



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, March 21, 2024 at 10:00 A.M.**

**This meeting will be held in person in room AC326 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 **298 993 077#**

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Minutes from the February 15, 2024 Board Meeting
4. Approval of the Minutes from the February 28, 2024 Non-Congregate Shelter Development Committee Meeting
5. Public/Staff Comment
6. Financial Status Report
7. HOME ARP Non-Congregate Shelter Application—Family Promise of Waukesha County
8. 2023 CAPER
9. Adjournment

**The next HOME Board meeting is scheduled for Thursday, April 18, 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  
February 15, 2024

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

Staff: Kristin Silva, Christina Brockish, Lisa Johnson, Debbie Narus

Absent: Jay Shambeau

Guests: Kathleen Fisher, Gabiel Christenson, David Koscielniak, Hebron Housing Services; Roxanne Witte, Jefferson County

1. The meeting was called to order via Teams by Deb Sielski, Chairperson, with a quorum of the Board present at 10:03 am via Microsoft Teams Meeting and in Room AC355/359 of the Waukesha County Administration Center, 515 W. Moreland Blvd., Waukesha. The public could call 414-435-2078 Conference ID# 909 638 75 to attend the meeting.
2. The Board Chair led the Pledge of Allegiance.
3. On a motion by Kris Deiss and seconded by Maria Watts the minutes from the December 21, 2023, HOME Board meeting was unanimously approved.
4. No public or staff comments.
5. Kristin reported that the Financial Status Report is not available as it is being updated with 2024 information, but it will be available at the next meeting.
6. Homeowner Rehabilitation Program Delivery Fee increase from 10% to 20%. This is an in-house program, and this fee is used to pay for Debbie's time. This is an allowable program cost by HUD, and the CDBG program has a fee at 30%. On a motion by Kathleen Schilling and second by Christine Howard, the motion to increase the Homeowner Rehabilitation Program Delivery fee from 10% to 20% was unanimously approved.
7. HOME-ARP Non-Congregate Shelter Committee Update – One application was received from Family Promise of Waukesha County. It is for the purchase of 1-2 buildings for up to 8 shelter units total. There were a lot of questions from the Committee, so they decided to set up another meeting with Executive Director Joe Nettesheim. The committee will make a recommendation which will be brought back to the HOME Board next month.
8. HOME-ARP Rental Housing Development Committee Update and Funding Recommendation for Hebron Housing Services. Kathleen Fisher from Hebron Housing Services was present to answer any questions the Board had and gave a quick overview of the project. The project is a new construction build for office space, services, and 11 units of permanent rental housing. Hebron is in negotiations to purchase the old Hope Center location, which would be demolished. On a motion by Christine Howard and seconded by Maria Watts the original application for \$880,000 of HOME-ARP Rental Housing Development funds was unanimously approved. Kristin explained this is a good project that will serve multiple qualified populations under this grant and that there is a very high maximum per unit amount allowed under the HOME-ARP program. Kristin suggested the Board consider a larger amount per unit, due to the lack of other viable

applications for the funding, and because serving this population is more difficult and costly than a typical HOME project, so the HOME per unit cap may not be enough funding. On an amended motion by Christine Howard and seconded by Maria Watts the amended motion of \$1.4 million for a construction grant and \$50,000 for operating costs for Hebron Housing Services was unanimously approved, contingent on the agency raising the rest of their funding. Hebron will return in the future to update the Board on the fundraising process. Construction is expected to begin in 2025.

9. HOME-ARP Discussion of preference and limitations. Gorman & Company, LLC also applied for HOME-ARP Rental Housing Development. The Rental Housing Development Committee reviewed the application and interviewed Gorman and Lutheran Social Services staff. Gorman indicated they were planning to serve a very limited population out of the qualifying populations. Gorman does not intend for this project to serve the at-risk homeless or chronically homeless populations, as they do not have the ability to provide the appropriate level of supportive services. Instead, they intend to serve tenants at 30% CMI, with a demonstrated housing cost burden of at least 50%. Kristin explained that a project like this could be eligible for HOME-ARP, but it would require the HOME Board to amend its Allocation Plan and allow for exceptions. The HOME Board had stated its preference for projects that serve the Chronically Homeless and At Risk of Homeless populations in its Allocation Plan. No motion was made for approval to amend the Allocation Plan to adjust preferences and limitations.
10. On a motion by John Kannard and seconded by Kris Deiss, the meeting was adjourned at 10:42 am.

