

*** All present are expected to conduct themselves in accordance with our City's Core Values ***



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.

Meeting: COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE
Date/Time: Wednesday, September 30, 2015 at 4:30 p.m.
Location: Board Room, 2nd Floor, City Hall, 407 Grant Street
Members: Bohlken, Gumness, Freiberg, Thao, Reif, S. Ackerman, D. Ackerman, Olaffson, Campbell, Bloomquist, Hebert, Kellbach

AGENDA ITEMS FOR CONSIDERATION AND POSSIBLE ACTION

- 1 Call to order
- 2 Approval of minutes of February 23, 2015 meeting
- 3 Update of 2015 Block Grant Funding
- 4 Proposed 2016 Block Grant Funding and scheduling of program year
- 5 Discussion and action on Section 17 program income funding for Wausau Rental Rehabilitation and Commercial Rehabilitation Loan Funds
- 6 Approval of the Anti-Displacement Plan

Adjournment

Bruce Bohlken (Chair)

This notice was posted at City Hall and emailed to the media on 9/28/15.

Questions regarding this agenda may be directed to the Community Development Office, (715)261-6680.

It is possible that members of, and possibly a quorum of the Council and/or members of other committees of the Common Council of the City of Wausau may be in attendance at the above-mentioned meeting to gather information. **No action will be taken by any such groups.**

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at (715) 261-6620.

Other Distribution: Media, Alderpersons, Mayor and Department Heads

COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE

Time and Place: The Community Development Citizens Advisory Committee met on Monday, February 23, 2015 at 4:00 pm, Birch Room at City Hall

Members Present: Chairman Bohlken, Freiberg, S. Ackerman, Kellbach, Thao, Olafsson and Bloomquist

Members Excused: Reif, Gumness, D. Ackerman, Campbell, Osborn, Hebert

Others Present: Tammy Stratz, staff

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and received by the Daily Herald in the proper manner.

(1) **Call to Order**

Chairman Bruce Bohlken called the meeting to order at 4:00 pm and thanked everyone for attending.

(2) **Approval of minutes from October 27, 2014**

Motion by S. Ackerman. Second by Freiberg to approve the minutes as presented. Motion carried unanimously.

(3) **2015 Block Grant Program: Re-allocation of increased funding from U.S. Department of Housing and Urban Development (HUD)**

Stratz indicated that the City received notification from H.U.D. stating the City's 2015 allocation will be \$578,155 – which is \$58,155 more than originally planned for. According to the City's Citizens Participation Plan, if the final allocation is more or less than 10% that what the planned allocation is, the Citizens Advisory Committee would need to reconvene to reallocate the new amount. This amount is just over the 10% change.

Olafsson asked if there were higher priorities for the additional funds. Stratz mentioned that with the increase of funds, the administration portion could go up to \$115,600 and requested that increase. She also indicated that with the City budget being so tight again this year, awarding additional funds to the Streets Reconstruction project could free up city funds for other potential projects/expenses. Ackerman asked about additional funds for Economic Development and/or Neighborhood Revitalization. Bohlken reminded the committee that the Economic Development Manager position has been vacant so those funds have not been needed. Stratz agreed but did add that staff is interviewing for that position with hopes to have someone in place by the end of March. Stratz also indicated that without a definite project in place yet for Neighborhood Revitalization, additional funds may not be the best strategy. If funds cannot be expended quickly we would be forced to reprogram them later. If a big project does come to the surface, we can add more funding with next year's funding. Stratz then revealed the e-mails she received from Campbell, Gumness and D. Ackerman (who couldn't attend the meeting) with their suggestions.

Olafsson requested if they could just add \$25,000 to Homeowner Rehabilitation, increase the amount to Administration as requested and the rest to Streets. Bohlken agreed to this suggestion. After a little more discussion, the following changes were made:

Administration	-	\$115,600 - up from \$104,000
Homeowner Rehab	-	\$150,000 – up from \$125,000
Brownfields	-	\$ 50,000 – remained the same
Economic Development-		\$ 35,000 – remained the same
Street Reconstruction	-	\$141,555 – up from \$120,000
Neighborhood Revital.	-	\$ 25,000 – remained the same
Big Brothers/Big Sisters	-	\$ 5,000 – remained the same
Start Right Program	-	\$ 15,000 – remained the same
Project Step Up	-	\$ 5,000 - remained the same
Salvation Army	-	\$ 15,000 – remained the same
Warming Center	-	\$ 5,000 – remained the same
YWCA Child Care	-	\$ 16,000 - remained the same

This totals the new funding amount of \$578,155. Olafsson moved to approve the funding changes as discussed. Freiberg seconded. Motion passed unanimously.

(4) **HUD Updates Regarding Future Allocations and Program Changes**

Stratz indicated that at the National Community Development Association (NCDA) winter meeting this past January, federal Block Grant representatives were again fearful of more cuts to CDBG. She asked members to remember this in any interaction they may have with their state and federal representatives/congressmen/etc. and to let them know how important CDBG is to the City of Wausau. Werth and Stratz met with Congressman Duffy in January to discuss this and invited him to again tour projects the City is working on so he could see firsthand the impact these funds have.

(5) **Adjourn**

With no other business to come before the committee, S. Ackerman moved to adjourn the meeting, Bloomquist seconded. The meeting was adjourned.

