



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin 53202

Meeting Minutes HOUSING TRUST FUND ADVISORY BOARD TECHNICAL REVIEW SUBCOMMITTEE

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

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

Friday, December 3, 2010

1:30 PM

Room 301-A, City Hall

Meeting convened at 1:35 P.M.

1. Roll call

Individuals present:

Mario Higgins, Community Block Grant Administration

Present 5 - Kammholz, Passaro, Wasserman, Peters and Schneider Peragine

2. Review and approval of minutes of June 25, 2010 meeting

Motion by Mr. Peters to approved minutes, seconded by Mr. Kammholz.
There were no objections.

3. Discussion relating to the clarification and the purpose behind the language change to the Housing Trust Fund application

Mr. Peters stated that he got confused when sending his email requesting the clarification of the language.

Mr. Higgins explained that there was not really an intent to change the language. There was just a point of clarification as he was going through the application that, did not get conveyed when Mr. Mahan was before the full board.

4. Review the updated funding guidelines and procedures for the Housing Trust Fund

Mr. Kammholz opened the discussion by saying that, the Housing Trust Fund received 12 proposals. There are standard practices of how these are evaluated. The Funding Guidelines for 2010 Housing Trust Fund Project Award. (Exhibit). There are \$1,757,628.00 available for funding. The job of this body is to indentify the best proposal possible to go forward, the Technical subcommittee votes on the procedures apply in coming up with the recommendations.

Mr. Kammholz asked members to forward any questions they may have between now and December 10, the date of the next meeting, to be forward to the Staff Assistant and she will distribute to Mr. Higgins

Mr. Kammholz asked Mr. Higgins if there are any outstanding issues with the Homelessness.

Mr. Higgins said no

Mr. Kammholz directed the members to fill out their spreadsheet form, based on the scoring point system sheet criteria and Mr. He also said that the only public sheet in regards to scores, will be the combined scoring sheet that it will be used as supporting documentation to the recommendations the Technical Subcommittee will provide to the full housing trust fund advisory board.

Motion by Mr. Kammholz, seconded by Ms. Passaro to approve Funding Guidelines for 2010 Housing Trust Fund Project Award. There were no objections.

5. Review and discussion of the housing trust fund applications

No further discussion took place regarding the application. Application was discussed in length at the full housing trust fund board meeting of the October 14, 2010.

This was

6. Next meeting date, time and agenda

*Friday, December 10 at 9:00 A.M.
Port of Milwaukee, Conference Room
2323 S Lincoln Memorial Dr.*

**Meeting adjourned at 2:36 P.M.
Joanna Polanco
Staff Assistant**



CITY OF MILWAUKEE HOUSING TRUST FUND
Scoring Point System

	Max 115 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 30% of income target		
# of units with residents between 30% and 50% of income target		
# of units with residents between 50% and 60% of income target		
# of units with residents between 60% and 80% of income target		
# of units with residents between 80% and 100% of income target		
Affordability Period	5	10
Meets HTF Affordability Period	1	
Exceeds HTF Affordability Period by 25%	2	
Exceeds HTF Affordability Period by 50%	5	
Exceeds HTF Affordability Period by 75%	8	
Exceeds HTF Affordability Period by 100% or more	10	
Employment and Contracting for City of Milwaukee residents and businesses		15
Creation of training program to provide better employment opportunities		
Use of existing training programs that provide employment opportunities		
Use of Residential Preference Program or Section 3 requirements		
Did agency describe an effective method of recruitment for local residents?		
Use of Certified M/W/D/E/Section 3 Businesses greater than 18% participation		
Did agency describe an effective method of recruitment for local businesses?		
All workers paid a Family Supporting Wage at a minimum of \$8.80 per hour?		
Neighborhood Diversity		5
Project Increases diversity of housing types in the neighborhood		
Green Building Principles		5
Project Utilizes Green building Principles		
Coordination with Community Institutions		5
Project is Coordinated with Community Institutions		
Community Integration		5
Move persons from institutions to community		
Experience		10
Agency experience with same type/similar project	2	
Staff experience with same type/similar project	4	
Management Agency Experience	4	
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 \$		
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		115

NOTE: All proposals must receive at least fifty (50) points for further consideration

- (a) 115 point maximum applies to projects requiring on-site services such as Shelter + Care. Maximum points available for all other projects is 110.
- (b) Only applies to projects requiring on-site services such as Shelter + Care

INCOME TARGETING TABLE		*CMI Based On Average Household Size of 4	
CMI %	Rating Points		
Up to 30%	15	0	21,350
>30% to 50%	12	21,351	35,550
>50% to 60%	9	35,551	42,700
>60% to 80%	6	42,701	56,900
>80% to 100%	3	56,901	71,100

*County Median Income 4 person household \$71,100

UNIT FORMULA TABLE				
Up to 30% CMI	>30% to 50% CMI	>50% to 60% CMI	>60% to 80% CMI	>80% to 100% CMI
15 $\frac{B}{A}$	12 $\frac{B}{A}$	9 $\frac{B}{A}$	6 $\frac{B}{A}$	3 $\frac{B}{A}$
A = Total Units B = Units meeting HTF Income Targets				

Step 1: Determine which HTF target income level the project (or units) falls under (30% CMI, 50% CMI, 60% CMI, 80% CMI, or 100% CMI)

Step 2: Using the INCOME TARGETING TABLE, identify the income level which is appropriate for your project

Step 3: Locate the Rating Points associated with the income target for your project (15, 12, 9, etc)

Step 4: Using the Rating Points identified in step 3, locate the appropriate formula set to use in the UNIT FORMULA TABLE

Step 5: Using the UNIT FORMULA TABLE, place the number of units meeting the project income target identified in step 2 as the Numerator (B).

Step 6: Place the Total Number of units as the Denominator (A).

Step 7: Run the calculation to determine the appropriate number of points awarded for this section (for mixed income projects the calculation must be ran for the number of units under each income target.

If applicable

Step 8: Add the points together (from step 7) and round to the nearest whole number to get score.

Example:

1. Project (Units) is in the 50% CMI category
2. Project will have 50 units of which 25 are for households making at or around \$22,000/yr
3. The above two facts results in the project (units) being given 12 rating points.

Calculation: $12 \text{ (rating points)} * (25 \text{ (\# of units targeted)}) \text{ over } 50 \text{ (total units)}$
 $12 * 25/50 = \text{ or } 6 \text{ points.}$ (This assumes that the remaining 25 units are targeted for households greater than 100%)

If remaining units fall under 100% CMI run the calculation at the appropriate income level and number of units

Example:

1. Remaining Units are in the 60% CMI category
2. Project will have 50 units of which 25 are for households making at or around \$38,000/yr
3. The above two facts results in the project (units) being given 9 rating points.

Calculation: $9 \text{ (rating points)} * (25 \text{ (\# of units targeted)}) \text{ over } 50 \text{ (total units)}$
 $9 * 25/50 = \text{ or } 5 \text{ points.}$

Total points for this project is $6+5= 11 \text{ points}$