Respectfully Submitted,

Deb Sielski

Minutes of the  
HOME ARP Non-Congregate Shelter Committee Meeting  
February 28, 2024

Members Present: Deb Sielski, Patricia Fabian, Kathleen Fisher, Jacqueline Ferrer

Staff: Kristin Silva, Christina Brockish, Lisa Johnson

Absent: N/A

Guests: Joe Nettesheim, Family Promise

1. The meeting was called to order by Deb Sielski, at 11:00 am via Microsoft Teams Meeting. The public could call 414-435-2078 Conference ID# 487 788 223 to attend the meeting.
2. On a motion by Patricia Fabian and seconded by Jacqueline Ferrer the minutes from the February 5, 2024, Non-Congregate Shelter Committee meeting was unanimously approved.
3. HOME-ARP Non-Congregate Shelter Family Promise application review- Joe Nettesheim from Family Promise of Waukesha County presented their application to the committee. Family Promise would like to purchase 4-8 units in multi-family residences to use as emergency shelter for families. This would expand their Apartment Shelter Program, which is currently run in apartments leased by Family Promise and used for 30-day emergency shelter (which can be renewed for a longer term). These units would not be staffed by shelter staff, saving personal costs but would still be monitored by case managers. Case managers would stop by 3 times a week to see the apartment, to make sure it has been kept up, check on children and help with any resources needed. Families living in their own apartments alleviates the stigma of homelessness and better overall for mental health of the family. They would have strict rules, no guests, not drugs, not alcohol and no smoking in the apartments. Jacqueline asked if individuals were sent surveys and do the case managers follow up. Yes, case manager follows up every 3 months and most people have access to internet (surveys) on their phones. Kathleen asked about making this transitional or bridge housing instead of non-congregate shelter so they aren't tying up more potentially permanent housing units that could be available to people. Joe said the agency's board had discussed this and they are not ready to operate permanent or transitional housing at this time. In 2022, they received over 800 calls for shelter and had to turn them away because they were at capacity. Patricia asked if they were only considering in the City of Waukesha or were they looking outside of the city for multi-family unit available. Joe said there is a lack of transportation for individuals outside of the city so as of now they are staying in the City of Waukesha. On a motion by Kathleen Fisher and seconded by Patricia Fabian, the application for HOME-ARP Non-Congregate Shelter Family Promise was recommended for approval to move to the HOME Board.
4. The meeting was adjourned at 11:49 am.

Respectfully Submitted,

Deb Sielski

## March 2024 HOME Board Report

	<u>Total Available</u> <u>Funding</u>	<u>YTD</u> <u>Reservations</u>	<u>Amount</u> <u>Expensed</u>	<u>Funds</u> <u>Available</u>	<u>Current</u> <u>Month</u> <u>Reservations</u>	<u>Current Month</u> <u>Loans/YTD Loans</u>
2024 DPA	\$300,000.00	\$24,565.00	\$11,250.00	\$275,435.00	2	2/5
2024 Purch/Rehab	\$175,000.00	\$0.00	\$0.00	\$175,000.00	0	0/0
2024 Rehab	\$225,000.00	\$0.00	\$0.00	\$225,000.00	0	0/0

	<u>Total Available</u> <u>Funding</u>	<u>YTD</u> <u>Reservations</u>	<u>Amount</u> <u>Expensed</u>	<u>Funds</u> <u>Available</u>
<b>2020 Home Projects</b>				
<b>Tenant Based Rental Assistance</b>				
Lutheran Social Services - TBRA	688,480.00	0.00	618,615.04	69,864.96
<b>2021 Home Projects</b>				
<b>Home Administration</b>				
Lutheran Social Services Admin	66,542.00	0.00	38,116.24	28,425.76
<b>2022 Home Projects</b>				
<b>Home Development</b>				
Habitat for Humanity-Domenica Park	880,000.00	0.00	479,655.30	400,344.70
Impact Seven--Woodside Prairie	880,000.00	0.00	792,000.00	88,000.00
<b>2023 HOME PROJECTS</b>				
<b>CHDO</b>				
	709,107.00	0.00	0.00	709,107.00
<b>HOME - ADMINISTRATION</b>				
CARRYOVER ADMINISTRATION 2023	221,953.00	0.00	0.00	221,953.00
<b>Home Development</b>				
	404,313.00	0.00	0.00	404,313.00
<b>2024 HOME PROJECTS</b>				
<b>CHDO</b>				
	260,876.00	0.00	0.00	260,876.00

