



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Meeting Minutes HOUSING TRUST FUND ADVISORY BOARD TECHNICAL REVIEW SUBCOMMITTEE

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

Staff Assistant, Terry MacDonald
Phone: (414)-286-2233; Fax: (414) 286-3456, E-mail: tmacdo@milwaukee.gov
File Specialist, Joanna Polanco, E-mail: jpolan@milwaukee.gov

Monday, June 2, 2008

1:30 PM

Room 301-A, City Hall

Meeting convened: 1:38 P.M.

1. Roll call

Also Present: Steven Mahan Director, Community Development Grants Administration, Garry Werra, Community Development Grants Administration, Assistant City Attorney Tom Gartner and Member Brian Peters

2. Approval of minutes from the January 14, 2008 meeting

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

Roll call taken at 3:20 P.M.

Present 3 - Kammholz, Sanchez and Madden

Excused 1 - Gore

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

Mr. Kammholz said that there are a number of suggestions up for discussion relating to changes to the application form and scoring sheet.

All the subcommittee members agree to review Mr. Peters written suggestions (Exhibit 1) first.

Mr. Peters said the first question in his letter refers to "Universal Design" and said he would like to meet with city staff to see what the criteria the City is using to score that.

Mr. Mahan replied in the affirmative.

Mr. Peters said that he would e-mail Mr. Mahan at a later date to set up a meeting.

Mr. Peters said the second question in his letter refers to "Matching/Leveraged Dollars" and said that he figures the next funding round will be mostly for "Homeownership" and said that a lot of the homeownership applicants that applied in the first round did not

have any matching funding. He said that he reviewed the housing trust fund ordinance and matching funds is a requirement. He said that the Housing Trust Fund Advisory Board (HTRAB) needs to figure out a way to make it easier for organizations to count for matching funds, particularly with the use of CDBG funds, because the last round of funding the board couldn't do that, so maybe this board could discuss that issue for the next round.

Mr. Mahan said that most of the homeownership projects will require a bank loan, because the CDBG funds don't fund at 100%. He said the housing trust fund awards would be in addition to the project's other funding, which may also include other funding such as state dollars.

Ms. Sanchez said she remembers during the first round of housing trust fund awards that the homeownership applications that were rejected didn't have any bank loans and they were asking for 100% funding from the housing trust fund. She asked Mr. Peters is this what he is referring to?

Mr. Peters replied in the affirmative and thanked Ms. Sanchez for the clarification.

Mr. Mahan replied that the housing trust fund awards are supposed to be use as leveraging dollars, there are not supposed to provide 100% of a project's funds.

Mr. Peters said that he understands what Mr. Mahan is saying, but that he still is concerned that the requirement of 25% of housing trust fund dollars are suppose to go for homeownership projects and he wants to make sure that goal is met.

Ms. Sanchez asked if there is a way to have some kind of training assistance meeting with this subcommittee, city staff and potential homeownership applicants. She said there were some organizations that took a look at the application and saw the five year pro-forma requirement and didn't bother to apply, because they didn't understand what a five year pro-forma was and didn't understand how it related to their projects.

Mr. Mahan replied that there were only two applicants in the first round that applied for homeownership funding. He said he would have no problem in setting up a training session.

Mr. Mahan asked if it is the will of this subcommittee that a training session is set-up for just homeownership or should it include the other categories.

Mr. Sanchez replied that a training session could include the other categories, but homeownership has the biggest need.

Mr. Mahan said that they could start out with the homeownership category. He said will bring this up at the next full board meeting for approval to proceed with a training session.

Mr. Kammholz said that Ms. MacDonald brought up the open meeting law. He said that if there is a quorum of this subcommittee present at the training session it will have to be posted as a meeting. He continued to say that all of the subcommittee members don't have to attend.

Ms. Sanchez said she would like to attend.

Mr. Mahan said that he could schedule the training session to take place about 30 days prior to the application going out. He said he would put together the preliminaries for the training session.

Ms. Gore asked if a reference sheet could be prepared and attached to the application?

Mr. Mahan said that he needs to know what parts of the application will need to be addressed. He said he thought that the application form was pretty clear.

Ms. Gore said that they could also consider doing a survey of the possible applicants on what kind of training they would like to see provided at the training session.

Mr. Mahan replied in the affirmative.

