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The HOME Consortium
Board of Directors Meeting
Thursday, March 19, 2015
515 W. Moreland Blvd. Rm G55
Waukesha, WI 53188
@ 9:00 A.M.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Minutes from the February 19, 2015 Board Meeting
4. Public/Staff Comment
5. WI Partnership Fund Balance Report
6. Slinger Housing Authority
7. Hebron House
8. 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
February 19, 2015

Members Present: Mark Baldwin, Ron Buchanan, Christine Howard, John Kannard, Russell Kutz, Dennis Myers, Duane Paulson, Jay Schreurs, Dick Schultz, Peter Sorce,

Staff: Kristin Silva, Lori Rutzinski, and Christina Brockish, Waukesha County; Debbie Narus, Wisconsin Partnership for Housing Development

Excused Absence: Joseph Birbaum, Kathleen Schilling, Glenn Stumpf, Maria Watts

Guests: RoxAnne Witte, Jefferson County Economic Development Consortium

- I. The meeting was called to order by Jay Schreurs, the Board Chair, with a quorum of the Board present at 9:00 a.m.
- II. The Board Chair led the Pledge of Allegiance.
- III. On a motion by Peter Sorce and seconded by Duane Paulson, the minutes from the January 15, 2015 HOME Board meeting were unanimously approved.
- IV. There were no public comments.

Kristin Silva shared that HUD announced the 2015 allocation and there is a decrease in funding from last year.

- V. The fund balance report will be updated with 2015 information by next month, there is still quite a bit of money in unallocated for 2015.

Debbie Narus updated the Board on her marketing efforts to generate interest. She prepared brochures and has contacted schools, sent letters to more than 100 contractors, senior dining sites, and will be attending meetings with other organizations to provide information on the HOME programs. She also sent letters to targeted low-to-moderate income census tract areas in the City of Waukesha.

- VI. Kristin talked about the updates to the Citizen Participation Plan, which is a HUD-required plan that covers both HOME and CDBG. The policy regarding a substantial amendment requires that a 30-day public comment period be held for substantial funding allocation changes made by the Board during the year. The percentage that the Board assigns to be considered a substantial amendment is important because any funding changes beyond that will be subject to the public comment period. Kristin researched other communities and 25% seemed to be the average, although it varied.

The CDBG Board approved 25% as the threshold; however, a discussion was held and on a motion by Christine Howard and seconded by Dick Schultz, the Board unanimously approved 30% as the threshold for a substantial amendment. Kristin will present this update to the CDBG Board at the 3/11/15 meeting for their approval as well.

- VII. Kristin presented an idea for potential uses of the remaining HOME funds from 2014. She provided information about tenant-based rental assistance and explained that this will address a need that has been identified in the consolidated plan. She suggested operating a pilot program for one year to determine how well it will function. There aren't many funds available to help families who are homeless or about to become homeless.

After a lengthy discussion, on a motion by Dennis Myers and seconded by Peter Sorce, the Board unanimously approved that this be reviewed by the Executive Committee to examine options and provide guidelines.

- VIII. Reallocation of 2014 funds is not necessary, WI Partnership for Housing Development will spend down the 2014 funds and then will spend 2015.

- IX. HUD released the 2015 funding amounts, the actual allocation is \$990,793 which is \$113,992 less than the estimated allocation. The Board reviewed the revised 2015 Recommended Home Allocation which decreased the administration, CHDO Reserve and unallocated but left the core programs intact.

On a motion by Russell Kutz and seconded by Dennis Myers, the Board unanimously approved the actual allocation received for 2015.

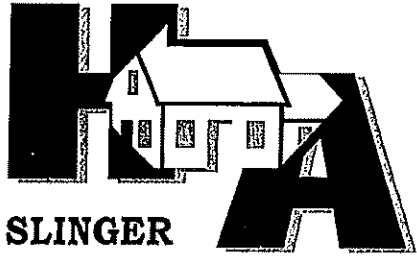
Mark Baldwin made a motion and seconded by Peter Sorce to approve the amended HOME allocation.

On a motion by Duane Paulson and seconded by John Kannard, the Board unanimously approved amending the previous motion to allocate the anticipated program income of \$157,000 to Affordable Housing Development Projects.

- X. On a motion by Mark Baldwin and seconded by Duane Paulson, the Board unanimously approved the meeting adjourned at 10:05 a.m.

Respectfully submitted,

Jay Schreurs
Chair, HOME Board



**SLINGER
HOUSING AUTHORITY**
of the Village of Slinger

Scenic View Apartments
Carol Biersach, Executive Director

March 12, 2015

Waukesha County HOME Consortium Board
Waukesha, WI. 53186

Jay Schreurs, Board Chair

The Slinger Housing Authority has been an active member of the HOME Consortium since 1998. We were involved in the creation of the HOME Consortium and many of its programs.

The Slinger Housing Authority has been providing counseling to first time home buyers in Washington and Ozaukee Counties since 1998. We have also sponsored the Technical Advisory Committee for Washington County as well as administered the Washington County HOME Consortium home improvement program.

