



Waukesha County CDBG Program  
Program Administrator  
515 W. Moreland Blvd.  
Waukesha, WI 53188  
1.262.896.3370 (direct)  
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**The HOME Consortium  
Board of Directors Meeting  
Thursday, July 15, 2021 at 9:00 A.M.**  
Waukesha County Administration Center, Room G55  
515 W. Moreland Blvd., Waukesha, WI 53188

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Minutes from the June 17, 2021 Board Meeting
4. Public/Staff Comment
5. Financial Status Report
6. 2021 Habitat for Humanity Application \$100,000
7. 2021 HOME Board Executive Committee – Washington County
8. 2021 Annual Action Plan
9. 2022 HOME Allocation
10. 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  
June 17, 2021

Members Present: Joseph Birbaum, Christine Howard, John Kannard, Russell Kutz, Duane Paulson, Kathleen Schilling, Jay Schreurs, Peter Sorce, Maria Watts, Karl Zarling

Staff: Kristin Silva, Lori Rutzinski and Christina Brockish;  
Waukesha County

Excused Absence: Jay Shambeau

Guests: Roxanne Witte, Jefferson County; Melissa Songco, Habitat for Humanity

- I. The meeting was called to order by Duane Paulson, Board Chairperson, with a quorum of the Board present at 9:00 a.m. via Microsoft Teams Meeting. The public could call 414-435-2078, Conference ID# 975 839 049 to join the meeting.
- II. The Board Chair led the Pledge of Allegiance.
- III. On a motion by Peter Sorce and seconded by Jay Schreurs, the minutes from the May 20, 2021 HOME Board meeting were unanimously approved.
- IV. There were no public comments. Kristin Silva received notification from Tim Michalak that he is no longer on the HOME Board due to his work schedule. This creates an opening for Washington County to represent on the Executive Committee of the HOME Board.
- V. The financial status report was reviewed. The Downpayment Assistance program is still moving slow, there aren't a lot of houses for sale in the target market. The rehabilitation program continues to be very active. There may be a need to transfer money within the core programs at a future Board meeting to address the changing needs. We expect final draws for some of the development projects to come in the next couple of months, once they obtain the occupancy permits.
- VI. Melissa Songco participated via telephone regarding the Habitat for Humanity's application for \$100,000 to be used for the construction of 914 N. Grandview Blvd. in Waukesha. This project request is to fund one home that will be built in the summer of 2021 and sold to the owner occupant in 2022.

On a motion by Christine Howard and seconded by Kathleen Schilling, the Board unanimously approved moving the application to the Executive Committee of the HOME Board to score and recommend terms, if approved by the whole HOME Board.

- VII. Kristin prepared a 2022 HOME allocation, basing the numbers on the 2021 award. The allocation will be published and there will be a 30-day public comment period.

On a motion by Peter and seconded by Russell Kutz, the Board unanimously approved passing the 2022 allocation as follows:

<b>HOME PROGRAM</b>		
	Administration	\$166,050
	Housing Development	\$275,380
CHDO Reserve	TBD	\$219,076
TBRA Program	TBD	\$300,000
CORE Programs	Downpayment Assistance Program	\$300,000
	Housing Rehabilitation Program	\$225,000
	Purchase Rehabilitation Program	\$175,000
<b>Total</b>		<b>\$1,660,506</b>

- VIII. On a motion by Peter and seconded by Christine, the Board unanimously approved the meeting adjourned at 9:24 a.m.

