



Waukesha County CDBG Program  
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**The HOME Consortium  
Board of Directors Meeting  
Thursday, January 15, 2026 at 10:00 A.M.**

The meeting can 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 545 370 797#

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Minutes from the December 18, 2025, Board Meeting
4. Public/Staff Comment
5. Financial Status Report
6. KCG Companies LLC, Poplar Point Apartments application
7. HOME ARP Substantial Amendment
  - a. HOME ARP revised award amount of \$5,301,278.00 (increase of \$7,944.00)
  - b. Accept return of Family Promise Family Homelessness Prevention Program award of \$140,000 (\$120,000 Supportive Services, \$20,000 Capacity Building)
  - c. Accept return of Family Promise Non-Congregate Shelter award of \$794,000
  - d. Reallocate returned HOME ARP funding, excess Capacity Building Funding and revised award funding to Development of Affordable Rental Housing Category and Administration and Planning
8. Adjournment

**The next HOME Board meeting is scheduled for Thursday, February 19, 2026**

**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  
December 18, 2025

Members Present: Kathleen Schilling, Matthew Van Eperen, Duane Paulson, Jay Schreurs, Jason Dzwinel, John Kannard, Phil Ristow, Deb Sielski, Curt Backlund, Jason Wittek

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

Absent: Christine Howard, Maria Watts

Guests: Roxanne Witte, Jefferson County; Melissa Songco, Habitat for Humanity;  
Megan Schuetz, Luke Hellman, KCG Development

1. The meeting was called to order by John Kannard, Vice Chairperson, with a quorum of the Board present at 10:04 am via Microsoft Teams Meeting 414-435-2078 Conference ID# 468 083 049.
2. The Board Chair led the Pledge of Allegiance.
3. On a motion by Duane Paulson and seconded by Kathleen Schilling the minutes from November 20, 2025, HOME Board meeting minutes were unanimously approved.
4. No public comments. Staff comments-No 2026 Budget yet, still operating under a Continuing Resolution.
5. Kristin Silva reviewed the Financial Status report. We have a brand-new report from our new financial system and are still working through some bugs. Last month, the board moved money from Purchase Rehab to DPA.
6. South Central HFH CHDO Partners, Inc. CHDO application – The Executive Committee scored the application with 81points. On a motion by Duane Paulson and seconded by Matt Van Eperen, the motion to grant South Central HFH CHDO Partners, Inc \$400,000 in CHDO funds was approved unanimously. The terms of the loan are that the funds will be split 60% grant, 40% loan, with a lien on the property until construction is done, then a partial release of mortgage will happen at each homeowner closing. Each homeowner will have a \$40,000 declining balance mortgage on their property from Waukesha County, and \$20,000 of it will forgiven incrementally over 20 years, \$4,000 every 5 years.
7. South Central HFH CHDO Partners, Inc. CDHO Operating application – Only CHDOs are allowed to ask for operating funds when they have an approved project. On a motion by Curt Backlund and seconded by Jay Schreurs, the motion to approve the operating expenses application for a \$50,000 grant for South Central HFH CHDO Partners, Inc, was approved.

8. Hebron Housing Services HOME ARP Rental Housing Development project update – Revised application is not ready. They are going to revise the project to develop the entire building into housing units and eliminate the office space. They expect to submit a revised application in January or February.
9. KCG Companies LLC, Poplar Point Apartments application – Megan Schuetz and Luke Hellman to present. The project consists of new construction of 60 family rental units, 11 HOME units, to serve 30-80% AMI. HOME units would serve 30% AMI and would be 1 or 2 bedrooms. There is a need for affordable housing in this area. On a motion by Duane Paulson and seconded by Kathleen Schilling, the application will move to the Executive Committee for scoring.
10. 2026 Calendar – List of 2026 Board meetings.
11. The proposed 2026 Slate of Officers was discussed. On a motion by Duane Paulson and seconded by Matt Van Eperen, the 2026 Slate of Officers was unanimously approved.

