



Dane County

Minutes - Final Unless Amended by Committee

Community Development Block Grant (CDBG) Commission

Thursday, March 16, 2017

5:30 PM

Sun Prairie City Hall- Council Chambers
300 E. Main Street
Sun Prairie, WI 53590

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A. Call To Order

The meeting was called to order at 5:30 p.m.

Staff and others present: Paul Sukenik (Habitat for Humanity); Erik Longren and Wyolanda Singleton (Project Home); Sara Hurley and Tim Radelet (Movin' Out); Jenna Wuthrich and Peter Ouchakof (staff).

Present 10 - DAVE RIPP, CYNDA SOLBERG, RON JOHNSON, RICHARD OBERLE, DONNA VOGEL, OSCAR MIRELES, NEIL STECHSCHULTE, MATT EGERER, GAIL SHEA, and GODWIN AMEGASHIE

Excused 1 - BRIAN BIGLER

B. Public Comment on Items not on the Agenda

None.

C. Consideration of Minutes

Motion by Vogel, seconded by Johnson, to approve the Minutes of the February 16, 2017 CDBG Commission meeting. Motion carried by a voice vote.

[2016](#)
[MIN-598](#)

MINUTES OF THE FEBRUARY 16, 2017 MEETING OF THE CDBG COMMISSION.

Attachments: [02.16.17CDBG-Minutes](#)

The Minutes were approved.

D. Presentations

1. Staff reviewed the information to be provided to citizens as part of the Public Hearings.
2. Chair Solberg opened the public hearing for Citizen Input on 2016 Performance and to Solicit Suggestions for Improvement. There were no members of the public present to speak. Chair Solberg closed the public hearing.
3. Chair Solberg opened the public hearing for Citizen Input on Housing and Community Development Needs and Potential Priorities for 2018.
 - a. Paul Sukenik, representing Habitat for Humanity, spoke on the continued need for affordable housing in Dane County. Habitat for Humanity received 68 applications for home ownership in 2016. Earlier in the day, Habitat held a ceremony to dedicate two houses in the City of Sun Prairie; these were the 253rd and 254th houses dedicated since the inception of Habitat for Humanity of Dane County 30 years ago. 15 homes were dedicated in 2016 with an average home sale of \$153,000 and the average income of homebuyers is 45% of the Area Median Income (AMI). In 2016, Habitat homeowners paid \$575,000 in property taxes to Dane County. The program has been extremely successful over the years, with a 3-4% delinquency rate and 94% of homebuyers still living in their homes. The success can be attributed to the combination of education provided to the homeowner and financial assistance from housing programs such as CDBG and HOME.
 - b. Erik Longreen, representing Project Home, spoke in support of housing assistance programs and thanked the Commission for their continued support for Project Home. Project Home programs help benefit the most disadvantaged families in Dane County, and allow families to comfortably and safely remain in their homes. Due to Dane County's CDBG and HOME program assistance, Project Home is able to provide service at a rate 2-3 times greater than they otherwise would be able to. Chair Solberg closed the public hearing.

E. Action Items

[2016 ACT-607](#)

DISCUSSION AND POSSIBLE ACTION ON FINAL 2016 CAPER PRIOR TO HUD SUBMISSION.

Attachments: [2016 CAPER](#)

Shea remarked on the importance of the homelessness prevention work that is done by Dane County CDBG via the Community Action Coalition (CAC), and recommended including the CAC Homelessness Prevention Program as a "highlight of 2016" on page 4 of the CAPER.

Motion by Johnson, seconded by Stechschulte, to approve the 2016 CAPER with the recommendation above.

Motion passed unanimously by a voice vote.

This Action Item was approved as amended.

[2016
ACT-611](#)

DISCUSSION AND POSSIBLE ACTION ON PRIORITY AREAS FOR WHICH REQUESTS FOR PROPOSALS WILL BE ISSUED FOR 2018 CDBG/HOME FUNDS.

Attachments: [2018 RFPs](#)

Motion by Mirales, seconded by Stechschulte, to accept the proposed Project Area Categories and application dates for 2018 RFPs. Motion passed unanimously by a voice vote.

This Action Item was approved

[2016
ACT-609](#)

DISCUSSION AND POSSIBLE ACTION ON EVALUATION CRITERIA FOR REQUESTS FOR PROPOSALS.