<b>HOME - ADMINISTRATION</b>				
COUNTY - ADMINISTRATION	115,941.00	0.00	0.00	115,941.00
HOUSING ACTION COALITION	40,000.00	0.00	0.00	40,000.00
MOSAIC COMMUNITY PLANNING	37,300.00	0.00	0.00	37,300.00
<b>Home Development</b>				
	478,300.00	0.00	0.00	478,300.00
<b>TBRA - TENANT BASED RENT ASSISTANCE</b>				
	900,000.00	0.00	0.00	900,000.00
<b>Home Unallocated</b>				
<b>Unallocated</b>				
	2,664,798.00	0.00	0.00	2,664,798.00

## March 2024 HOME ARP Board Report

### HOME-ARP 2024

#### HOME-ARP RENTAL HOUSING DEVELOPMENT

HEBRON HOUSING SERVICES-HOME IS WAUKESHA HOUSING PROJECT	1,450,000.00	0.00	0.00	1,450,000.00
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#### HOME-ARP SUPPORTIVE SERVICES

FAMILY PROMISE OF WASHINGTON CO-SUPPORTIVE SERVICES	56,874.00	0.00	0.00	56,874.00
FAMILY PROMISE OF WAUK CO-FAMILY HOMELESSNESS PREVENTION PROGRAM	40,000.00	0.00	0.00	40,000.00
HEBRON HOUSING SERVICES-PSH-CASE MANAGEMENT	40,000.00	0.00	0.00	40,000.00
HOMELESS COALITION OF FORT ATKINSON, WI- TRANSITIONAL HOUSING	45,800.00	0.00	0.00	45,800.00
THE SALVATION ARMY-RENT ASSISTANCE FOR HOMELESSNESS PREVENTION	45,000.00	0.00	0.00	45,000.00
THE WOMEN'S CENTER-DOMESTIC VIOLENCE HOUSING ADVOCACY	49,118.00	0.00	0.00	49,118.00
WAUKESHA HOUSING ACTION COALITION-WINTER EMERG OVERFLOW SHELTER	56,874.00	0.00	0.00	56,874.00

# HOME Consortium

*Jefferson, Ozaukee, Washington and Waukesha  
Counties*

## HOME-ARP

### Non-Congregate Shelter Application

FY 2024

**Due Date for Proposals:** November 22<sup>nd</sup>, 2023 at 4:30pm

**Send to Lisa Johnson:**

lmjohnson@waukeshacounty.gov

*Late submissions will not be considered.*

### **Point of Contact**

Kristin Silva  
Community Development Manager



On behalf of the HOME Consortium's HOME-ARP Program, Waukesha County is issuing a request for proposals for projects that seek to develop non-congregate shelter for those most in need by using these funds to leverage additional state and federal resources for the capital needed.

By issuing this request for proposals, it is the HOME Consortium's intent to identify those projects which significantly address the Consortium's priorities written in the [Allocation Plan](#). Before projects are recommended to the Consortium, all information requested in this Project Application must be provided. If funded, agencies will be considered HOME-ARP Subrecipients. The Consortium has dedicated a one-time funding opportunity in the amount of **\$794,000**.

HOME-ARP NCS projects must comply with HOME-ARP requirements during the restricted use period established in the HOME-ARP Notice.

- New Construction: 15 years
- Rehabilitation: 10 years
- Acquisition Only: 10 years

### **Qualifying Populations**

- 1) Homeless: as defined in 24 CFR 91.5 Homeless (1), (2), or (3).
- 2) At risk of Homelessness: as defined in 24 CFR 91.5 At risk of homelessness.
- 3) Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking: as defined by HUD.
- 4) Other Populations: where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability.

### **Additional Application Materials to be Submitted**

- Applicant must submit evidence of appropriate skills and experience related to the development of shelters or similar facilities (resumes, etc.).
- Applicant must submit evidence of prior experience with operating shelters.
- Applicant must provide acquisition or development budget, timeline, and sources and uses in separate documents attached to this application.
- Applicant must submit a proposed operating budget, including secured sources for operating costs and any operating gap that will require additional assistance. If there is a gap in the operating budget, the HOME Consortium may require the applicant to submit a plan for securing additional private, local, state, or Federal funding sufficient for successful operation of the project.

