



C/o Waukesha County CDBG Program
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The HOME Consortium
Board of Directors Meeting
Thursday, July 10, 2014
515 W. Moreland Blvd. **Rm 355**
Waukesha, WI 53188
@ 9:00 A.M.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Minutes from the April 17, 2014 Board Meeting
4. Public/Staff Comment – Correspondence
5. WI Partnership Fund Balance Report
6. Core Program Information 2012--2013
7. 2015 HOME Allocation Approval
8. HOME Development Projects Update
9. 2015—2019 Consolidated Plan schedule
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
April 17, 2014

Members Present: Paul Babcock, Mark Baldwin, Joseph Birbaum, Ron Buchanan, Christine Howard, John Kannard, Dennis Myers, Duane Paulson, Peter Sorce, Glenn Stumpf

Staff: Kristin Silva, Lori Rutzinski, and Christina Brockish

Excused Absence: Jennifer Hanneman, Mark Hoefert, Kathleen Schilling, Jay Schreurs, and Maria Watts

Guests: RoxAnne Witte and Genevieve Borich, Jefferson County Economic Development Consortium

- I. The meeting was called to order by Ron Buchanan, the Board Chair, with a quorum of the Board present at 9:00 a.m.
- II. The Board Chair led the Pledge of Allegiance.
- III. On a motion by Peter Sorce and seconded by Dennis Meyers, the amended minutes from December 19, 2013 were unanimously approved.
- IV. On a motion by Peter Sorce and seconded by Dennis Meyers, the minutes from March 20, 2014 were unanimously approved.
- V. The Board Chair announced that there is a new member of the Jefferson County Economic Development Consortium; Genevieve Borich introduced herself. The board and staff members introduced themselves and as part of the introductions, Paul Babcock stated he is currently serving as a HOME Consortium Board member representing Jefferson County.

Kristin Silva announced the Home Consortium Policy & Procedures Manual is finalized and includes the updated front and back-end ratios approved at the March 20, 2014 Board meeting. Copies were available to all attendees. Kristin also stated there will be a Board binder available soon that will include HOME Consortium By-Laws, HUD acronyms, etc.

- VI. The Wisconsin Partnership report was reviewed and accepted. Kristin reported that there were thirteen DPA applications and one Purchase Rehab application received last month. Debbie Narus (Wisconsin Partnership for Housing Development) has sent numerous applications out and is waiting for them to be returned.

Dennis Meyers asked if there are any reports available to show what counties the applications are coming from. After a brief discussion, Kristin stated she will provide a report at the next Board meeting showing where funds were spent by county from 2012 and 2013. She will also provide a report showing what the homebuyers counseling agencies have done.

- VII. Kristin reported that the 2014 actual grant award amount was received from HUD and explained that the additional funds were added to the unallocated line item.

On a motion by Duane Paulson and seconded by Joe Birbaum, the Board approved the Annual Action Plan with the actual allocations.

VIII. Kristin announced that an RFP went out on Tuesday to solicit applications for a consultant to prepare the 5-year Consolidated Plan for 2015 - 2019. The timeline for the Consolidated Plan will be tight with a first draft due by September, 2014 and a final draft due in October, 2014. The consultant will also prepare the Analysis of Impediments to Fair Housing which is required by HUD. This report identifies the barriers to Fair Housing and requires the communities to show what they've done to rectify these barriers. Communities within the four counties have to sign on to the HOME programs every three years if they wish to participate.

One member from the Board will be required to participate in reviewing applications and interviews. Peter Sorce volunteered to participate in the application and hiring process. Joe Birbaum requested an update on the RFP process be included in the next month's Board agenda.

IX. Congratulations to Christine Howard as the newest Waukesha County Board member.

On a motion by Duane Paulson and seconded by Joe Birbaum , the Board approved the meeting adjourned at 9:23 a.m.