Attachments: [Dane County CDBG 2018 Evaluation Criteria](#)

Ripp stated his concern that the application scoring criteria is too general and does not adequately measure project feasibility between different project areas. Specifically, the scoring criteria does not weigh on the project feasibility and readiness of new rental construction. He also noted that "staff resources" criterion is not necessarily relevant for new construction projects, since projects with a small firm of minimal staff can be carried out as effectively as large companies. Staff noted that the scoring criteria reflects the underlying goals and expectations of HUD, and the application questions within each RFP provide the premise for project eligibility and readiness within each RFP project area. Chair Solberg noted that the "project approach" section of the scoring criteria may better reflect the readiness of a project, and suggested moving 5 points from the "staff resources" section to the "work plan" section. Motion by Ripp, seconded by Amegashie, to change the Application Review Criteria by increasing the point allocation of the "work plan" section from 5 to 10 points, and reducing the point allocation of the "staff resources" section from 10 to 5 points. Motion carried unanimously by a voice vote.

Motion by Stechschulte, seconded by Mirales, to approve the Evaluation Scoring Criteria, as amended above. Motion carried unanimously by a voice vote.

This Action Item was approved as amended

[2016
ACT-610](#)

DISCUSSION AND POSSIBLE ACTION ON APPLICATION REVIEW TEAM MEMBERS; MEETING DATES, TIMES, AND LOCATIONS.

Attachments: [Application Review Team](#)

Team members: Ripp, Amegashie, Solberg, and Oberle.

Meeting Dates: June 10 and June 17, 2017.

Start Time: 9:00 a.m.

Location: TBD- staff will check availability at several potential locations for the dates above, and a final meeting location will be determined according to availability.

Motion by Shea, seconded by Johnson, to approve the Application Review Team information stated above. Motion passed unanimously by a voice vote.

This Action Item was approved

[2016](#)
[ACT-614](#)

DISCUSSION AND POSSIBLE ACTION ON ASSIGNMENT OF LOAN
REVIEW TEAM MEMBERS.

Loan Review Team members: Stechschulte, Mirales, and Amegashie.

Motion by Stechschulte, seconded by Shea, to approve the Loan Review Team members above. Motion passed unanimously by a voice vote.

This Action Item was approved

[2016](#)
[ACT-616](#)

DISCUSSION AND POSSIBLE ACTION ON CHANGES TO THE
MORTGAGE REDUCTION STANDARDS POLICY.

Attachments: [Mortgage Reduction Standards](#)

Staff provided a summary of the proposed changes to the Mortgage Reduction Standards Policy.

Tim Radelet and Sarah Hurley were present to answer questions from the Commission about Movin' Out's policies and procedures.

Vogel posed a question about using the word "appraised" value rather than "assessed" or "fair market" value. She noted that, in Wisconsin, assessed value is assumed statutorily correct by law, and fair market value is a substantive calculation derived from the assessed value. Amegashie remarked that appraised value standards are getting tighter and have been getting closer to assessed values since the 2008 recession. He also noted that lenders rely on the appraised value. Egerer asked which standard of value we currently use, at which staff responded that the County currently uses the lesser of the purchase price or appraised value. Vogel responded that she felt more comfortable knowing that the County uses the lesser of the two values, but recommended that a comma be included after the word value (section Eligible Properties, item e.). Mr. Sukenik, representing Habitat for Humanity, noted that their vacant properties have no assessed value since Habitat is a non-profit organization and therefore using the current practice is more straightforward than sending a County assessor to each of their properties. He also stated that Habitat has a pool of reliable and independent appraisers that they use who take into consideration the location, recent sales, and other adjustments to the property.

Motion by Stechschulte, seconded by Mirales, to approve the Mortgage Reduction Standards Policy including the insertion of a comma as stated above. Motion passed unanimously by a voice vote.

This Action Item was approved as amended

F. Reports to Committee

[2016](#)
[RPT-719](#)

MARCH 2017 EXPENDED FUNDS REPORT.

Attachments: [March 2017 Expended Funds Report](#)

Staff reported on the Expended Funds report, noting that several final 2016 invoices were submitted over the past month so the report reflects final 2016 balances. The April report will include the new 2017 contracts, none of which have expended any money since the County is still waiting on it's 2017 entitlement allocation from HUD.

[2016](#)
[RPT-720](#)

MARCH 2017 RLF LOAN REPORT.

Attachments: [03-15-2017](#)

Staff reported on the RLF loan report, noting that the Mustard Museum submitted the late February payment in full that afternoon in order to bring the account current and avoid monetary default.

G. Future Meeting Items and Dates

Staff gave an update on the President's 2018 discretionary spending budget, noting that the budget includes the elimination of the CDBG and HOME programs. Staff will report to the Commission on any news or updates on the budget that arise over the next month at the April Commission meeting, which is scheduled for the Town of Westport.

H. Adjourn

A motion by Amegashie, seconded by Stechschulte, to adjourn. Motion passed by a voice vote. Meeting adjourned at 6:55 p.m.