfortable with overseeing the City's own EBE certification program.

Mr. Soika said he also recalls that the HTFABTRS recommended the use of all the EBE, DBE and NBE certification programs.

Motion was made by Mr. Soika to use all the EBE, County DBE and State NBE certification programs. Ms. Sanchez seconded. There were no objections.

Mr. Werra asked for clarification on the language that the Board would like to use in the application and scoring sheet.

Ald. Murphy replied that Mr. Werra should have the City Attorney review and work with them to get the appropriate language.

Ms. Madden said she has two questions for page seven of the application. She said that under "Notices", in the first paragraph it says "Should the availability of Housing Trust Funds be reduce, the City of Milwaukee Common Council can modify and reduce the award" and asked when would the organization be notified and how would the developer be protected?

Mr. Werra replied that this language is from the City Attorney's Office and has been put in as protective language for the City. He said from the Community Block Grant Admin. (CBGA) prospective, they don't know at the time the awards are approved what the exact amount of Housing Trust Funds dollars that would be available to award.

Ald. Murphy replied that they will know what dollars will be available.

Ms. Dummer Combs said the Board has agreed that the Housing Trust Fund dollars will be the "last dollars out."

Ms. Madden's second question for page seven was under "Funding Decision" in the first paragraph, where it says that "Applicants that are not recommended for funding will be notified by mail" and asked if they could give it a time restriction.

Ald. Murphy said he would have no problem if they want to add that "notification will be sent within 30 days of the recommendation by the Common Council."

Mr. Lyles asked if they could focus the discussion on the following two areas: The first is on the second bullet point on page six and asked if they could consider during the first year of awards that they not look at any organization that has been in business for less than 3 years. The second area is on the possibility of one organization being awarded monies for two or three different projects in one year.

Ald. Murphy said that it should be based on the projects not on the organization applying.

Mr. Laurent said that they may want to include some sort of language that would say that the Housing Trust Fund Advisory Board or Common Council has the right to limit awards based on the spread of resources. He further said that it shouldn't be too restrictive.

Mr. Lyles says that they should consider not providing funding to an organization in the first year with a limited track record. He said they should consider sticking with organizations that have a proven track record for the first year funding.

Ald. Murphy asked if the language is too confusing or vague in the application, because he thought that the organizations had to have a minimum five-year pro-forma experience and at least three years of tax returns for the Board to even consider the applicant.

Ms. Sanchez said that there is an out noted in the application for organizations that have been in existence for less than three years.

Mr. Werra said the minimum five-year projected pro-forma pertains to the project and the organizations have a three year requirement.

Ald. Murphy said that they should talk to the City Atty. to make the language stronger, clearer and stricter.

Ms. Sanchez referred to Mr. Lyles proposal and said that one way the experience of an

organization will get addressed is in the scoring sheet. She said that there may be a bunch of people who have a lot of experience, but their organization has not been around for very long and they wouldn't want to preclude them from applying for the funding.

Ald. Murphy asked if the HTFABTRS will be able to sort through the organization's experience.

Ms. Sanchaz replied that in some degree it would.

Ald. Murphy said they could keep the current language in the application, but perhaps put something in the scoring sheet.

Mr. Werra explained that the Community Block Grant Administrations (CBGA) struggles annually on how to bring in newly established groups. He said that they do require three years of operations and that is the standard. He further said they do review them on a case-by-case basis.

Mr. Peters said on page seven of the application it does say the Board has a right to reject any applicant, so with that language already in the application they could avoid adding any additional language.

Mr. Werra said that the language on page seven came from the City Attorney and they are comfortable with it.

Mr. Peters said another way would be that the CBGA could monitor organizations that have less than three years and if any red flags pop up, they could take the money back.

Mr. Werra replied that they will be monitoring all aspects of a project from the financials to activities and will be reporting that information back to this Board.

Ald. Murphy said that they will keep the language as is.

Motion was made by Mr. Schmidt to include Form 990 in the parentheses on page six of the application, after the third bullet point - "Tax returns for three years." There were no objections.