Mr. Peters asked if the next round of applications will be for brick and mortar projects again or will it include the other categories?

Mr. Kammholz replied that this subcommittee's focus should only be on the review and technical changes to the application form and scoring sheet. He said that how the next round of funding is going to be used is something for the full board to decide and to give this subcommittee direction on.

Mr. Kammholz said the two issues this subcommittee needs to work through yet are the leveraged dollars and the five year pro-forma requirement. He asked Mr. Mahan if he thought both of those issues could be worked through with potential applicants in a training session or should there be a change to the application form?

Mr. Kammholz continued to say that he thinks the five year pro-forma requirement should be kept in the application, but maybe they should include a statement that would say that certain proposals or small projects may not need to meet this requirement.

Ms. Werra said that the five year project pro-forma is noted in two areas in the application form (Exhibit 2, pages 6 and 13). He then suggested that he could put in parenthesis "not required for homeownership" where the five year pro-forma is noted in the application form.

Ms. Sanchez asked if there would be a circumstance where a five year pro-forma would be required for a homeownership projects?

Mr. Werra replied that pro-forma is required for rental projects.

Mr. Kammholz said that additional information for more complex projects can be requested of the applicant and that something on those lines could be put in parenthesis also.

Mr. Werra replied that he could put in parenthesis something like "(reserves the right to request additional information that may be necessary)."

Mr. Mahan referred back to Mr. Peters' request to meet with city staff to discuss universal design and said he feels this should be discussed by this subcommittee and not privately with just him.

Mr. Peters said basically he was concerned when he reviewed the application he found that there were a lot of variables on how applicants were filling out and meeting the accessibility requirements. He said he wants to make sure that all the applicants are meeting the accessibility requirements. He said that he is not sure how it should be scored and what range should be used for accessibility. He continued to say that there is no middle ground, the applicant is either meeting the requirements or its not.

Mr. Peters said that he would like to find out more about the scoring process, such as what are the requirements and what are the applicants are looking at as it relates to accessibility.

Mr. Mahan replied that he know where Mr. Peters is going with this and said they need to be on top of those accessibility requirement issues before the project is funded, not retroactively. He said there are a lot of the lawsuits against developers that are taking place right now, 2 years later, because of such things as the doors aren't wide enough or there are no ramps.

Mr. Mahan continued to say that accessibility is part of the grading and that is where this board comes in when it is reviewing the applications. He said during the review process the members need to make sure the accessibility requirements are being met.

In addition, Mr. Mahan said that the applicants that are being funded right now all stated in their applications that they had accessibility factored into their projects.

Mr. Mahan gave an update on the first round of projects that received funding awards. He said that all of those projects have met the accessibility requirements, except for United Methodist project, which still needs to be looked at.

Mr. Mahan said the first round of applicants were pretty straight forward, but the next round may need to have some extensive review of the accessibility requirement to make sure the requirements are being met.

Ms. Sanchez asked for clarification on whether this subcommittee does or doesn't need to establish a standard for accessibility for the next round of awards?

Mr. Mahan suggested that the wording in the application should be changed from accessibility to Universal Design.

Ms. Sanchez said that Mr. Peters' letter refers to two versions of a universal design checklist and asked Mr. Mahan if he is saying that a standard doesn't need to be set for the next round?

Mr. Peters replied that he wasn't sure if the housing trust fund had criteria for universal design, and if it didn't have criteria developed he provided in his letter two versions of universal design checklists that could possibly be used.

Mr. Mahan replied that the housing trust fund uses the WHEDA's checklist.

Mr. Mahan said that universal design fits the mold for new builds, but wouldn't work for rehab projects, because of the structures and costs. He also said that this board should establish a percentage for new builds and multiple units.

Ms. Sanchez said that they don't want to impose universal design on every structure, it wouldn't be feasible.

Mr. Peters said universal design is for multiple family homes. He said he realized a few months ago when he reviewed the language in the application again that it says every house has to comply with universal design and he didn't think that is what they really wanted it to mean. He said there is something called reasonable accommodation and if it would cost too much to make a home accessible to meet universal design, then of course it could be brought to the HTF board for an exemption. He said this is stated in the housing trust fund ordinance.

Ms. Sanchez said that universal design should be included in the training session.

