



Waukesha County CDBG Program  
Program Administrator  
515 W. Moreland Blvd.  
Waukesha, WI 53188  
1.262.896.3370 (direct)  
1.262.896.8510 (fax)

**The HOME Consortium  
Board of Directors Meeting  
Thursday, July 27, 2023 at 10:00 A.M.**

**This meeting will be held via the Microsoft Teams application 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
- Enter the Access Code **967 901 323#**

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Minutes from the June 15, 2023, Board Meeting
4. Public/Staff Comment
5. Financial Status Report
6. 2024 Annual Action Plan
7. HOME Bylaws DRAFT
8. Raise maximum per unit HOME award
9. RPF Process for Housing Inspector, Housing Counseling Agencies and Consultant for 2025-2029 Consolidated Plan
10. HOME-ARP Program approval and process for allocation of funds
11. Adjournment

**The next HOME Board meeting is scheduled for Thursday, August 17, 2023**

**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 15, 2023

Members Present: Jay Shambeau, Duane Paulson, Russell Kutz, Jeff Smith, Kris Deiss, Maria Watts, John Kannard, Kathleen Schilling

Staff: Kristin Silva, Christina Brockish

Absent: Jay Schreurs, Christine Howard, Deb Sielski

Guests: None

1. The meeting was called to order via Teams by John Kannard, Treasurer, with a quorum of the Board present at 9:00 am via Microsoft Teams Meeting. The public could call 414-435-2078 Conference ID# 869 902 642 to attend the meeting.
2. The Treasurer led the Pledge of Allegiance.
3. On a motion by Kris Deiss and seconded by Duane Paulson the minutes from the April 20, 2023, HOME Board meeting were unanimously approved.
4. No public comments. Staff comments- HUD has not yet approved the HOME ARP plan or the Annual Plan for 2023. Expecting Annual Plan approval soon and HOME ARP to follow.
5. Kristin reviewed the Financial Status Report. No applications are currently waiting for funding. For the first time a prepared marketing brochure promoting the HOME program has been distributed to developers. The numbers are down for the Rehab program, Down Payment Assistance program and the Purchase Rehab program, due to the supply of housing stock remaining very low. A discussion ensued regarding the HOME cap per unit that is currently allowed (\$70,000/unit). An agenda item will be added for the next HOME Board meeting to discuss modifying the per unit limit.
6. 2024 Annual Action Plan. We are expecting level funding and a raise of program income. The expected amount is \$1,900,000. This will be published in the newspaper for 30 days and then approval will be requested of HUD to use the funds. On a motion by Maria Watts and seconded by Kathleen Schilling, the board unanimously approved the 2024 Annual Action Plan as presented.
7. HOME Bylaws -Kristin gave a quick update on the bylaws. Approval of bylaws will be added to the agenda for the next HOME Board meeting to allow the Board time to review in more detail.
8. On a motion by Jeff Smith and seconded Duane Paulson, the board unanimously approved to adjourn the meeting at 9:23 am.

Respectfully Submitted,

Jay Schreurs

## July 2023 HOME Board Report

	<u>Current Year Allocation</u>	<u>Carry Over</u>	<u>Total Available Funding</u>	<u>Current Month Reservations</u>	<u>Current Month Loans/YTD Loans</u>	<u>YTD Reservations</u>	<u>Amount Expensed</u>	<u>Funds Available</u>
DPA	\$311,870.00	\$64,310.00	\$376,180.00	2	2/4	\$47,360.00	\$23,360.00	\$328,820.00
Purch/Rehab	\$175,029.00	\$106,423.00	\$281,452.00	0	0/1	\$27,272.00	\$19,372.00	\$254,180.00
Rehab	\$225,075.00	\$16,842.00	\$241,917.00	1	1/2	\$45,019.00	\$350.00	\$196,898.00
Admin	\$183,445.00	\$337,386.00	\$520,831.00			\$0.00	\$215,372.13	\$520,831.00
Development Projects	\$811,684.00	\$1,331,000.00	\$2,142,684.00			\$1,331,000.00	\$666,789.78	\$811,684.00
TBRA	\$600,000.00	\$600,000.00	\$1,200,000.00			\$300,000.00	\$0.00	\$900,000.00
CHDO	\$709,412.00	\$219,076.00	\$928,488.00			\$0.00	\$0.00	\$928,488.00
Unallocated		\$592,337.00	\$592,337.00					\$592,337.00

