

Dane County Contract Addendum Cover Sheet

Revised 03/2025

Res 330

BAF # 25356
 Acct: Jacobson / Seitz
 Mgr: C Odorfer
 Budget Y/N: N

Contract # Admin will assign	16051 A
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Dept./Division	Human Services / HAA	Vendor Name	Project Home, Inc.
Brief Addendum Title/Description	Increasing contract amount by \$90,784.08	Vendor MUNIS #	6351
		Addendum Term	1/1/2025 - 12/31/2027
		Amount (\$)	\$ 90,784.08

Department Contact Information		Vendor Contact Information	
Contact	Contract Coordination Assistant	Contact	Wylonda Singleton
Phone #	608-242-6200	Phone #	(608) 246-3737 ext 2200
Email	dcdhscontracts@danecounty.gov	Email	wyolandas@projecthomewi.org
Purchasing Officer			

Purchase Order – Maintenance or New PO					
<input checked="" type="checkbox"/>	PO Maintenance Needed	Org: CDCDBG	Obj: 34062	Proj: CD25	\$ 90,784.08
	PO# 20252692	Org:	Obj:	Proj:	
<input type="checkbox"/>	No PO Maintenance Needed – this addendum does not change the dollar amount of the contract.				
<input type="checkbox"/>	New PO / Req. Submitted	Org:	Obj:	Proj:	
	Req#	Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Total Contracted Amount – List the Original contract info, then subsequent addenda including this new addendum					
A resolution is required when the total contracted amount first exceeds \$100,000. Additional resolutions are then required whenever the sum(s) of any additional addenda exceed(s) \$100,000	Addendum #	Term	Amount	Resolution	
	Original	1/1/2025 - 12/31/2027	\$ 50,000.00	<input type="checkbox"/> None	Res# 2024 - 154
	A	1/1/2025 - 12/31/2027	\$ 90,784.08	<input type="checkbox"/> None	Res# 2025 - 330
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
Total Contracted Amount			\$ 140,784.08		

Contract Language Pre-Approval – prior to internal routing, this contract has been reviewed/approved by:		
<input type="checkbox"/> Corporation Counsel:	<input type="checkbox"/> Risk Management:	<input checked="" type="checkbox"/> No Pre-Approval

APPROVAL
Dept. Head / Authorized Designee


APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	EKL 1-28-26

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 2/2/26	Date Out: _____	<input type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Tuesday, February 3, 2026 10:46 AM
To: Hicklin, Charles; Rogan, Megan; Cotillier, Joshua
Cc: Oby, Joe
Subject: Contract #16051A
Attachments: 16051A.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 2/3/2026 10:46 AM	Approve: 2/3/2026 10:46 AM
	Rogan, Megan	Read: 2/3/2026 11:46 AM	Approve: 2/3/2026 11:46 AM
	Cotillier, Joshua	Read: 2/3/2026 10:46 AM	Approve: 2/3/2026 10:50 AM
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #16051A
Department: Human Services
Vendor: Project Home
Contract Description: Allocating additional CDBG funding for major home rehabilitation (Res 330)
Contract Term: 1/1/25 – 12/31/27
Contract Amount: \$90,784.08

Michelle Goldade

Administrative Manager
Dane County Department of Administration
Room 425, City-County Building
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703
PH: 608/266-4941
Fax: 608/266-4425
TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays.

1 **2025 RES-330**

2
3 **ALLOCATING ADDITIONAL 2025 FUNDS PURSUANT TO 2024 RES-154 CONTINGENCY**
4 **DCDHS – HAA**
5

6 Dane County is an Entitlement Community under two U.S. Department of Housing and Urban
7 Development (HUD) programs: the Community Development Block Grant (CDBG) and the
8 Home Investment Partnerships (HOME). CDBG funds are intended to develop viable urban
9 communities by providing decent housing and a suitable living environment, and by expanding
10 economic opportunities, principally for low-and moderate-income persons. The intent of the
11 HOME Program is to expand the supply of decent, safe, sanitary, and affordable housing, with
12 primary attention to rental housing for very low-income and low-income families.

13
14 HUD regulations require the development of a Consolidated Plan every five years to provide an
15 overall framework for the investment of grant funds and an Annual Plan that governs the
16 recommended projects for the upcoming year. The current Consolidated Plan was approved by
17 the County Board and the County Executive as 2025 RES-013 in June 2025 and covers a five-
18 year time period through December 31, 2029.

