



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

**Staff Assistant, Terry MacDonald**

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

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Thursday, November 13, 2008

11:00 AM

Room 301-B, City Hall

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**Meeting convened: 11:11 A.M.**

**1. Roll call**

**Present** 8 - Murphy, Soika, Bauman, Sanchez, Madden, Peters, Dummer Combs and Gore

**Excused** 4 - Hiller, Kammholz, Schmidt and Lyles

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

**2. Approval of the minutes of the September 11, 2008 meeting.**

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

**3. Update from the Community Block Grants Administration Director relative to the status of the Housing Trust Fund applications**

*Ald. Murphy indicated that there is \$400,000 allocated in the City's 2009 budget for the Housing Trust Fund.*

*Mr. Steve Mahan, Director of the the Community Development Grants Admin. (CDGA) appeared to give an update on the application process.*

*Mr. Mahan referred the board members to his handout titled "Housing Trust Fund - Application Intake Sheet - November 2008" (Exhibit 1) and said that the CDGA received 28 applications.*

*Mr. Mahan said that WHEDA's current tax credit rate is \$.76 on the dollar.*

*Mr. Peters said that he heard that WHEDA's tax credits will be going down to \$.68 on the dollar.*

*Mr. Mahan gave an overview of the applications that were received for each of the four categories.*

*Mr. Mahan said he thinks a precedent was set with Mercy Housing, because in his brief review of the applications, he noticed that in six of the the applications the projects were not ready to go and they are missing their bank financing. He said those same six applicants are looking at housing trust funds as first funds in.*

*Mr. Mahan said that the next step will be for the Technical Review Subcommittee members to review the applications.*

*Ald. Murphy asked if the applicants have to state in the application what they thought they would receive in tax credits?*

*Mr. Mahan replied in the negative. He said that if the applicant didn't, the tax credit amounts are easy to figure out.*

*Mr. Mahan further replied that the Technical Review Subcommittee members will need to do a cursory review of the applications to see which applicants already have tax credits.*

*Ald. Murphy asked when will the applicants know if they will receive tax credits?*

*Mr. Mahan replied that a lot of the applicants have already received their tax credits. He also said that tax credit award announcements are done in March, but WHEDA has announced that it will begin a rolling application process starting January 1, 2009.*

*Ald. Murphy asked if Mercy Housing received its tax credits?*

*Mr. Mahan replied in the negative.*

*Ald. Murphy asked if this board should be at the point, where Mercy Housing should be notified that its housing trust fund award has been withdrawn? He said those funds could be reallocated.*

*Mr. Mahan replied that Mercy Housing has an application in for its tax credits and they should know something by February 2009. He said he will be meeting with Mercy Housing representatives next week to get an idea where they're at with their tax credits.*

*Ms. Dummer Combs asked if this board would be hurting applicants during the scoring process if the applicants were to ask for less funds than what they really need?*

*Mr. Mahan replied that the applicants were very conservative in their dollar requests.*

*Ms. Madden asked if a financial summary for each of the applications be completed prior to picking up all the applications?*

*Ald. Murphy asked Mr. Mahan if he could provide a narrative summary from each of applications for the Technical Review Subcommittee members prior to them picking up all the applications?*

*Mr. Mahan replied in the affirmative.*

*Mr. Mahan said that it would be good idea for the Technical Review Subcommittee members to pick up the applications by next week so that they can begin their review.*

*Ald. Murphy asked how can the applicant's financials be reviewed without knowing what the applicants tax credits will be?*

*Mr. Mahan replied that he will be meeting with WHEDA staff next week and he will have a clear picture on the tax credits.*

*Ms. Dummer Combs asked what is the timeline for the review and award for this second round?*

*Mr. Mahan said that he had talked to Mr. Kammholz, the Chair of the Technical Review Subcommittee, and he said that he is looking at a January 2009 meeting for the review and scoring of the applications and the awarding of the funds.*

*Mr. Peters said that last year he was very surprised that the full Advisory Board didn't review each of the applications and that it was all done by the technical Review Subcommittee. He asked if he could join the Technical Review Subcommittee?*

*Ald. Murphy replied in the affirmative.*

**4. Update from the Community Block Grants Administration Director relative to the status of the projects that have been awarded housing trust funds**

*Mr. Steve Mahan, Director of the Community Development Grants Administration appeared to give the update on the projects that have received a Housing Trust Fund award.*

*Mr. Mahan referred the board members to his hand out titled "Housing Trust Fund Awards by Organization" (Exhibit 2).*

*Mr. Mahan gave an overview of the Housing Trust Fund's activities for 2008, as noted in his handout.*

*Mr. Mahan said that he has been working with Assistant City Attorney Tom Gartner on the preparation of the contracts. He said they have a contract in place with St. Catherine's Place project and that he is just waiting for the final request for funds and a check will be sent out sometime next week.*

*Mr. Mahan said that the Milwaukee Christian Center is next in line on getting a contract in place. He said that Milwaukee Christian Center has completed its feasibility package and that the reason for the delay with them is because they just secured the parcels that they need for the project.*

*Mr. Mahan said the board knows where Mercy Housing stands at this time.*

*Mr. Mahan asked City Attorney Tom Gartner to comment on the Heartland House project.*

*Atty. Gardner said that they have an agreement in place, but the question that remains is when Heartland House will fulfill its prerequisites.*

