

CLEAR-Win Meeting January 31st 2011

Attendants: Amy Zimmerman, Helen Binns, William Villalona, John Wohl, Kert McAfee, Sam Churchill, Dale Clarkson, Burton Hughes, Nick Peneff, Loreen Targos, Mike Kreloff, Mike Scobey, ChaNell Marshall, Anita Weinberg, Mary Burns

I. Review of Minutes

- 1) Correction: "Torrens" funds not Torrance

II. Clear-win Program Manager

- 1) Kert McAfee will take over as Program Manager
- 2) Sam and Anita will still chair the Advisory Council together
- 3) Kert will be the operations manager

III. Funding developments

- 1) What does Capital spending stoppage mean for Illinois?
 - Spoke with Connie Moody, Clear-Win funding should not be effected
- 2) Mike Kreloff
 - Illinois agreed on the Capital Bond
 - Appellate Court ruled on Tuesday striking down the Capital Bonds
 - AG filed a motion for stay
 - Most people expect the SC to enter a stay
 - Work has begun; contracts are out and still valid
 - Opinion is go ahead and proceed
 - Looks like the program is fine

IV. Partners contract statues

- 1) UIC Contract operating for 6 months
- 2) Peoria/CNT
 - Contracts being approved at the State level, once that is complete the contracts will be sent out to Peoria and CNT for signature
 - Once back from Fiscal, we'll proceed with Peoria and CNT

V. Window Specs

- 1) 22 manufactures based in Illinois
 - Sent specification sheet for the types of windows we'll accept for CLEAR-Win
 - Requested response as to whether they were able and interested in working with the State
 - Received 3 responses

2) Specs discussion

- Could be looking at higher pricing on these windows then energy star. Specs came from UIC Architect who has worked on a number of window replacement projects
High quality windows, which might be why more manufactures couldn't meet the specs
- Over the coming weeks we'll assess whether we can meet these standards of specs, or will need to use energy star specs
- The City has experience with specs as well
One that could meet the specs for hung windows worked with Ceda and the State
The State plans to look into Ceda's specs
- No company could offer training in conjunction with window replacement
Might need to reduce specs in order to get training
- Need to make sure all manufactures were actually reached—were surprised to not hear from Pella
Loyola will follow up by phone with manufactures that Kert reached out to
- If we resend information to manufacturers, might want to suggest additional specs, somewhere in between these high specs and energy star. Leave it open to proposal from the company, and allow them to suggest training options.
- Peoria has a specification sheet they use; Dale will send it to Kert so he can be aware of what is already in use.
- Pella:
Unsure if they manufacture windows in Illinois. Some think that there is a new factory in Macomb that does manufacturing and assembly.

3) Manufacturer discussion

- Dale could reach out to folks he works with currently in Peoria to see if they could provide services in Chicago, etc.
- Willy and Dale can work with Kert to discuss what they've done in Chicago/Peoria in similar programs
- If were trying to help economic growth locally, allowing the contractors to choose the manufacturers would likely allow smaller businesses to be used.
- After the pilot project, we'll want to expand and be able to spend 50 million vs. 5 million dollars. That wouldn't allow us to use just one manufacturer, so we might want to consider that now instead of restricting to one manufacturer.
- Could allow the contracts to choose the window manufacturer as long as they adhere to specific specs
We might be able to have some flexibility because this is a pilot, but makes it harder for evaluation if what we're using in Peoria and Chicago are different

4) Training—what's the incentive?

- Part of Clear-win was to provide training to residents. Training is very important because poor window installation would be detrimental to the program
- The training is window installation, not necessarily regarding a specific window. The preparation of the hole for the window is the concern for training (carpentry skills, etc.) This is what failed in the West Town project; you need people with some carpentry skills already.
- Part of the idea for training is that these folks have carpentry skills and lead abatement skills so they can be more marketable after the project.
- Think about the array of options we might have for training. Might not be the window manufacturer we'll want to do the training—it might need to be a skilled contractor.
- Could be a union—trying to get these people back to work. Labor unions in Chicago are interested unionizing weatherization people
- Now is the time to look into other training options
- Most likely through contractors who do on the job training
As of now, we're planning to have all workers trained at renovator level

5) Legal

- Homes where a child has been lead poisoned have to be done by lead abatement contractor. Sam was told that we could get a waiver for case-by-case basis to use RRP vs. lead abatement. Even if lead risk assessment was done, we can still use RRP (as long as there isn't a lead poisoned child).