19
20 The development of the 2025 Annual Action Plan is based on the priorities identified in the
21 Consolidated Plan and from a public hearing held on September 10, 2024 soliciting citizen input.
22 The County established a competitive application process for the allocation of the projected
23 grant funds. Applications for 2025 CDBG and HOME funds were solicited beginning April 17,
24 2024 and due May 31, 2024. The Application Review Team, a subcommittee of the CDBG
25 Commission, met in July 2024 to hear presentations by the applicants and to make initial
26 recommendations to the full CDBG Commission. The CDBG Commission made its preliminary
27 recommendations at its August 6, 2024 meeting. A contingency was included that in the event
28 of an increase in CDBG, CDBG Public Services, or HOME funds, then applicants will receive
29 the full allowable amount based on ranking until funds run out. The Dane County Board of
30 Supervisors adopted the recommendations in 2024 RES-154 on November 7, 2024, and it was
31 signed by the County Executive on November 8, 2024.

32
33 After adoption of 2024 RES-154, CDBG funds increased, and under the contingency, Project
34 Home, Inc. and Movin' Out, Inc. are next in rank to receive additional funds, which brings their
35 contracts to \$140,784.08 and \$164,862.12 making them major contracts.

36
37 **NOW, THEREFORE, BE IT RESOLVED** that the following contracts be amended and that the
38 County Executive and County Clerk are hereby authorized and directed to sign the amended
39 agreements on behalf of Dane County, and that the Controller is authorized to make payments
40 related to the execution of the amendments.

41

<u>Vendor</u>	<u>Amended Amount</u>
42 Project Home, Inc.	\$90,784.08
43 Movin' Out, Inc.	\$73,177.87

44
45

46 **BE IT FINALLY RESOLVED** that the unspent funds be carried forward for expenditure in future
47 years.



DANE COUNTY CONTRACT

ADDENDUM # 16051A

Revised 11/2024

THIS ADDENDUM, made and entered into effective as of the date by which both parties hereto have executed this document, by and between the County of Dane (hereinafter referred to as “County”) and Project Home, Inc. (hereinafter, “Provider”).

WITNESSETH:

WHEREAS Provider and County, by a separate document (hereinafter, the “Master Agreement”), Dane County Contract # 16051, have previously entered into a contractual relationship pursuant to which Provider will provide home repairs to low- to moderate-income homeowners that will prevent the homes from developing more serious problems.

WHEREAS County and Provider wish to amend the Master Agreement in order to adjust the award amount to \$140,784.08, per the contingencies put in place by 2024 RES-154.

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged by each party for itself, the parties do agree as follows:

1. The Master Agreement shall remain in full force and effect unchanged in any manner by this addendum except as changes are expressly set forth herein. This addendum shall control only to the extent of any conflict between the terms of the Master Agreement and this addendum.
2. The Master Agreement, and any amendment or addendum to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, the Master Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under the Master Agreement, or any subsequent amendment or addendum.
3. The budget is increased to \$140,784.08 in Schedule B, per the contingencies put in place by 2024 RES-154. The number of homebuyer beneficiaries is increased to 6-8 in Schedule A.

IN WITNESS WHEREOF, the parties, by their respective authorized representatives, have set their hands and seals as of the dates set forth below.

FOR PROVIDER:



Adam Weisse
Executive Director

01/07/2026
Date

FOR COUNTY:

Melissa Agard
Dane County Executive

Date

Scott McDonell
Dane County Clerk

Date

Schedule A: CDBG (Scope of Services)

ELIGIBLE ACTIVITY

Each activity funded under this Agreement must meet the eligibility requirements of the HOME Investment Partnerships Act at Title II of the Cranston-Gonzalez National Affordable Housing Act as amended, 42 U.S.C. 12701 et seq. This activity is eligible under 24 CFR 570. Project Home will administer a minor home repair program. The program will provide home repairs to low to moderate income homeowners that will prevent the homes from developing more serious problems. The program will 6 - 8 serve households.

