A quorum of the Administration Committee, Board of Public Works, Park Board, and/or Common Council may attend this meeting; (Although it is not expected than any official action of any of those bodies will be taken).

CITY OF MENASHA
HOUSING AUTHORITY
Council Chambers, 3RD Floor City Hall
140 Main Street, Menasha

October 2, 2012

6:00 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE
   1. Minutes of the December 15, 2011 Housing Authority Meeting

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
   Five (5) minute time limit for each person

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
   1.

F. DISCUSSION
   1. Rebuilding Together Fox Valley
   2. Habitat for Humanity Home Rehabilitation Initiatives
   3. Possibilities for Tax Increment Finance District Funded Housing Rehab Programs

G. ACTION ITEMS
   1. Review of Applicants

H. ADJOURNMENT

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Community Development Department at 967-3650 at least 24-hours in advance of the meeting so special accommodations can be made.

CITY OF MENASHA
Housing Authority
Council Chambers, City Hall – 140 Main Street
December 15, 2011
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Frank Haffner.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Christine Kaup, Frank Haffner, Mike Sheleski, Cliff Fischer, Larry Haase, Tim Maurer

MEMBERS EXCUSED/ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan and Mary Bach

C. MINTUES TO APPROVE

1. **Minutes of the June 22, 2011 Housing Authority Meeting**
Motion by Comm. Sheleski, seconded by Comm. Kaup to approve the June 22, 2011 Housing Authority meeting minutes.

The motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

Five (5) minute time limit for each person.

1. No one spoke.

E. DISCUSSION

1. **Update on Housing Projects**
Mary Bach reported on Neighborhood Stabilization Program (NSP) activities. Habitat for Humanity will be constructing a new home on a foreclosed First Street property in 2012. She is working on a procedure to enable assumption of CDBG mortgages as a means of avoiding default.

2. **Review of Draft Housing Rehabilitation Brochure and RLF Fund Availability**
Commissioners reviewed the CDBG rehab program brochure prepared by Community Development Dept. staff with consensus that it should be posted to the city's website and made available at other suitable locations.

F. ACTION ITEMS

1. **Review of CDBG/HOME Rehab Requests for Funding**

Applicant #119.
Motion by Comm. Sheleski, seconded by Comm. Maurer to approve a maximum of $7,250 for foundation repairs.

The motion carried.

Applicant #120.
Motion by Comm. Haase, seconded by Comm. Sheleski to approve the plumbing, electrical and insulation upgrades up to a maximum of $15,000. The proposed replacement windows were not

approved.

The motion carried.

Homebuyer Projects

Mary Bach discussed her proposal to use CDBG acquisition/rehab funds to provide homebuyer assistance. The consensus of commissioners was that the amount of rehab funds used for this purpose should be limited to $7,500.

Motion by Comm. Maurer, seconded by Comm. Sheleski to approve up to $5,000 in down payment assistance for a Habitat for Humanity sponsored project on Tayco Street.

The motion carried.

2. **Loan Subordination Policy**

CDD Keil stated that Mayor Merkes requested that the commissioners review the subordination policy to assess whether CDBG loans should be subordinated for refinancing purposes. If the loans were not subordinated, more funds would become available for rehab. Commissioners were agreeable to reviewing the policy and will take up the matter at the next Housing Authority meeting.

G. ADJOURNMENT

Motion by Comm. Maurer, seconded by Comm. Fischer to adjourn at 7:15 p.m. The motion carried.

Minutes respectfully submitted by Greg Keil, CDD.

Rebuilding Together® Fox Valley

WHO we are and WHAT we do

Rebuilding Together Fox Valley is a nonprofit organization that helps low income seniors and disabled homeowners stay safe, warm and independent. We do our work at no charge to the homeowner.

Who qualifies for our services:

- Low Income
- Senior 60+
- Disabled of any age and permanent member of household
- Owns home
- Current on their homeowners insurance
- Lives in one of the following zip codes:
  54911, 54912, 54914, 54915, 54913, 54136, 54113, 54140, 54952, 54130, 54957, 54956

If you know of anyone that might need our assistance, please call our offices at **730-2156** or tell them about us.

To learn more about Rebuilding Together Fox Valley visit our website at **www.rtfv.org**.

We are Rebuilding Together Fox Valley and we are revitalizing homes, neighborhoods and communities- join us!

Neighborhood Revitalization Programs include:

"Critical Home Repair": Extensive interior and exterior work performed to alleviate critical health, life and safety issues or code violations. This may include siding and trip repair or replacement, roof repair, floor or wall repair or repairs to plumbing, mechanical or electrical systems on an existing home for the purpose of alleviating critical health, life and safety issues.

"**Weatherization**": Systematic repairs to an existing home based on a comprehensive energy audit, designed to improve the energy efficiency and overall indoor air quality and comfort.

"A Brush With Kindness": Exterior work that includes painting, patching, minor repair, landscaping or replacement of materials for the purpose of maintaining good or sound condition of home.

EQUAL HOUSING LENDER

We are pledged to the letter and spirit of the U.S. policy for the achievement of equal housing opportunity through the nation.

We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, family status or national origin.

Greater Fox Cities Area Habitat for Humanity was founded in 1993 by dedicated volunteers. We partner with qualifying, low-income families in substandard living conditions to work together to build safe, decent and affordable housing.

