

**CITY OF HOLLAND
CITY HALL
104 WEST TRAVIS
March 7, 2005
9:30 A.M.**

WORK SHOP - Minutes

NO ACTION WILL BE TAKEN

A. Workshop at City Hall on March 7, 2005, was called I to Order @ 10:04 AM, by Mayor Curt Murray. Councilmen present were Mae Smith, Sharon Simmons. Peggy Tracy City Secretary was present. Kay Fairbanks from TDHCA was also present.

B. Home Grant – Kay* presented slide show on Home Grant administration and took questions from those present. *Texas Department of Housing and Community Affairs.

Confirmed that the Home Grant Contract had been awarded to the City of Holland.

Discussion and the Slide Presentation continued on the following topics and stages of the grant administration. See Attached Outline.

Additional items discussed and Kay will get additional information on the following:

- Deadline to proceed/decline Home Grant Contract.
- Whether it is appropriate to send letter with tear sheet to grant consultants or builders
- Environmental Clearance document & lead paint test document.
- If City declines grant money – affect future grants
- RE confirm selection/order of rehabs/reconstructs. Must write explanation how decision was made to proceed and why one house over another. – reason .

- Lucy – letter requesting reduction in match and extension in grant contract. May affect point system and make affect City eligibility.
- When Grant is 50% complete, matching funds should be in place
- Use only forms provided by the State
- 2-4 persons required to administrate documents, which are done online.
- Check with Steve Rinehart about inspections
- \$40,000 plus will require 4-5 inspections during process
- Excess funds not used can be used on other home not in excess of \$55,000. i.e., infrastructure – water lines
- Importance of interim and final lien waivers.
- Understanding that the Home Program is a Reimbursement Program.
- Citizens cannot stay in their homes while under construction.
- Homeowner's Insurance
- Check with TML if City insures what contractor insurance does not.
- Lists of Administrators and Builders – must be reviewed by State
- Specs must be written by City and provided to each prospective builder to include standards and "new" Model Energy Code – see website
- Rehab/Reconstruct must have same # rooms or more
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C. Adjournment

Peggy Tracy, City Secretary