2026 Slate of Officers

Chairperson: John Kannard

Vice Chairperson: Kathleen Schilling

Secretary: Matt Van Eperen

Treasurer: Maria Watts

12. On a motion by Duane Paulson and seconded by Jay Schreurs, the meeting was adjourned at 10:42 am.

Respectfully Submitted,

John Kannard

# HOME Board Reporting January 2026

Board Year	Grant	Budget	Reservation	Spend	Budget less Spend	Available to Commit
Current Year	HOME - Administration	384,368	224,241	31,815	352,553	160,127
	HOME - CHDO Community Housing Development Organization	1,511,577	1,511,577	0	1,511,577	0
	HOME - Down Payment Assistance	380,000	339,912	321,031	58,969	40,088
	HOME - Home Development	2,366,813	2,366,813	966,428	1,400,385	0
	HOME - Home Rehabilitation	225,000	208,422	150,748	74,252	16,578
	HOME - Purchase Rehabilitation	95,000	39,342	52,289	42,711	55,658
	HOME - Tenant Based Rental Assistance	600,000	111,962	111,962	488,038	488,038
	HOME - Unallocated	1,622,853	0	0	1,622,853	1,622,853
<b>Current Year Total</b>		<b>7,185,612</b>	<b>4,802,269</b>	<b>1,634,273</b>	<b>5,551,339</b>	<b>2,383,343</b>
Prior Year	HOME - Home Rehabilitation	0	73,763	38,982	34,781	
	HOME - Purchase Rehabilitation	0	72,548	57,907	14,641	
<b>Prior Year Total</b>		<b>0</b>	<b>146,311</b>	<b>96,889</b>	<b>49,422</b>	
Grant	Project	Budget	Spend	Budget Remaining		
HOME - Administration	CD_24_01 Hebron Housing Services	25,000	25,000	0		
	CD_25_Admin HOME Administration HOME 2025	154,241	0	154,241		
	CD_25_HM24003 Housing Action Coalition - Administration	20,000	0	20,000		
	Hebron Housing Services - 25Admin TBRA	25,000	6,815	18,185		
	Unallocated	160,127				
<b>HOME - Administration Total</b>		<b>384,368</b>	<b>31,815</b>	<b>192,426</b>		
HOME - CHDO Community Hou	CD_26_001 South Central HFH CHDO Partners-2026 Waukesha Affordal	400,000	0	400,000		
	HOME_CHDO Unallocated	1,111,577	0	1,111,577		
<b>HOME - CHDO Community Hou</b>		<b>1,511,577</b>	<b>0</b>	<b>1,511,577</b>		
HOME - Home Development	CD_22_002 Habitat for Humanity-Domenica Park	880,000	788,936	91,064		
	CD_24_005 HD Habitat for Humanity-Fort Atkinson	200,000	177,492	22,508		
	CD_25_HM25002 Habitat for Humanity - College Park Development - W	1,100,000	0	1,100,000		
	HOME Housing Development 2025	186,813	0	186,813		
<b>HOME - Home Development To</b>		<b>2,366,813</b>	<b>966,428</b>	<b>1,400,385</b>		



### 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	7
		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	5
5	Con Plan Priorities	Does the developer select actions to alleviate impediments?	5	5
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		20	
			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	4
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	2
	TOTAL SCORE: PROJECT DESIGN		11	
			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	5
8	Development Type	Award 2 points if less than 50 percent of the units in the overall development are HOME units.	2	2
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		10	
			Maximum 10 points	

Application Page	Financial Feasibility	Does the organization have the financial resources to successfully complete this project?	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	7
9	Other sources secure?	Consider the percent of other funds that are already secure. If 100% of other funds are secure, score 5.	5	1
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	2
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	0
	TOTAL SCORE: FINANCIAL FEASIBILITY			16
				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	14
	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	5
	CHDO	Score five points if the developer is certified as a CHDO.	5	--
	TOTAL SCORE: DEVELOPER CAPACITY		24	
			Maximum 30 Points	

SUMMARY OF PROJECT REVIEW				
	TOTAL SCORE	Add scores from each section for the total	81	
			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:				



## HOME ARP Allocation Plan Substantial Amendment

Actions: Revise Award amount to accept an additional \$7,944; Accept return of Family Promise Family Homelessness Prevention Program award of \$140,000 (\$120,000 Supportive Services, \$20,000 Capacity Building); Accept return of Family Promise Non-Congregate Shelter award of \$794,000.

### Option #1

- Decrease Supportive Services to actual award amount of \$750,000
- Increase Development of Rental Housing category by \$676,087 to \$3,587,421
- Decrease Non-profit Operating to actual award amount of \$120,000
- Decrease Non-Profit Capacity Building to actual award amount of \$48,666
- Increase Administration category to 15% of award--\$795,191

### Option #2

- Increase Supportive Services to \$1,305,000 (additional \$92,500 per agency)
- Increase Development of Rental Housing category by \$121,087 to \$3,032,421
- Decrease Non-profit Operating to actual award amount of \$120,000
- Decrease Non-Profit Capacity Building to actual award amount of \$48,666
- Increase Administration category to 15% of award--\$795,191

	Funding Amount	Percent of the Grant	Option #1	Percent of the Grant	Option #2	Percent of the Grant
Supportive Services	\$794,000	15%	\$750,000	14%	\$1,305,000	25%
Acquisition and Development of Non-Congregate Shelters	\$794,000	15%	\$0	0%	\$0	0%
Tenant-Based Rental Assistance (TBRA)	\$0	0%	\$0	0%	\$0	0%
Development of Affordable Rental Housing	\$2,911,334	55%	\$3,587,421	73%	\$3,032,421	57%
Non-Profit Operating	\$132,333	2.5%	\$120,000	2%	\$120,000	2%
Non-Profit Capacity Building	\$132,333	2.5%	\$48,666	1%	\$48,666	1%
Administration and Planning	\$529,334	10%	\$795,191	15%	\$795,191	15%
<b>Total HOME ARP Allocation</b>	<b>\$5,293,334</b>	<b>100%</b>	<b>\$5,301,278</b>	<b>100%</b>	<b>\$5,301,278</b>	<b>100%</b>