



C/o Waukesha County CDBG Program  
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The HOME Consortium  
Board of Directors Meeting  
Thursday, June 20, 2013  
515 W. Moreland Blvd. Rm 355/359  
Waukesha, WI 53188  
@ 9:00 A.M.

### AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Minutes from the May 16, 2013 Board Meeting
4. Public/Staff Comment – Correspondence
5. WI Partnership Fund Balance Report
6. 2014 Proposed HOME Allocation
7. Hebron House Application - Update
8. CHDO Funds Request - Family Promise of Washington County, Inc.
9. Adjournment

**All agenda items are potentially actionable**

In accordance with the Americans with Disabilities Act, persons requiring any means of handicap accessibility for this meeting must contact Kristin Silva at 896-3370 (FAX 896-8510) at least 48 hours prior to meeting.

Minutes of the  
HOME Board Meeting  
May 16, 2013

Members Present: Mark Baldwin, Joe Birbaum, Ron Buchanan, Jennifer Hanneman, John Kannard, Russell Kutz, Dennis Myers, Duane Paulson, Kathleen Schilling, Peter Sorce and Glenn Stumpf

Staff: Kristin Silva and Nancy Mojica

Excused Absence: Mark Hoefert, Christine Howard Turowski, Jay Schreurs and Maria Watts

Guests: Debbie Narus, Wisconsin Partnership, Kimberly Haines, Sandy Scherer, Waukesha County, Bernie Juno, Hebron House, Kathleen Christenson, Bob Gannon, Family Promise and Dennis Heling, Jefferson County Economic Consortium.

- I. The meeting was called to order by the Chair with a quorum of the Board present at 9:02 a.m.
- II. The Chair led the Pledge of Allegiance.
- III. On a motion by Mark Baldwin and second by Dennis Myers, the minutes from the April 18, 2013 were approved with the correction of moving Jennifer Hanneman from Members Present to Excused Absence.
- IV. No Public Comments Heard.

Board Member Ron Buchanan shared with the Board the progress of the Globe Apartment project. The project is going well and has received Tax Credits for 2013.

We still have not yet heard from HUD about the IDIS correction we requested regarding the CHDO Reserve draw of \$555,555 which should have been drawn down as CHDO Reserve and not Entitlement funds.

- V. The WI Partnership Fund Balance Report was reviewed and accepted. Debbie Narus, WI Partnership updated the Board on the status of the Programs. The DPA Program has \$55,000 remaining of uncommitted funds and the other two programs (Housing Rehab and Purchase Rehab) are on hold pending a response from HUD.
- VI. A memo was received from WI Partnership in regards to twenty one (21) Downpayment Assistance (DPA) loans that were offered as deferred loans, due upon sale of the home that were made between January 1, 2007 and July 19, 2007 ( $\$5,000 \times 21 = \$105,000$ ). WI Partnership received a letter from a homeowner requesting that their loan be modified to be forgivable due to financial distress. Staff recommended that the Board consider changing the twenty one (21) loans to be changed to a forgivable loan program to be in line with the loan terms of the Downpayment Assistance Program.

On a motion by Duane Paulson and seconded by Ron Buchanan, the Board approved the changing of the 21 deferred loans to the forgivable loans. A loan satisfaction will be recorded for those loans. The motion passed

- VII. Corporation Counsel has drafted a Power of Attorney and it has been sent to Scott Fergus, CHI/CAP and he has agreed to sign it. Waukesha County will record it, thereby allowing County Executive Vrakas to sign subordinations and satisfactions to loans made under CHI/CCAP's name using HOME or CDBG funds from 1998 to 2007. Once completed the POA will be recorded for the other three counties as well.
- VIII. Staff updated the Board on the Hebron House 811 project. After talking to HUD to get clarification on a few issues they asked us to submit the questions in writing. We are waiting to hear from them and get this resolved.

On a motion by Duane Paulson and seconded by Ron Buchanan, the HOME Board has approved to have the Executive Committee of the HOME Board review the information that is received from HUD and brought back to the HOME Board with recommendations. The motion passed.

- IX. Staff met with Dave Thomas, Executive Director of Habitat for Humanity to look at the lots and see the progress that has been made in Jefferson County. Three lots were funded in 2008. The first was in Whitewater; it has been completed and sold. Lot #2 is in Watertown; very little has been done except initial land improvements. Lot #3 in Jefferson is progressing. The foundation has been poured and construction is starting. Mr. Thomas will be giving us an update in a couple of weeks on the status of the lots.
- X. The Board heard a presentation from Kathleen Christenson and Bob Gannon, Family Promise of Waukesha County asking for funding for the development of eight (8) units of supportive transitional housing homeless individuals and families. Four two bedroom units will be designed as HOME units.

On a motion by Duane Paulson and seconded by Peter Sorce, the HOME Board approved to accept the application from Family Promise and referred it to the Executive Committee of the HOME for further discussion and ranking. It will be brought back to the HOME Board with recommendation in June.

- XI. On a motion by Ron Buchanan and seconded by Dennis Myers, the meeting adjourned at 9:48 a.m.