COMPLIANCE WITH NATIONAL OBJECTIVES

Under 24 CFR 570.200 (a) (2), the COUNTY must certify that the projected use of funds under section 106 of Title I of the Housing and Community Development Act of 1974 has been developed so as to give maximum feasible priority to activities which will carry out one of the national objectives of benefit to low-and-moderate-income families or aid in the prevention or elimination of slums or blight. The projected use of funds may also include activities that the COUNTY certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs.

Project Home certifies that the activity(ies) carried out under this Agreement will meet the national objective under 24 CFR 570.208 of benefiting low- and moderate-income persons.

DESCRIPTION OF SERVICES

Project Home will assist 6 - 8 eligible homeowners obtain needed home repairs of their owner occupied property. Eligible exterior work items are those listed in the CDBG Housing Rehabilitation—Deferred Payment Loans Program Standards. Project Home will inspect the properties, establish needed repairs, write work specification, collect contractor bids, and oversee all work performed. Eligible homeowners will receive no-interest, deferred payment loans ranging from \$5,001 to \$24,999 to cover the cost of necessary repairs. If the property has an extensive amount of rehabilitation work required to bring the property back to standard code, a waiver may be requested by Project Home to increase the loan amount not to exceed the lower of 95% loan to value or the lifetime Dane County Community Development Block Grant assistance limit. The program will be administered in accordance with all requirements of the CDBG Housing Rehabilitation – Deferred Payment Loans Program Standards. All rehabilitation work will be completed in compliance with the Dane County CDBG and HOME Program Rehabilitation Standards.

LOCATION/TARGET AREA OF SERVICES

The target area of services are the Dane County CDBG/HOME Consortium's participating communities.

TIME OF PERFORMANCE

Services provided under this Agreement shall be provided within the following time limits: January 1, 2025 – December 31, 2027.

PROJECT SCHEDULE/MILESTONES

Projects must submit invoices quarterly (at the minimum) to the Program Specialist. Invoices are due no later than the 10th of the month following the end of the quarter. In addition, Projects must complete required beneficiaries reports on a quarterly basis. It is expected that Projects meet quarterly service and expenditure benchmarks. Failure to submit quarterly reports and invoices may result in non-compliance.

Key Events	Date to be Completed
Project Home Staff will identify, and begin work on, 3 - 4 eligible properties.	2 nd Quarter 2026

Project Home will complete work on 2 - 4 eligible properties, and submit copies of final invoices for addresses, and the Dane County CDBG Minor Repair Check list for each address with quarterly accomplishment report. Project Home Staff will identify, and begin work on, 3 - 4 eligible properties.	4 th Quarter 2026
Project Home will complete work on the final 3 – 4 eligible properties, and submit copies of final invoices for addresses, and the Dane County CDBG Minor Repair Check list for each address with quarterly accomplishment report.	3 rd Quarter 2027
Project Home will have expended all contract funds by end of quarter.	4 th Quarter 2027

PERFORMANCE INDICATOR(S)

The following levels of service will be provided:

Minor Home Repair Assistance –

Indicator	2026	2027	Project Total
Number of owner-occupied households receiving assistance.	3 - 4	3 - 4	6 - 8

PERSONS TO BE SERVED

Target Population

- The target population is homeowners residing in one of Dane County’s participating Urban County Consortium communities with household incomes less than or equal to 80% of the County Median Income.

Eligibility Guidelines

- The household income must not exceed 80 percent of the Dane County Median Income for the household size.
- The assessed value of the property being assisted must not exceed 95% of the area median purchase price.
- The assisted property must be owner-occupied.
- The household must not have received assistance through the Major Home Rehabilitation program in the previous three years from the date of application. Any exceptions must be approved by Dane County Division of Housing Access & Affordability.
- Household, property, and completed work must meet the requirements detailed in the Dane County CDBG Minor Repair – Grant Program Standards and the Dane County CDBG and HOME Program Rehabilitation Standards.

Income Documentation Required

- Project Home will document the size and combined income for each household receiving assistance, and collect income documentation (e.g. previous year’s signed tax return.) and household self-certification forms.
- Project Home will use the definition of annual income as defined under Section 8 Housing Assistance Payments Program 24 CFR 5.609.

Marketing of Program/Service

- Information regarding Project Home’s Minor Home Repair program has been incorporated into the agency’s marketing materials.
- When necessary, Project Home advertises its services in community newspapers.

Referral/Application Process

- Project Home’s other programs will refer prospective applicants, including the State of Wisconsin Low Income Weatherization Program.