Mr. Werra referred to page 5 of the application and said that as he reviewed it, he noticed that it has a collection of accessibility requirements for both multi-family projects and single family homes. He suggested that the information on page 5 of the application be separated into two parts, and put the requirements for larger projects in the first half and use the second half for single family homeownership. He said that would make it clearer.

Mr. Peters said that it may make it more clear, but the ordinance language needs to be checked.

Mr. Werra replied in the affirmative.

Mr. Mahan said that as he looked at the language on page 5 of the application some of language should be reworded, because the doorway entrance size requirement looks wrong.

Mr. Kammholz said that if it is agreeable with the subcommittee members, he asked Mr. Mahan to draft a strike out and reword version for the pro-forma and universal design in the application form and then bring it back to this subcommittee at its next meeting for review.

Mr. Peters asked if city staff could bring examples of past application scores so that he can review how they were scored. He said that he understands that the scoring for accessibility was scored in the objective category which was scored by city staff.

Mr. Mahan replied that the objective was that accessibility was to be a part of the project package. He said all of the projects fell under the accessibility improvements criteria.

Mr. Werra replied that the scoring for accessibility improvements has a score of 1 point if the project meets the minimum standards and 5 points if it exceeds minimum standards.

Mr. Peters asked who scored that part of the scoring sheet?

Mr. Mahan replied that this Technical Subcommittee scored that part.

Mr. Kammholz said that as far as the percentage of funding for the Homeownership category, he said those percentages are overall funding guidelines to which this

subcommittee tries to adhere and not any one funding round is going to strictly adhere to the 25, 35, 25 percentages. He said they want to give the dollars to strongest proposals. He also said that this subcommittee will want to strive to hit those target percentages, but according to the ordinance it not mandatory.

Ms. Gore said that they should document the percentages used in each category for each round of awards.

Ms. Sanchez said her understanding of the percentages was that for any given year those target percentages would be given to each category. She said the reason this subcommittee felt O.K. not sticking with those percentages in the first round was because the whole pot wasn't being allocated.

Mr. Mahan replied that the ordinance doesn't address the percentage allocation. He said each round starts over. He also said that it is up to the full board to determine the percentage for each category and that there could be additional categories added.

Mr. Peters said if the percentages aren't mandatory then he is confused, because the resolution says it should be.

Mr. Kammholz said that he the percentage for each category was not mandatory. He said this is something that the full board should consider.

Mr. Mahan said that the funding guidelines do state the minimum percentages for each category and says the trust fund must. Mr. Mahan said the issue with the first funding round is that the homeownership applicants didn't have leveraged funds and that those funds didn't go to another category.

Mr. Kammholz said that application should be consistent with the resolution and/or direction from the full advisory board, so if the application says must and the resolution says should be, this subcommittee should get direction from the full board on how to approach the second funding round as it relates to the percentage issue.

Mr. Peters said that part of this percentage issue is because the Housing Trust Fund Advisory Board directed that the first round of funding go to only the brick and mortar projects. He said the policy should be more service driven than on brick and mortar projects so that they are able to meet the percentages and have more viable applications for homeownership.

Mr. Kammholz said both those policy questions should be taken up by the full board.

Mr. Kammholz asked Ms. Sanchez to explain her request to include in the scoring sheet a management plan criteria?

Ms. Sanchez explained that for bigger rental projects a management plan would be a relevant thing to consider in the evaluations on whether it's a worthy project, because the success of a project depends on the management plan.

Mr. Kammholz asked Ms. Sanchez if she has come across a management plan that she could share with the subcommittee?

Ms. Sanchez replied in the affirmative.

Mr. Kammholz said instead of having Mr. Mahan start from scratch he asked Ms. Sanchez if she could forward that example of a management plan to the Community Development Grants Admin. staff and they can fold it into the application.

Mr. Mahan said that he know that when developers are applying for its WHEDA tax credits, they hve to have a management plan in place and he thinks it is 20% of thier score. He said he would talk to Jessie Greenlee with WHEDA about WHEDA's management plan requirement.

Ms. Madden asked what is meant by a management plan?

Ms. Sanchez explained that when she applied for housing trust fund monies in San Diego, she had to provide a management plan, which included the name of who the management plan company was and what the policies and procedures are.

Ms. Madden asked if it is for the development process or how the program is going to be run?