  

	<u>Allocation</u>	<u>Carry Over</u>	<u>Total Available Funding</u>	<u>Amount Expensed</u>	<u>Funds Available</u>
<b>Admin</b>					
Lutheran Social Services - TBRA Admin		\$256,743.38	\$256,743.38	\$33,232.63	\$223,510.75
Housing Action Coalition	\$40,000.00	\$0.00	\$40,000.00	\$36,010.40	\$3,989.60
Waukesha County Administration	\$183,445.00	\$0.00	\$183,445.00	\$146,129.10	\$37,315.90
<b>Total Admin</b>	<b>\$223,445.00</b>	<b>\$256,743.38</b>	<b>\$480,188.38</b>	<b>\$215,372.13</b>	<b>\$264,816.25</b>
<b>Development Projects</b>					
Habitat for Humanity--Aeroshade	\$770,000.00	\$0.00	\$770,000.00	\$161,889.78	\$608,110.22
Impact Seven--Woodside Prairie	\$561,000.00	\$0.00	\$561,000.00	\$504,900.00	\$56,100.00
<b>Total Development Projects</b>	<b>\$1,331,000.00</b>	<b>\$0.00</b>	<b>\$1,331,000.00</b>	<b>\$666,789.78</b>	<b>\$664,210.22</b>
<b>TBRA</b>					
Lutheran Social Services 2022	\$300,000.00		\$300,000.00	\$0.00	\$300,000.00
<b>Total TBRA Projects</b>	<b>\$300,000.00</b>	<b>\$0.00</b>	<b>\$300,000.00</b>	<b>\$0.00</b>	<b>\$300,000.00</b>
<b>CHDO</b>					
<b>Total CHDO Projects</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

***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 2024 Community Development Block Grant and HOME funds. Citizens are provided an opportunity to comment on the recommendations. The Public Comment period will run from June 22, 2023 to July 21, 2023.

**Public Hearing  
Wednesday, June 28, 2023, 10:00 A.M.  
This meeting will be held in Room AC355/359 of the Waukesha County Administration Building, 515 W.  
Moreland Blvd., Waukesha WI.**

Following is the list of Projects/Activities recommended for Community Development Block Grant 2024 funding:

<b><u>Full Agency Title</u></b>	<b><u>Project</u></b>	<b><u>Recommendation</u></b>
Big Brothers and Big Sisters of Metropolitan Milwaukee Inc	Big Brothers Big Sisters of Metro Milwaukee Mentoring	\$ 8,000
City of Waukesha	Adaptive Recreation	\$ 15,312
City of Waukesha	ADA Public Infrastructure	\$ 45,000
City of Waukesha	ADA Public Works	\$ 128,962
City of Waukesha	Buchner Swim Park and Play	\$ 3,880
City of Waukesha	Downtown Façade	\$ 20,000
City of Waukesha	Horeb Swim Park and Play	\$ 3,880
City of Waukesha	Landmark Paint/Repair	\$ 20,000
City of Waukesha	Public Art Fund	\$ 10,000
City of Waukesha	Senior Activity Coordinator	\$ 16,450
Community Outpatient Services of Menomonee Falls	Community Outreach Health Clinic	\$ 8,000
Down Syndrome Association of Wisconsin Inc	Think Ability Wisconsin (TAW)	\$ 5,000
Easterseals of Southeast Wisconsin, Inc	Safe Babies Healthy Families	\$ 8,000
Elmbrook Senior Taxi	Vehicle Replacement	\$ 7,000
Eras Senior Network	Faith in Action	\$ 7,000
Family Service Agency of Waukesha County	The C.A.R.E. Center	\$ 10,000
Food Pantry of Waukesha County, Inc	Food Pantry Serving Waukesha County Home Delivery Program	\$ 5,000
Habitat for Humanity of Waukesha County	Habitat for Humanity Home Preservation Program	\$ 150,000
Habitat for Humanity of Waukesha County	Habitat Home Rehab Program	\$ 100,000
Hebron House of Hospitality	Main Street Exterior Renovation	\$ 100,000
Hebron House of Hospitality	Shelter Operations	\$ 27,000
Hope Center Inc	Community Meal Program	\$ 81,181
Hope Center Inc	Day Center	\$ 40,353
Hope Center Inc	Clothing Shop	\$ 40,000
Hope Center Inc	Transportation Assistance - NRSA	\$ 10,000
Housing Action Coalition	Waukesha Overflow Shelter	\$ 10,000
Independence First	Disability Assistance	\$ 25,000