- Referrals will be accepted from a network of service providers and prospective homeowners can contact Project Home directly.
- Applicants may apply for the program at any time.
- Project Home staff will verify applicant's income, past benefit received from program, and property value to ensure household meets program eligibility.
- All qualified applicants will be placed on the waiting list in order of inquiry.

Capacity/Waiting List

- The program will serve approximately 6 - 8 households, depending upon the average cost of the jobs.
- All qualified applicants will be placed on a waiting list and served in order of date of application.

SERVICE METHODS

How Services are to be Provided

- Major Home Rehabilitation Intake staff will determine prospective households' eligibility. Households that are found to not be eligible will be notified in writing.
- Major Home Rehabilitation Intake staff will notify the CDBG/HOME Program Specialist of all eligible addresses. Project Home will conduct a Radon test at the property prior to submitting an environmental review request. The CDBG/HOME Program Specialist will complete an environmental review for each address and notify the Intake staff within 30 business days, or longer in cases of elevated Radon, of the request if the project can proceed, unless Radon. No work may begin on the project until the notice to proceed has been received. The CDBG/HOME Program Specialist will also notify Minor Home Repair Intake staff if the household has received a Dane County rehabilitation loan in the past three years or reached the \$100,000 Dane County Community Development Block Grant assistance limit.
- A Project Home Service Technician will perform a site visit to the eligible owner occupied property. The Service Technician will complete a HUD Housing Quality Standards Inspection or NSPIRE Inspection and note any areas where the home fails inspection, does not meet local property codes, and any additional repairs the Service Technician recommends that are eligible work items.
- The Service Technician will develop a scope of work for all eligible work items, a cost estimate, and submit a request to bid to Project Home's prepared contractor list. Project Home staff will ensure no hired contractors and/or subcontractors are debarred from receiving federal contracts. Project Home will attempt to increase the contractor pool, if necessary, to ensure an adequate number of bids are received and that jobs can be completed in a timely manner.
- After the Service Technician has received contractor bids, he will meet with the homeowner and the homeowner will select bids that will be used for the project. Bids selected will be the most reasonable and responsive. It is expected that selected contractors will be available to begin the project within a reasonable amount of time and will be able to complete all work within 4-6 months from the start of the project.
- The Intake Specialist will submit to the Dane County CDBG/HOME Program Specialist a request for mortgage and note detailing the loan amount, title work, property appraisal, and documentation of household eligibility.
- Within 10 business days from receipt of the Intake Specialist's written request and required documentation, the Dane County CDBG/HOME Program Specialist will provide to Project Home the Note, and Mortgage to be executed by approved homeowners in favor of Dane County.
- Project Home will ensure the Note and Mortgage are executed by homeowners and the Mortgage is filed with the Dane County Register of Deeds within 10 business days of the execution of the agreements. Project Home staff will ensure that the Dane County CDBG/HOME Program Specialist receives the original signed note.
- All work will be completed following the guidelines established in the CDBG Housing Rehabilitation – Deferred Payment Loans Program Standards and the Dane County CDBG and HOME Program Rehabilitation Standards. Property must pass clearance before project can be considered completed. For properties with elevated Radon levels that have mitigation measures, an additional Radon test showing levels below 0.4 pCi/L is required.
- Project Home will make all payments to contractors during the course of the work. The homeowner will approve all payments to contractors prior to payment.

- At the time the work is completed and the Services Technician has completed and documented a final inspection ensuring all work has been done to specifications, the Intake Specialist will compare estimated costs to actual project costs and request a corrected note from the Dane County CDBG/HOME Program Specialist detailing final project costs.
- Within 15 business days from the Intake Specialist's written request the Dane County CDBG/HOME Program Specialist will provide to Project Home the corrected Note for homeowner signature(s).
- Project Home staff will ensure the corrected Note is signed by the homeowners and the original signed Note will be provided by Project Home to the Dane County CDBG/HOME Program Specialist within 15 business days of signature.

Service Hours/Days

- Project Home will be open to assist prospective and participating homeowners Monday through Friday from 8:00-4:30 p.m. with the exception of major holidays.

Length of Service

- The length of service will vary depending on the amount of work needed by each home.