With regret, we will not be able to provide home buyer counseling services to the Home Consortium after April 30, 2015. Our program will complete any homebuyer education services to home buyers that close by April 30th. The cost of providing these services has exceeded the amount approved for the program. We can no longer subsidize these costs through other programs.

Thank you for your support over the years.

Sincerely,

Carol Biersach
Executive Director

205 Slinger Road • Slinger, WI 53086 • Phone (262) 644-8255 • Fax (262) 644-6129



EQUAL HOUSING
OPPORTUNITY



Dear HOME Board,

I am writing to request HOME funds in the amount of \$150,000 for the completion of the 620 Summit construction, also known as Summit Hills. These funds will be used to cover a portion of the construction costs that overran the 2012 budget created by HUD and Hebron House of Hospitality, including the installation of a sewer lateral.

As you may already know, the Summit Hills project consists of two buildings, each containing four units and a community room. The units will be available for individuals who have low income and have a documented physical or mental disability. We are grateful that this project is nearing completion and are looking forward to gaining occupancy this Spring.

I understand that HOME Grants are usually awarded only once to any given project and that a request was previously made and granted in the Fall of 2014 in the amount of \$29,875 to cover winter conditions for construction. Having become Executive Director of Hebron House of Hospitality, Inc. in January 2015 and discovering the shortfall in the construction budget, I'm making this request realizing that it falls outside of your common practice. My hope is that you will consider this request and know that in the future the Hebron House staff and I will do all in our power not to make such emergency requests.

With that said, I do believe this project falls within many of the priorities you have set for funding, including developments that serve those with low income, persons with disabilities, and even sewer improvements. We are confident that these eight units, plus the case management for those living in them, will improve our community and play an important part in the long term solution to homelessness in Waukesha County.

I have attached, for your information, a spreadsheet that shows the budget vs. actual construction costs and a list of the change orders that have been made along the way. Thank you for approving the original grant request for this construction project and for considering this request.

I look forward to further conversation with you and am available to answer any questions you may have.

Sincerely,

Kris Androsky
Executive Director

Division	Description	Contract	Costs Above 2012 Budget	Difference
1	General Conditions	\$ 38,658	\$ 78,311	\$ 39,653
2	Site Work	\$ 302,212	\$ 255,696	\$ (46,516)
3	Concrete	\$ 43,773	\$ 74,225	\$ 30,452
4	Masonry	\$ 30,000	\$ 34,956	\$ 4,956
5	Metals	\$ 3,200	\$ -	\$ (3,200)
6	Carpentry	\$ 105,082	\$ 143,676	\$ 38,594
7	Roofing/Insulation/Siding	\$ 28,422	\$ 55,192	\$ 26,770
8	Doors/Windows	\$ 14,600	\$ 17,701	\$ 3,101
9	Finishes/Paint/Flooring/Drywall	\$ 58,566	\$ 54,309	\$ (4,257)
10	Accessories/Bath/Mirrors/Fire Ext	\$ 2,927	\$ 3,800	\$ 873
11	Equipment	\$ 14,635	\$ 16,665	\$ 2,030
12	Blinds/Cabinets/Countertops	\$ 23,054	\$ 18,338	\$ (4,716)
15	HVAC	\$ 30,488	\$ 65,055	\$ 34,567
15	Fire Protection	\$ 34,700	\$ 23,216	\$ (11,484)
15	Plumbing	\$ 53,000	\$ 62,644	\$ 9,644
16	Electrical	\$ 63,499	\$ 57,564	\$ (5,935)
	Builder's Gen. Overhead		\$ -	
	Builder's Profit		\$ -	
	Other Fees		\$ -	
	Completion Assurance		\$ -	
Construction Contract (HUD-92442-CA)		\$ 846,816	\$ 961,348	\$ 114,532
Change Orders Per Subschedule				\$ 61,203
TOTAL COSTS ABOVE 2012 BUDGET				\$ 175,735
(Note: The budget vs. contract amounts does not include any owner changes.)				

Change Order #	Divison	Description	New Contract Amt	CO Amount	Submltted	Approved	Notes
		<i>Original Contract</i>	\$ 970,018.17				
1	1	AT&T Line	\$ 981,682.27	\$ 11,664.10	Oct-14	x	
2	3	CMU to poured Concrete Walls	\$ 981,682.27	\$	Oct-14	x	
3	2	Bad Soils	\$ 989,072.27	\$ 7,390.00	Oct-14	x	
4	1	Erosion Control	\$ 989,313.27	\$ 241.00			
5	1	Redraw Traffic and Easement	\$ 990,660.27	\$ 1,347.00			
6	1	Winter Conditions to 1/21/15	\$ 1,003,171.27	\$ 12,511.00			
7	2	Sewer Lateral Scope	\$ 1,005,471.27	\$ 2,300.00			
		Subtotal		\$ 35,453.10			
8		Additional Winter Charges	\$ 1,012,971.27	\$ 7,500.00			Estimate
9		Potential Sewer Lateral Connect	\$ 1,031,221.27	\$ 18,250.00			Estimate
		Total Projected		\$ 61,203.10			