



# City of Milwaukee

200 E. Wells Street  
Milwaukee, Wisconsin 53202

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

*Craig Kammholz, Chair*  
*Joanne Passaro, Brian Peters, Kori Schneider Peragine, and*  
*Lanie Wasserman*

*Staff Assistant, Joanna Polanco*  
*Phone: (414) 286-2366, jpolan@milwaukee.gov*

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Friday, June 25, 2010

2:00 PM

Room 301-A, City Hall

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**Meeting convened: 2:04 P.M.**

**1. Roll call**

**Present** 3 - Peters, Kammholz and Passaro

**Also Present: Mario Higgins, Steve Mahan, Community Block Grant Admin.**

**2. Review and approval of the minutes of the February 5, 2010 meeting**

*Mr. Peters moved to approve minutes from February 5, 2010, Joanne Passaro seconded. Minutes were approved without objections.*

**3. Discussion relating to the creation of a second application form and scoring sheet**

*Mr. Kammholz said that some applicants in the Home Ownership category felt that some of the categories were not applicable to their projects. Over the last three years, this circumstance arrived and there was a desire from a number of Committee members, possibly Ald. Murphy, that instead of having applicant complete entire applications and have the scoring criteria be counted against them, that the committee may want to streamline the application process just for some projects.*

*Mr. Peters stated that at the last Technical meeting they reviewed some applications and he proposed these applicants to be scored as a percentage of how many possible points they could receive rather than the total points available.*

*Mr. Kammholz asked Mr. Higgins what specific projects were in question? Did they want to complete a separate scoring process or did they want to exempt some applicants from some of the criteria?*

*Mr. Higgins stated that there was not a specific group for this matter. It was not very clear as to what the definition of Emerging Business Enterprise (EBE) was and the*

*fact that they were trying to score two different types of project on one scoring sheet.*

*Mr. Passaro stated that the definition of Small Housing Project was less than \$50,000 dollars.*

*Mr. Kammholz clarified that it was not a type of project or category, it was a threshold in terms of a dollar amount. The first question for discussion would be where do we want to set that threshold and the second question for discussion, as it relates to the definition of Small Housing projects, how do we approach the process? What definition of Small Project do we want to apply to make a recommendation to the Housing Trust Fund.*

*Mr. Kammholz asked what definition should be proposed as a definition for Small Housing Projects?*

*Mr. Higgins stated that the application needs to have different allowances for Small Project or a few questions need to be worded differently.*

*Mr. Peters stated there may be no other criteria to be considered. An example would be Green Building Principles this is why he is leaning towards using a percentage of what would apply to a particular project.*

*A motion was made by Mr. Kammholz to approve the following changes to the application and scoring sheet and to forward these recommendations to the Housing Trust Fund Advisory Board for its review and approval:*

*Define minor homeownership project as a project with total project costs of \$100,000 or less (pending recommendation of CDBGAs based upon their review of the last three award cycles).*

*For projects meeting the definition of minor project, the rating criteria will exclude the affordability rating criteria and the EBE rating criteria.*

*The maximum points allowed under the evaluator subjective criteria will be prorated to 13 (from 15) to reflect the lower maximum points to be awarded for minor projects (100) versus the 115 maximum points for projects in general.*

*For projects meeting the definition of minor project, the agreements will exclude affordability and EBE requirement language for owner occupied rehab projects. For projects meeting the definition of minor project, the agreements will exclude affordability period, but include EBE, for owner occupied new construction projects. The recommendation relative to drafting the agreements pertains to all outstanding agreements that have yet to be drafted, regardless of funding round. There were no objections.*

*Mr. Kammholz asked if the City Attorney's office would be in agreement for these changes for the smaller contracts.*

*Mr. Mahan stated the city attorney's office brought to our attention some of these issues.*

*Mr. Kammholz asked that CDBGAs provide updates of the project that are outstanding, that this proposal be brought to the City Attorney's attention.*

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

*The next meeting is to be scheduled for late August; date and time will be determined.*

**Meeting adjourned: 2:54 P.M.**

**Joanna Polanco  
Staff Assistant**

**REVISED 9/15/09**



**CITY OF MILWAUKEE  
HOUSING TRUST FUND**

**APPLICATION RELEASE DATE  
OCTOBER 5, 2009**



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2009

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### PROPOSAL CHECKLIST - YEAR 2009

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Completed applications and all required attachments must be physically received and time-stamped (postmark not acceptable) at the Community Development Grants Administration office **no later than 4:00 p.m. on Monday, October 19, 2009.** 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.**



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2009

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### **BACKGROUND:**

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

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

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

### **FUNDING GUIDELINES**

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

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

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



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2009

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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.