Respectfully Submitted,

Bruce Bohlken
Chairman



WAUSAU CENTRAL BUSINESS DISTRICT COMMERCIAL REHABILITATION PROGRAM POLICY

Purpose: The Wausau Commercial Rehabilitation Program is a loan program designed to stimulate rehabilitation and redevelopment of commercial real estate within downtown Wausau.

Type of Funding: The program provides low interest loans to be administered by and subject to approval from the Community Development Department. Loans shall be offered as funding is available. Funds shall be maintained and monitored by the Finance Department and projects reviewed by the city's Economic Development Committee. Rehabilitation projects shall be completed in accordance with the Wausau Design Guidelines with advisory approval for design by the Wausau Historic Landmarks Committee and comply with applicable city codes and ordinances.

Financing Terms: Financing assistance shall be made as loans with a 15 year amortization schedule, at 1.5% interest rate, deferred for 1 year repayable in the next 6 years, with a balloon payment (of all accrued interest and remaining principal) to be paid at the end of year 7. A promissory note shall be executed by and between the City and the borrower and final estimated value of the rehabilitated building shall support all existing debt. A mortgage, usually in a subordinated position behind a commercial loan, shall secure the city's interest in the property. Loan terms may be negotiated under special circumstances and approval of the CDD Director and/or CDD Administrator.

Eligible Expenditures: Funds are to be used for physical improvements including but not limited to exterior facade and necessary structural, electrical, plumbing and other building system components. Fees and other project related expenses, such as architectural/engineering costs, title insurance, credit report and recording fees are considered project eligible costs and will be added on to the loan amount.

Program Boundaries: Eligible properties include those which are within and are immediately adjacent to 3rd Ave to 6th Street, and Forest St/Garfield north to Bridge St. Other Economic Development Commercial Façade projects outside this area will be considered on a case-by-case basis.

Application Process: Applications are reviewed on a first-come, first-served basis. An application fee of \$50.00 will be received from the applicant before staff can process the application.



WAUSAU RENTAL REHABILITATION PROGRAM

- AVAILABLE:** To all landlords with rental property within the City of Wausau.
- TERMS:** Total loan for 15 years – 5 deferred 10 year monthly installment payments. Loan accrues interest at 2% simple interest beginning at loan closing date.
- COLLATERAL:** The City of Wausau will have a mortgage and note signed with the owner.
- PROCESS:** Applications may be received from the Community Development Department located at 407 Grant Street, City Hall, Wausau, WI or by calling (715) 261-6681 during business hours.
- Submit completed application, required documentation, and \$50.00 application fee to the Community Development Department.
- Inspection of proposed property by Community Development Department staff and property owner.
- Rehabilitation specifications written by Community Development Department staff and sent to owner.
- Owner obtains minimum of two bids from qualified contractors.
- Property owner meets with Community Development Department staff to ascertain the scope of work and total project cost.
- Owner directs Community Development to proceed with loan.
- Title check on property is ordered and closing documents are processed. Proceed to loan closing. Work to begin after loan closing and completed within 120 days or other specified time.
- Inspections made on property and progress payments are issued according to program guidelines.
- Property must stay code compliant during the terms of the loan.
- LEAD BASED PAINT** Any property built prior to 1978 will fall under HUD and State of Wisconsin's lead Based Paint Regulations. A Risk Assessment will be performed to indicate where Lead Based paint is present so qualified contractors will know how to proceed with rehabilitation work. A copy of the Risk Assessment will be sent to property

owner along with written specifications. The fee for the Risk Assessment can be included in the loan amount. If the property owner decides not to proceed with the loan, the risk assessment bill will be the responsibility of the property owner. Only State Certified Lead Contractors are allowed to perform any rehabilitation work on properties built prior to 1978.

LOAN AMOUNTS: Funds will be lent to rental property owners at \$40,000 per unit with at 25% match of funds from the owner. (75/25)

PROGRAM GOALS: To provide decent, safe, and affordable housing units within the City of Wausau.



**City of Wausau
and
the Community Development Department (CDD) of
the City of Wausau**

**ANTI-DISPLACEMENT PLAN
REPLACEMENT HOUSING
AND
RELOCATION ASSISTANCE**

**HUD ASSISTED ACQUISITION,
REHABILITATION, DEMOLITION AND
CONVERSION**

**City of Wausau and the Community Development Department of the City
of Wausau**

**Community Development Block Grant (CDBG) Program
HOME Investment Partnerships Program (HOME) Program**

**Residential Anti-Displacement, Replacement Housing and Relocation
Assistance Plan**

As a pre-submission requirement when applying for funding through the CDBG and/or HOME Programs, the (jurisdiction) is required to develop, make public, and certify that it is following a Residential Anti-Displacement and Relocation Assistance Plan.

Legislation: Amendments to the Housing and Community Development Act of 1974, coupled with expansion of the Uniform Relocation Act, in 1989, to cover HUD assisted private development represents the strongest anti-displacement measures yet to be applied to HUD assisted activities. Additional legislation was passed on October 28, 1992, the Housing and Community Development Act of 1992. Within this legislation there was Section 105(b) of the Cranston-Gonzalez National Affordable Housing Act, which required a HOME participating jurisdiction (PJ) certify it is following a Residential Anti-Displacement and Relocation Assistance Plan (Plan) under its HOME Investment Partnerships Program (HOME). This Plan requires the same actions and provides the same rights as the Plan required for the Community Development Block Grant (CDBG) Program under Section 104(d) of the Housing and Community Development Act of 1974, expanded in 1989.