Ms. Dummer Combs referred to Attachment A, "100% of CMI line, Owner-Occupied Housing - Modest Projects" and said it doesn't say anything about the acquisition, new construction... language that is stated on page four, paragraph one, under "income Eligibility" of the application and asked if that language could be included on Attachment A so that it reflects what is stated in the application.

Motion was made by Ms. Dummer Combs to add the language from the first paragraph, page four of the application, under "Income Eligibility" to Attachment A. Ms. Sanchez seconded. There were no objections.

Motion was made by Ms. Sanchez to approve the application as amended. Ms. Madden seconded. There were no objections.

5. Discussion relative to long-term overall strategy for funding the Housing Trust Fund

Ald. Murphy said that he would like to create a subcommittee to work on raising money for the Housing Trust Fund. He said he hopes they will have funding each and every year in the Housing trust fund. He said the funding will be based on annual budget allocations.

He said when Ms. Mary Brooks comes here she will probably reinforce that the most important thing for a trust fund is to have a regular scheduled established funding base.

Ald. Murphy offer some suggestions that the subcommittee could discuss, such as going back to the county for the real-estate transfer fee, extension of the life of TIF's or going to private foundations.

Motion was made by Ms. Sanchez to create a Housing Trust Funding Advisory Board Finance Subcommittee. Mr. Lyles seconded. There were no objections.

Ald. Murphy asked the members if any one would like to volunteer to be a member of the new created subcommittee. He said the following members volunteered and are appointed to the newly created Housing Trust Fund Advisory Board Subcommittee: Ms. Madden, Mr. Ray Schmidt, Mr. Lyles, Mr. Peters and Ms. Sanchez.

Roll call taken at 3:10 P.M.

Present 9 - Soika, Van Alstine, Sanchez, Madden, Peters, Dummer Combs, Schmidt, Laurent and Lyles

Excused 3 - Murphy, Kammholz and Gore

6. Discussion relative to a proposed funding schedule

Mr. Mahan offered a proposed Housing Trust Fund schedule (Exhibit 3) and said that the two biggest issues that came up when preparing the schedule is that the housing trust fund schedule wouldn't interfere with the CBGA award process and the City's budget process. Mr. Mahan then read through the proposed schedule.

Mr. Lyles asked Mr. Mahan if this Board is going to review the policies and procedures?

Mr. Mahan replied in the affirmative and said this Board will review and give the final approve of the policies and procedures. He then explained some of the policy and procedures that need to be in place before they can begin accepting the applications.

Ms. Sanchez said the application and scoring has been approved and is ready to go. She asked why would they have to wait for the policies and procedures to be in place before the applications can go out? She said why not open the applications up and in the mean time the City staff can work on the policy and procedures.

Mr. Mahan replied that if the policies are not in place there is no way to mandate what is in the contract. In addition, he said that the policies dictate the contract, because many of the policies are stated in the contract. He said that they are working backwards, because the policies and procedures should have been in place before the completion and approval of the application and scoring measure. He said they have five departments that will be working on the Housing Trust Fund.

Mr. Werra said that they can't prepare an RFP until they have the policies and procedures in place.

Mr. Solka said that they all understand the need for the policies and procedures, but there is also the need to have something that this Board could present to the Council before it finalizes the City budget. He said that could help this Board raise additional dollars for next year's Housing Trust Fund. He than asked how can the awards be out by October 1st?

Mr. Peters said that the City had grant funds for homeownership and acquisition in the past and asked if they could use the same policies and procedures that they used for those or are they trying to create new policies and procedures.

Mr. Mahan replied that there are a lot of differences between those grant funds and this housing trust fund.

Mr. Lyles asked Mr. Soika how he would judge the success of this Housing Trust Fund?

Mr. Soika replied that the final goal according the Housing Trust Fund Coalition is to ultimately have \$15 million and they would like to arrive at that within a ten year period. The final results for these first awards is to have signature projects that they can take to the Council to show them this is the kind of economic development and social benefits it will get from a housing trust fund. He said that is why we need the council to look at other alternatives to increase the funding amount for the housing trust fund in the City's next budget.