6) Recap and Action Items

- **Kert will find out what the Ceda specs are**
- **Dale will provide information regarding what specs they use, etc.**
- **Anita will look at the specs used in bungalow window replacement**
- **Kert will attempt to figure out why we haven't heard from folks**
- **Anita will have students follow up by phone**
- **ChaNell will communicate with Anita regarding the contacts they have with contractors/manufacturers**
- **Willy will send information on airport project and Sound Solutions to Kert**

VI. Draft Program Enrollment Application

- 1) Planned to make a simple application form for folks who approach CNT and Chicago about window replacement.

2) Application details

- Information will include annual family income
- Either the occupant or owner can apply
- Owners approval is necessary before they do the work
- Mortgage information is important—avoid doing work on a building that might be in trouble of foreclosure
The cities are notified by the mortgage company of buildings at risk of foreclosing

3) Application discussion

- Add: year occupied
- Different form for owner and occupant
- List the number of windows in the unit
- Add: alternate phone
- We should identify what are we going to need to report for outcomes evaluation and make sure this information is on the form.
- Remove: SSN
- Criteria: Buildings with under 6 units
- Need to decide on priorities before we decide what goes on the application.
- So far those include income based (80% of median area income), units in the building total (6 or less), whether the applicant has children
- Interested in owner occupied units
Might not be that high in our target communities
MTO can pull data from the hotline to check
- Pending building violations might disqualify from participating in CLEAR-WIN
- Not a total rehab program, but maybe other funding sources can be used for other housing issues
- Mortgage up to date
- Whether the landlord has ever been in housing court
- Limit: 6 units per landlord
- Legislation is written that low-income tenants can apply
CLEAR-WIN can contact the owner and ask if they are interested in participating and owner agrees to Maintenance Standards
- What happens if they turn around and sell?
- If the owner wants to apply on behalf of the building, the owner must meet income criteria
- An owner must have documentation that they rent to low income tenants
Not the whole building, the unit of the low-income tenant would be done.

Tenant can't say no to work on the unit. Must be given 48 hours notice.

- Do we need SSN for this program?
Income verification
Is there a protocol for validating income? Peoria has one.
How does Section 8 verify income?
Sam will check with legal about process for taking SSN, etc.

4) Marketing

- Current information about marketing towards landlords might be the most useful because we need their approval anyway.
- What are the models? How do we receive applications?
- Identify programs that have done similar projects (Torrens).

5) **Recommendation: smaller group address initial and program criteria and bring to the AC for approval.**

- Establish a subcommittee
Amy, ChaNell, Mike, Loreen, William, Helen and Kert
- Make a list of what protocols need to be developed and put in place (for CNT and Peoria)
What does clearance mean, etc.
Some might need to be uniform, some site specific
Includes Maintenance Standards
Dale and ChaNell have protocols for current programs that they will send to Kert

VII. All Action Items

- 1) **Update timeline—send to Jen by Feb 4th**
When will the contracts be out?
When will manufacturers be hired?
When will training begin?
Target date for beginning the project
- 2) **Sam will check with legal about process for taking SSN, etc.**
- 3) **Dale and ChaNell have protocols and criteria for current programs that they will send to Kert**
- 4) **Willy will send information on airport project and Sound Solutions (such as program criteria) to Kert**
- 5) **Kert will find out what the Ceda specs are**
- 6) **Dale will provide information regarding what specs they use, etc.**
- 7) **Anita will look at the specs used in bungalow window replacement**
- 8) **Kert will attempt to figure out why we haven't heard from manufacturers that he reached out to**
- 9) **Anita will have students follow up by phone with manufacturers**
- 10) **ChaNell will communicate with Anita regarding the contacts they have with contractors/manufacturers**