Policy: The Certification and Plan are required even if the HOME or CDBG assisted projects will not result in the demolition or conversion of a low/moderate-income dwelling. PJs (e.g., HOME consortia) that are not CDBG grantees must establish and follow a Plan that meets the requirements of the applicable CDBG regulation (24 CFR 570.606(c) for local jurisdictions and 570.488(c) for states).

The Plan is divided into 4 sections and addresses: (I) the City and CDD's policies to minimize and avoid displacement of persons from their homes and neighborhoods; (II) the replacement of any low and moderate income occupiable housing units that are demolished or converted to another use utilizing CDBG or HOME funding, and any relocation that is associated with the loss of those housing units; (III) displacement and relocation subject to the Uniform Act, and (VI) optional policies. The following Plan is intended to address requirements for written plans and procedures for displacement and relocation under both CDBG and HOME. A glossary of common terms, a summary of the appeal process, and a one-for-one replacement housing template (for submission to HUD) are attached as Appendices A, B, and C respectively.

SECTION I

STEPS TO BE TAKEN TO MINIMIZE DISPLACEMENT OF PERSONS FROM THEIR HOMES

The following steps will be taken by the City and CDD to avoid or mitigate displacement and its adverse effects, when deemed necessary.

- A. Coordinate code enforcement with rehabilitation and housing assistance programs.
- B. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- C. Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- D. Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- E. Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- F. Adopt policies to comply with Wisconsin Statutes 32.05 and 32.06, protecting property owners and occupants.
- G. Refer person to counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- H. Priority will be placed on the rehabilitation of housing, as opposed to demolition, where feasible, to avoid displacement.
- I. Property acquisition will be highly selective, targeting only those properties deemed essential to the success of a project.
- J. Priority will be placed on the purchase of unoccupied buildings, if suitable.

When a property must be acquired for a HUD assisted project, efforts will be made to avoid displacement until the property is actually needed. Additionally, the (jurisdiction) will strive to insure that:

- A. Acquisition and/or demolition of properties will be timed so as to allow the maximum amount of time and attention for tenant and owner relocation.
- B. Temporary displacement due to rehabilitation will be for as brief a period as possible.
- C. Except in emergency cases, owners and tenants of properties who may be displaced will be given at least a ninety-day notice offering comparable housing prior to being required to move.
- D. In determining whether or not temporary relocation is necessary to facilitate rehabilitation of a dwelling unit, the City or CDD will consider hardship likely to result if the person occupies the unit during the process. In certain cases, local occupancy codes and HUD's regulations on lead-based paint will require the occupant to move temporarily.
- E. The City and CDD will review all claims for relocation assistance in an expeditious manner. The claimant will be promptly notified of any additional documentation that is required to support the claim. Payment of the claim shall commence within 30 days following receipt of documentation to support claims.
- F. If a person demonstrates need for an advance relocation payment in order to avoid or reduce hardship, the person will be issued the needed portion of the payment, subject to safeguards as appropriate, to ensure that the objective of the payment is accomplished.
- G. All persons to be displaced as a result of a federally funded activity shall be offered, at a minimum, relocation advisory assistance as outlined in 49 CFR Part 24.205, including assistance in filing claims and appeals. Additionally Wisconsin State Statutes 32.05 and 32.06 shall apply. When there is a discrepancy between State and Federal Law the City and CDD shall use the most stringent law.

SECTION II

STEPS TO BE TAKEN WHEN LOW AND MODERATE INCOME DWELLING UNITS ARE DEMOLISHED OR CONVERTED TO ANOTHER USE AS A DIRECT RESULT OF ACTIVITIES ASSISTED WITH COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (and/or HOME funds when applicable)

A. One-for-One Replacement Component

The City and CDD will replace all occupied, and vacant occupiable, low and moderate income housing demolished or converted to a use other than lower income housing in connection with a project assisted with funds under the CDBG program and/or the HOME Investment Partnerships Act. The term “vacant occupiable” means that although the unit is not occupied, the unit is not infeasible for rehabilitation according to local economic standards. More on specific requirements for replacement of units is found at 24 CFR Part 570.606(b)(1) for CDBG and, [24 CFR Part 42](#), for HOME assisted projects (Cross References: 24 CFR Parts 91, 92 and 570).

All replacement housing will be provided within three years after the commencement of the demolition or conversion. Replacement dwelling units may include public housing, existing housing receiving project-based Section 8 assistance, vacant units raised from substandard to standard and newly constructed units within the City of Wausau.

Before obligating or entering into a contract committing the City or CDD to provide funds for a project that will directly result in demolition or conversion, CDD or City will make public by Class 1 Notice and submit to HUD the following information in writing (see Appendix C):

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower income housing that will be demolished or converted to a use other than as lower income housing as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of bedrooms and location on a map of the replacement housing that has been or will be provided.
5. The source of funding and a time schedule for the provision of the replacement housing;

6. The basis for concluding that the replacement housing will remain lower income housing for at least 10 years from the date of initial occupancy;
7. Information demonstrating that any proposed replacement of housing units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with housing needs and priorities identified in the approved Consolidated Plan submitted to HUD.

NOTE: Absent any HUD approval of smaller units for replacement of larger units, the replacement unit must be able to accommodate the same number of occupants from units demolished or converted based on local code requirements.

