



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, December 21, 2023 at 10:00 A.M.**

**This meeting will be held in person in room AC 355/359 of the Waukesha County Administration Center, 515 W. Moreland Blvd., Waukesha, WI 53188.**

The meeting can also be accessed 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 **909 638 75#**

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Minutes from the October 19, 2023, Board Meeting
4. Approval of the Minutes from the December 13, 2023 HOME-ARP Supportive Services Committee Meeting
5. Public/Staff Comment
6. Financial Status Report
7. Housing Action Coalition administrative funds request
8. Lutheran Social Services TBRA contract extension to June 30, 2024
9. HOME-ARP Supportive Services applications funding recommendations
10. 2024 HOME Board Executive Committee
11. 2024 HOME Board calendar
12. Adjournment

**The next HOME Board meeting is scheduled for Thursday, January 16, 2024**

**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  
October 19, 2023

Members Present: Jay Schreurs, Jeff Smith, Duane Paulson, Russell Kutz, John Kannard, Maria Watts, Christine Howard, Kris Deiss, Kathleen Schilling, Deb Sielski

Staff: Kristin Silva, Christina Brockish, Lisa Johnson

Absent: Jay Shambeau

Guests: Roxanne Witte, Jefferson County; Brett Peloquin, Habitat for Humanity

1. The meeting was called to order via Teams by Jay Schreurs, Chairperson, with a quorum of the Board present at 10:00 am via Microsoft Teams Meeting. The public could call 414-435-2078 Conference ID# 554 281 136 to attend the meeting.
2. The Board Chair led the Pledge of Allegiance.
3. On a motion by John Kannard and seconded by Christine Howard the minutes from the September 21, 2023, HOME Board meeting were unanimously approved.
4. No public or staff comments.
5. Kristin reviewed the Financial Status Report and explained the changes that were made. On the advice of the County's accounting staff, we took out the column for Carryover Funds and put those funds in the general Unallocated bucket except for CHDO, TBRA and Admin funds. John Kannard asked about the funds that if we don't use, we lose; are we still tracking that money. Kristin explained that we are still tracking that money and that in 2024 we will be at risk of losing some of the CHDO funding if we don't fund a project. Habitat for Humanity is planning on creating a CHDO, which could help.
6. Habitat for Humanity \$110,000 additional funds terms discussion - Brett Peloquin from Habitat for Humanity came to the board to ask that the additional \$110,000 in funding they were granted last month be changed from a 50/50 grant/loan to a full grant that won't need to be paid back. The original \$770,000 will stay the 50% loan/50% grant. The grant will be for construction costs, and this is an exception made to the HOME Board policy of providing loans. On a motion by Christine Howard and seconded by Duane Paulson, the board approved the terms that the \$110,000 will be awarded as a grant. Maria Watts abstained from the vote because she is on the board for Habitat for Humanity.
7. HOME-ARP Program RFP priorities, schedule, and committees. A discussion ensued about the four qualifying homeless populations for the ARP grant.
8. Tenant Based Rental Assistance Program RFP. Lutheran Social Services has been running this program since 2020 and it has been going well but it is an expensive contract. LSS has concerns about providing the 25% HOME Match that is required for HOME funds in 2024. Kristin would like to put this for an RFP process through the County's Purchasing Dept. On a motion by John Kannard and seconded by Kathleen Schilling, the board unanimously approved creating a Tenant Based Rental Assistance Program RFP.

9. On a motion by John Kannard and seconded Duane Paulson, the board unanimously approved to adjourn the meeting at 10:39 am.

Respectfully Submitted,

Jay Schreurs

Minutes of the  
HOME-ARP Supportive Services Committee Meeting  
December 13, 2023

Members Present: Coral Kline, Russell Kutz, Michelle Montez, Larry Nelson  
Staff: Kristin Silva, Christina Brockish  
Absent: Christine Howard  
Guests: None

1. The meeting was called to order via Microsoft Teams by Kristin Silva at 1:05 pm.
2. Kristin Silva reviewed funding recommendations for applications received for HOME-ARP Supportive Services (Supportive Services, Operating, and Capacity Building). A discussion ensued. On a motion by Larry Nelson and seconded by Coral Kline the proposed funding allocations are recommended to the HOME Board for HOME-ARP Supportive Services. The motion was unanimously approved.

