



## Memorandum

**To:** Community Development Committee  
**From:** Dawn Reinhart  
**Date:** May 6, 2021  
**Re:** Request to amend 957 Hood St Agreement

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Habitat for Humanity is requesting two (2) amendments to the 957 Hood St Development Agreement. Their formal written request is on page three (3) of this document.

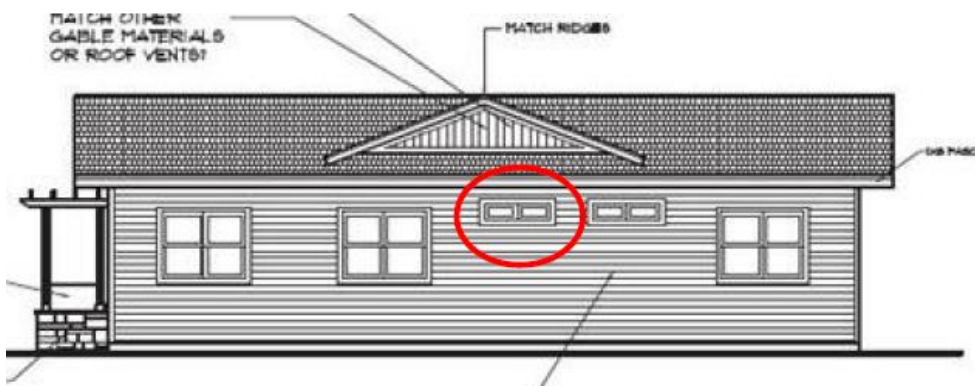
The first amendment is a request to extend development schedule. They are requesting to amend the construction completion deadline from May 2021 until June 30, 2021 and the sale of the property (closing) from June 2021 until July of 2021. This will be the second amendment to the construction schedule. Please see page two (2) of this document for the original schedule, revised schedule (11/6/20) and current request to amend.

The second amendment is to modify the architectural designs. Habitat for Humanity contracted with Brick Brothers to assist in framing the home. The crew missed framing one of the windows on the east elevation of the home, demonstrated on page two (2) of this document. Habitat for Humanity is requesting the ability to modify the architectural designs to eliminate that window.

ANDREA TRANE, DIRECTOR OF PLANNING, DEVELOPMENT & ASSESSMENT  
TIM ACKLIN, SENIOR PLANNER  
LEWIS KUHLMAN, ENVIRONMENTAL SUSTAINABILITY PLANNER  
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VACANT, COMMUNITY DEVELOPMENT ADMINISTRATOR  
KEVIN CLEMENTS, HOUSING SPECIALIST  
KEVIN CONROY, HOUSING SPECIALIST  
DAWN REINHART, NEIGHBORHOOD HOUSING DEVELOPMENT ASSOCIATE  
TARA FITZGERALD, PROGRAM COORDINATOR

957 HOOD ST DEVELOPMENT SCHEDULE			
MILESTONE	Original Schedule	Revised 11/6/2020	Requested Amendment
Property Acquisition	8/2019	8/2019 (COMPLETE)	8/2019 (COMPLETE)
Demolition of existing structure	11/2019	11/2019 (COMPLETE)	11/2019 (COMPLETE)
Approval of Architectural Plans/Structural Engineer	11/2019	11/2019 (COMPLETE)	11/2019 (COMPLETE)
Building Permits	11/2019	11/2019 (COMPLETE)	11/2019 (COMPLETE)
50% Completion	4/2020	12/2020	12/2020 (COMPLETE)
Final Inspection	8/2020	5/2021	6/30/2021
100% Completion	8/2020	5/2021	6/30/2021
HUD and Closing with Family	10/2020	6/2021	7/2021





April 22, 2021

To Whom It May Concern:

We are requesting an extension to complete construction of our single-family home located at 957 Hood Street. The COVID-19 pandemic has greatly impacted our construction schedules. In 2020, based on the "Safer at Home" order issued by Wisconsin Governor Evers as well as guidance from Habitat for Humanity International, we shut down our construction sites for 3.5 months. Since reopening, we have limited volunteers on our construction sites to no more than six individuals to protect the safety of our staff and volunteers. We have also suspended our Team Build programs. Total construction volunteer hours for 2020 were at about 40% of our previous year numbers. For the first quarter of 2021, we are at about 55% of our pre-pandemic averages. Loss of revenue due to the pandemic means that we do not have the funding to hire subcontractors to complete the work to get our schedules back on track. Therefore, the majority of construction work is being completed by our two full-time staff and two full-time Americorps volunteers.

We are currently focusing all of our efforts on the Hood Street project. We have been on target with our construction schedule, and had been very confident that construction would be completed by May 15, 2021. Unfortunately, we have recently hit huge set-backs. First, our Construction Manager, Jeremy Reed, has had to take eight weeks off to heal from back surgery. This was a fairly sudden leave. Second, our order for kitchen cabinets has been on backorder for over nine weeks. This has halted the progress of many of the final few projects needed to complete this home. Material cost increases and delays have been a huge concern for our construction projects. Though we feel that we will still be able to complete the home by our current deadline of May 31, we are requesting this extension to allow cushion for any other, last-minute delays. Therefore, we are requesting an extension to complete construction of the home by June 30, 2021. Please see attached timeline.

We are additionally requesting a modification to the approved design of the home. To help move the timeline of this project forward, Brickl Bros. stepped up and provided a crew to frame the entire house. In the framing process, they missed the framing on one small window in one of the bathrooms (see pictures at the end of this letter). This was not noticed by our construction staff until the framing inspection was completed and siding was installed. We are requesting a modification to allow for the elimination of the one window. This does not impact the overall Single-Family Design score for this project.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Kahya Fox".

Kahya Fox  
Executive Director

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