Ms. Sanchez replied that it is the latter and it would include the management plan policies and procedures that are in effect if someone doesn't pay their rent, breaks their lease, etc.

Mr. Mahan said he would ask WHEDA how it scores its management plan. He also said that some applicants lost points with WHEDA who didn't have a management plan in place.

Ms. Sanchez said she doesn't want to rule out a management group.

Mr. Mahan said he would also ask WHEDA how it analyzes a management plan.

Mr. Werra asked for a point of clarification on what Ms. Sanchez's intention is on where this management plan should go, in the application or incorporated into the scoring sheet?

Ms. Sanchez replied that she was looking to have it put into the scoring sheet.

Mr. Kammholz asked if there is a consensus of the members to have this management plan put in the scoring sheet? All members agreed.

Ms. Kammholz said that Ms. Madden has some suggestions for the scoring sheet (Exhibit 3).

Mr. Kammholz said the first note that Ms. Madden has is for the "Affordability Period" and she notes that it should receive at least 1 point for 30 years.

Ms. Madden said that under the "Affordability Period" she thought that if an applicant meets the requirement it should at least get 1 point.

Mr. Werra said that since it was a basic requirement all the applicants had to meet it.

Ms. Madden said that her interpretation of this was if you don't meet it you get a zero and if you do meet it you get one point.

Mr. Mahan said that if the applicant is viable they would get one point.

Ms. Gore said that they should not get points if it is a requirement.

Mr. Kammholz asked what does it says in the application on affordability and is it clear?

Mr. Werra said that on page 3 of the application, it explains the "Affordability Requirements".

Ms. Madden said she recalls people who didn't meet the affordability requirement and if they are applying and don't meet the requirements they should get zero points.

Mr. Kammholz suggested that a short paragraph be put in the application on page 3 right under "Affordability Requirements", and word it something like "there will be scale scoring based on affordability requirements and meeting the requirement will get 0 points and if exceeds the requirement one point will be given" or it could say "the applicant doesn't qualify for housing trust funds unless it meet the affordability requirements."

Ms. Sanchez said that both of those statements should be noted in the application.

Mr. Kammholz asked CBGA staff to insert some kind of wording in the application for the affordability requirements.

Mr. Werra replied in the affirmative.

Ms. Madden said that she would be comfortable with leaving the score at 0 point if that extra language is put in the application.

Mr. Werra asked if they should also change the language on page 4 under "Application Scoring", because the third bullet point also relates to affordability requirement.

Mr. Mahan said that the wording on page 4 is correct the way it is.

Mr. Kammholz asked that the word "Extend" be changed to "Exceed" in the third bullet point.

Atty. Gartner said it may make sense to apply that same concept to some of the other scoring categories, for example EBE. He said it might make it easier for the applicants. He said for some of the categories it may be better to say that this is the minimum threshold requirement and then say, using the page 4 concept, if an applicant is willing to commit to a longer affordability period, extra EBE or additional use of city workers the applicant would be awarded extra points.

Mr. Mahan said that this subcommittee has had extensive discussions on the EBE requirement and that the issue with that is that an applicant can say that it will use 25% EBE, but it all come down to the monitoring of the project to find out what the applicant has really complied with.

Mr. Kammholz said it should be presented clearly in the application for the following three categories: Affordability, use of City of Milwaukee workers and use of EBE.

Atty. Gartner said that part of the problem is that this application is a one size fits all application and it is a pretty complicated application that uses complicated procedures.

Atty. Gartner said that he found in dealing with this first round of successful applicants that they tend to be institutions, large, tax credit, multiple funding sources, new construction developers; and that the housing trust fund is giving a modest amount of funding.

Atty. Gartner continued to says that it may make sense for this subcommittee to reconsider how the requirements are going to be enforced, depending upon the amount of the award and the overall size of the project, because if there is a multi-million dollar project, which is only getting \$50,000 in housing trust funds, the time it would take to monitor all the different categories listed in the application probably doesn't warrant the staff time. He said the reality is those project are already meeting other funding requirements, such as WHEDA's and the city staff isn't going to convince those developers to structure their projects to meet the City's housing trust fund requirements. He said that maybe it would be easier to say that if the award is over an x amount it should be fully monitored, but if the award is small, a stream-lined approach for some of the requirements should be considered.

