

**Louisville Metro Council City Agency Request**

- **Neighborhood Development Fund (NDF)**
- Capital Infrastructure Fund (CIF)**
- Municipal Aid Program (MAP)**
- Paving Fund (PAV)**


**Primary Sponsor:** Councilman Jecorey Arthur

**Amount:** 15,000.00 **Date:** 11/16/2022

**Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):**  
 This funding is for emergency winter home repairs (heating systems, furnaces, etc.) for District 4 constituents through the Office of Housing.

**City Agency:** Louisville Metro Office of Housing - ~~Louisville Forward~~ - **Develop Louisville**  
**Contact Person:** Laura Grabowski  
**Agency Phone:** (502) 574-7308

**I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose and have the attached documentation from the receiving department concerning the project/expenditure.**

4		15,000.00	11/16/22
District #	Council Member Signature	Amount	Date

**Approved by:** \_\_\_\_\_  
 Appropriations Committee Chairman Date

**Clerk's Office & OMB Use Only:**

Request Amount: \_\_\_\_\_ Amended Amount: \_\_\_\_\_  
 Reference #: O-369-22 To OMB: \_\_\_\_\_  
 Budget Revision #: \_\_\_\_\_  
 Account #: \_\_\_\_\_  
 To Project Manager: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
 Actual Cost: \_\_\_\_\_ Funds Returned: \_\_\_\_\_

**Department/Project:**  
Louisville Metro Office of Housing/Emergency Winter Home Repairs

### **Additional Signatures**

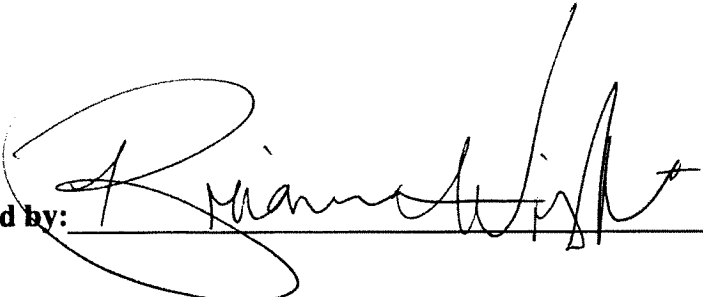
**I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose.**

#### **Council Member Signature and Amount**

District 1	_____	\$ _____
District 2	_____	\$ _____
District 3	_____	\$ _____
District 4	_____	\$ _____
District 5	_____	\$ _____
District 6	_____	\$ _____
District 7	_____	\$ _____
District 8	_____	\$ _____
District 9	_____	\$ _____
District 10	_____	\$ _____
District 11	_____	\$ _____
District 12	_____	\$ _____
District 13	_____	\$ _____
District 14	_____	\$ _____
District 15	_____	\$ _____
District 16	_____	\$ _____
District 17	_____	\$ _____
District 18	_____	\$ _____
District 19	_____	\$ _____
District 20	_____	\$ _____
District 21	_____	\$ _____
District 22	_____	\$ _____
District 23	_____	\$ _____
District 24	_____	\$ _____
District 25	_____	\$ _____
District 26	_____	\$ _____

## NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

<b>Interagency Name:</b> Louisville Metro Office of Housing	
<b>Program/Project Name:</b> Emergency Winter Home Repairs	
	<b>Yes/No/NA</b>
<b>Request Form:</b> Is the Request Signed by all Council Member(s) Appropriating Funding?	Yes <input checked="" type="checkbox"/>
<b>Request Form:</b> If matching funds are to be used, are they disclosed with account numbers in the request form description?	NA <input checked="" type="checkbox"/>
<b>Request Form:</b> If matching funds are to be used, does the amount of the request exclude the matching fund amount?	NA <input checked="" type="checkbox"/>
<b>Request Form:</b> If other funds are to be used for this project, are they disclosed with account numbers in the request form description?	NA <input checked="" type="checkbox"/>
<b>Funding Source:</b> If CIF is being requested, does Metro Louisville own/will own the real estate, building or equipment? If not, the funding source is probably NDF.	NA <input checked="" type="checkbox"/>
<b>Funding Source:</b> If CIF is being requested, does the project have a useful life of more than one year? If not, the funding source is probably NDF.	NA <input checked="" type="checkbox"/>
<b>Ordinance Required:</b> Is the NDF request to a Metro Agency greater than \$5,000? If so, an ordinance is required.	Yes <input checked="" type="checkbox"/>
<b>Ordinance Required:</b> Is the request a transfer from NDF to cost center? If so, is the amount given for the fiscal year \$25,000 or less?	<del>NA</del> No <input checked="" type="checkbox"/>
<b>Supporting Documentation:</b> Does the attachment include a valid estimate and description of cost?	NA <input checked="" type="checkbox"/>