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2009

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### INCOME ELIGIBILITY

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

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

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

### 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.



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2009

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### ACCESIBILITY REQUIREMENTS

1. Multi Family **PROJECTS (Three or more units)**

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

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

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

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

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

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

1. One zero-step entrance to the dwelling unit that will permit a visitor using a wheelchair to enter the main-level floor of the dwelling unit through a doorway entrance that has a minimum 32" clear passage opening.
  2. Usable path of travel throughout the interior main-level floor of the dwelling unit that is no narrower than 36" at any point except for interior doorway openings with a minimum 32" clear passage opening.
  3. Powder room (half bath) on the main-level floor that has:
    - i. A doorway entrance with a minimum 32" clear passage opening;
    - ii. Sufficient space to close the entrance door while the room is occupied;
    - iii. A minimum 30" by 48" floor space clearance; 4) reinforced walls for future installation of grab bars to provide access to the toilet if necessary.
3. Any of these standards (except standards imposed by federal or state law) may be waived or reduced by the Housing Trust Fund's advisory board, upon consultation with appropriate City staff, if project site conditions are unsuitable, but any such waiver does not exempt the project from all other applicable requirements regarding accessibility and visitability.



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2009

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### 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 Monday, October 19, 2009.* 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) 286-5566. Your application will begin when your complete application has been received, including all items indicated below:

1. A fully completed application. If a question does not apply, indicate this on the application.
2. 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.
3. Tax returns for three years (Individual 1040, Corporate 1120, Form 990, and Partnership 1065).
4. Project or Business plan
5. Site photos showing front and rear of building (if applicable). If vacant land, pictures from the north, south, east and west.
6. Market analysis for projects containing twelve or more residential units.
7. Resumes and qualifications of the development team.
8. Project cost analysis including acquisition, construction, rehabilitation, renovation and other applicable costs,
9. Source of funding. Provide copies of any financial commitments obtained for acquisition, construction and permanent loans.
10. A minimum 5-year projected pro-forma (Not required for Homeownership Category)
11. An affordability analysis indicating the income level household that can afford the proposed housing at current interest rates or rent levels.
12. 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***



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2009

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### **NOTICES**

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

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

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

### **FUNDING DECISION**

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

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

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



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2009

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	2009 Funds Available	Amount Requested
<b>Homelessness</b>	<b>\$240,570</b>	
- Rehabilitation of Existing Facility		\$
- New Construction of Facility		\$
- Provide Supportive Services		
<b>Rental Housing</b>	<b>\$336,790</b>	
- Rehabilitation of Existing Structure		\$
- New Construction		\$
<b>Home Ownership</b>	<b>\$240,560</b>	
- Rehabilitation of Existing Structure(s)		\$
- New Construction		\$
- Owner-Occupied Rehabilitation		\$
- Homebuyer Counseling Services		
- Post-Purchase Counseling Services		
<b>Other Needs as Identified</b>	<b>\$144,330</b>	
<b>TOTAL</b>	<b>\$962,250</b>	<b>\$</b>
Indicate the percentage and amount of HTF funds requested that will be used to fund accessibility improvements or modifications. →		_____ % \$ _____

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

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_  
Title: \_\_\_\_\_



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2009

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### **PART I: PROJECT DESCRIPTION**

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

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

\_\_\_\_\_ Photos and/or sketches are attached

\_\_\_\_\_ Project does not involve construction or rehabilitation

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

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\_\_\_\_\_ Project does not involve the provision of supportive services

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

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

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# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2009

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*For City of Milwaukee HTF Use Only*

Reviewer's Comments:

Score:





# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2009

### 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.

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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 2009

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### **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

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

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

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

If Yes, attach notice of Tax Credit award.