Mr. Soika referred to the proposed schedule and said that there is a four week difference and said that if they could work on shaving off four weeks they could all get what they want.

Mr. Mahan replied that shaving off four weeks will coincide with the Block Grant fund process.

Motion was made by Mr. Soika to construct a schedule that would allow the funding awards to appear before the Council's October cycle and moved for its approval.

Mr. Lyles said he has concerns with the availability of funds in the City's 2008 budget for the housing trust fund.

Mr. Schmidt asked if there is any trust fund that is supported partly by private dollars.

Mr. Soika said once they spend the \$2.5 million and if they miss this City Budget cycle there will be no housing trust fund dollars to spend until 2009. He further said that there is no housing trust fund in the U.S. that doesn't rely on government dollars.

Ms. Dummer Combs said that there is not a continuing dedicated funding source of revenue that comes from a private source that goes into a housing trust fund. She said that there is one U.S. city that received a one time private dedicated source of funds and it is running out.

Mr. Soika called the question.

Motion was made by Mr. Soika to construct a time schedule that would allow the funding awards to appear before the Council's October cycle and moves for its approval, Ms. Dummer Combs seconded. The motion prevailed. (7 ayes, 1 abstained and 4 excused) (Mr. Peters abstained) (Excused: Ald. Murphy, Ms. Gore, Mr. Kammholz and Mr. Laurent)

Roll call taken at 3:30 P.M.

Present 8 - Soika, Van Alstine, Sanchez, Madden, Peters, Dummer Combs, Schmidt and Lyles

Excused 4 - Murphy, Kammholz, Gore and Laurent

7. **Other business**

The following other business was not discussed.

---Discussion relative to pending State legislation on Housing Trust Fund

---Discussion relative to SEWRPC housing Study

Meeting adjourned: 3:45 P.M.

*Terry J. MacDonald
Staff Assistant*

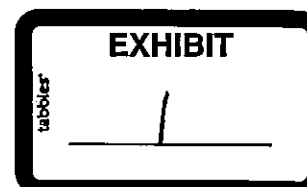
ATTACHMENT C

**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	
Construction Financing		5
Construction Loan is Firmly Committed	5	
Construction Loan is Conditionally Committed	2	
Construction Loan is not Identified	0	
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	
# of units above income target	-10	
Affordability Period		10
Meets HTF Affordability Period (Required - Zero Points)	0	
Exceeds HTF Affordability Period by 25%	2	
Exceeds HTF Affordability Period by 50%	5	
Exceeds HTF Affordability Period by 75%	8	
Exceeds HTF Affordability Period by 100% or more	10	
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 of Milwaukee 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	
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	5	
Staff experience with same type/similar project	5	
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	
Neighborhood Diversity		5
Project Increase neighborhood diversity in housing choices	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	
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





**CITY OF MILWAUKEE
HOUSING TRUST FUND**

**APPLICATION FOR FUNDING
FY2007**

DRAFT FOR DISCUSSION PURPOSES ONLY





CITY OF MILWAUKEE HOUSING TRUST FUND

DRAFT APPLICATION FOR FUNDING FY2007 DRAFT

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.

Comment [GMW1]: Page: 2
(e.g., home-purchase counseling)" [this language removed per HTF Board directive on 05/02/07]. The word "supportive" removed per Tech Committee 05/11/07.

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.

Comment [GMW2]: Page: 2
the Community Development Grants Administration Division and" [This language removed because CDGA does not prepare the document described, it is done by DCD]

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~~

Comment [GMW3]: Page: 2
Added for clarification

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

Comment [GMW4]: Page: 2
Added per CDGA recommendation



CITY OF MILWAUKEE HOUSING TRUST FUND

DRAFT APPLICATION FOR FUNDING FY2007 DRAFT

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

Comment [GMW5]: Page 3
Added for clarification consistent with
HTF Board directive on 05/02/07.

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.



CITY OF MILWAUKEE HOUSING TRUST FUND

DRAFT APPLICATION FOR FUNDING FY2007 DRAFT

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

Comment [GMW6]: Page 4
Added for clarification

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.
- Extend 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.