**HOME-ARP Supportive Services Committee Recommendations**

Full Agency Title	Project	SS Amount Recommended	Recommended Operating	Recommended Capacity Building
<a href="#">The Salvation Army</a>	Rent Assistance for Homelessness Prevention	\$ 25,000.00	\$20,000.00	\$0.00
<a href="#">The Women's Center</a>	Domestic Violence Housing Advocacy	\$ 20,000.00	\$20,000.00	\$9,118.00
<a href="#">Hebron Housing Services</a>	PSH- Case Management	\$ 20,000.00	\$20,000.00	\$0.00
<a href="#">Waukesha Housing Action Coalition</a>	Winter Emergency Overflow Shelter - Case Management	\$ 20,000.00	\$20,000.00	\$16,874.00
<a href="#">Family Promise of Waukesha County</a>	Family Homelessness Prevention Program - Case Management	\$ 20,000.00	\$20,000.00	\$0.00
<a href="#">Homeless Coalition of Fort Atkinson, WI</a>	Transitional Housing	\$ 20,000.00	\$20,000.00	\$5,800.00
<a href="#">Family Promise of Washington County</a>	Supportive Services	\$ 20,000.00	\$20,000.00	\$16,874.00
<a href="#">Family Promise of Washington County</a>	Family Promise of Washington County Homeless Prevention	\$ -	\$0.00	\$0.00
<b>Total</b>		<b>\$ 145,000.00</b>	<b>\$140,000.00</b>	<b>\$48,666.00</b>

3. On a motion by Russell Kutz and seconded Michelle Montez, the board unanimously approved to adjourn the meeting at 1:31 pm.

Respectfully Submitted,

Kristin Silva, Community Development Manager, Waukesha County

## December 2023 HOME Board Report

	<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	\$312,230.00	4	4/20	\$162,630.00	\$147,240.00	\$149,600.00
Purch/Rehab	\$175,029.00	0	0/5	\$27,272.00	\$55,803.00	\$147,757.00
Rehab	\$225,165.00	0	0/7	\$45,019.00	\$76,302.62	\$180,146.00
Admin	\$353,693.00			\$0.00	\$93,587.60	\$260,105.40
Development Projects	\$2,164,313.00		\$1,760,000.00	\$897,543.17	\$404,313.00	
TBRA	\$726,921.62			\$561,558.38	\$726,921.62	
CHDO	\$709,107.00			\$0.00	\$709,107.00	
Unallocated	\$2,431,250.00				\$2,431,250.00	
						\$5,009,200.02
	<u>Total Available Funding</u>	<u>Amount Expensed</u>	<u>Funds Available</u>			
<b>Admin</b>						
Lutheran Social Services - TBRA Admin	\$42,856.00	\$28,531.50	\$14,324.50			
Housing Action Coalition	\$40,000.00	\$36,010.40	\$3,989.60			
Waukesha County Administration	\$353,693.00	\$93,587.60	\$260,105.40			
<b>Total Admin</b>	<b>\$436,549.00</b>	<b>\$158,129.50</b>	<b>\$278,419.50</b>			
<b>Development Projects</b>						
Habitat for Humanity--Aeroshade	\$880,000.00	\$392,643.17	\$487,356.83			
Impact Seven--Woodside Prairie	\$880,000.00	\$504,900.00	\$375,100.00			
<b>Total Development Projects</b>	<b>\$1,760,000.00</b>	<b>\$897,543.17</b>	<b>\$862,456.83</b>			
<b>TBRA</b>						
Lutheran Social Services 2020	\$688,480.00	\$561,558.38	\$126,921.62			
Lutheran Social Services 2022	\$300,000.00	\$0.00	\$300,000.00			
Lutheran Social Services 2023	\$300,000.00	\$0.00	\$300,000.00			
<b>Total TBRA Projects</b>	<b>\$1,288,480.00</b>	<b>\$561,558.38</b>	<b>\$726,921.62</b>			
<b>CHDO</b>						
<b>Total CHDO Projects</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			



## HOME INVESTMENT PARTNERSHIP PROGRAM 2024

### APPLICATION FOR ADMINISTRATION FUNDING

### GENERAL INFORMATION

Applicant's Legal Name: \_\_\_\_\_

Applicant's Federal Identification Number: \_\_\_\_\_

Applicant's UEI Number: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Amount of HOME Admin Requested: \_\_\_\_\_

Area Served by Applicant: \_\_\_\_\_

# AGENCY CAPACITY AND EXPERIENCE

Provide a brief description of your agency and experience. Highlight experience relevant to this application. Please describe staff roles and major job responsibilities.

List the Project Personnel who will be paid with HOME funds:

Position Title	Total Salary	HOME Portion (\$ and %)

## GOALS AND OUTCOMES

Please describe anticipated agency goals for the funding cycle. What will HOME funds allow the agency to accomplish?



AGENCY BUDGET

Revenues	2023 Actual	2024 Budget
HOME Funding		
Other HUD Grants		
1.		
2.		
3.		
Other Federal Grants		
1.		
2.		
3.		
Other Government Grants		
United Way		
Program Service Fees		
Membership, Fund Raising, Donations		
Investment Income		
Other (Specify)		
TOTAL		
Expenses	2023 Actual	2024 Budget
Personnel Costs		
Insurance		
Operating Expenses		
Capital Expenses		
Allocated Overhead		
Other		
TOTAL		

Explain any major deviations between any of the years: \_\_\_\_\_

An officer of the organization's governing body must sign this application:

The undersigned, an authorized officer of the organization, does hereby certify that the information set forth in this grant application is true and correct, that the Federal tax exemption determination letter has not been revoked and the present operation of the organization and its current sources of support are not inconsistent with the organization's continuing tax exempt classification as set forth in such determination letter.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