**Submitted by:**  \_\_\_\_\_

**Date:** 11/16/22

**From:** [O'Brien, Jeff](#)  
**To:** [Wright, Brianna](#)  
**Cc:** [Grabowski, Laura](#); [Harris, Marilyn](#); [Robinson, Justin](#)  
**Subject:** RE: Emergency Winter Repairs  
**Date:** Monday, November 28, 2022 9:51:50 AM

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Good morning, Brianna –

Yes, Develop Louisville will accept the funds.

Jeff

Jeff O'Brien, Chief  
*LOUISVILLE FORWARD*  
502.574.1354

**From:** Wright, Brianna <[Brianna.Wright@louisvilleky.gov](mailto:Brianna.Wright@louisvilleky.gov)>  
**Sent:** Monday, November 28, 2022 9:38 AM  
**To:** O'Brien, Jeff <[Jeff.O'Brien@louisvilleky.gov](mailto:Jeff.O'Brien@louisvilleky.gov)>  
**Subject:** RE: Emergency Winter Repairs

Hello Jeff,

We are looking to file this today. Can you approve this or contact Laura Grabowski to confirm that the Office of Housing will accept the funds?

Brianna

**From:** Wright, Brianna <[Brianna.Wright@louisvilleky.gov](mailto:Brianna.Wright@louisvilleky.gov)>  
**Sent:** Monday, November 21, 2022 12:11 PM  
**To:** Wijburg, Gertjan <[gertjan.wijburg@louisvilleky.gov](mailto:gertjan.wijburg@louisvilleky.gov)>  
**Cc:** Grabowski, Laura <[Laura.Grabowski@louisvilleky.gov](mailto:Laura.Grabowski@louisvilleky.gov)>  
**Subject:** Re: Emergency Winter Repairs

CM Arthur would like to start with the first 13 cases. If there is money left over, we'd refer people in D4 to this funding.

I need to move forward with the NDF paperwork this week. Will the Office of Housing accept \$15,000 for this?

Brianna

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**From:** Wijburg, Gertjan <[gertjan.wijburg@louisvilleky.gov](mailto:gertjan.wijburg@louisvilleky.gov)>  
**Sent:** Wednesday, November 16, 2022 2:31:48 PM  
**To:** Wright, Brianna <[Brianna.Wright@louisvilleky.gov](mailto:Brianna.Wright@louisvilleky.gov)>

**Cc:** Grabowski, Laura <[Laura.Grabowski@louisvilleky.gov](mailto:Laura.Grabowski@louisvilleky.gov)>

**Subject:** RE: Emergency Winter Repairs

Hi Brianna,

That's great- we are happy to have more funds and help more people in D4.

Do you want us to select "highest emergency" from those 13 D4 cases we have in our system?  
Or does Councilman Arthur want to refer his own clients?

I can also give you a call to discuss details.

Best,

Gertjan

**From:** Wright, Brianna <[Brianna.Wright@louisvilleky.gov](mailto:Brianna.Wright@louisvilleky.gov)>

**Sent:** Wednesday, November 16, 2022 1:18 PM

**To:** Wijburg, Gertjan <[gertjan.wijburg@louisvilleky.gov](mailto:gertjan.wijburg@louisvilleky.gov)>; Grabowski, Laura <[Laura.Grabowski@louisvilleky.gov](mailto:Laura.Grabowski@louisvilleky.gov)>

**Subject:** RE: Emergency Winter Repairs

Hello,

Councilman Arthur would like to transfer \$15,000.00 for District 4 constituents emergency repairs.  
Will the Office of Housing accept the funds?

Brianna

**From:** Wijburg, Gertjan <[gertjan.wijburg@louisvilleky.gov](mailto:gertjan.wijburg@louisvilleky.gov)>

**Sent:** Tuesday, October 18, 2022 5:00 PM

**To:** Wright, Brianna <[Brianna.Wright@louisvilleky.gov](mailto:Brianna.Wright@louisvilleky.gov)>; Grabowski, Laura <[Laura.Grabowski@louisvilleky.gov](mailto:Laura.Grabowski@louisvilleky.gov)>

**Subject:** RE: Emergency Winter Repairs

Hi Brianna,

As per our phone call, a brief update

Outside the D4 cases we already work on with our FY23 CDBG funds, we identified 13 D4 cases that could be considered "emergency."