To the extent that the specific location of the replacement housing and other data in items 4 through 7 are not available at the time of the general submission, the City or CDD will identify the general location of such housing on a map and complete the disclosure and submission requirements as soon as the specific data is available.

B. Relocation Assistance Component

The City or CDD will provide relocation assistance as described in 24 CFR Part 570.606(b)(2) and Wisconsin Statutes 32.05 and 32.06, to each low and moderate income household displaced by the demolition of housing or by the conversion of a low-moderate income dwelling unit to another use as a direct result of the HUD assisted activity.

Note: for the HOME program, the requirements of the Plan became effective upon the submission of the Participating Jurisdiction's Fiscal Year 1994 CHAS. The Plan applies to every new commitment of HOME funds as defined in the HOME regulations at 24 CFR 92.2.

Household may receive assistance as described in 49 CFR Part 24, HUD regulations implementing the Uniform Relocation Act, if they do not qualify for assistance under CDBG regulations at 570.606(b)(2).

The Uniform Act is summarized in Part III of this document. A person will not qualify for Section 104(d) relocation assistance, but retain rights and benefits under the Uniform Act under 2 circumstances:

- A. The person chooses to become a homebuyer, and the home is not mutual or cooperative housing.
- B. The person is eligible for, and is offered, a Section 8 Housing Voucher but refuses it in lieu of a cash payment under the Uniform Act.

Under Section 104(d) of the Housing and Community Development Act of 1974 (HCD), as amended, the following is a summary of benefits available to low and moderate income households that are displaced for as a result of demolition or conversion for a CDBG or HOME assisted project:

1. Moving expenses – subject to the limitations and definitions contained in 49 CFR Part 24, Subpart D, a displaced owner-occupant or tenant of a dwelling unit is entitled to either:

a. Reimbursement of actual, reasonable moving expenses for the transportation of themselves and personal property, including packing, storage (if necessary), and other eligible expenses.

OR

b. A fixed moving expense payment determined according to the applicable schedule approved by the Federal Highway Administration based on the number of rooms of furniture.

The schedule can be found online at:

<http://www.fhwa.dot.gov/realestate/fixsch96.htm>

2. Security Deposits/Credit Checks - The reasonable cost of a security deposit required to rent the replacement dwelling unit, and any credit checks required to rent or purchase replacement housing.

3. Replacement Housing Assistance - Persons are eligible to receive one of the following two forms of replacement housing assistance under Section 104(d) of the HCD:

a. Each low income person must be offered rental assistance equal to 60 times the amount necessary to reduce the monthly rent plus utilities for the replacement dwelling (comparable replacement dwelling or a decent, safe, and sanitary dwelling to which the person relocates – whichever is less). All or a portion of the assistance may be offered through the Section 8 Housing Voucher program, if available, through the local public housing authority (PHA). If no such assistance through Section 8 is available, the rental assistance shall be cash, distributed in installments, not to exceed 60 months. However, if a Voucher is available to offer, and the person chooses a cash payment, in lieu of a Section 8 Voucher, then the rental assistance is limited to 42 months (instead of 60).

b. If the person purchases an interest in a housing cooperative or mutual housing association and occupies a decent, safe and sanitary

unit in the cooperative or mutual housing association, the person may elect to receive a lump sum payment to be used for the purchase. This lump sum shall be equal to the capitalized value of 60 monthly installments of the amount obtained by subtracting the "Total Tenant Payment" from the monthly rent and estimated utility cost at a comparable replacement dwelling (see definition of comparable).

- c. If a person eligible for assistance under Section 104(d) of the Act elects to purchase a standard home under conventional financing, the relocation subsidy will be provided in a lump sum. However, the subsidy is calculated according the Uniform Act, not Section 104(d).
4. Advisory Services – All eligible displaced households shall be provided appropriate advisory services, including notification of the planned project with a description of relocation assistance available, counseling, and referrals to at least one suitable comparable replacement dwelling, but more than one referral will be sought.

SECTION III

STEPS TO BE TAKEN WHEN HUD ASSISTED ACQUISITION, REHABILITATION, CONVERSION OR DEMOLITION CAUSES DISPLACEMENT

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act) provides important protections and assistance for people affected by the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects. In compliance with the Uniform Act, the (jurisdiction) will ensure that people whose real property is acquired, or who involuntarily move as a direct result of projects receiving federal funds, are treated fairly and equitably and receive assistance in relocating and moving from the property they occupy.

On February 3, 2005, the Uniform Act regulations were amended to incorporate further clarifications on the applicability of the Act to federal programs. This Section incorporates any revisions applicable, as a result of the recently amended Uniform Act regulations at 49 CFR Part 24.

If, as a direct result of a federally assisted project or activity, it becomes necessary to relocate persons, they shall be eligible for relocation benefits and services as outlined below (49 CFR Part 24, Subpart C-E):

A. Permanent Displacement

Moving Expenses - Subject to the limitations and definitions contained in 49 CFR, Subpart D, a displaced owner-occupant or tenant of a dwelling is entitled to either:

- a. Reimbursement of actual, reasonable moving expenses for the transportation of themselves and personal property, including packing, storage (if necessary), and other eligible expenses.