#### **By Completing this application:**

- Applicants certify they will utilize the Homeless Management Information System (HMIS) (could be through a partner agency or CE Lead Agency for the CoC).
- Applicants certify they will participate in meetings with their local COC.
- All costs must comply with the Cost Principles contained in subpart E of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR part 200.

## **Preferences**

The HOME Consortium covers a large geography with varying levels of need and resources related to homelessness. In selecting projects and services for HOME-ARP funding, the Consortium will consider a variety of activity types in areas throughout the four-county region. While all qualifying populations will be eligible for HOME-ARP funded projects, the HOME Consortium anticipates using the following preferences as one of several factors determining project selection:

- Activities that preference chronically homeless persons (as a subpopulation of the “homeless” qualifying population); and
- Activities that preference people at risk of homelessness (one of the qualifying populations).

The HOME Consortium may also select to fund housing development, non-congregate shelter, or service projects that do not have a preference among HOME-ARP qualifying populations. In applying these preferences, the Consortium will act in compliance with all applicable fair housing, civil rights, and nondiscrimination requirements, including but not limited to those requirements listed in 24 CFR 5.105(a). Eligibility and selection of applicants will be determined without regard to an applicant's race, color, religion, sex (including gender identity and sexual orientation), disability, familial status, or national origin.

**HOME-ARP**  
**ACQUISITION AND DEVELOPMENT OF NON-CONGREGATE SHELTER**  
**2024 APPLICATION**  
**PART 1: OBJECTIVE QUESTIONS**

1. Organization Name: \_\_\_\_\_
2. Project Name: \_\_\_\_\_
3. Application Contact Person: \_\_\_\_\_
4. Phone: \_\_\_\_\_
5. E-mail: \_\_\_\_\_
6. Requested Amount: \$ \_\_\_\_\_
7. Address of proposed project: \_\_\_\_\_
8. Is this proposed project an expansion of an existing program?
  - a. ☐ Yes ☐ No
9. Please select one project type: \_\_\_Acquisition \_\_\_Rehabilitation \_\_\_Construction
10. Is your agency a current shelter provider who receives ESG or ESG-CV funds?
  - a. ☐ Yes ☐ No
11. If YES to question 10: During the last two years, has your agency received any monitoring findings from HUD, your local CoC or the Balance of State CoC which remain unresolved?
  - a. ☐ Yes ☐ No
12. Does your agency have prior experience serving individuals and families experiencing homelessness?
  - a. ☐ Yes ☐ No
13. Is your agency a member of your local CoC?
  - a. ☐ Yes ☐ No
14. Does your agency have prior experience with development of congregate or non-congregate shelter?
  - a. ☐ Yes ☐ No
15. Will your project give preference to chronically homeless or people at risk of homelessness?
  - a. ☐ Yes **1 pt**    ☐ No **0 pts**

# HOME- ARP

## ACQUISITION AND DEVELOPMENT OF NON-CONGREGATE SHELTER

### 2024 APPLICATION

### PART 2: NARRATIVES

#### PROJECT INFORMATION

FY24 Proposed Total Funding Request: \$ \_\_\_\_\_

\*Maximum amount available is \$794,000. \$80,000 per HOME unit max.

Use the following budget as a summary. Attach your actual budget documents to the application.

Activity	HOME-ARP Funds	Explain Activity Costs
Operations		
1. Acquisition Costs		
2. Demolition Costs		
3. Site Improvement		
4. Development Hard Costs		
5. Related Soft Costs		
6. Replacement Reserve		
<b>TOTAL</b>		

#### 16. HOME-ARP Budget Proposal (20 points)

- a. Please provide a brief narrative justification for each item for which funds are being requested. Please detail staffing as well as non-personnel related expenditures. Points will be awarded for complete and accurate budgets that have detailed explanations of activity costs.
- b. How does this project propose paying for operation costs as Operating Costs are an ineligible expense under HOME-ARP CPD-21-10? Please describe in detail with information about specific grants or other funding source secured. No more than 1000 words.
  - Up to 10 pts awarded if the narrative has a complete budget that aligns with the HUD Notice CPD-21-10.
  - Up to 10 pts awarded if there is a clearly defined plan for operating costs.