Respectfully submitted,

Duane Paulson  
Chair, HOME Board

## June-21

### Core Program Reservations

	<u>2021 Allocation</u>	<u>Current Month Reservations</u>	<u>Current Month Loans/YTD Loans</u>	<u>2021 YTD Reservations</u>	<u>Funds Available</u>
DPA	\$300,000.00	\$6,750.00	1/6	\$47,430.00	\$252,570.00
Purch/Rehab	\$175,000.00		0/3	\$59,361.00	\$115,639.00
Rehab	\$225,000.00		0/14	\$223,512.00	\$1,488.00
<b>Total</b>					

### HOME Project Actuals

<u>Year</u>	<u>Project</u>	<u>Amount Awarded</u>	<u>Amount Expensed</u>	<u>Amount Remaining</u>
<b>Core Programs</b>				
2021	DPA	\$ 348,433.00	\$ 34,500.00	\$ 313,933.00
2021	P/R	\$ 278,976.53	\$ 84,434.82	\$ 194,541.71
2021	Rehab	\$ 185,478.16	\$ 44,455.35	\$ 141,022.81
	<b>Total Committed Core Programs</b>			<b>\$ 649,497.52</b>
<b>Admin Funds</b>				
2020	Lutheran Social Services - TBRA Admin	\$ 44,343.00	\$ 8,349.96	\$ 35,993.04
2021	Housing Action Coalition - Program Coordinator	\$ 40,000.00		\$ 40,000.00
2021	Administration	\$ 164,799.00		\$ 164,799.00
	Unallocated Prior Year Admin			\$ 116,727.49
	<b>Total Committed Administration</b>			<b>\$ 240,792.04</b>
<b>Development Projects</b>				
2018	WPHD/Commonwealth - Muskego School Apt.	\$ 203,450.00	\$ 203,450.00	\$ -
2018	Horizon Development - Spring Harbor	\$ 440,000.00	\$ 352,000.00	\$ 88,000.00
2018	Impact Seven -Lakeview Terrace Mukwonago	\$ 63,760.70	\$ -	\$ 63,760.70
2018	White Rock MF, LLC - Frame Park Commons	\$ 561,000.00	\$ 448,000.00	\$ 113,000.00
2018	LSS - Candice Street Lofts	\$ 500,000.00	\$ 500,000.00	\$ -
	Unallocated Housing Development Projects	\$ 433,191.00		\$ 433,191.00
	<b>Total Committed Development Projects</b>			<b>\$ 264,760.70</b>
<b>TBRA</b>				
2020	Lutheran Social Services - Tenant Based Rental Assistance	\$ 295,637.00	\$ 84,484.46	\$ 211,152.54
2021	TBRA	\$ 300,000.00		\$ 300,000.00
	<b>Total Committed TBRA</b>			<b>\$ 211,152.54</b>
<b>CHDO</b>				
2018	Impact Seven - Lakeview Terrace Mukwonago	\$ 336,239.30	\$ 130,000.00	\$ 206,239.30
	CHDO Reserve	\$ 434,397.65		\$ 434,397.65
	<b>Total Committed CHDO</b>			<b>\$ 206,239.30</b>

**Total Amount Committed** **\$ 1,572,442.10**

Entitlement & PI Available to Draw in IDIS	\$ 1,766,189.63
Anticipated 2021 Award + PI	\$ 1,647,991.00
Admin Available to Draw in IDIS	\$ 201,070.49
CHDO Available to Draw in IDIS	\$ 423,437.95
TBRA Available to Draw in IDIS	\$ 311,161.92
Available in IDIS	\$ 4,349,850.99
Amount Expensed but not Drawn in IDIS	\$ 324,739.18
<b>Total Amount Available in IDIS</b>	<b>\$ 4,025,111.81</b>

**Total Available Unallocated Entitlement** **\$ 2,452,669.71**

**Habitat for Humanity 2021**  
**\$100,000 Construction for 914 N. Grandview Blvd.**



**REVIEWER SCORING MATRIX**

Application Page	Project Scope	Does the project meet an identified need (from CP)?	Maximum Score	Your Score
2	Project Type <i>Points are awarded solely based on the type of project.</i>	Development of NEW housing units for sale OR	5	5
		Development of NEW rental units OR	7	
		Single family rehabilitation for sale OR	3	
		Rental housing rehabilitation	2	
3-4	Income Levels	Here you want to encourage development of new units that serve the <b>lowest</b> income households or populations that might be hard to serve (disabled). Score from 1-5 points.	5	4
5	Con Plan Priorities	Does the developer select actions to alleviate impediments?	5	4
Appendix 1	Market Study	Does this market study convince you that the project is needed? Score from 1-3 points.	3	3
	TOTAL SCORE: PROJECT SCOPE		<b>16</b>	
			Maximum 20 points	

