



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

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Friday, May 9, 2008

11:00 AM

Room 301-B, City Hall

Meeting convened: 11:08 A.M.

1. Roll call

Present 8 - Murphy, Soika, Kammholz, Bauman, Sanchez, Madden, Schmidt and White

Excused 4 - Hiller, Peters, Gore and Lyles

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

2. Approval of the minutes of the April 11, 2008 meeting

Ald. Bauman moved approval of the minutes, Mr. Schmidt seconded. There were no objections.

3. Update from the Community Block Grants Administration Director relative to the award funding process

Ald. Murphy asked Mr. Mahan to give an update on the funding process.

Mr. Mahan appeared and said the first term sheet has been completed; it was for the Hartland Housing/Guest House project. He said the Community Block Grants Admin. staff and City Attorney Gartner had over five conference calls with this project's group of attorneys to make this term sheet come together. He further said that it was a good learning process.

Mr. Mahan said he is currently working with City Attorney Gartner on the scheduling of the four remaining projects for the preparation of the term sheets. He said some of those groups have just finished their WHEDA tax credit application process and other layers of funding for their projects. In addition, he said that hopefully within the next two weeks they will meet with those four remaining groups to look at the different ways to wrap up their term sheet. He also said that some of those projects' term sheets will be pretty cut and dried.

Mr. Mahan said that one of the issues that they are dealing with right now is that Mercy Housing project, which received the largest housing trust fund allocation in the

homeless category, did not receive any tax credits from WHEDA.

Mr. Mahan said it will have to come back before this board and this board will need to determine what do with its project award. He advised that board members that the next formal round of WHEDA applications for tax credits will not take place until February of 2009.

Mr. Mahan said that there is a list of other projects that can be considered for a Housing Trust Fund award, in the event the current awardee can not get its tax credits. He said a Housing Trust Fund award can be reallocated.

In addition, Mr. Mahan said that he talked to Mr. Jessie Greeley with the local WHEDA office regarding the amount of tax credits given at this current round.

Mr. Mahan explained that all of the other applicants on the Housing Trust Fund list will be looking for ways to buy time, because the problem that all the applicants are facing right now is that the WHEDA tax credits that the applicants received were \$.81 to \$.85 of the dollar and most of the applicants were expecting to receive \$.93 to \$.95 of the dollar, of the project cost.

Ald. Murphy said he invited Mercy Housing to come to this meeting today to discuss the WHEDA process.

Ald. Murphy said he has had conversations with Ms. Cindy Holler about Mercy Housing's situation and they came up with a couple of options. He said he has also been in contact with City Attorney Gartner regarding Mercy Housing's situation.

Ald. Murphy said this board does have an application process and an appeal process built in if in fact an awardee isn't able to secure its funding. He also said that this board wants to make sure it doesn't hold up Housing Trust Fund dollars that could be used to fund other projects.

Ald. Murphy said that after hearing the proposals by Mercy Housing today, this board will need to take them under consideration and also work with the City Attorney to see what other scenario could assist with this situation.

Ald. Murphy said that one of the scenarios that he mentioned to Mercy Housing is that he is anticipating that this board will consider its second round of awards this fall and Mercy Housing could resubmit its application at that time.

Ald. Murphy informed board members that Mercy Housing is under some pressure right now due to the purchasing of a the property that they were looking to obtain from Milwaukee Public Schools (MPS) for the project. He said he met with the Superintendent of MPS regarding the property.

Ald. Murphy said that it is unfortunate that WHEDA graded Mercy Housing the way they did.

Ald. Murphy said this board wants to work with Mercy housing, but at the same time this board needs to consider the other applicants and to also be consistent.

Ms. Cindy Holler, President of Mercy Housing appeared to address the Board. She gave an overview on how Mercy Housing came to Milwaukee.

Ms. Holler provided some statistics that were done for homeless people in the

Milwaukee Area for one day in January of 2007. She said the total number for that one night was 714 people. She then said that the question they asked themselves is "how do they create an environment for these homeless people?"