La Casa de Esperanza Inc	Your Path to Homeownership	\$ 20,000
Lake Area Free Clinic	Dental Services for Low-Income Adults	\$ 5,000
Metropolitan Milwaukee Fair Housing Council	Fair Housing and Fair Lending Services	\$ 30,000
New Berlin Senior Taxi	Operating Expenses	\$ 7,000
Parents Place Inc	Community Education Program	\$ 5,000
Parents Place Inc	Supervised Visitation	\$ 5,000
TBD	Waukesha County 5 Year Consolidated Plan	\$ 25,000
The Salvation Army	Food Insecurity Prevention Program	\$ 8,000
The Salvation Army	Emergency Shelter Lodge	\$ 10,000
The Women's Center	Children's Sexual Abuse Project	\$ 14,000
The Women's Center	Shelter Program	\$ 28,000
Tower Hill Neighborhood Association Inc	NRSA - Community Building & Crime Prevention	\$ 24,383
Unallocated	TBD	\$ 26,286
Village of North Prairie	ADA Complaint-accessible sidewalks	\$ 22,330
Waukesha County	Administration	\$ 240,000
Waukesha County Parks	Fox River Park Access Improvements	\$ 89,000
Waukesha Free Clinic	Prescription Medication & Medical Supplies for Medically Underserved	\$ 20,000
WWBIC	Business Owner	\$ 50,000
<b>Total</b>		<b>\$ 1,524,017</b>

Following is the list of Projects/Activities recommended for the 2024 HOME funding:

<b><u>HOME PROGRAM</u></b>		
	Administration	\$193,241
	Housing Development	\$478,300
CHDO Reserve	TBD	\$260,876
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>\$1,932,417</b>

Persons unable to attend the Public Hearing may comment in writing or via e-mail by July 21, 2023 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).

In accordance with the Americans with Disabilities Act, persons requiring any means of handicap accessibility for this meeting must contact Kristin Silva at 262-896-3370 (FAX 262-896-8510) at least 48 hours prior to meeting.



# **BYLAWS OF THE HOME CONSORTIUM BOARD**

## **Jefferson, Ozaukee, Washington and Waukesha Counties**

### **ARTICLE 1—GENERAL**

**1.0 Name:** The participating jurisdictions have agreed to the name of the oversight body and for identification purposes the entitled "HOME Consortium (HOME) Board of Directors", herein referred to as the "HOME Board". The HOME Consortium is not a legally incorporated body but derives its authority pursuant to Resolutions and Cooperative Agreements executed by each participating county and local participating jurisdiction for the benefit of the HOME Consortium.

**1.1 Purpose:** The purpose of the HOME Board shall be to assist in planning, developing, and implementing affordable housing under the Cranston-Gonzalez National Affordable Housing Act of 1990(42 U.S.C. § 12701 et seq.) as amended, (hereinafter "NAHA"), which provides Federal assistance for the HOME Investment Partnership Program (hereinafter "HOME Program").