Ms. Madden said that she likes Atty. Gartner suggestion that a certain award amount should be established for when to a full monitoring of a project would be done.

Ms. Madden said that all the scoring requirements were discussed extensively and the full advisory board voted on and approved all of them.

Ms. Sanchez said that it is stated in the ordinance the requirements needed for the scoring sheet.

Mr. Kammholz said that full disclosure should be stated in the application form for the points that Atty. Gartner suggested. He asked if the full advisory board should be the ones to consider Atty. Gartner's suggestions?

Ms. Mahan asked if the percentages were also stated as a requirement in the ordinance?

Ms. Sanchez replied that the percentages were not stated in the ordinance.

Mr. Kammholz said the ordinance could be changed if the full board wants to do that.

Atty. Gartner said the ordinance references the resolution and the Housing Trust Fund Task Force report.

Mr. Kammholz said that if the full advisory board wants this subcommittee to look at it again it can direct this subcommittee do so.

Atty. Gartner said that maybe the full board could basically direct the CBGA to use reasonable efforts to meet all the criteria if the award amount is under \$100,000 and have a higher level of review if the award is in excess of \$100,000.

Ms. Madden said she like Atty. Gartner's suggestion.

Mr. Kammholz said that would be a full advisory board decision.

Mr. Kammholz moved the subcommittee back to Ms. Madden's notes on the scoring sheet. He referred the members to the "Experience" category.

Ms. Madden advised that she didn't have a change for the "Experience" category.

Mr. Mahan said that the "Management Plan" could be placed under "Experience".

Mr. Werra asked that as long as the subcommittee is back to reviewing the scoring sheet, does it want to assign points for a "Management Plan"?

*Ms. Madden suggested a scale of 1, 3 and 5 for each item listed under "Experience".
Mr. Mahan asked if they want to keep the total points at a 100?*

Ms. Sanchez replied that keeping the total points at 100 isn't necessary.

Mr. Kammholz said Ms. Madden would like the "Experience" category to have a scale rating.

Mr. Werra suggested giving 2, 2 and 4 point scale.

Mr. Kammholz said Ms. Madden is suggesting that both agency and staff experience be given 1, 3 or 5 points.

Mr. Kammholz asked Ms. Sanchez how many points does she want to award for a "Management Plan"? He explained that they could combine the staff and agency and give them a total of 5 points and then separate the Management Plan into its own category and give it scaling points of 0 to 5 points.

Ms. Sanchez said that her thought is that under the "Experience" category they should keep "Agency experience...", but add wording to make it more specific, such as "Agency experience developing some kind of project..." and also do the same for "Staff experience..." and maybe reword it to say "staff or outside contractor" and then insert the management plan as the third item and give the score of 2, 4 and 4 points.

Ms. Madden asked if they could backup? She said she recalls when reviewing the "Use of City of Milwaukee Workers" and "Use of City EBE" categories in the applications, that some of applications had no percentages given and/or just put promissory information. She asked if there is a way to strength these categories, such as requiring the applicants to put a percentage?

Mr. Kammholz asked if they could make it clear that what the applicant is proposing by putting it in the term sheet?

Ms. Madden replied that the applicants aren't even proposing a percentage, some of them just put "yes", it will meet the standard.

Atty. Gartner replied that the City's standard EBE agreement contains a whole series of requirements that developers need to meet in implementing a project. He said there is also a whole set of procedure that the EBE agreement contemplates that really has to begin before the project even gets started. He said one of the problems the applicant/developer faces is if the developer has to get a general contractor, and by

that time the project is well under way, the general contractor is than told that it has to meet the City's EBE criteria, the resident preference criteria, prevailing wage criteria, etc. He said that at that point the developer is already well into the project and can't go back to meet the detailed City requirements, but the developer can send the contractors information showing that they have try to meet the City's requirements.

Ms. Sanchez asked if there is a way to get the applicants to be more specific about what it is that they are committing so that the subcommittee can compare and know how to score it better?

Mr. Kammholz asked if the members want additional information added into the application?

Ms. Sanchez replied in the affirmative.

Atty. Gartner said that they could attached a copy of the City's EBE agreement to the application and say each successful applicant will be required to enter into this agreement with the City and follow all the requirements in the agreement. He said it should include a box that needs to be marked yes.