OR

- b. A fixed moving expense payment determined in according to the applicable schedule approved by the Federal Highway Administration based on the number of rooms of furniture. The current schedule can be found online at: <http://www.fhwa.dot.gov/realestate/fixsch96.htm>

Advisory Services - as outlined in 49 CFR Part 24, Subpart C, including notification of the planned project with a description of protections, rights, and relocation assistance available. Advisory services include counseling and referrals to comparable replacement housing, filing of

claims and referrals to other agencies for assistance, as deemed appropriate.

Replacement Housing Assistance – Subject to the limitations of 49 CFR Part 24 Subpart E of the Act, a displaced owner-occupant or tenant is eligible for one of the following replacement housing payments:

a. 180-Day Homeowner-Occupant

- i. If the person has actually owned and occupied the displacement dwelling for not less than 180 days prior to the initiations of negotiations to acquire the property for a project, and occupies a replacement dwelling within one year, the person is eligible for a replacement housing payment which represents the combined cost of (1) the differential amount, (2) increased interest costs, and (3) reasonable incidental expenses (including professional home inspection) as outlined in the Uniform Act regulations in 49 CFR Part 24, Section 24.401;

-OR-

- ii. If the person is eligible for assistance under this section but elects to rent a replacement dwelling within one year (instead of purchase again) the person will be eligible for a rental assistance payment (RAP) computed in accordance with Section 24.401(a)(2)(ii), as below. However, the RAP cannot exceed what the homeowner would have been entitled to under a 180-day homeowner calculation.

b. 90-Day Occupants (homeowners and tenants)

A tenant occupying a rental unit for more than 90 days (or a homeowner-occupant who elects to rent after displacement) is eligible for one of the two types of payments below.

Rental Assistance payments are computed differently for low income and non-low income persons in the following manner:

Low income (persons below 80% of the median family income as determined by HUD)

1. The lessor of the monthly cost of rent and utilities for a comparable replacement dwelling, or the monthly cost of rent and utilities for a decent, safe and sanitary unit the person actually moves into.

2. The lessor of thirty percent (30%) of the person's anticipated, average, gross household income, or the monthly cost of rent and utilities at the displacement dwelling (old unit).

3. Line (1) above, minus Line (2) above

4. Forty-two times the amount from Line (3) = the payment

Non-low income (persons above 80% of the median family income as determined by HUD)

1. The lessor of the monthly cost of rent and utilities for a comparable replacement dwelling, or the monthly cost of rent and utilities for a decent, safe and sanitary unit the person actually moves into.

2. The monthly cost of rent and utilities at the displacement dwelling, which is the old unit.

3. Line (1) above, minus Line (2) above

4. Forty-two times the amount from Line (3) = the payment

-OR -

Downpayment Assistance

For a renter electing to purchase a home, assistance is calculated as the amount the person would receive under paragraph (b) above.

Security Deposits/Credit Checks

Security deposits are not an eligible expense under the Uniform Act, as a grant or subsidy, unless it is distributed as a repayable loan. However, a person can choose to use a portion of a replacement housing payment (an advance on the claim) to secure a replacement unit.

Credit checks are eligible if a person chooses actual, reasonable expense reimbursement, but not under a fixed schedule for moving allowance.

Housing of Last Resort

While there are caps on rental (\$5,250) and homeowner (\$22,500) payments under the Uniform Act regulations, Subpart E, these caps shall be exceeded or other appropriate measures will be taken to insure that all displaced persons are able to occupy comparable, decent, safe and sanitary housing after displacement. The (jurisdiction) will take appropriate measures under the "Housing of Last Resort" provisions discussed within the regulations at Subpart E, 49 CFR Part 24.404. These measures may include, but are not limited to, the following:

1. Rehabilitation of and/or additions to an existing replacement dwelling;
2. Construction of a new replacement dwelling; or
3. Payment of a replacement housing payment in excess of the prescribed caps as set forth within 49 CFR Part 24, Subpart E.

B. Temporary Displacement

If the (jurisdiction) determines that it is necessary to temporarily relocate tenants in a building being rehabilitated, the tenant is eligible for:

1. Referral to decent, safe, and sanitary temporary housing;
2. Reasonable, actual moving expenses;
3. Any increase in housing costs for the time the person is away from the building, including any increase in rent and utilities; and
4. Utility disconnects and reconnects, as necessary.

In no case will tenants be required to relocate for a period to exceed twelve months. If the time away from a unit exceeds one year, the tenants shall be contacted and offered the choice to wait longer, or be treated as a permanently displaced person and as such, will be provided full coverage and assistance as a permanently displaced tenant under the Uniform Act.

C. Payment Standards

The City or CDD will decide who is responsible for payment of eligible costs and, whether the project sponsor has the capacity to undertake either temporary or permanent relocation. Written agreement will be made between project sponsors, property owners and the (jurisdiction) prior to any

displacement, stating who will be responsible for each portion of implementing the actions outlined in this Plan, and who will undertake the relocation duties.

The City or CDD will insure that relocation payments to persons are provided in a timely manner. If a payment is for homeownership (after displacement) the payment shall be provided in a lump sum, upon verification of a firm contract for purchase. If the payment is for renting, lump sum payments are prohibited, and must be made in installments.

Rental Assistance Payments to eligible residential tenants will be made in two equal installments, the second installment to be made not less than sixty days after the first installment.

D. Commercial, Business or Nonprofit Displacement

The definition of “displaced person” under the Uniform Act also includes coverage, protections, and assistance for commercial, business, and nonprofit entities that must be displaced for a federally assisted project (49 CFR Part 24, Subpart B).