The HOME Board shall:

- Make decisions regarding the allocation of the federal funds across program areas;
- Ensure that the HOME funds are spent in accordance with HUD rules regarding the use of the funds. Ensure that no more money is spent than is available;
- Make decisions regarding the expenditure of Community Housing Development Organization (CHDO) set-aside money;
- Review program activities and rules to ensure that money is being spent to benefit the consortium as a whole;
- Conduct public hearings on community needs;
- Review and approve housing development project applications;
- Accept, review and recommend to the Waukesha County Board of Supervisors and the Waukesha County Executive an annual statement of HOME Program allocations;
- Review and make recommendations concerning contracts and subgrantee agreements and revisions thereto for the Waukesha County Executive.

**1.2 Governing Body:** The HOME Consortium is a federally recognized consortium of four counties, that formed in 1998/1999 for the purposed of receiving a direct federal allocation of HOME funds annually from the Department of Housing and Urban Development. The four counties of the HOME Consortium are Jefferson, Ozaukee, Washington and Waukesha Counties. The HOME Consortium shall be governed by a Board of Directors (HOME Board) comprised of an equal representation of members from each participating county. Each county HOME Board member shall be appointed by the Chief Elected Official (County Executive) or elected Chair of the County Board of Supervisors. Each county shall be represented by three primary board members and one (1) alternate board member. In the absence of a primary board member, the alternate board member is authorized to substitute in regard to all board action.

**1.3 Lead Agent:** The HOME Consortium lead agent by HOME regulation shall be Waukesha County designated as the grantee, with primary responsibility for program administration, monitoring, and "acting as the fiscal agent for the HOME Consortium." As the Lead Agent, Waukesha County shall be responsible to the HOME Consortium members and the U.S. Department of Housing and Urban Development (HUD) for regulatory compliance with the ACT.

**1.4 Responsible Party:** The chief elected officer (County Executive) of Waukesha County is

responsible for the execution of the Grant Agreement with HUD for receipt of HOME funds. The County Executive has designated the Waukesha County Community Development Manager, as the staff person, with primary grant responsibility. The registered office for grant purposes is:

Waukesha County  
515W. Moreland Blvd., Room 320  
Waukesha, WI 53188  
(262) 896-3370

**1.5 Grantee Responsibility:** Waukesha County under the direction of the County Executive shall be the federally recognized and designated "grantee". Waukesha County by ordinance approved by the Waukesha County Board of Supervisors shall delegate the County Executive to execute a grant agreement with the U.S. Department of HUD to receive federal HOME Investment Partnership funds on an annual basis on behalf of the HOME Consortium.

## **ARTICLE 2 – MEMBERSHIP**

**2.0 General Powers:** The Board of Directors shall be responsible for program oversight decisions to include, but not limited to, application review, fund allocation, and such powers and authority related to the direct business and affairs of the HOME Consortium managed by the appointed members.

**2.1 Board Composition:** The HOME Consortium Board is comprised of the following twelve members:

- Three members from Jefferson County (and one alternate member)
- Three members from Ozaukee County (and one alternate member)
- Three members from Washington County (and one alternate member)
- Three members from Waukesha County (and one alternate member)

**2.2 Appointment:** The term of appointment shall be for three (3) years. The appointments shall be staggered with renewable three-year terms, not to exceed four consecutive terms (12 years).

**2.3 Cause for Removal:** Any member(s) of the HOME Consortium Board may be removed for cause including the following:

- For conviction of any federal or state felony.
- For absence from three regular meetings in a twelve (12) month period without just cause (or 3/4 of scheduled meetings in one year).
- By majority vote of the Executive Committee.

**2.4 Resignations:** All resignations from the HOME Consortium Board shall be in writing addressed to the Board Chair and Community Development Manager and will take effect upon receipt unless another date is specified therein.

**2.5 Vacancies:** Vacancies shall be filled by appointment for the remainder of the unexpired term. Membership vacancies shall be filled for the unexpired term in the same manner that the original appointments were made.