\_\_\_\_\_  
**Signature**

### ARP Supportive Services Applications

No.	Full Agency Title	Project	Total Average Score	SS Amount Requested	SS Amount Recommended	Recommended Operating	Recommended Capacity Building
1	<a href="#">The Salvation Army</a>	Rent Assistance for Homelessness Prevention	104.4	\$65,000.00	\$ 25,000.00	\$20,000.00	\$0.00
2	<a href="#">The Women's Center</a>	Domestic Violence Housing Advocacy	103.8	\$20,000.00	\$ 20,000.00	\$20,000.00	\$9,118.00
6	<a href="#">Hebron Housing Services</a>	PSH- Case Management	100.8	\$20,000.00	\$ 20,000.00	\$20,000.00	\$0.00
5	<a href="#">Waukesha Housing Action Coalition</a>	Winter Emergency Overflow Shelter - Case Management	100.2	\$20,000.00	\$ 20,000.00	\$20,000.00	\$16,874.00
8	<a href="#">Family Promise of Waukesha County</a>	Family Homelessness Prevention Program - Case Management	96.2	\$20,000.00	\$ 20,000.00	\$20,000.00	\$0.00
7	<a href="#">Homeless Coalition of Fort Atkinson, WI</a>	Transitional Housing	94.8	\$25,000.00	\$ 20,000.00	\$20,000.00	\$5,800.00
4	<a href="#">Family Promise of Washington County</a>	Supportive Services	91.8	\$30,000.00	\$ 20,000.00	\$20,000.00	\$16,874.00
3	<a href="#">Family Promise of Washington County</a>	Family Promise of Washington County Homeless Prevention	91.4	\$30,000.00	\$ -	\$0.00	\$0.00
<b>Total</b>				\$230,000.00	<b>\$ 145,000.00</b>	<b>\$140,000.00</b>	<b>\$48,666.00</b>

Categories of Funding	Initial Category Level Funding	Recommended Funding
Supportive Services (\$132,333 or 145,000 for 6 years)	\$794,000.00	\$870,000.00
Nonprofit Operating (only 2024)	\$132,333.00	\$140,000.00
Nonprofit Capacity Building (only 2024)	\$132,333.00	\$48,666.00
<b>Total</b>	<b>\$1,058,666.00</b>	<b>\$1,058,666.00</b>



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Program  
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## 2024 SLATE OF OFFICERS

<b><i>Position</i></b>	<b><i>Name</i></b>	<b><i>County</i></b>
Chairperson:	Deb Sielski	Washington County
Vice Chairperson:	Christine Howard	Waukesha County
Secretary:	John Kannard	Jefferson County
Treasurer:	Kathleen Schilling	Ozaukee County

2024 TBRA Budget Proposal_12.18.2023
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**Personnel/Case Management**

Case Manager (1.0FTE)	\$25,865.00
Supervisor	\$3,037.00
Total Salaries	\$28,902.00

Fringe Benefits	\$9,583.50
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<b>Total Personnel/Case Management</b>	<b>\$38,485.50</b>
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<b>Total Utility Services</b>	<b>\$9,688.00</b>
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<b>Total TBRA for the Homeless</b>	<b>\$67,050.00</b>
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**Administrative Costs**

Communication Costs	\$250.00
Training, Memberships, Professional Activity	\$575.00
Insurance and Indemnification	\$1,073.00
Material and Supplies	\$1,590.00
Small Equipment/Hardware/Software	\$279.00

Travel	\$500.00
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Recruiting	\$-
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Audit Fees	\$495.00
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Business Support Services	\$14,091.00
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Program Manager	\$1,794.00
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Administrative Assistant (0.10)	\$-
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<b>Total Administrative Costs</b>	<b>\$20,647.00</b>
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<b>Total Budget Request</b>	<b>\$135,870.50</b>
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<b>Total Match Requirement</b>	<b>\$ 33,967.63</b>
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### 2024 Schedule for 2025 HOME Annual Action Plan Process

<b>Date</b>	<b>Action</b>	<b>Entity</b>
January 18	HOME Board meeting	HOME Board
February 15	HOME Board meeting –allocate HOME ARP Rental project funds	HOME Board
March 21	HOME Board meeting to review CAPER draft	HOME Board
April 18	HOME Board meeting--Mosaic to gather Board priorities for Con Plan	HOME Board
May 16	HOME Board meeting to allocate 2025 HOME funds	HOME Board
June 20	HOME Board meeting	HOME Board
June 26	Public hearing on proposed 2024 CDBG and HOME funds 10 AM	Staff
July 18	HOME Board meeting to review comments and finalize 2025 funds, Also Mosaic to present 1 <sup>st</sup> draft of Con Plan and Annual Plan	HOME Board
August 15	HOME Board meeting—Mosaic to present final draft of Con Plan	HOME Board
September 19	HOME Board meeting	HOME Board
October 17	HOME Board meeting	HOME Board
November 21	HOME Board meeting	HOME Board
December 19	HOME Board meeting	HOME Board