Application Page	Project Design	Does the project fit in to the area where it is to be sited?	Maximum Score	Your Score
Page 7	Project location	Is the housing being developed in an area that is close to jobs, transportation, grocery stores, or parks? Is this an “area of high opportunity” with good jobs, stable housing prices, good schools, etc.? Score 1-5	5	5
APPENDIX 2	Project Design (design features, amenities)	Does the design of the project (new construction or rehab) fit in with neighborhood aesthetics? Does it include amenities that are consistent with the market area? Score 1-5.	5	5
Page 6	Readiness to proceed	How soon can the project be started? This depends on whether the develop controls the site and the site is appropriately zoned. Score 2 for site control only, 3 for zoning only and 5 for both.	5	5
	TOTAL SCORE: PROJECT DESIGN		<b>15</b>	
			Maximum 15 points	

Application Page	Affordability	Who does the project serve and for how long?	Maximum points	Your Score
8	Income levels served	Look at the table on Page 8. Points are awarded as follows: 5=100% under 30% 3=100% under 50% 2=100% under 60% 1=100% under 80%	5	3
8	Development Type	Award 2 points if less than 50 percent of the units in the overall development are HOME units.	2	1
8	Period of Affordability	Projects that ensure affordability for 21-25 years will receive 2 points. Projects that ensure affordability for more than 25 years will receive 3 points.	3	3
	TOTAL SCORE: AFFORDABILITY		<b>7</b>	
			Maximum 10 points	

Application Page	Financial Feasibility	<b>Does the organization have the financial resources to successfully complete this project?</b>	Maximum Points	Your Score
10	Total cost per unit	The total cost per unit for the development should be reasonable. This should be based on comparable figures for the project location.	5	5
9	Review of Financials	Does this project appear to have a reasonable budget? Is the amount of contingency sufficient to ensure completion? Is the Developer fee reasonable? Score 1-8.	8	8
9	Other sources secure?	Consider the percent of other funds that are already secure. If 100% of other funds are secure, score 5.	5	4
10	HOME cost per unit	Percent of per unit costs that will be paid for with HOME funds. Less than 10%=2 points 10-25%=1 point More than 25%=0 points	2	0
10	Program Income generated	Will program income be repaid? If so, when? 50% of the amount of funds repaid within 20 years=2 points Less than 50% of those funds originally provided within 20 years=1 point All other=0 points	2	1
10	Match	Is there sufficient match for the HOME funds? Minimum match ( <u>cash and non-cash</u> ) from all sources is 25%=1 point 25% <u>cash</u> match=2 points More than 25% <u>cash</u> match=3 points	3	3
	TOTAL SCORE: FINANCIAL FEASIBILITY		<b>21</b>	
				Maximum 25 points

Application Pages	Developer Capacity	Does the developer have experience with project similar to the one proposed in the application?	Maximum Score	Your Score
ALL	Proposal Clarity	Do you clearly understand the project that is being proposed? This is one indication of developer capacity and ability.	5	5
11 and Appendix 4	Organizational Experience	Consider what other projects the organization has done that are similar to the one being proposed, Are there clear examples provided? Score 1-7 Look at resumes of development team to see what type of experience key staff members have. Score 1-8	15	13
	Financial Capacity	Does the organization have the financial ability to complete this project? Do they have sufficient reserves so they can operate on a reimbursement of costs?	5	4
	CHDO	Score five points if the developer is certified as a CHDO.	5	0
	TOTAL SCORE: DEVELOPER CAPACITY		<b>22</b>	
			Maximum 30 Points	