CITY OF MILWAUKEE HOUSING TRUST FUND

DRAFT APPLICATION FOR FUNDING FY2007 DRAFT

OTHER REQUIREMENTS

The following accessibility standards apply to all new construction or substantial rehabilitation of housing supported by Housing Trust Fund dollars:

- 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.
- The design principles of any one of the following:
 1. Aging in place
 2. Universal design
 3. Any other accessible and/or adaptable design criteria approved by the Housing Trust Fund Advisory Board.
- For 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.



**CITY OF MILWAUKEE
HOUSING TRUST FUND**

DRAFT APPLICATION FOR FUNDING FY2007 DRAFT

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 (TIME) on (DATE)*. 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

Comment [GMW7]: Page: 6
Increased to allow a copy for each Board member (13) and 3 CDGA staff (Steve, Hettie, Garry)

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:

- A fully completed application. If a question does not apply, indicate this on the application.
- 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.
- Tax returns for three years (Individual 1040, Corporate 1120 and Partnership 1065).
- Project or Business plan
- Site photos showing front and rear of building (if applicable). If vacant land, pictures from the north, south, east and west.
- Market analysis for projects containing twelve or more residential units.
- Resumes and qualifications of the development team.
- Project cost analysis including acquisition, construction, rehabilitation, renovation and other applicable costs,
- Source of funding. Provide copies of any financial commitments obtained for acquisition, construction and permanent loans.
- A minimum 5-year projected pro-forma
- An affordability analysis indicating the income level household that can afford the proposed housing at current interest rates or rent levels.
- Post rehabilitation or new construction appraisal
- Reserved for additional requirements
- Reserved for additional requirements

Comment [C8]: Page: 6
Revised per tech comm. 05/11/07

Comment [C9]: Page: 6
Revised per tech comm. 05/11/07



CITY OF MILWAUKEE HOUSING TRUST FUND

DRAFT APPLICATION FOR FUNDING FY2007 DRAFT

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.

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.

~~CITY ATTORNEY TO PROVIDE LANGUAGE REGARDING ALL AWARDS SUBJECT TO
NEGOTIATION ON FINAL TERMS.~~



**CITY OF MILWAUKEE
HOUSING TRUST FUND**

DRAFT APPLICATION FOR FUNDING FY2007 DRAFT

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	2007 Funds Available	Amount Requested
Homelessness	\$625,000	
- Rehabilitation of Existing Facility		\$
- New Construction of Facility		\$
- Provide Supportive Services		\$
Rental Housing	\$875,000	
- Rehabilitation of Existing Structure		
- New Construction		\$
Home Ownership	\$625,000	
Rehabilitation of Existing Structure(s)		
- New Construction		\$
- Owner-Occupied Rehabilitation		\$
- Homebuyer Counseling Services		\$
- Post-Purchase Counseling Services		\$
Other Needs as Identified	\$375,000	\$
TOTAL	\$2,500,000	\$
Indicate the percentage and amount of HTF funds requested that will be used to fund accessibility improvements or modifications. →	%	\$

Comment [GMW10]: Page 8
"Create Housing for the Homeless" (this language removed per HTF Board directive on 05/02/07)

Comment [GMW11]: Page 8
Added per HTF Board directive on 05/02/07

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

Comment [GMW12]: Page 8
Added per CDGA recommendation

Signature: _____ Date: _____
Printed Name: _____ Title: _____

Signature: _____ Date: _____

City of Milwaukee
Housing Trust Fund Application



CITY OF MILWAUKEE
HOUSING TRUST FUND

DRAFT APPLICATION FOR FUNDING FY2007 DRAFT

Printed Name: _____ Title: _____

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.**

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.

