



City of Racine, Wisconsin
AGENDA BRIEFING MEMORADUM

AGENDA DATE: December 14, 2017

SUBJECT: Policy Revisions to the Housing Rehabilitation and General Administration Policy & Procedures Manual

PREPARED BY: Laura Detert, Manager of Housing and Community Development

EXECUTIVE SUMMARY:

Department of City Development - Division of Housing and Community Development requests the Loan Board of Review to review and approve the recommended revisions to the policies listed below.

BACKGROUND & ANALYSIS:

Chapter 3 of the Housing Rehabilitation and General Administration Policy & Procedures Manual ("Eligibility Requirements") contains the policy:

B . Applicant Requirements i. Owner-Occupied Residential Structures
In order to be eligible for a loan, an applicant must:

Recommendation to add the following:

(Addition #1)

(f) if 1st mortgage is currently being considered for, or is in, **a loan modification**, have made at least 12 (modified) mortgage payments and provide documentation of the modified loan in good standing.

(Addition #2)

(g) not have a previous City housing loan with an **unpaid/uncollected loan balance** due to foreclosure, bankruptcy, settlement, etc. unless the outstanding loan balance owed to the City is paid in full.

The additions, if accepted, will also be added to *B . Applicant Requirements ii. Owner-Investor Residential Structures* as items (g) and (h)

The Loan Board of Review has a responsibility to oversee the housing repair loan revolving loan fund and ensure policies are fair, legal, and in the best interest of the program and City as a whole. Housing and Community Development requests the Loan Board of Review adopt the suggested additions to the Policy & Procedures Manual.

BUDGETARY IMPACT: None

RECOMMENDED ACTION:

Staff recommends that the Loan Board of Review adopt recommended changes to the General Administration Policy & Procedures Manual.