## **ARTICLE 3—MEETINGS AND ATTENDANCE**

**3.0 Board Voting:** Board of Directors voting shall follow Robert's Rules of Order requiring a motion and second prior to a vote being taken on any issue requiring action. Each county is allowed three votes with each vote equally considered. A simple majority shall constitute approval. Each participating county is allowed three (3) votes. In the absences of one member the appointed alternate member shall be provided one vote. If all three members are present representing a participating county, the alternate shall NOT have a vote.

**3.1 Meetings Schedule:** The Board of Directors shall mutually agree on a meeting schedule. Currently, meetings are scheduled monthly on the third Thursday of each month at 9 a.m.. Discussions on a meeting being cancelled rescheduled, or other changes shall be discussed at Board meetings for mutual agreement, however, the Board delegates to the Chair to cancel, reschedule, or call a special meeting with particular decision-making by the Chair for weather related cancellations. Board meetings have generally been scheduled at the following location:

Waukesha County Courthouse/ Administration Center  
515 W. Moreland Blvd., Room 355/359  
Waukesha, WI 53188

However, the location of meetings is to be determined by Board members. A Board meeting must be held at least quarterly in lieu of a monthly meeting. Meetings may be convened by teleconferencing or videoconferencing as long as the public has the option to join the meeting.

**3.2 Board Attendance:** Members of the HOME Consortium Board shall be expected to attend all meetings of the Board and assigned committee meetings. Members shall miss no more than (3) meetings in a twelve (12) month period unless excused by the Chairperson, Vice Chairperson, or Community Development Manager. HOME Board members must call or provide notice by email prior to the posted time of the specific HOME Board meeting. A resignation will be requested by the HOME Board Chairperson upon a member's inability to actively participate in business of the HOME Board. Members may participate in regular, special, and emergency meetings of this organization through teleconferencing or videoconferencing to the extent such participation is allowable by state law and policy. Members who participate via teleconference or videoconference will be considered in attendance and may vote.

**3.3 Public Meeting Notification:** Waukesha County, as the grantee, shall be responsible for the official Public Notice of a Board meeting, which must be posted at the minimum 24 hours prior to the meeting. The grantee shall make every effort to post the Public Notice seven days prior to the scheduled meeting. Waukesha County will also forward to the clerk of each participating county an e-mail of the meeting for posting on their respective County Website. Transmittal of meeting notices shall be completed by the most efficient and expedient method available. HOME Board meetings and available agenda items will be e-mailed to HOME Board members approximately 7 days before a meeting, and to interested parties upon request.

- a. Should the agenda be amended from its original posting, Waukesha County will post the amended agenda at least 24 hours prior to the meeting and will make every effort to distribute the amendment for posting. A hard copy of any amended agenda will be available for distribution at the meeting.
- b. The 24-hour rule will be in effect unless circumstances arise such as weather or other unanticipated circumstances cause a meeting cancellation. Should a meeting require cancellation, a notification will be posted as soon as possible.
- c. A special meeting may be called by the Chairperson provided at least 48-hour notice is



provided to all Board members and a quorum of the HOME Board can attend.

**3.4 Quorum:** A majority of the Board in attendance at a meeting will constitute a quorum. A quorum would be seven (7) voting members from a 12-member HOME Consortium Board. .

**3.5 Conduct of Meetings:** The Board meeting shall be called to order by the Chair at the scheduled posted time if a quorum of eligible voting members is present. The meeting should follow Robert's Rules of Order and shall be conducted in an open manner. The Board may only vote to go into closed session when the conditions warrant such a motion. The Board must follow the posted agenda and only those items listed on the agenda can be discussed. All of the items on the agenda are potentially actionable.

**3.6 Action Approval:** The Board shall take action only on an item identified on the officially posted agenda. To undertake a vote on any issue requires a motion and second from a voter eligible Board member. The Board may only discuss an action agenda item if a motion and second has been made by an eligible Board member. Board voting shall follow the Board voting section 3.0 of this document. Any and all Board action shall be described in the minutes of the meeting as approved by the Board at the subsequent Board meeting. All Board meetings shall begin as scheduled by a Call to Order by the Chair (or in the Chair's absence the Vice-Chair, Secretary, or Treasurer in accordance with the Executive Committee order of position). A quorum of voting members of the Board must be present to Call to Order. Any eligible Board member may abstain from voting on a specific agenda item, however, the Board may not take action on an agenda item if the abstaining by any Board member reduces the eligible member votes below a quorum.