Ms. Holler handed out a letter with attachments dated May 7, 2008 (Exhibit 1). She said that this Mercy Housing project is not dead by any means and that they are not giving up on this project.

Ms. Holler explained the WHEDA scoring system for the Mercy Housing project. She said that WHEDA did not count the leveraged dollars that this project received from the Housing Trust Fund award and from HUD. She said that the project also didn't get points for amenities, such as for a washer and dryer in the units.

She said Ald. Murphy alluded to the proposals stated in the letter she submitted and asked that this board consider those proposals and consider holding the funding award for the Mercy Housing project until the next round of WHEDA funding. She said the letter is also asking this board to work with them. She then explained the details of their proposals.

Ald. Murphy said that one of the things Ms. Holler mentioned to him during a previous phone conversation was that they need a change in their scoring with WHEDA, because even if Mercy Housing has site control, WHEDA isn't giving points for the leveraged dollars. He said the concern that all the HTFAB members would have is that if Mercy Housing would go through the process again and still get low score from WHEDA. In addition, he said this would be a substantial risk for this board to put up the funds for the purchase of the MPS property and it is also contrary to what this board's idea is, in that the housing trust fund dollars should be use as the last dollars in.

Ald. Murphy asked Ms. Holler if she has received any assurances from WHEDA that they will be willing to change the scoring process?

Mr. Mahan replied that there is city staff giving testimony today in Madison on the RFP process for tax credits. He said this amenities issue is huge and is new to the state. He said he expects feedback by next week on the recommendations that will be sent to the WHEDA board.

Ms. Holler said that she has models from other states that have this kind of housing and those state housing finance agencies have started looking at asset classes, where a certain number of points are given. For example, senior housing. She said she plans to give these suggestions to the WHEDA board.

Ald. Murphy said that the City does have a lobbyist that could be used to pursue Ms. Holler's suggestions. He said that one of the things that would be helpful, would be that once Ms. Holler has a firm understanding on how she wants the model to look, he could then have the City's lobbyist take that model as the City's position to the WHEDA Board and asked them to consider making those changes to the scoring process. He encouraged Ms. Holler to work with Mr. Mahan and Mr. Mahan will then work with him and the Judiciary & Legislation Committee to make that model a formal city position and they will lobby state legislators to make those changes.

Ald. Murphy said that the appropriate committee to take up the proposals submitted by Mercy Housing would be the HTFAB Technical Review Subcommittee. He said the HTFAB Technical Review Subcommittee should work closely with City Attorney

Gartner and should come up with recommendations for a formal city position.

Ald. Murphy asked Ms. Holler if she submitted an offer for the property yet and did MPS accept it?

Ms. Holler replied that MPS did not accept an offer yet. She said she submitted her offer just this past Monday.

Ms. Holler said that MPS has changed its application process so that it can look at who is interested in it and also to get a flavor of the mission behind the offers. She said she did try to make an effort through the Dept. of City Development, Planning and Development, by asking the TID if it could hold the site, but that wasn't acceptable and was told that the sale of the property needed to go through a competitive process.

Mr. Soika asked Ms. Holler if she could elaborate on her conversation with MPS? He asked if it is the sense that MPS is going to move forward and keep the property on the market or does she feel that MPS is willing to work with the community to move this project forward?

Ms. Holler replied that if it was a community approach it might be looked at differently, but at this time MPS will treat Mercy Housing like any other developer, in a fair process.

Ald. Murphy asked Ms. Holler for the date for the bid closing?

Ms. Holler replied that MPS was asking \$575,000 and she bid a range of \$420,000 to \$520,000, because they need to get into the building to see what kind of improvements need to be made to make it acceptable. She continued to say that she expects to hear from MPS early next week on whose bid they accepted.

Ald. Murphy said that MPS does have to follow state law as it relates to a bid process and that means they will need to take the highest and best offer. He said he would talk to the facilities manager and express to them that this board is working with Mercy Housing.

Ms. Holler said that she did get the sense from MPS that there is some kind of negotiation process.

A motion was made by Ald. Bauman and seconded by Mr. Marcus to refer the proposals submitted by Ms. Holler (Mercy Housing) to the HTFAB Technical Review Subcommittee for review and recommendation(s). There were no objections.