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

Comment [GMW13]: Page 9
"for the homeless" [this language
removed per H.T.F. Board directive on
05/02/07]



**CITY OF MILWAUKEE
HOUSING TRUST FUND**

DRAFT APPLICATION FOR FUNDING FY2007 DRAFT

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

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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 Documentatlon of Site Control

- 2. Site is currently zoned: _____

a. Please Attach Wrlltten Verification of Zoning Designation

- 3. Is the zonlng 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**

DRAFT APPLICATION FOR FUNDING FY2007 DRAFT

PART IV: PROJECT FINANCING

1. Please Attach the Following Items

- Sources and Uses of all funds
- Development Budget
- Project 5-Year Pro-Forma
- Cash Flow Statement

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

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

____ Yes ____ No

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

____ Yes ____ No

5. 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 _____

Contact Person _____

Address _____

Commitment Amount \$ _____ Rate/Term _____



**CITY OF MILWAUKEE
HOUSING TRUST FUND**

DRAFT APPLICATION FOR FUNDING FY2007 DRAFT

6. 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>
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**CITY OF MILWAUKEE
HOUSING TRUST FUND**

DRAFT APPLICATION FOR FUNDING FY2007 DRAFT

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

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

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PART VI: FURTHERANCE OF HOUSING TRUST FUND GOALS

Comment [GMW15]: Page 16
The act of furthering, advancing, or
helping forward.

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

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

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)

Affordability Period Proposed for Project: _____ (years)



**CITY OF MILWAUKEE
HOUSING TRUST FUND**

DRAFT APPLICATION FOR FUNDING FY2007 DRAFT

3. Will this project utilize workers from the neighborhood and/or give priority to emerging business enterprise contractors?

Yes No

a. If yes, please describe:

4. Does this project encourage neighborhood diversity and increase housing choices within the neighborhood?

Yes No

a. If yes, please describe:

5. Will this project utilize green building principles?

Yes No

a. If yes, please describe:



**CITY OF MILWAUKEE
HOUSING TRUST FUND**

DRAFT APPLICATION FOR FUNDING FY2007 DRAFT

6. 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?

____ Yes ____ No

a. If yes, please describe:

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

____ Yes ____ No

a. If yes, please describe:

8. 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:

Comment [GMW16]: Page 18 of Ordinance provides for an annual March 1 adjustment of the minimum hourly wage for workers employed under City of Milwaukee service contracts.



**CITY OF MILWAUKEE
HOUSING TRUST FUND**

DRAFT APPLICATION FOR FUNDING FY2007 DRAFT

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Reviewer's Comments:

Score:



**CITY OF MILWAUKEE
HOUSING TRUST FUND**

DRAFT APPLICATION FOR FUNDING FY2007 DRAFT

PROPOSAL CHECKLIST - YEAR 2007

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* (TIME) on (DATE). 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

Comment [GMW17]: Page: 20
Increased to allow a copy for each Board member (13) and 3 CDGA staff (Steve, Heidi, Garry)

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 A

**CITY OF MILWAUKEE HOUSING TRUST FUND
INCOME LIMITS - 2007**

Income Level	Applicability	Household Size							
		1	2	3	4	5	6	7	8
50% of CMI	Rental and/or Homeless Housing Projects (Any Amount of HTF Assistance)	23,500	26,900	30,250	33,600	36,300	39,000	41,650	44,350
65% of CMI	Owner-Occupied Housing - Substantial Projects (HTF Assistance More than \$5,000)	30,562	34,960	39,325	43,677	47,182	50,687	54,147	57,652
100% of CMI	Owner-Occupied Housing - Modest Projects (HTF Assistance is \$5,000 or less)	47,063	53,750	60,500	67,188	72,563	77,938	83,313	88,688