Assistance under the Uniform Act for commercial, business or nonprofit agencies is provided in the form of:

- a. Advisory services,
- b. Actual, reasonable moving and related expenses OR a fixed payment in-lieu of actual expenses, and
- c. Assistance in re-establishing the business or agency, limited to a maximum of \$10,000.

E. Illegal Aliens

In general, illegal aliens are not eligible for, or entitled to relocation benefits under the Uniform Act. In cases where there are one or more legal residents in the household, benefits can be provided on a pro-rata basis for moving expenses, and only if it determined that displacement would cause an extreme hardship if the assistance is not provided (49 CFR 24.208).

F. Relocation Benefit Waivers

The City or CDD may not propose or request that a displaced person sign any waiver of Uniform Act benefits (49 CFR 24.207(f)). The displaced person must be advised of the assistance to which they are entitled. The City or CDD may accept a written refusal of assistance from a displaced person.

G. Other General Requirements – Claims for Relocation Payments

There are additional requirements under 49 CFR Part 24.403 governing replacement housing payments, as follows:

a. Comparable Replacement Dwellings

To the extent feasible, comparable replacement dwellings shall be selected from the neighborhood in which the displacement dwelling was located or, if that is not possible, in nearby or similar neighborhoods where housing costs are generally the same or higher.

b. Multiple Occupants of One Displacement Dwelling

If two or more occupants of the displacement dwelling move to separate replacement dwellings, each occupant is entitled to a reasonable prorated share, as determined by the City or CDD of any relocation payments that would have been made if the occupants moved together to a comparable replacement dwelling. However, if the City or CDD determines that two or more occupants maintained separate households within the same dwelling, such occupants have separate entitlements to relocation payments.

c. Deductions from Relocation Payments

An Agency shall deduct the amount of any advance relocation payment from the relocation payment(s) to which a displaced person is otherwise entitled. The Agency shall not withhold any part of a relocation payment to a displaced person to satisfy an obligation to any other creditor.

d. Inspection of Replacement Dwelling

Before making a replacement housing payment or releasing the initial payment from any escrow, the City or CDD or its designated representative shall inspect the replacement dwelling and determine whether it is a decent, safe, and sanitary dwelling, as defined at 49 CFR 24.2(a)(8). As a result of recent amendments to the Uniform Act, local housing standards and building codes are to be emphasized in making the determination under this part.

e. Occupancy Requirements for Displacement or Replacement Dwelling

No person shall be denied eligibility for a replacement housing payment solely because the person is unable to meet the occupancy requirements set forth in these regulations for a reason beyond his or her control, including:

(1) A disaster, an emergency, or an imminent threat to the public health or welfare, as determined by the President, the Federal Agency funding the project, or the displacing Agency; or

(2) Another reason, such as a delay in the construction of the replacement dwelling, military duty, or hospital stay, as determined by the City or Authority.

f. Conversion of Payment

A displaced person who initially rents a replacement dwelling, and receives a rental assistance payment under Sec. 24.402(b), is eligible to receive any remaining payment in a lump sum, if the person meets the eligibility criteria for such payments. To convert a payment to homeownership assistance, a person must purchase and occupancy a unit within the prescribed 1-year period. Any portion of the rental assistance payment that has been disbursed shall be deducted from the payment computed.

g. Payment After Death

A replacement housing payment is personal to the displaced person and upon his or her death the un-disbursed portion of any such payment shall not be paid to the heirs or assigns, except that:

(1) The amount attributable to the displaced person's period of actual occupancy of the replacement housing shall be paid.

(2) Any remaining payment shall be disbursed to the remaining family members of the displaced household in any case in which a member of a displaced family dies.

(3) Any portion of a replacement housing payment necessary to satisfy the legal obligation of an estate in connection with the selection of a replacement dwelling by or on behalf of a deceased person shall be disbursed to the estate.

h. Insurance Proceeds

To the extent necessary to avoid duplicate compensation, the amount of any insurance proceeds received by a person in connection with a loss to the displacement dwelling due to a catastrophic occurrence (fire, flood, etc.) shall be included in the acquisition cost of the displacement dwelling when computing the price differential. (See Sec. 24.3.)

i. No Duplication of Payments

There is a prohibition against the City or CDD making a payment to a person under the Uniform Act regulations that would duplicate another payment the person receives under Federal, State, or local law. The City or CDD is not required to conduct an exhaustive search for such other payments; but must avoid creating a duplication based on the City's or CDD's knowledge.

j. Expeditious Payments

The City or CDD shall review and pay claims in an expeditious manner. The claimant shall be promptly notified as to any additional documentation that is required to support the claim.

k. Advanced Payments

If a person demonstrates the need for an advanced relocation payment in order to avoid or reduce a hardship, the City or CDD may issue the payment, subject to such safeguards as are appropriate to ensure that the objective of the payment is accomplished.