**17. Agency Experience (24 points)**

- a. Describe previous experience with other emergency shelter developments and operations, including project size, date completed, and population(s) served. 2.d Describe your associated agency's experience developing and operating non-congregate and congregate emergency shelter(s).
- b. Describe familiarity with general HUD regulations and guidance. (Example: ESG, CDBG, HOME, CoC regulations). No more than 1000 words.
  - **Up to 18 pts awarded if the applying agency has prior experience administering similar projects.**
  - **Up to 6 pts awarded if the applying agency has familiarity with HUD regulations.**

**18. Project Summary (35 Points)**

- a. Please provide a detailed summary of this project, including: 1) how the project would meet the needs of the qualifying population(s), and 2) plan for the long-term sustainability of the project. Additionally, 3) include how the proposed project aligns with the goals and objectives of HOME-ARP, as outlined in 24 CFR Part 92 and HUD Notice CPD-21-10.
- b. What are the number of non-congregate emergency shelter beds and units in the facility associated with the project? Please justify your response. No more than 1000 words.
  - **Up to 20 pts awarded if the narrative clearly defines the summary of the project and aligns with the HUD HOME-ARP Notice CPD-21-10 and approved Allocation Plan.**
  - **Up to 5 pts awarded if the narrative clearly states how the project will sustain long-term.**
  - **Up to 5 pts awarded for a clear plan to secure additional funding to complete the project.**
  - **Up to 5 pts awarded if the narrative justifies the number of beds with the community need.**

**19. Community Need (20 points)**

- a. Using quantitative and qualitative data, identify the need for your project and detail how your project will meet the need and monitor success. No more than 1000 words.
  - **Up to 15 pts awarded if the narrative clearly defines the need for your project in the Consortium.**
  - **Up to 5 pts awarded if the narrative clearly states how the project will monitor the effectiveness of the project.**



## **2023 Waukesha County CAPER Executive Summary**

Waukesha County has prepared its Consolidated Annual Performance and Evaluation Report (CAPER) covering the January 1 – December 31, 2023 program year in accordance with the US Department of Housing and Urban Development. The CAPER will cover primarily the two US Department of Housing and Urban Development (HUD) entitlement grants received by Waukesha County, specifically the Community Development Block Grant Program (CDBG) and the HOME Investment Partnership Program (HOME). Since Waukesha County does not directly receive Emergency Shelter (ESG) or HOPWA Housing Opportunity for Persons with AIDS funds, those programs are not described in detail in the CAPER. Waukesha County received a 2023 CDBG grant of \$1,424,017, and a HOME grant of \$1,632,417.

Some highlights of 2023 include:

### **HOUSING**

- The HOME Consortium continued its new Tenant Based Rent Assistance program, which helped to house 9 families who had been homeless or at risk of homelessness by the end of 2023.
- 21 families achieved their dream of homeownership in the four-county area using our Downpayment Assistance or Purchase-Rehab Programs.
- The City of Waukesha's Landmark Paint and Repair program provided funding for exterior repairs to 16 historic homes.
- 24 families rehabbed their homes and brought them up to local code with HOME and CDBG Rehab programs.
- Habitat for Humanity started a new homeowner rehabilitation program that helped 10 homeowner make repairs on their homes.
- Habitat for Humanity started construction on 4 of the 11 HOME funded houses at Domenica Park in Waukesha.
- Impact Seven built 11 rental units of housing for adults with autism needing supportive services in Grafton using HOME funds.

### **PUBLIC SERVICES AND NRSA ACTIVITIES**

- 195 people were offered overnight shelter in Waukesha County.
- 75 adults were offered overnight shelter at the Women's Center.
- 1,122 adults received homeless prevention and homeless case management services.
- 2,806 people received meals from the shelter meal programs.
- 41 Seniors were assisted with meals and household chores.
- 1909 Seniors participated in activities at the City of Waukesha Senior Center
- 610 Seniors and disabled adults were given rides in taxi and collaborative transportation programs.

- 271 adults used the bus passes available through the Hope Center for transportation to work or work-related activities.
- 886 non-insured or underinsured adults were provided health or dental care at the free health clinics.
- 44 residents of the Tower Hill neighborhood participated in a crime prevention program.
- 869 adults used the Hope Center Clothing Shop
- 271 adults used transportation vouchers to provide access to jobs and appointments.

### **Economic Development**

- 26 current and potential business owners received technical assistance and training on business plans and expansion.
- 13 individuals with IDD participated in workforce development programs.
- 2 businesses received façade grants in downtown Waukesha for exterior improvements.