1. Income Limits are based on the HUD HOME Program Limits and are subject to change annually.

ATTACHMENT B

**CITY OF MILWAUKEE HOUSING TRUST FUND
RENT LIMITS AND UTILITY ALLOWANCE SCHEDULE - 2007**

BEDROOM SIZE:	BUILDING TYPE: Detached Single						BUILDING TYPE: Duplex						BUILDING TYPE: Three or More Units								
	0BD	1BD	2BD	3BD	4BD	5BD	6BD	0BD	1BD	2BD	3BD	4BD	5BD	6BD	0BD	1BD	2BD	3BD	4BD	5BD	6BD
Maximum allowable rent if all following utilities are paid by Landlord	\$510	\$608	\$726	\$915	\$942	\$1,083	\$1,225	\$510	\$608	\$726	\$915	\$942	\$1,083	\$1,225	\$510	\$608	\$726	\$915	\$942	\$1,083	\$1,225
1. HEATING																					
Gas	\$29	\$36	\$58	\$71	\$85	\$97	\$110	\$27	\$33	\$54	\$66	\$79	\$90	\$103	\$25	\$31	\$50	\$61	\$73	\$83	\$95
Oil	\$66	\$80	\$131	\$162	\$191	\$221	\$252	\$61	\$74	\$122	\$151	\$177	\$206	\$234	\$56	\$69	\$113	\$139	\$164	\$190	\$217
Electric	\$36	\$44	\$72	\$88	\$102	\$119	\$135	\$33	\$41	\$67	\$82	\$95	\$111	\$125	\$31	\$38	\$62	\$76	\$88	\$102	\$116
2. WATER HEATING																					
Gas	\$8	\$10	\$12	\$15	\$16	\$19	\$22	\$8	\$10	\$12	\$15	\$16	\$19	\$22	\$8	\$10	\$12	\$15	\$16	\$19	\$22
Oil	\$20	\$23	\$28	\$34	\$40	\$46	\$51	\$20	\$23	\$28	\$34	\$40	\$46	\$51	\$20	\$23	\$28	\$34	\$40	\$46	\$51
Electric	\$14	\$18	\$23	\$28	\$32	\$36	\$40	\$14	\$18	\$23	\$28	\$32	\$36	\$40	\$14	\$18	\$23	\$28	\$32	\$36	\$40
3. LIGHTING/ REFRIGERATION																					
Lighting	\$15	\$22	\$28	\$31	\$34	\$37	\$40	\$15	\$22	\$28	\$31	\$34	\$37	\$40	\$15	\$22	\$28	\$31	\$34	\$37	\$40
4. COOKING																					
Gas	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$5	\$6	\$7	\$8	\$9	\$10	\$11	\$5	\$6	\$7	\$8	\$9	\$10	\$11
Electric	\$5	\$7	\$9	\$10	\$11	\$12	\$13	\$5	\$7	\$9	\$10	\$11	\$12	\$13	\$5	\$7	\$9	\$10	\$11	\$12	\$13
5. WATER & SEWER TRASH /SNOW&ICE																					
Water & Sewer	\$16	\$16	\$18	\$28	\$31	\$33	\$36	\$16	\$16	\$18	\$28	\$31	\$33	\$36	\$16	\$16	\$18	\$28	\$31	\$33	\$36
Trash / Snow & Ice	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12
6. STOVE	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1
7. REFRIGERATOR	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2
8. FIXED CHARGES																					
Electric	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7
Gas	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10

Note: 1. Rent Limits are based on the HUD Low HOME Rent Limits and are subject to change annually.
2. Utility allowances determined by HACM and are subject to change annually

CITY OF MILWAUKEE - HOUSING TRUST FUND
 PROPOSED SCHEDULE - 2007

Date(s)	Key Activity
June 12, 2007	HTFAB Meeting - Address Policies & Procedures
July 10, 2007	HTFAB Meeting - Address Policies & Procedures
August 14, 2007	HTFAB Meeting - Address Policies & Procedures
August 31, 2007	Finalize HTF Policies and Procedures
September 11, 2007	HTFAB Meeting - Approve Policies & Procedures
September 15, 2007	RFPs Issued
October 1, 2007	RFPs due to CDGA
October 9, 2007	HTFAB Meeting
October 15, 2007	CDGA Finishes Review of Apps for Completeness (No Scoring by CDGA)
October 31, 2007	Technical Committee Completes Review and Issues Comments
November 12, 2007	Housing Trust Fund Committee Finishes Scoring and Provides Recommendation
November 13, 2007	HTFAB Meeting
November 21, 2007	Common Council Approval
November 21, 2007	Start Preliminary Review of Agencies Recommended (as needed)
November 21, 2007	Start Term Sheet Negotiations
December 11, 2007	HTFAB Meeting
December 15, 2007	Complete HTF Term Sheets and Legal Documents
December 15, 2007	Contract Execution