L. Time for Filing

All claims for a relocation payment shall be filed with the City or CDD no later than 24 months after the date of displacement. The City or CDD may waive this time period for good cause.

m. Notice of Denial of Claim

If the City or CDD disapproves all or part of a payment claimed or refuses to consider the claim on its merits because of untimely filing or other grounds, it shall promptly notify the claimant in writing of its determination, the basis for its determination and the procedures for appealing that determination.

n. Expenditure of Payments

Payments, provided pursuant to this part, shall not be considered to constitute Federal financial assistance or income for the purposes of reporting such as income to the Internal Revenue Service.

o. Unlawful Occupant (squatters)

A person who occupies without property right, title or payment of rent, or a person legally evicted, with no legal rights to occupy a property under State law. The City or CDD, at its discretion, may consider such person to be in lawful occupancy.

Appendix A

GLOSSARY OF TERMS

Below are common terms used in the attached Plan. For a complete list of terms and definitions used in the Uniform Act, please see 49 CFR Part 24.2.

For a complete list of definitions and terms under Section 104(d) of the Housing and Community Development Act, please see 24 CFR Part 42.305.

CDD Community Development Department of the City of Wausau

Displacing Agency The term displacing Agency means any Federal Agency carrying out a program or project, and any State, State Agency, or person carrying out a program or project with Federal financial assistance, which causes a person to be a displaced person.

City City of Wausau

Comparable Replacement Dwelling The term comparable replacement dwelling means a dwelling, which is:

- Decent, safe and sanitary.
- Functionally equivalent to the displacement dwelling.
- Adequate in size to accommodate the occupants.
- In an area not subject to unreasonable adverse environmental conditions.
- In a location, not less desirable, than that of the displaced person's dwelling.
- On a site that is typical in size for residential development with normal site improvements, including customary landscaping.
- Currently available to the displaced person on the private market except for a person receiving government housing assistance before displacement, a dwelling can reflect similar government housing assistance.
- Within the financial means of the displaced person.

Decent, Safe, and Sanitary Dwelling The term decent, safe, and sanitary dwelling means a dwelling, which meets local housing and occupancy codes. However, any of the following standards, which are not met by the local code, shall apply unless waived for good cause by the Federal Agency funding the project. The dwelling shall:

- Be structurally sound, weather tight, and in good repair.

- Contain a safe electrical wiring system for lighting and other devices.
- Contain a heating system capable of sustaining a healthful temperature (of approximately 70 degrees) for a displaced person, except in those areas where local climatic conditions do not require such a system.
- Be adequate in size with respect to the number of rooms and area of living space needed to accommodate the displaced person included in local housing codes or in the absence of local codes, the policies of Agencies.
- Contains unobstructed egress to safe, open space at ground level; and
- For displaced persons with a disability, be free of any barriers, which would preclude reasonable ingress, egress, use of the dwelling by such person.

Displaced Person The term displaced person means any person who moves from the property or moves his or her personal property from the property.

- (A) As a direct result of a written notice of intent to acquire, the initiation of negotiations for, or the acquisition of, such property in whole or in part for a HUD assisted project;
- (B) As a direct result of rehabilitation or demolition for a project; or
- (C) As a direct result of a written notice of intent to acquire, or the acquisition, rehabilitation or demolition of, in whole or in part, other real property on which the person conducts a business or farm operation

Persons Not Displaced The following is a nonexclusive listing of persons who do not qualify as displaced persons under this part:

- (A) A person who moves before the initiation of negotiations, unless the Agency determines that the person was displaced as a direct result of the program or project.
- (B) A person who initially enters into occupancy of the property after the date of its acquisition for the project when fully informed of the project and any displacement prior to occupancy.
- (C) A person who has occupied the property for the purpose of obtaining assistance under the Uniform Act.
- (D) A person who is not required to relocate *permanently* as a direct result of a project. However, temporary relocation must be carried out in accordance with the Uniform Act.

- (E) An owner-occupant who moves as a result of voluntary acquisition as described in Sec. 24.101 of the Act, or as a result of rehabilitation or demolition of property. (However, the displacement of a tenant as a direct result of any acquisition, rehabilitation or demolition for a federally-assisted project is subject to the Uniform Act and implementing regulations).
- (G) A person who, after receiving a notice of relocation eligibility, is notified in writing that he or she will not be displaced for a project. Such written notification cannot be issued unless the person has not moved and the Agency agrees to reimburse the person for any expenses incurred to satisfy contractual relocation obligations entered into after the effective date of the notice of relocation eligibility
- (H) An owner-occupant who conveys his or her property, as described after being informed in writing that if a mutually satisfactory agreement on terms of the conveyance cannot be reached, the Agency will not acquire the property. In such cases, however, any resulting displacement of a tenant is subject to the Uniform Act regulations.
- (I) A person who retains the right of use and occupancy of the real property for life following acquisition by the Agency.
- (J) A person who is determined to be in unlawful occupancy prior to or after the initiation of negotiations, or a person who has been evicted for cause, under applicable law, as provided for in Sec. 24.206. However, advisory assistance may be provided to unlawful occupants at the option of the Agency in order to facilitate the project;
- (L) A person who is not lawfully present in the United States and who has been determined to be ineligible for relocation assistance in accordance with Sec. 24.208.
- (M) Tenants required to move as a result of the sale of their dwelling to a person using downpayment assistance provided under the American Dream Downpayment Initiative (ADDI).

Program or Project The phrase program or project means any activity or series of activities undertaken by a Federal Agency or with Federal financial assistance received or anticipated in any phase of an undertaking.

Uniform Act (URA) The term Uniform Act means the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. L. 91-646, 84 Stat. 1894; 42 U.S.C. 4601 et seq.), and amendments thereto.