**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 2009

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
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL FUNDS LEVERAGED</b>	<b>\$</b>

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



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2009

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### **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:

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

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13. 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)

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**Attach copy of Management Plan.**



# CITY OF MILWAUKEE HOUSING TRUST FUND

## APPLICATION FOR FUNDING 2009

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Reviewer's Comments:	Score:
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### **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.**

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

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**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)



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

**4. Will this project utilize workers from the neighborhood?**

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

**a. If yes, please describe:**

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

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

**a. If yes, please describe:**

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**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:**

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# CITY OF MILWAUKEE HOUSING TRUST FUND

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6. Will this project utilize green building principles?

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

a. If yes, please describe:

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

(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.)

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

a. If yes, please describe:

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

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

a. If yes, please describe:



CITY OF MILWAUKEE
HOUSING TRUST FUND

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Three horizontal lines for text entry.

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

Two horizontal lines for text entry.

9. Will the project use contractors who pay family-supporting wages for all workers on the project (family supporting wages are defined as \$8.80 per hour)?

Yes No

a. If yes, please describe:

Three horizontal lines for text entry.

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Table with 2 columns: Reviewer's Comments and Score.

ATTACHMENT C

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

	Max 115 Pt Scale(a)	
	Point Range	Max Points
<b>Leveraged Dollars</b>		15
HTF dollars are less than 3% of total project cost	15	
HTF dollars account for 3 - 5% of total project cost	12	
HTF dollars account for 6 - 10% of total project cost	9	
HTF dollars account for 11 - 15% of total project cost	6	
HTF dollars are more than 15% of total project cost	3	
<b>Income Targets Please Use Attached Chart</b>		15
# of units with residents up to 50% of income target	15	
# of units with residents between 51% and 70% of income target	12	
# of units with residents between 71% and 75% of income target	9	
# of units with residents between 76% and 85% of income target	6	
# of units with residents between 86% to 100% of income target	3	
<b>Affordability Period</b>		10
Meets HTF Affordability Period	1	
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	
<b>Use of City of Milwaukee (resident) workers (Total Project)</b>		5
Less Than 18% Milwaukee (resident) workers	-5	
18% Milwaukee (resident) workers	1	
24% Milwaukee (resident) workers	2	
30% Milwaukee (resident) workers	3	
36% Milwaukee (resident) workers	4	
More than 36% Milwaukee (resident) workers	5	
<b>Use of City, County, or State EBE (Total Project)</b>		5
Less Than 18%	-5	
18% EBE	1	
24% EBE	2	
30% EBE	3	
36% EBE	4	
More than 36% EBE	5	
<b>Neighborhood Diversity</b>		5
Project Increases diversity of housing types in the neighborhood	5	
<b>Green Building Principles</b>		5
Project Utilizes Green building Principles	5	
<b>Coordination with Community Institutions</b>		5
Project is Coordinated with Community Institutions	5	
<b>Community Integration</b>		5
Move persons from institutions to community	5	
<b>Family Supporting Wages (applies to entire project)</b>		5
Vendor/Contractor pays employees a minimum of \$8.46 to \$10.46 per hour	1	
Vendor/Contractor pays employees a minimum of \$10.47 to \$12.46 per hour	2	
Vendor/Contractor pays employees a minimum of \$12.47 to \$14.46 per hour	3	
Vendor/Contractor pays employees a minimum of \$14.47 to \$16.46 per hour	4	
Vendor/Contractor pays employees a minimum of \$16.47+ per hour	5	
<b>Experience</b>		10
Agency experience with same type/similar project	2	
Staff experience with same type/similar project	4	
Management Agency Experience	4	
<b>Accessibility Improvements or modifications</b>		5
Meets Minimum Standards	1	
Exceeds Minimum Standards	5	
<b>Service Partners (b)</b>		5
Provision of services on site w/out use of HTF \$	5	
<b>Construction Financing</b>		5
Construction Loan is Firmly Committed	5	
Construction Loan is Conditionally Committed	2	
Construction Loan is not Identified	0	
<b>Proposal Meets Community Needs (Subjective)</b>		15
TBD by Reviewer	0-15	
<b>Total Points</b>		115

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