Roll call taken at 11:45 A.M.

Present 7 - Murphy, Soika, Kammholz, Sanchez, Madden, Schmidt and White

Excused 5 - Hiller, Bauman, Peters, Gore and Lyles

4. Review of the housing trust fund application form and scoring sheet

Ald. Murphy asked Mr. Mahan if there have been any suggested changes received for the application form?

Mr. Mahan said that a written (Exhibit 2) request was submitted by Mr. Peters to review the accessibility portion of the application.

Mr. Mahan referred the members to page 5 of the application form (Exhibit 3) and said that there is language under "OTHER REQUIREMENTS" that says "The following accessibility standards apply to all new construction or substantial rehabilitation of housing supported by Housing Trust Fund dollars." He said there needs to be a prerequisite requirement within any project for accessibility. He said that would not be hard to benchmark to meet by an applicant. He said that in Mr. Peters' write up, it seems to be asking for universal design for all project units and that seems to be over and beyond the intent of the language that is currently in the application. He further said that the language in the application right now doesn't put a percentage on the requirement and it does have some conflicting pieces of language on page 5 of the application, such as what percentage of money that should go to accessibility.

Ald. Murphy said that this discussion relating to page 5 of the application form regarding Mr. Peters request on the use of "Universal Design/Aging in Place Requirement" should be held until Mr. Peters can be present to speak on it.

A motion was made by Mr. Soika and seconded by Ald. Bauman to refer Mr. Peters written requests to the HTFAB Technical Review Subcommittee for review. There were no objections.

Ald. Murphy encouraged Mr. Lyles to have a HTFAB Finance Subcommittee meet before the next full HTFAB meets again.

Ald. Murphy informed the board members that he will be introducing a file in the near future relating to the creation of a path for organizations to donate monies to the housing trust fund.

Mr. Mahan asked if that would include approaching United Way for charitable giving?

Ald. Murphy replied in the affirmative, but he noted that he would have to be careful on advocating as an elected official in that capacity. He said they may need to have other people doing that and that he plans to talk to the City Attorney about his involvement.

Ms. Sanchez referred back to the application form and said that when she was reviewing it, she found that there isn't anything in terms of looking at or scoring of an applicant's management plan.

Ms. Sanchez also said that several of the applications received for the Homeownership category didn't know what a five year proforma was and some of the applicants wouldn't have needed a five year proforma, because it would not have fit within their kind of project.

Ald. Murphy said that those points made by Ms. Sanchez should also be taken up by the HTFAB Technical Review Subcommittee.

Mr. Werra said that Ms Madden also submitted some suggestions.

Mr. Soika commented that the City's comment on the WHEDA tax credits given this year went from an anticipated \$.91 down to \$.83 of the dollar, of the project cost, is exactly why this housing trust fund is essential for Milwaukee and that is the message that needs to be given.

Ms. Holler explained that what is happening in the market right now is that all the banks are losing money because of the high rate of foreclosures and since those

banks are not making money right now they don't need the tax credits right now either. This is why a lot of projects are not getting funded by WHEDA.

Mr. Schmidt asked Ms. Holler what was the value of the tax credits for the Mercy Housing project?

Ms. Holler replied that they would have been lucky enough to get \$.87. She then explained the couple reasons why they received the amount they did for their project.

Ald. Murphy said that this may have an impact on some of the other projects that received awards. He further said he wouldn't be surprised if some of those other applicants came back and said that they are short, because they had counted on receiving .93 cent.

Mr. Mahan replied that some of the applicants have already come back and said that.

Mr. Schmidt said that there are a lot of companies in the City of Milwaukee that are making a good profit.

Mr. Lyles said that there is not as many companies out there that are buying tax credits that this board may think.

Ald. Murphy asked if Northwest Mutual has been approached regarding buying tax credits?

Mr. Lyles replied that Northwest Mutual generally looks at projects that are much larger when buying credits, such as in the \$100 million a year range. He further said that they don't usually look at small projects.