Respectfully submitted,

Ron Buchanan
Chair, HOME Board

SUMMARY OF FUND BALANCES FOR HOME CONSORTIUM

ESTIMATED TOTAL FUNDS AVAILABLE DURING 2014	June, 2014		2014 Year to Date		FUNDS AVAILABLE 06/30/14	Comments	FUNDS AVAILABLE TO COMMIT
	Number of Loans	Reserved Amount	Number of Loans	Reserved Amount			
	7	2	3	4			5
Carryover from 2013: Downpayment Assistance Program 2013 Purchase/Rehab Program 2013 Rehab Program 2013	\$ 78,305.40 \$ 25,000.00 \$ 25,225.95	1 \$ 16,950.00	12 \$ 78,305.40 2 \$ 25,000.00 1 \$ 16,950.00	\$ - \$ - \$ 8,275.95			
Downpayment Assistance Program 2014 Purchase/Rehab Program 2014 Rehab Program 2014	\$ 300,000.00 \$ 175,000.00 \$ 225,000.00	3 \$ 18,787.00	15 \$ 101,030.60 1 \$ 16,983.08	\$ 198,969.40 \$ 158,016.32 \$ 225,000.00			
County Allocations Waukesha County	\$ 102,915.00		\$ 102,915.00	\$ -		\$102,915 remaining to be drawn	
CHDO Operating Funds							
CHDO Reserve Funds Movin' Out (Globe Apts., Watertown) Family Promise Movin' Out (Waterloo) Hebron House						\$217,500 remaining to be drawn \$150,000 remaining to be drawn \$340,000 remaining to be drawn \$133,000 remaining to be drawn	\$ 165,717.75
2014 CHDO Reserve allocation CHDO RESERVE BALANCE	\$ 165,717.75				\$ 165,717.75		\$ 165,717.75
Administrative Funds Waukesha County Admin 2012 Waukesha County Admin 2013 Waukesha County Admin 2014 WPHD Admin/Technical Assistance 2013 WPHD Admin/Technical Assistance 2014 UNALLOCATED ADMINISTRATIVE	\$ 23,706.44 \$ 69,890.20 \$ 71,000.00 \$ 50,000.00 \$ 35,000.00 \$ 53,305.34		\$ 23,706.44 \$ 69,890.20 \$ 71,000.00 \$ 50,000.00 \$ 35,000.00	\$ - \$ - \$ - \$ - \$ - \$ 53,305.34		\$6,788 remaining to be drawn \$69,890 remaining to be drawn \$71,000 remaining to be drawn \$35,000 remaining to be drawn	\$ 53,305.34
Other Entitlement Projects 2014 Unallocated Entitlement UNALLOCATED ENTITLEMENT	\$ 128,588.75 \$ 131,762.99				\$ 128,588.75 \$ 131,762.99		\$ 128,588.75 \$ 131,762.99
CHI - Rehab funds held by Waukesha Co.	\$ 28,581.24				\$ 28,581.24		\$ 28,581.24
TOTAL AVAILABLE	\$ 1,688,999.06				\$ 1,098,218.34		\$ 479,374.83

NOTES

- Total funds available during 2014, includes funds carried over from prior years, 2014 estimated allocation and program income received during 2014
- These are amounts of funds reserved during the month. For downpayment, these means that the banks have reserved the funds for particular home buyers. For the rehab program, it means that an application has been approved and reserved for particular home owners.
- These are amounts of funds reserved since the beginning of the year. For downpayment, these means that the banks have reserved the funds for particular home buyers. For the rehab program, it means that applications have been approved and reserved for particular home owners.
- These are amounts available after deducting funds reserved during the year.
- These are amounts available to fund new applications for funding such as CHDO and Development Projects.



PROGRAM ADMINISTRATOR:
Wisconsin Partnership for Housing Development, Inc.

Number of households counseled

Counseling Agencies	2012	2013
GreenPath	1	1
Jefferson County Economic Development	21	17
Housing Resources	20	9
Select Milwaukee	-	1
Slinger Housing Authority	38	17
Other (CCCS)		2
TOTAL	80	47



PROGRAM ADMINISTRATOR:
Wisconsin Partnership for Housing Development, Inc.

Number of loans by program, county and year

Down Payment Assistance	2012	2013
Jefferson County	20	18
Ozaukee County	11	10
Washington County	27	10
Waukesha County	22	9
TOTAL all Counties DPA Loans	80	47

2013 Purchase/Rehab	2012	2013
Jefferson County	10	-
Ozaukee County	-	-
Washington County	2	-
Waukesha County	3	1
TOTAL all Counties Purch/Rehab Loans	15	1

2013 Rehab Program	2012	2013
Jefferson County	2	-
Ozaukee County	3	-
Washington County	1	-
Waukesha County	5	7
Total all Counties Rehab	11	7

All Loan Programs	2012	2013
Jefferson County	32	18
Ozaukee County	14	10
Washington County	30	10
Waukesha County	30	17
Total all Counties Rehab	106	55

**Notice of Public Hearing
HOME Program**

The HOME Board has developed its recommendations for the allocation of 2015 HOME funds. Citizens will be provided an opportunity to comment on the recommendations prior to submission to the Waukesha County Board of Supervisors.

**Public Hearing
Monday, June 23, 2014, 9:00 A.M.
Waukesha County Administration Center
515 W. Moreland Blvd., Room 355-59
Waukesha WI, 53188**

Following is the list of Projects/Activities recommended for the 2015 HOME funding:

HOME PROGRAM		
HOME Program	Administration	\$110,478
CHDO Reserve	TBD	\$165,718
CORE Programs	Downpayment Assistance Program	\$300,000
	Housing Rehabilitation Program	\$225,000
	Purchase Rehabilitation Program	\$175,000
Unallocated	TBD	\$128,589
Estimated Program Income	TBD	\$157,000
		\$1,261,785

Persons unable to attend the Public Hearing may comment in writing or via e-mail by July 9, 2014 to Kristin Silva, Community Development Coordinator, 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.

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