**3.7 Electronic Voting:** Voting by electronic mail (email) is not permitted under these bylaws.

**3.8 Conflict of Interest:** Any potential Conflict of Interest shall be governed by the HOME regulation at 24 CFR§570.611. A potential conflict may be determined by the person affected, HOME staff, a program administrator, or any Board member. Identification of a potential conflict shall automatically exclude a Board member from voting on an issue related to the potential conflict. Waukesha County staff shall be responsible for submitting a written request for an exception to its local HUD CPD office.

- a) **Persons Covered:** Any person who is an employee, agent, consultant, officer or elected appointed official of a subgrantee who: (i) exercises any functions or responsibilities with respect to HOME activities, (ii) is in a position to participate in the decision making process, (iii) or gains inside information with regard to such activities is prohibited from:
  - i) Obtaining a financial interest or benefit from a HOME activity
  - ii) Having a financial interest in any contract with respect to a HOME activity or its proceeds, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one-year thereafter.

## **ARTICLE 4—OFFICERS**

**4.0 Election of Officers:** The HOME Board shall elect a Chairperson, Vice Chairperson, Secretary and Treasurer to serve one-year (1-year) terms. Officer terms will align with the HOME Board's fiscal year and will commence January 1 and conclude on December 31. The election shall take place at the last HOME meeting before the conclusion of the fiscal year.

**4.1 Slate of Officers.** The Slate of Officers will have a representative from each County, and that representative will rotate through the Slate of Officers until he/she has served in every position, from Treasurer to Chairperson.

**4.2 Chairperson:** The Chairperson shall preside at all meetings of the HOME Board, appoint the members of any special or standing committees, sign all official documents when required, and perform such other duties as are usual to his office.

**4.3 Vice Chairperson:** The Vice Chairperson shall perform the duties of the Chairperson in the event of the Chairperson's absence, disability, or resignation. The Vice Chairperson will conduct HOME Board meetings in the absence of the Chairperson.

## **ARTICLE 5--COMMITTEES**

**5.0 Committees:** The HOME Consortium Board of Directors on a vote of a majority of eligible voting members may create committee (or subcommittees) for the purpose as determined by the Board. All committees are responsible for reporting to the full Board of Directors. Preferably all committees shall have representation from the Board, however, the Board may create an independent committee to investigate, determine applicability, or report relevant information to the Board. All committees work shall be conducted at the pleasure of the Board and may be disbanded by a majority vote of Board members or when the purpose of the committee has been completed. Committees must report to and serve the HOME Board.

**5.1 Executive Committee:** The Executive Committee shall be elected by the Board from among its members at the last Board meeting of the year and shall hold office for one year until their successors are elected. The Executive Committee is an ad hoc committee established with a succession of leadership as follows: Chairperson, Vice-Chairperson, Secretary and Treasurer. The committee is called upon at the discretion of the Chairperson who shall preside at all meetings of the HOME Board, appoint the members of any special or standing committees, sign all official documents when required, and perform such other duties as are usual to his office. The Executive Committee may meet without a quorum of the HOME Board present; however, any recommendation, policy or procedures must be approved by a quorum of the HOME Board. The Executive Committee may only meet with advanced notice to its members. If an Executive Committee member leaves the Board at any time during the year, the HOME Board can elect a new Executive Committee member to replace them.

## **ARTICLE 6 – PROGRAM ADMINISTRATOR**

**6.0 Program Administrator:** Waukesha County shall be the designated Program Administrator for the following purposes:

- a. Create and maintain minutes of the HOME Board meetings, including records of actions taken by the HOME Board;
- b. Maintain such record in such a manner (books, binders, or electronically accessible on a website) that all minutes are accessible for review;
- c. Provide proper, public notice of all meetings;
- d. Post all Public Hearings;
- e. Maintain such records considered as the official copy with the recognized Waukesha County seal affixed. In the case of the HOME Board minutes, such documents must be signed by the designated HOME Board Chairperson;
- f. Perform other such duties and authority as directed by the HOME Board.