Ald. Murphy said it would not hurt to ask. He asked Mr. Lyles to put an item on his HTFAB Financing Subcommittee agenda relating to discussion on how to go about approaching Northwest Mutual and other companies in Milwaukee to sponsor a project. He said that they should also try and get some people to come to a HTFAB Finance Subcommittee meeting that have knowledge on this kind of issue. He said the HTFAB Finance Subcommittee should also work on coming up with some ideas to put in a letter on how to approach companies.

Ald. Murphy said that he is going to be speaking at Northwest Mutual on a presentation on workforce housing at a conference that they are sponsoring. He said he would try and talk to Mr. Ed Sawyer on that issue as well.

Ms. Sanchez said that Mr. Leo Ries had put together a group that is looking at what happen and what didn't happen in the first round of housing trust fund awards and he would be interested in appearing to discuss what they found with this board.

Mr. Soika asked if the Housing Trust Fund Advisory Board meeting dates could be changed?

Ald. Murphy suggested the meetings take place on the second Thursday of the month. There were no objections.

Ms. Sanchez said that Mr. Mahan mentioned that the next round of housing trust fund awards would take place in the fall and asked if that could be done sooner than that?

Ald. Murphy replied that city staff time needs to be considered.

Mr. Mahan replied that due to the tax credit issue, the first term sheets would have to be done right before moving on to additional awards.

Ms. Sanchez asked if there is a way that something could be put out in the community that would explain to the community what is going on with the housing trust fund and why the pace is the way it is? She said she would like to be able to explain to people who are asking what the hold is.

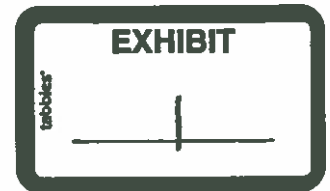
Ald. Murphy replied that he would put a memo together as the chair of the Housing Trust Fund that could be put on the website and also mailed out, that would explain the award process. He asked the board members to e-mail him any suggestions for the wording for this memo and he would have something put together by the next board meeting for approval.

Ms. Sanchez said that all of Mr. Peters written suggestions should be discussed.

Ald. Murphy replied that all of Mr. Peters written suggestions will be taken up by the Housing Trust Fund Advisory Board Technical Review Subcommittee.

Meeting adjourned: 12:08 P.M.

**Terry J. MacDonald
Staff Assistant**



Mercy Housing

May 7, 2008

Mr. Steven L. Mahan, Director
Community Development Grants Administration
City of Milwaukee
Milwaukee, WI 53202

Re: Johnston Center Residences

Dear Mr. Mahan:

As you are aware, on February 1, 2008, Mercy Housing Lakefront was generously awarded a \$750,000 allocation of funds from Milwaukee's newly formed Housing Trust Fund for the Johnston Center Residences. This important project proposes to house 89 very low-income formerly homeless and/or mentally ill persons in permanent supportive housing – a housing type which is new to the Milwaukee market. The Johnson Center Residences will provide permanent supportive housing for very-low income (below 30% of the median income) single men and women. This housing type supports semi-independent living through the provision of on-site tenant supportive services.

Finding and securing appropriate sites for this type of housing is often challenging. In partnership with the City of Milwaukee, an appropriate site was selected at 1230 W. Grant Street which involved both a rehab of an existing building and the acquisition and new construction on an adjacent site. The Johnston Center Residences has received the zoning designation necessary for project completion. (Exhibit "C"),

Attached you will find a rendering and the design development drawings for the Johnston Center Residences. (Exhibit "A") The project will include 89 single-room occupancy units, on-site supportive services for the residents, and 24-hour front door security. The project enjoys the support of the City, the County, the Department of Housing and Urban Development, and the local alderman. The County has committed \$750,000 in funding for the project from its own

Housing Trust Fund and the Department of Housing and Urban Development awarded the project \$1.2 million in operating subsidies to insure its long term success.