It is always difficult to estimate the costs for each home repair. For our Home Repair Program, we typically estimate that costs could be as high as \$24,999- but that's because we would do more to the house than just an "emergency" repair.

In many cases, the actual costs are lower- sometimes 17k, sometimes 21k.

For an average emergency repair where one or two key items get repaired or fixed, I think \$5,000 could be used as a benchmark. It just really depends on the case.

We only really know when we go out there to inspect.

If you need more info, please feel free to write or call me. We are happy to assist!

Best,

Gertjan

## **GERTJAN “GEORGE” WIJBURG**

*Housing Program Supervisor*

Office of Housing and Community Development (OHCD)

Department of Develop Louisville

*LOUISVILLE FORWARD*

444 South Fifth Street, Suite 500

Louisville, KY 40202

(502) 574-5370 - Work

(502) 574-6215 – Fax

[gertjan.wijburg@louisvilleky.gov](mailto:gertjan.wijburg@louisvilleky.gov)

**From:** Wright, Brianna <[Brianna.Wright@louisvilleky.gov](mailto:Brianna.Wright@louisvilleky.gov)>

**Sent:** Monday, October 17, 2022 2:17 PM

**To:** Grabowski, Laura <[Laura.Grabowski@louisvilleky.gov](mailto:Laura.Grabowski@louisvilleky.gov)>

**Cc:** Wijburg, Gertjan <[gertjan.wijburg@louisvilleky.gov](mailto:gertjan.wijburg@louisvilleky.gov)>

**Subject:** RE: Emergency Winter Repairs

Hello,

By chance, is there an update on this?

Brianna

**From:** Grabowski, Laura <[Laura.Grabowski@louisvilleky.gov](mailto:Laura.Grabowski@louisvilleky.gov)>

**Sent:** Friday, September 30, 2022 2:23 PM

**To:** Wright, Brianna <[Brianna.Wright@louisvilleky.gov](mailto:Brianna.Wright@louisvilleky.gov)>

**Cc:** Wijburg, Gertjan <[gertjan.wijburg@louisvilleky.gov](mailto:gertjan.wijburg@louisvilleky.gov)>

**Subject:** RE: Emergency Winter Repairs

Brianna – it looks like we’ve received around 13 cases from D4 that could be considered emergencies (lack of furnace, etc.). I’m copying in Gertjan Wijburg, Housing Program Supervisor, on this email as he has detailed information about the cases.

Laura

**From:** Wright, Brianna <[Brianna.Wright@louisvilleky.gov](mailto:Brianna.Wright@louisvilleky.gov)>  
**Sent:** Monday, September 26, 2022 7:43 PM  
**To:** Grabowski, Laura <[Laura.Grabowski@louisvilleky.gov](mailto:Laura.Grabowski@louisvilleky.gov)>  
**Subject:** RE: Emergency Winter Repairs

Great! Thank you so very much.

Brianna

**From:** Grabowski, Laura <[Laura.Grabowski@louisvilleky.gov](mailto:Laura.Grabowski@louisvilleky.gov)>  
**Sent:** Thursday, September 22, 2022 8:05 PM  
**To:** Wright, Brianna <[Brianna.Wright@louisvilleky.gov](mailto:Brianna.Wright@louisvilleky.gov)>  
**Subject:** RE: Emergency Winter Repairs

Brianna – we should be able to pull this information for you. I'll talk to the team and get back with you.

Laura

**From:** Wright, Brianna <[Brianna.Wright@louisvilleky.gov](mailto:Brianna.Wright@louisvilleky.gov)>  
**Sent:** Thursday, September 22, 2022 3:19 PM  
**To:** Grabowski, Laura <[Laura.Grabowski@louisvilleky.gov](mailto:Laura.Grabowski@louisvilleky.gov)>  
**Subject:** Emergency Winter Repairs

Hello,

Could you please tell me how many District 4 constituents are already listed as needing emergency repairs? Councilman Arthur would like to allocate money towards this but was not sure how much was already needed.

Thank you,  
Brianna