The HOME Board shall ensure that all duties of the Program Administrator are carried out in

accordance with these operating procedures. All minutes of HOME Board meetings and/or public hearings must be approved by HOME Board action.

**6.1 Subcontracting:** The grantee (Waukesha County) may subcontract to subgrantee specific administrative functions, program administration or technical assistance or any other HOME program component either through Waukesha County operating procedures or with the approval of the HOME Board. All contracting must follow established Waukesha County and Federal procurement standards.

## **ARTICLE 7 – FINANCIAL RECORDKEEPING, PAYMENTS AND REPORTING REQUIREMENTS**

**7.0 Financial Reporting:** As the Federal grantee, Waukesha County has fiscal responsibility for receipt, expenditure, approval, and maintenance of financial records related to the HOME program. Waukesha County shall maintain an internal financial system, which provides sufficient detailed documentation for audit purposes to justify the payment of invoices for services related to the HOME program under a specific written and executed agreement. Waukesha County has established an Invoice for Payment form to be accompanied by documentation for payment. Payments under the Federal HOME program are paid on a “reimbursement” basis either for completed work or approved committed obligation.

Waukesha County is also responsible for the Federal record-keeping reimbursement on the Federal IDIS system. Waukesha County shall seek reimbursement from the U.S. Department of HUD for payments made through the County FMIS system. Payment on the County FMIS system and reimbursement through the Federal IDIS system shall be reconciled annually for audit purposes.

**7.1 Maintenance of Records:** The records and documents required by law to be kept and maintained by the Consortium shall be kept at the principal office of the Lead Agent. All records and documents shall be made available for inspection by any member of the Board. Waukesha County shall maintain detailed “hard copy” and/or electronic records of requests for payments and payments made through the County FMIS system. After payments are authorized and paid through the County system, Waukesha County shall maintain such records as required under Federal regulations for a minimum period of seven years. Records shall be stored in such a manner to be safe from normal damage, fire, or theft.

**7.2 Cash Advances:** The general policy is that the HOME program operates on a reimbursement only basis; however, under specific circumstances the HOME Board may authorize a cash advance to undertake an activity. All cash advances must be documented including expenditures related to the advance.

**7.3 Loan Documents:** Waukesha County shall maintain detailed individual loan records in accordance with Federal regulations. All loan documents shall be recorded with the Register of Deeds office, naming Waukesha County as the Mortgagee.

## **ARTICLE 8 – INDEMNIFICATION**

**8.0 GENERAL:** The HOME Board’s Administrative Entity will maintain errors and omissions insurance, bonding and general liability insurance. HOME Board Officers and Members will be named as additional insured on the general liability policy and errors and omissions insurance. The HOME Board Officers and Members will agree to indemnify and hold harmless the Administrative Entity from and against any and every claim, demand, suit payment, damage, loss, costs and expense that the HOME Board Officers and Members may hereafter suffer, incur, be put to, pay or lay out by reason of performing its obligations under its bylaws. The provisions of this section shall

not apply to claims, demands, suits, payments, damages, losses costs and expenses caused by or resulting from the sole negligence of the HOME Board Officers and Members.

## **ARTICLE 9 -- AMENDMENTS**

**9.0** Except as prohibited by HOME regulations, these operating procedures may be amended or repealed by such actions adopted by the Board of Directors by a majority vote of eligible members.

## **ARTICLE 10 -- PROGRAM YEAR**

**10.0** The HOME Consortium has established that the annual program year shall begin on January 1, and end December 31 of each funded year. Expenditure requirements to meet federal regulations shall utilize January 1 as the beginning of a program year.

Waukesha County:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Paul Farrow, Waukesha County Executive

HOME Consortium Board:

By: \_\_\_\_\_

Date: \_\_\_\_\_

HOME Consortium Board Chairperson