On February 1st, 2008, Mercy Housing Lakefront (“MHL”) submitted an application for low-income housing tax credit financing to the Wisconsin Housing and Economic Development Authority (WHEDA). Unfortunately, there were many competitive projects which were also submitted to WHEDA at the same time and the Johnston Center Residence did not receive an allocation of credits in this funding round. WHEDA has strongly encouraged Mercy Housing Lakefront to resubmit the Johnston Center Residence again in the next funding round in February of '09 and has made two suggestions for how to strengthen the project's application so it could win an allocation of funding to complete the project. The two suggestions are as follows:

- 1) WHEDA encouraged MHL to spell out the terms and conditions of its City and County Trust Fund awards in the application.
- 2) The Johnston Center Residences requires the acquisition of an adjoining parcel to the City owned building is proposes to rehab. The site is now occupied by a non-profit organization that uses the site as warehouse space. MHL proposed to relocate the willing non-profit to an alternate site which had not been identified at the time of the WHEDA application. WHEDA encouraged MHL to firm up its site control by identifying and securing a relocation site for the non-profit prior to resubmission.

Mercy Housing Lakefront has now identified a relocation site for the non-profit corporation occupying the adjacent land. On May 5th, Mercy Housing Lakefront submitted a Letter of Intent to the Milwaukee Public Schools (“MPS”) for a warehouse space it has offered for sale about 1 mile away at 2977 South 20th Street which would be a suitable relocation site and acceptable to the non-profit.

The purpose of this letter is to propose, for consideration by the Milwaukee Housing Trust Fund Board, the terms and conditions of its award to Mercy Housing Lakefront's Johnston Center Residences. We strongly believe that if the Milwaukee Trust Fund agrees to support the Johnston Center Residences in this manner, MHL will be able to submit a successful application for WHEDA funding of this important project in February of '09.

Trust Fund Award Amount: \$750,000

Structure of Award: 30-Year 0% Interest Cash Flow Loan

Drawdown of Trust Fund Award:

During the next 90-120 days, MHL proposes to drawdown up to \$300,000 of the \$750,000 commitment of funds from the City's Housing Trust Fund for the purposes of acquiring the MPS relocation site for the Mexican Fiesta non-profit. The remaining \$450,000 will be used for build out of the relocation site and rehab and construction of the Johnston Center Residences. These remaining funds will be drawn down at the commencement of construction in October of '09 or AFTER the award of tax-credits is made by WHEDA.

Risk Sharing Arrangement between Developer, City of Milwaukee and County of Milwaukee:

The cost of acquiring the land and buildings for the relocation site and the sales related soft costs are estimated to be:

\$550,000 – Maximum estimated acquisition price to Milwaukee Public Schools for Relocation site. This price would be verified by a third-party appraisal.
\$ 30,000 - Broker’s Fees
20,000 - Appraisals and other sales related costs
\$600,000

Mercy Housing Lakefront proposes that the City of Milwaukee allow the use of \$300,000 for the relocation acquisition from its Housing Trust Fund. In the proposed risk-sharing arrangement, the County of Milwaukee will also allow MHL to use up to \$300,000 of their Trust Fund award for the same purpose. Mercy Housing Lakefront will evidence its existing \$184,000 investment in architectural fees and engineering fees related to the zoning approval for the site.

Recourse: (What happens if project doesn’t receive tax-credits and complete?)

Advances made for the relocation site, as outlined above, will be non-recourse to the non-profit housing developer, but will be secured by a note and mortgage on the relocation site. In the event the project does not proceed to construction as scheduled, MHL will be obligated to sell the property acquired for the relocation site and return all proceeds after the cost of the sale to the County and City to repay their advances from their respective housing trust funds. The developer will have no further obligation to repay the HTF loan; however, no proceeds from the sale will be utilized to repay the developer for its \$184,000 pre-development investment.

Timeline

Mercy Housing requests that the Johnston Center Residences project have 36 months from the date of commitment from the Housing Trust to completely draw down funds, though it expects, as noted above, an initial draw in 120 days. Attached as Exhibit ‘B’ is a revised schedule for the Johnston Center Residences. While we realize that this timeline is a departure from what the committee originally intended, we believe this structure gives the Trust Fund the collateral and risk sharing necessary to protect its funding and insure it is utilized to serve low-income people. It will also allow time for MHL and its partners to advocate for changes in WHEDA’s scoring system so the agency can better support permanent supportive housing projects as it relates to project-amenities, project size and the unique kinds of leverage and outside federal resources that a permanent supportive housing brings.