Ms. Sanchez replied that would help, but it still doesn't necessary translate into the applicant being more specific on how the applicant is going to comply with the agreement. She said that extra points could be given.

Mr. Mahan said on page 17 and 20 of the application, it asks "Will this project utilize workers from the neighborhood and/or give priority to emerging business enterprise contractors?" Mr. Mahan suggested that they put a more detailed question in the application.

Mr. Werra said that it needs to be broken into two questions.

Ms. Madden moved on to the Diversity category on the scoring sheet and referred to Mr. Peters, because he also had questioned this issue.

Mr. Peters said that he was looking through the applications and the applicants were talking about neighborhoods and housing stock at the same time and those are two different things in his eyes and asked if those should be considered as two different categories?

Ms. Gore suggested that it be clarified by changing the language to include "types" of housing stock diversity.

Mr. Peters said that it says in HTF final report and recommendations on page 20, "encourage more neighborhood diversity and increase housing choices with a neighborhood." He said that it is his understanding that that means people and housing type.

Mr. Werra asked how should the language read in the application for diversity?

Mr. Kammholz said that on the rating sheet it should say "project diversity types" and take out neighborhood.

Ms. Sanchez said that in the application on page 17 it says what Mr. Peter read into

the record earlier and that the word neighborhood should be included in the language.

Mr. Gore left at 3:20 P.M.

Mr. Werra asked if the language should read as follows?

"Project increases diversity and housing types in the neighborhood"

He asked if this wording should be incorporated in the both the application and scoring sheet?

Mr. Kammholz replied in the affirmative.

Ms. Madden moved on to "Coordination with Community Institutions" category and said that there was some misinterpretation of this category by the applicants by the way some of them replied to it.

Ms. Sanchez suggested that an example be given at the training session.

Ms. Madden suggested an example be put in the application to what is meant by "Coordination with Community Institutions."

Mr. Kammholz asked Mr. Madden and Ms. Sanchez if they could both e-mail Mr. Werra some language and examples that they would like seen in the application for "Coordination with Community Institutions."

Ms. Sanchez and Ms. Madden replied in the affirmative.

Mr. Kammholz asked if clarification is needed for "Institution to Community."

Ms. Madden replied that the word Institution needs some clarification, because most thought it meant from prisons to housing.

Mr. Peters replied that that was his suggestion and its intent was to the moving of people from nursing or group homes and also from prisons to housing.

Ms. Sanchez asked if examples should be given for that one as well.

Mr. Mahan said that there are two questions on the bottom of page 17, questions #7 asked if the project would move a person from institution, and he suggested an example be added there.

Ms. Madden replied in the affirmative.

Mr. Werra said he thought it meant transit from a homeless shelter.

Mr. Peters said he could submit some examples.

Mr. Mahan said that institution was not defined and examples would work.

Ms. Sanchez said that on page 9, part 1 question 1b, she suggests adding language that would describe the partners and funding for the services to be provided.

Ms. Sanchez said that on page 11, part 2 question 1, she thinks the time line request should be more specific, because some of the applicants were very specific and some

of them were pretty broad in their answer.

Mr. Peters said that he doesn't know how that would help, because the time line depends on the funding from many different sources.

Ms. Sanchez said the time line plan should be in place.

Mr. Mahan said that a time line is an estimate.

Ms. Sanchez said that the time line would tell her that the applicant knows what steps they are going to be taken.

Ms. Madden agrees with Ms. Sanchez that being more specific would help.

Ms. Madden left at 3:43 P.M.

Roll call taken at 3:43 P.M.

Present 2 - Kammholz and Sanchez

Excused 2 - Madden and Gore

4. Next meeting date, time and agenda

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

Meeting adjourned: 3:43 P.M.