Respectfully submitted,

Joe Birbaum  
Chair, HOME Board

**SUMMARY OF FUND BALANCES FOR HOME CONSORTIUM**

	ESTIMATED TOTAL FUNDS AVAILABLE DURING 2013	May, 2013		2013 Year to Date		FUNDS AVAILABLE May 31, 2013	Comments	FUNDS AVAILABLE TO COMMIT
		Reserved		Reserved				
		Number of Loans	Amount	Number of Loans	Amount			
1	2	3	4	5				
Carryover from 2012 DPA, P/R, and Rehab	\$ 12,156.37	1	\$ 12,156.37	1	\$ 12,156.37	\$ -		
Downpayment Assistance Program 2013	\$ 300,000.00	6	\$ 40,509.00	40	\$ 271,846.40	\$ 28,153.60		
Purchase/Rehab Program 2013	\$ 175,000.00			2	\$ 16,522.63	\$ 158,477.37		
Rehab Program 2013	\$ 225,000.00			7	\$ 114,336.05	\$ 110,663.95	includes 2 loan in process for \$33,950	
County Allocations								
Jefferson County	\$ 25,975.31				\$ 25,975.31	\$ -	\$25,975 remaining to be drawn	
Ozaukee County	\$ -					\$ -		
Washington County	\$ -					\$ -	\$0 remaining to be drawn	
Waukesha County	\$ 102,915.00				\$ 102,915.00	\$ -	\$102,915 remaining to be drawn	
CHDO Operating Funds								
Movin' Out (Globe Apts., Watertown)	\$ 28,000.00				\$ 28,000.00	\$ -	\$28,000 remaining to be drawn	
CHDO Reserve Funds								
Movin' Out (Globe Apts., Watertown)	\$ 435,000.00				\$ 435,000.00	\$ -	\$435,000 remaining to be drawn	
2012 CHDO Reserve allocation	\$ 4,812.80					\$ 4,812.80		
2013 CHDO Reserve allocation	\$ 159,593.40					\$ 159,593.40		
UNALLOCATED CHDO RESERVE	\$ 341,968.40					\$ 341,968.40		\$ 506,374.60
Administrative Funds								
Waukesha County Admin 2011	\$ 80,836.32				\$ 80,836.32	\$ -	\$17,802 remaining to be drawn	
Waukesha County Admin 2012	\$ 69,890.20				\$ 69,890.20	\$ -	\$69,890 remaining to be drawn	
Waukesha County Estimated Admin 2013	\$ 69,890.20				\$ 69,890.20	\$ -	\$69,890 remaining to be drawn	
WPHD Admin/Technical Assistance 2013	\$ 35,000.00				\$ 35,000.00	\$ -	\$35,000 remaining to be drawn	
UNALLOCATED ADMINISTRATIVE	\$ 48,841.34					\$ 48,841.34		\$ 48,841.34
Other Entitlement Projects								
Habitat for Humanity Jefferson Co	\$ 17,400.00				\$ 17,400.00	\$ -	\$17,400 remaining to be drawn	
MSP (New Berlin project)	\$ 300,000.00				\$ 300,000.00	\$ -	\$300,000 remaining to be drawn	
UNALLOCATED ENTITLEMENT	\$ (183,856.44)					\$ (183,856.44)		\$ (183,856.44)
CHI - Rehab funds held by Waukesha Co.	\$ 24,039.23					\$ 24,039.23		
FHLBC - Rehab funds held by Waukesha Co.	\$ 17,066.39		\$ 17,066.39		\$ 17,066.39	\$ -	Funds returned to FHLBC	
<b>TOTAL AVAILABLE</b>	<b>\$ 2,289,528.52</b>					<b>\$ 692,693.65</b>		<b>\$ 371,359.50</b>

**NOTES**

1. Total funds available during 2013, includes funds carried over from prior years, 2013 allocation and program income received during 2013
2. These are amounts of funds reserved during the month. For downpayment, these means that the banks have reserved the funds for particular home buyers. For the rehab program, it means that an application has been approved and reserved for particular home owners.
3. These are amounts of funds reserved since the beginning of the year. For downpayment, these means that the banks have reserved the funds for particular home buyers. For the rehab program, it means that applications have been approved and reserved for particular home owners.
4. These are amounts available after deducting funds reserved during the year.
5. These are amounts available to fund new applications for funding such as CHDO and Development Projects.

# 2014 RECOMMENDED HOME ALLOCATION

Grant	\$1,048,902
Administration	- <u>104,890</u>
	944,012
15% CHDO Reserve (required)	- <u>157,335</u>
	786,677
Unallocated	- <u>86,677</u>
	\$ 700,000

## CORE PROGRAMS

Downpayment Assistance	\$ 300,000
Housing Rehabilitation	\$ 225,000
Purchase/Rehabilitation	\$ <u>175,000</u>
Total:	\$ 700,000

We based the recommended 2014 allocation on what the HOME Consortium received as its allocation in 2012 (this estimate is based on President Obama's proposed 2014 Budget). Staff recommend leaving \$86,677 (approximately 8% of the total budget) unallocated, in case the actual allocation is less than projected. As usual, the allocation for the "core programs" is flexible based on demand.