Mercy Housing Lakefront respectfully requests the City of Milwaukee's Housing Trust Fund board to entertain the request as outlined above. The Johnston Center Residences were meant to be a demonstration of how permanent supportive housing can help address the needs of very low-income people in the City of Milwaukee.

Sincerely,

Cindy M. Holler, President
Mercy Housing Lakefront

cc: Martha Brown, City of Milwaukee
Maria Prioletta, City of Milwaukee
Jim Hill, County of Milwaukee

Mexican Fiesta Acquisition/Relocation Program

Steps	Date
Mercy Housing Lakefront responds to LOI with offer to purchase MPS site.	5/5/2008
Mercy Housing Lakefront receives Notice of Acceptance of Offer from MPS.	5/26/2008
Mercy Housing Lakefront enters into Purchase Agreement with MPS.	8/25/2008
Mercy Housing Lakefront obtains financing for acquisition of Mexican Fiesta relocation site.	9/15/2008
Mercy Housing closes on MPS relocation site	9/18/2008
Mercy Housing Lakefront reapplies for Tax Credits with WHEDA	2/2/2009
Mercy Housing Lakefront receives Tax Credit allocation from WHEDA.	4/15/2009
Mercy Housing Lakefront closes on Johnston Center financing.	7/15/2009
Mercy Housing Lakefront assists Mexican Fiesta with building improvements.	8/1/2009
Mexican Fiesta moves to new location and gives existing site to MHL	9/30/2009
Mercy Housing Lakefront begins construction on Mexican Fiesta site.	10/1/2009

Updates Johnston Center Residences - Milwaukee

The Johnston Center Residences received the necessary zoning change in December for the existing building and the adjacent development site. The project was awarded \$750,000 from the Milwaukee Housing Trust Fund in February.



Elevation

overall



site plan

April 11, 2008

To: The City of Milwaukee Housing Trust Fund Advisory Board
CC: Steven Mahan; City of Milwaukee CBGA Program

Re: Concerns regarding first round of funding.

The Housing Trust Fund Advisory Board has worked hard since its inception to create the structure of future rounds with the new application form and the ranking system. While I am pleased with our overall work, I do have some concerns that I would like addressed before the next round of funding.

Universal Design/Aging in Place Requirement

There seems to be some inconsistency in the results with the requirement for design that is more accessible than the minimum requirements of Fair Housing. Currently, applicants are required to have Universal Design, Aging in Place, or another design criteria approved by us, for multi-family units. I propose that the Advisory Board adopt a standard for this. There are two versions of Universal Design checklists being drafted. The first, by Wisconsin Coalition of Independent Living Centers (WCILC) is list of recommendations list that we can adopt wholly or in part. The second one, by Wisconsin's Uniform Dwellings Code commission, will list what is required before a place can market itself as Universal Design. Although UDC applies to single-family housing, many, if not all, of the same requirements can be applied to multi-family housing. Alternatively, we can consider using WHEDA's checklist with a minimum point requirement. Aging in Place already has a certification process that can be used.

Matching/Leveraged Dollars

I am concerned that the leveraging requirements of the application will screen out worthy proposals, particularly in the homeownership category, that may not have the ability to leverage dollars to the extent we would like. I believe we should explore how smaller, but worthy, applications will not be excluded because of a lack of available dollars.

Homeownership

There is a requirement for a specific percentage of dollars allocated toward each of the three categories; 25% for Homelessness, 35% for Rental, and 25% for Homeownership. By my math, \$625,000 of the bonds should be used toward the Homeownership category, in addition to \$100,000 from the budget allocation. There has only been \$68,000 used toward the Homeownership category at this time. That means for the next round, we need to allocate \$657,000 toward Homeownership. In the last round, there were five proposals

totaling \$791,500 requested for Homeownership, of which three had no leveraged dollars. I believe that a) we need to reconsider the leveraged dollar requirement and b) publicize this category for the upcoming round.