Voluntary Acquisition The requirements of Subpart B of the Uniform Act do not apply to acquisitions that meet all of the following conditions in paragraphs (b)(1)(i) through (iv):

(i) No specific site or property needs to be acquired, although the Agency may limit its search for alternative sites to a general geographic area. Where an Agency wishes to purchase more than one site within a general geographic area on this basis, all owners are to be treated similarly. (See appendix A, Sec. 24.101(b)(1)(i).)

(ii) The property to be acquired is not part of an intended, planned, or designated project area where all or substantially all of the property within the area is to be acquired within specific time limits.

(iii) The Agency will not acquire the property if negotiations fail to result in an amicable agreement, and the owner is so informed in writing.

(iv) The Agency will inform the owner in writing of what it believes to be the market value of the property. (See appendix A, Sec. 24.101(b)(1)(iv) and (2)(ii) of the Uniform Act regulations)

NOTE: If an acquisition does not meet the above criteria, it is subject to full acquisition requirements 49 CFR part 24 Subpart B

Appendix B

Appeals

The City or CDD will promptly review appeals in accordance with the requirements of applicable law and 49 CFR Part 24.10 of the Uniform Act regulations.

Any person who believes he/she has been displaced for a federally assisted project may file a written appeal with the City or CDD that is administering the grant funds under CDBG and HOME. If a person believes that the City or CDD has failed to properly consider the person's application for assistance under the Uniform Act or Section 104(d) of the Housing and Community Development Act, by denying benefits, an appeal should be sent to, and will be reviewed by, the City Attorney. Please contact the City Attorney if you wish to discuss an appeal at:

City Attorney of the City of Wausau
407 Grant Street
Wausau, WI 54403
715-261-6590

Assistance, or lack thereof, that can be appealed may include the person's eligibility for, or the amount of, payments required for moving, replacement housing or commercial re-establishment.

The City or CDD shall consider written appeals regardless of form within 60 days of a relocation claim being denied or partially denied.

A person has a right to be represented by legal counsel or other representative in connection with his or her appeal, but solely at the person's own expense.

The City or CDD shall permit a person to inspect and copy all materials pertinent to his or her appeal, except materials which are classified as confidential. The imposition of reasonable conditions on the person's right to inspect, consistent with applicable laws, will be set

In deciding an appeal, the City Attorney will consider pertinent justification and material submitted by the person, to ensure a fair and full review of the appeal. Promptly after receipt of all information submitted by a person in support of an appeal, the City Attorney shall make a written determination on the appeal, including an explanation of the basis on which the decision was made, and furnish the person a copy.

If the full relief is not granted, the City or CDD shall advise the person of his or her right to seek State review of the decision. If the displaced person is still not in agreement with the determination, the person shall be directed to the following agencies.

Relocation Unit
Bureau of Planning and Technical Assistance
Wisconsin Department of Commerce
PO Box 7970
Madison, WI 53707
(608) 267-0317

US Department of Housing and Urban Development
Acquisition/Relocation Specialist
Metcalf Federal Building
77 W. Jackson Blvd.
Chicago, Illinois 60604
(312)913-8718

**One for One Replacement Plan
Section 104(d) of the Housing and Community Development
Act of 1974, as amended**

**City of Wausau and the Community Development Department
of the City of Wausau**

Summary

The City and/or CDD has submitted this Housing Replacement Plan for (CDBG) or (HOME) assisted activities that will precipitate the need to replace housing available to low and moderate income persons.

HUD regulations at 24 CFR Part 42, Subpart 3 require that a jurisdiction submit (to HUD) information on the demolition, rehabilitation or conversion of housing units that will make a unit unaffordable or unavailable to low and moderate income persons.

Reporting and Disclosure

Before the City and/or CDD executes a contract for any activity that would create the need for one-for-one replacement, we will make this Plan public. This plan is listed on the City of Wausau's web site and written copies are available through the CDD.

**Plan for Replacement of Units no Longer Available as Affordable
Housing Stock**

Description of the activity:

Location on a map and number of units to be demolished/converted:

Schedule for completion of demolition or conversion:

Location on map and number of replacement units:

Source of funding and timing for replacement of units:

Basis for determining replacement units will remain affordable for at least 10 years:

Justification for replacing larger units with smaller units (if applicable):

These charts may be used for submittal to HUD along with other required documentation when the City will be demolishing or converting units that will trigger replacement.

Units demolished/converted				
Unit Size	2013	2014	2015	TOTALS
<i>1 bedroom</i>	0	0	0	0
<i>2 bedroom</i>	0	0	0	0
<i>3 bedroom</i>	0	0	0	0
<i>4 bedroom</i>	0	0	0	0
<i>5 bedroom</i>	0	0	0	0
TOTALS				

B. TIMING PROVIDED FOR THE REPLACEMENT UNITS:

REPLACEMENT UNIT TIME-LINE					
Unit Size	2012	2013	2014	2015	TOTALS
<i>1 bedroom</i>	0	0	0	0	0
<i>2 bedroom</i>	0	0	0	0	0
<i>3 bedroom</i>	0	0	0	0	0
<i>4 bedroom</i>	0	0	0	0	0
<i>5 bedroom</i>	0	0	0	0	0
TOTALS	0	0	0	0	

Replacement units may be provided one year prior to contract for demolition/conversion, and up to three year after.

In the example above, the project demolition contract was in program year 2013.