SUMMARY OF PROJECT REVIEW			
	TOTAL SCORE	Add scores from each section for the total	<b>81</b>
			Maximum 100 Points
NOTE THAT THE PROJECT MUST SCORE AT LEAST 45 points when reviewed by staff or it will not be passed to the Committee for review.			
General Proposal Comments:			



# MEMO

**TO:** HOME Board  
**FROM:** Kristin Silva, Community Development Manager  
**RE:** Habitat for Humanity funding  
**DATE:** 7/12/2021

I met with our Corporation Counsel and the Executive Director of Habitat for Humanity, Melissa Songco, to discuss current and future Habitat HOME grants. We have an established way of funding Habitat using the CDBG program, and I would like to use HOME funds in the same way. We often use both sources in one project, and it will make it much easier for all of us if the terms are similar.

**Community Development staff recommends:**

HFH is awarded \$100,000 in HOME funds. \$25,000 of those funds will be essentially a grant to the agency. They will use the funds to purchase materials for the construction of the house. The County will hold the funds here, and pay HFH for the costs based on receipts.

\$75,000 of the funding would be passed on to the homebuyer as a soft second on the mortgage at the closing of the property sale. The mortgage would be payable to Waukesha County. Habitat or another lender would provide the first mortgage to the homebuyer. Options for repayment could include:

- a. Total repayment of the \$75,000 to the County when the homebuyer sells the property. 0% interest and no annual payments. The repayment could occur next year, or it could happen in 30 years.
- b. Declining balance repayment to the County based on years owned...i.e. \$10,000 forgiven every 5 years the homeowner stays in the property. The entirety could be forgiven at a certain year, like 30 years, or the balance could decline down to a certain amount and then stop, so that the homeowner pays back for example, half of the balance, when they sell the home after 30 years.



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## 2021 SLATE OF OFFICERS

<b><i>Position</i></b>	<b><i>Name</i></b>	<b><i>County</i></b>
Chairperson:	Duane Paulson	Waukesha County
Vice Chairperson:	John Kannard	Jefferson County
Secretary:	Jay Schreurs	Ozaukee County
Treasurer:	<del>Tim Michalak</del>	Washington County

***A quorum of the Community Development Block Grant Board (CDBG) and the HOME Investment Partnership Board (HOME) may be present for the Public Hearing.***

**Notice of Public Hearing and Public Comment Period  
Waukesha County Community Development Block Grant and HOME Program**

The Waukesha County Community Development Block Grant (CDBG) Board and the HOME Board have developed their recommendations for the allocation of 2022 Community Development Block Grant and HOME funds. Citizens are provided an opportunity to comment on the recommendations prior to submission to the Waukesha County Board of Supervisors. The Public Comment period will run from June 15, 2021 to July 14, 2021.

**Public Hearing**

**Monday, July 12, 2021, 10:00 A.M.**

**This meeting will be held via a Microsoft Teams Meeting and will be open to the public.  
Interested members of the public are encouraged to participate in the meeting via telephone.**

**To join the meeting:**

**Dial 414-435-2078**

**Conference ID: 382 888 766**

Following is the list of Projects/Activities recommended for 2022 HOME funding:

<b>HOME PROGRAM</b>		
	Administration	\$166,050
	Housing Development	\$275,380
CHDO Reserve	TBD	\$219,076
TBRA Program	TBD	\$300,000
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	Housing Rehabilitation Program	\$225,000
	Purchase Rehabilitation Program	\$175,000
<b>Total</b>		<b>\$1,660,506</b>

Persons unable to attend the Public Hearing may comment in writing or via e-mail by July 14, 2021 to Kristin Silva, Community Development Manager, [ksilva@waukeshacounty.gov](mailto:ksilva@waukeshacounty.gov), c/o Community Development Program, Waukesha County Administration Center 515 W. Moreland Blvd. Rm. AC320, Waukesha, WI 53188. This notice is also posted on the County Parks & Land Use Website under Community Development [www.waukeshacounty.gov/communitydevelopment](http://www.waukeshacounty.gov/communitydevelopment).

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