Due to the short timeline before the next round of applications, I propose that we create workgroups to focus on those issues to be completed by the meeting next month.

Sincerely,

Brian Peters
Housing Policy Advocate



**CITY OF MILWAUKEE
HOUSING TRUST FUND**

**APPLICATION FOR FUNDING
FY2007**



CITY OF MILWAUKEE HOUSING TRUST FUND

APPLICATION FOR FUNDING FY2007

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 FY2007

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.
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

APPLICATION FOR FUNDING FY2007

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.
- 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.

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



CITY OF MILWAUKEE HOUSING TRUST FUND

APPLICATION FOR FUNDING FY2007

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

APPLICATION FOR FUNDING FY2007

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 Wednesday, October 10, 2007. 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:

- 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, Form 990, 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



CITY OF MILWAUKEE HOUSING TRUST FUND

APPLICATION FOR FUNDING FY2007

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 FY2007

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.***

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.

Activity	2007 Funds Available	Amount Requested
Homelessness	\$750,000	
- Rehabilitation of Existing Facility		\$ _____
- New Construction of Facility		\$ _____
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		\$ _____
TOTAL	\$2,500,000	\$ _____

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



CITY OF MILWAUKEE HOUSING TRUST FUND

APPLICATION FOR FUNDING FY2007

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**



CITY OF MILWAUKEE HOUSING TRUST FUND

APPLICATION FOR FUNDING FY2007

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Reviewer's Comments:

Score:



**CITY OF MILWAUKEE
HOUSING TRUST FUND**

APPLICATION FOR FUNDING FY2007

PART II: PROJECT TIMELINE

1. **Complete a timeline for the project, indicating critical events, such as construction start/finish dates, lease up/sales, etc.**

MONTH	EVENT(S)

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Reviewer's Comments:	Score:



CITY OF MILWAUKEE HOUSING TRUST FUND

APPLICATION FOR FUNDING FY2007

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 FY2007

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:

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

APPLICATION FOR FUNDING FY2007

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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Reviewer's Comments: 	Score:



CITY OF MILWAUKEE HOUSING TRUST FUND

APPLICATION FOR FUNDING FY2007

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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For City of Milwaukee HTF Use Only***

Reviewer's Comments:

Score:



CITY OF MILWAUKEE HOUSING TRUST FUND

APPLICATION FOR FUNDING FY2007

PART VI: FURTHERANCE OF HOUSING TRUST FUND GOALS

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

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)

Affordability Period Proposed for Project: _____ (years)



CITY OF MILWAUKEE HOUSING TRUST FUND

APPLICATION FOR FUNDING FY2007

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:**

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:**



CITY OF MILWAUKEE HOUSING TRUST FUND

APPLICATION FOR FUNDING FY2007

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:

DO NOT WRITE BELOW
For City of Milwaukee HTF Use Only

Reviewer's Comments:

Score:



CITY OF MILWAUKEE HOUSING TRUST FUND

APPLICATION FOR FUNDING FY2007

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 4:00 p.m. on Wednesday, October 10, 2007.** 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, 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 - 2008**

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)	23,700	27,100	30,450	33,850	36,550	39,250	41,950	44,700
65% of CMI	Owner-Occupied Housing - Substantial Projects (HTF Assistance More than \$5,000)	30,794	35,181	39,609	43,997	47,531	51,025	54,559	58,094
100% of CMI	Owner-Occupied Housing - Modest Projects Including Acquisition & Rehabilitation, Acquisition, New Construction or Rehabilitation of Owner-Occupied Housing (HTF Assistance is \$5,000 or less)	47,375	54,125	60,938	67,688	73,125	78,500	83,938	89,375

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

Revised: 04/08

ATTACHMENT B

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

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

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

ATTACHMENT C

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

	<i>Max 100 Pt Scale(a)</i>	
	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	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, 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 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	
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	
Construction Financing		5
Construction Loan is Firmly Committed	5	
Construction Loan is Conditionally Committed	2	
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