*Ms. Gore said she thought the projects had a deadline of December.*

*Mr. Higgins replied that he had recently spoken with Christine Burg with Heartland House and she told him she will be ready for him to do a walk through in a couple of weeks.*

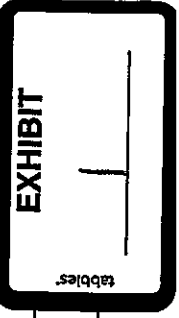
*Mr. Mahan said that United Methodist Children's Services project is not complete yet, but it is moving along. He said that it has been difficult arranging a time to meet with the representatives to work on completely the contract, but he plans to be more aggressive with them.*

**Meeting adjourned: 11:46 A.M.**

**Terry J. MacDonald**  
**Staff Assistant**

# HOUSING TRUST FUND Application Intake Sheet - November 2008

Agency Name	Funding Category	Amount Requested
ACTS Community Development Corp.	Home Ownership - Owner Occupied Rehabilitation	100,000
Bishop's Creek Family Housing Fund	Rental Housing - New Construction	500,000
Community Advocates, Inc.	Homelessness - New Construction of Facility	350,000
Dominican Center for Women, Inc.	Home Ownership - Owner Occupied Rehabilitation	147,000
Elizabeth Gilliam	Home Ownership - Owner Occupied Rehabilitation	10,000
Gorman & Company	Rental Housing - Rehabilitation of Existing Structure	175,000
Gorman & Company	Rental Housing - New Construction	180,000
Intercession, Inc.	Homelessness - New Construction of Facility	150,000
Layton Blvd West Neighbors, Inc.	Rental Housing - New Construction	200,000
Layton Blvd West Neighbors, Inc.	Home Ownership - Rehabilitation of Existing Structure	14,000
Martin Luther King Economic Development Corp.	Rental Housing - New Construction	200,000
Midwest Affordable Housing Corp. (Prince Hall)	Rental Housing - New Construction	500,000
Midwest Affordable Housing Corp. (Prince Hall)	Other Needs	200,000
Milwaukee Christian Center - Handicap Accessibility Project	Home Ownership - New Construction	66,000
Milwaukee Christian Center - NIP	Home Ownership - Owner Occupied Rehabilitation	126,000
Milwaukee Christian Center-Youth,(A WI Fresh Start Initiative)	Home Ownership - New Construction	40,000
Milwaukee Community Service Corps.	Home Ownership - Rehabilitation of Existing Structure	21,800
Milwaukee Community Service Corps.	Home Ownership - New Construction	11,400
Milwaukee Community Service Corps.	Other Needs	33,750
Milwaukee Habitat for Humanity	Home Ownership - New Construction	200,000



**HOUSING TRUST FUND**  
**Application Intake Sheet - November 2008**

Agency Name	Funding Category	Amount Requested
Milwaukee Habitat for Humanity	Home Ownership - Rehabilitation of Existing Structure	100,000
Our Space Inc.	Rental Housing - New Construction	350,000
Rebuilding Together Greater Milwaukee	Home Ownership - Owner Occupied Rehabilitation	75,000
Star United Townhomes, LLC	Home Ownership - New Construction	302,000
United Community Center, Inc.	Homelessness - New Construction of Facility	75,000
Volunteers of America National Services	Rental Housing - New Construction	250,000
William A Passavant RCAC, LLC	Rental Housing - Rehabilitation of Existing Structure	250,000
William A Passavant RCAC, LLC	Rental Housing - New Construction	226,000
	<b>Total</b>	<b>4,852,950</b>

ACCOUNT NUMBER	Organization Name	Housing Trust Fund Award	Final Award Per Term Sheet	Funding Category	Project Name	Project Description	PROG OFFICER
	Heartland Housing/Guest House (CC 02/05/08 +\$125,000)	125,000		Rental	1218 W. Highland	Rehabilitation of apartments	MH
	Mercy Housing Lakefront (CC 02/05/08 +\$750,000)	750,000		Homelessness	Johnson Center Residences (1230 W. Grant)	Permanent supportive living facility for homeless	GW
	Milwaukee Christian Center (CC 02/05/08 +\$68,000)	68,000		Homeownership	CHDO Project (multiple locations)	New Construction housing for homebuyers	GW
	St. Catherine's Residence, Inc. (CC 02/05/08 +\$264,000)	264,000		Rental	St. Catherine's Expansion (1018 E. Knapp Street)	Construction of new rental for women	GW
	United Methodist Children's Services (CC 02/05/08 +\$200,000)	200,000		Rental	UMCS Expansion 3940 W. Lisbon	Expansion of UMCS headquarters to include low-income housing	MH
	<u>Unallocated Amounts by Category:</u>	<u>1,407,000</u>					
	Homelessness	0					
	Rental	411,000					
	Homeownership	682,000					
	Unallocated total	<u>1,093,000</u>					
	2008 Budget Allocation	400,000					
	Special Award to LISC to support a Study with Public Policy Forum (CC 09/16/08 #080645)	(10,000)					
	2009 Budget Allocation	400,000					
	Available to allocate	1,883,000					
	Housing Trust Funds Total	<u><u>3,290,000</u></u>					
	File Number: 080216 CC 07/01/08						
	Allows for private donations to be received & expended up to \$250,000 for the Housing Trust Fund.	250,000					
	File Number: 071212 CC 01/15/08						
	Administrative Costs	25,000					