To apply for one of our programs or for further information contact:

Greater Fox Cities Area Habitat for Humanity

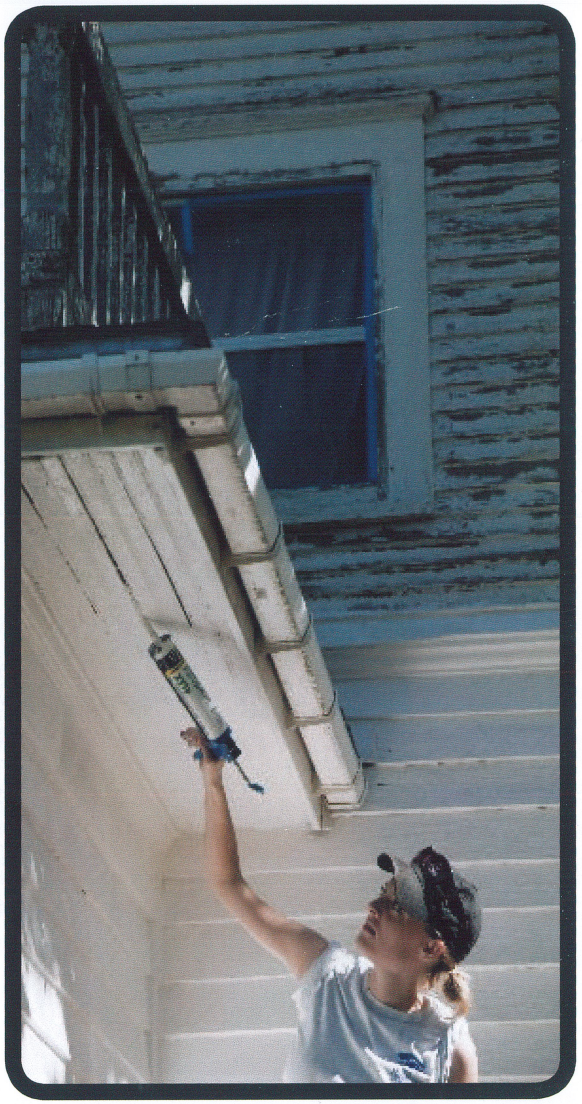
921 Midway Road
Menasha, WI 54952
(920) 954-8702

www.foxcitieshabitat.org

Our vision is to become a contributing partner to the neighborhood through collaborating with organizations who share our hopes of transforming lives, one home at a time.

Greater Fox Cities Area
Habitat for Humanity®
Neighborhood Revitalization Initiative

Greater Fox Cities Area
Habitat for Humanity®
Neighborhood Revitalization Initiative



Revitalizing neighborhoods through empowerment and partnerships

Bringing people together.... *to build homes, communities* *...and hope.*

What is Habitat's Neighborhood Revitalization Initiative?

When ***basic expenses exceed income*** month after month, home maintenance is the usual casualty. Years of deferred maintenance can cause an unfortunate cycle of ***home deterioration*** and ***unsafe living conditions***.

Habitat's Neighborhood Revitalization Initiative ***expands current services*** to include existing homeowners, preserving home ownership by partnering to aid those struggling to restore and ***maintain a safe*** and ***decent place to live.***

Alongside our core mission of putting families into ***safe, affordable, decent homes***, this initiative allows us to serve ***low-income residents*** of a target community who ***already own their homes.***

We leverage Habitat's extensive network of ***dedicated volunteers*** to make critical home repairs, weatherization upgrades, or façade improvements that will bolster the ***quality of life*** of the homeowner and the ***entire neighborhood***.

How are families selected?

As with Habitat for Humanity's home ownership program, qualified applicants must demonstrate a **need** as a homeowner, the **ability to pay** and a **willingness to partner** with Habitat for Humanity by providing their own labor to work with Habitat's staff and volunteers. The homeowner will pay for the repairs through monthly payments on a no-interest loan.

Need: The current physical dwelling is inadequate; the family and/or friends are unable to readily repair deficiencies; the family is unable to obtain a conventional loan.

An estimated 21,600 people live in poverty in the Fox Cities

For the physical dwelling to be inadequate, housing conditions have health, life and safety issues such as:

- Insufficent insulation or air seaming
- Poor indoor air quality
- Inadequate plumbing, electrical or heating systems
- Structural issues with windows, doors, foundation, roof, etc.
- Damaged or missing siding, trim or paint

Ability to Pay: The family's income must be at least 30% and no more than 60% of the County Median Income; have manageable debt; good payment history and no recent bankruptcy, liens or judgements.

Income Guidelines

Family Size	Minimum	Maximum
1	$15,300	$30,600
2	$17,450	$34,900
3	$19,650	$39,300
4	$21,800	$43,600
5	$23,550	$47,100
6	$25,300	$50,600
7	$27,050	$54,100
8	$28,800	$57,600

Willingness to Partner: The family must be eager to participate in the program, willing to commit the time necessary and understand the program and its requirements. Each family must complete Habitat facilitated educational workshops as a part of sweat equity requirements:

In the Fox Cities, one third of residents pay more than 30% of their income on housing

Workshops Include:

- New Family Training
- Budget & Credit Analysis
- Repayment Agreement
- Post Project Homeowner Walk Through