Procurement –

- **MBE/WBE**

Project Home maintains a list of contractors who receive bid requests for available jobs. Each year, Project Home staff notifies all appropriate businesses listed in the Dane County Targeted Business Directory of the availability of their contractor list and required information to be listed and receive request for bids. Interested contractors may be listed at any point in time by providing the required information.

- **Build America, Buy America Act (BABA)**

BABA does not apply to this project.

Fair Housing

Project Home uses affirmative marketing and advertising practices for available resale and rental units, and has posted the state and federal Fair Housing Posters in visible common areas of its facilities. Project Home has purchased, rehabbed and maintained existing housing in racially integrated neighborhoods to help preserve their mixed character.

Section 3

Section 3 does apply to this project.

Inspection

- Prior to all Environmental Reviews requests are sent to CBDG/HOME Program Specialist, a Radon test must be conducted at the home.
- All acquired and/or rehabilitated housing must meet all applicable local codes, rehabilitation standards, ordinances, and zoning ordinances at the time of project completion. Housing must be inspected using housing quality standards or NSPIRE in 24 CFR 982.401 and upon completion must meet housing quality standards or NSPIRE in 24 CFR 982.401. The property must also meet all applicable requirements of the Lead Safe Housing Rule 24 CFR 35.

LEVERAGE

Project Home will leverage Wisconsin Weatherization funds in qualifying homes. Leveraged dollars will be reported by individual address at time of invoice.

REPORTING REQUIREMENTS

Project Home will submit the listed reports on a quarterly basis. Reports will be due on the 10th of the month.

- Applicant Data Report
- Beneficiary Data Report
- Employment and Contractor Summary Report
- Prime and Subcontractor Report

A total of 75% of beneficiaries AND invoices must be reported by October 10, 2027. Failure to submit timely reports and/or failure to meet milestones for Quarter 1 and 2 will result in the requirement on the agency to provide a mitigation plan to meet the 75% requirement.

Schedule B (Budget)

Include the amount and source of all project funding.

Line Item	(1) Total Project Budget (2 + 3 + 4)	(2) CDBG- Funded Project Costs	(3) Other Funding Source Amount (Project Home)	Other Funding Form and Terms (i.e., grant or loan and terms)
3. A. DEVELOPMENT HARD COSTS				
Acquisition Costs	\$0.00	\$0.00	\$0.00	
Construction/Rehab	\$98,155.00	\$98,155.00	\$0.00	
Demolition	\$0.00	\$0.00	\$0.00	
Homebuyer Loan	\$0.00	\$0.00	\$0.00	
Site Improvements	\$0.00	\$0.00	\$0.00	
Utility Connections	\$0.00	\$0.00	\$0.00	
Subtotal Development Hard Costs	\$98,155.00	\$98,155.00	\$0.00	
4. B. PROJECT SOFT COSTS				
Information Services	\$0.00	\$0.00	\$0.00	
Architect	\$0.00	\$0.00	\$0.00	
Engineering	\$0.00	\$0.00	\$0.00	
Environmental Investigations	\$0.00	\$0.00	\$0.00	
Impact Fees	\$0.00	\$0.00	\$0.00	
Other Professional Services	\$0.00	\$0.00	\$0.00	
Project Audit	\$0.00	\$0.00	\$0.00	
Title, Appraisal, Recording Fees	\$4,305.00	\$4,305.00	\$0.00	
Other Overhead Costs	\$3,520.00	\$3,520.00	\$0.00	
Subtotal Project Soft Costs	\$7,825.00	\$7,825.00	\$0.00	
5. C. PROJECT PERSONNEL COSTS				
Salaries	\$26,745.00	\$24,255.00	\$2,490.00	
Taxes	\$2,025.00	\$1,800.00	\$225.00	
Benefits	\$8,510.00	\$7,900.00	\$610.00	
Subtotal Project Personnel Costs	\$37,280.00	\$33,955.00	\$3,325.00	
6.				
7. D. RELOCATION COSTS				
Relocation Payments	\$0.00	\$0.00	\$0.00	
Advisory Services	\$0.00	\$0.00	\$0.00	
Subtotal Relocation Costs	\$0.00	\$0.00	\$0.00	
E. Other Costs				
Other (Tools, Training, and Supplies)	\$3,009.08	\$849.08	\$2,160.00	
8.				
9. TOTAL	\$146,269.08	\$140,784.08	\$5,485.00	