Terry J. MacDonald
Staff Assistant

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

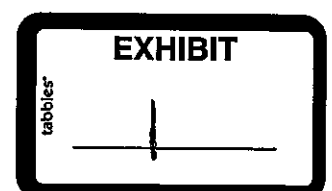
There seems to be some inconsistency in the results with the requirement for design that is more accessible than the minimum requirements of Fair Housing. Currently, applicants are required to have Universal Design, Aging in Place, or another design criteria approved by us, for multi-family units. I 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: _____
 Printed Name: _____

Date: _____
 Title: _____

Signature: _____
 Printed Name: _____

Date: _____
 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 HTR Use Only*

Reviewer's Comments:	Score:
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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 HTP Use Only*

Reviewer's Comments:

Score:

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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

1. 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. HEATING																				
Gas	\$29	\$36	\$58	\$71	\$85	\$110	\$27	\$33	\$54	\$66	\$90	\$103	\$25	\$31	\$50	\$61	\$73	\$83	\$95	
Oil	\$66	\$80	\$131	\$162	\$191	\$252	\$61	\$74	\$122	\$151	\$206	\$234	\$56	\$69	\$113	\$139	\$164	\$190	\$217	
Electric	\$36	\$44	\$72	\$88	\$102	\$135	\$33	\$41	\$67	\$82	\$111	\$125	\$31	\$38	\$62	\$76	\$88	\$102	\$116	
2. WATER HEATING																				
Gas	\$8	\$10	\$12	\$15	\$16	\$22	\$8	\$10	\$12	\$15	\$19	\$22	\$8	\$10	\$12	\$15	\$16	\$19	\$22	
Oil	\$20	\$23	\$28	\$34	\$40	\$51	\$20	\$23	\$28	\$34	\$46	\$51	\$20	\$23	\$28	\$34	\$40	\$46	\$51	
Electric	\$14	\$18	\$23	\$28	\$32	\$40	\$14	\$18	\$23	\$28	\$36	\$40	\$14	\$18	\$23	\$28	\$32	\$36	\$40	
3. LIGHTING/ REFRIGERATION																				
Gas	\$15	\$22	\$28	\$31	\$34	\$40	\$15	\$22	\$28	\$31	\$34	\$40	\$15	\$22	\$28	\$31	\$34	\$37	\$40	
Electric	\$5	\$6	\$7	\$8	\$9	\$11	\$5	\$6	\$7	\$8	\$10	\$11	\$5	\$6	\$7	\$8	\$9	\$10	\$11	
4. COOKING																				
Gas	\$5	\$6	\$7	\$8	\$9	\$11	\$5	\$6	\$7	\$8	\$10	\$11	\$5	\$6	\$7	\$8	\$9	\$10	\$11	
Electric	\$5	\$7	\$9	\$10	\$11	\$13	\$5	\$7	\$9	\$10	\$12	\$13	\$5	\$7	\$9	\$10	\$11	\$12	\$13	
5. WATER & SEWER TRASH /SNOW&ICE																				
Gas	\$16	\$16	\$18	\$28	\$31	\$36	\$16	\$16	\$18	\$28	\$33	\$36	\$16	\$16	\$18	\$28	\$31	\$33	\$36	
Electric	\$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	
7. REFRIGERATOR	\$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	
Gas	\$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

	Max 100 Pt Scale(a)	
	Point Range	Max Points
Leveraged Dollars		15
HTF dollars are less than 3% of total project cost	15	
HTF dollars account for 3 - 5% of total project cost	12	
HTF dollars account for 6 - 10% of total project cost	9	
HTF dollars account for 11 - 15% of total project cost	6	
HTF dollars are more than 15% of total project cost	3	
Income Targets - Please Use Attached Chart		15
# of units with residents up to 50% of income target	15	
# of units with residents between 51% and 70% of income target	12	
# of units with residents between 71% and 75% of income target	9	
# of units with residents between 76% and 85% of income target	6	
# of units with residents between 86% to 100% of income target	3	
Affordability Period		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

Changes to form per Cathy March
 & Five Next Round

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		15
# of units with residents below 150% of income target	15	
# of units with residents below 130% of income target	12	
# of units with residents below 125% of income target	9	
# of units with residents below 115% of income target	6	
# of units with residents at 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 (Define: for benefit of community OR by proactive organization?)	5	
Community Integration		5
Move persons from institutions to community (S/b: Moving people from housing "pipeline" to ownership)	5	
Proposal Meets Community Needs (Subjective)		15
TBD by Reviewer	0-15	
Total Points		100

Should receive at least 1 point for 30 yrs.

Many did not quantify. Should specific be asked in questions?

Also, many combined answers. S/b are question vs. two?

Good differentiation

Clearer definition needed: Housing diversity vs. people diversity

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

