



# Dane County

## Minutes - Final Unless Amended by Committee

### Community Development Block Grant (CDBG) Commission - Loan Review Team Subcommittee

*Consider:*

*Who benefits? Who is burdened?*

*Who does not have a voice at the table?*

*How can policymakers mitigate unintended consequences?*

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Thursday, March 14, 2024

1:00 PM

Hybrid Meeting

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See below for additional instructions on how to attend the meeting and provide public testimony.

#### A. Call To Order & Roll Call

Meeting was called to order at 1:02pm with a quorum present.

Staff Present: Joanna Cervantes, Cindy Grady, Michelle Bozeman

Present 2 - JEREMIAH DEGOLLON, and TAYLOR BROWN

Excused 1 - GODWIN AMEGASHIE

#### B. Consideration of Minutes

[2023](#) 06-06-2023 CDBG COMMISSION - LOAN REVIEW TEAM MINUTES  
[MIN-553](#)

Attachments: [6-6-2023 CDBG Commission - LRT Minutes](#)

Motion was made by Brown and seconded by DeGollon to approve the 6/6/2023 Loan Review Team meeting minutes. No discussion and no opposition. Motion passed unanimously.

#### C. Reports to Committee

##### 1. Loan Manuals

*Cindy Grady gave an overview of the three loan manuals, highlighting that the manuals have not been updated since 2013. There are sections that need to be revisited and/or updated, including sections on Modification and Default. It was suggested to review and update the manuals as needed every 2 years.*

[2023](#) COMMERCIAL REVITALIZATION REVOLVING LOAN FUND (CRLF)  
[RPT-575](#)

Attachments: [CDBG - CRLF - Loan Manual - 8.13.2013 with Appendices](#)

[2023](#)  
[RPT-576](#) ECONOMIC DEVELOPMENT REVOLVING LOAN FUND (ED-RLF)

**Attachments:** [ED-RLF-Manual \(1\)](#)

[2023](#)  
[RPT-577](#) MICRO-ENTERPRISE BUSINESS LOAN (MBL)

**Attachments:** [Microenterprise Business Loan Program- Policies and Procedures Manual- FINAL \(approved by CDBG Commission 02.16.17\)](#)

## 2. Timelines for Loan Programs & Manual Revisions

*The LRT and CDBG Staff will review and edit the Microenterprise Business Loan (MBL) manual first, and meet again in approximately one month. They will then review and edit the Economic Development Revolving Loan Fund (ED-RLF) and the Commercial Revitalization Loan Fund (CRLF).*

## 3. Loan Servicing Software

*Joanna Cervantes discussed our efforts to obtain a loan servicing software to manage the HOME mortgage assistance and rehabilitation loans, and each of the Revolving Loan Funds (CRLF, ED-RLF, MBL). Several vendors have been interviewed.*

## D. Action Items

[2023](#)  
[ACT-316](#) REVIEW AND POSSIBLE ACTION: RECOMMENDATION ON CREATING  
POLICY ON LOAN FORGIVENESS AND/OR MODIFICATIONS

*LRT members and CDBG staff discussed the existing language on Modifications in the loan manuals, as well as types of loan modifications generally, and if forgiveness would be an option for the CRLF and ED-RLF. Current borrowers should follow current language in manuals, however, updates on types of modifications rather than forgiveness may be included in the revisions. Motion made by Brown and seconded by DeGollon to review and recommend to include the modification language in the ED-RLF loan manual into the two other loan manuals (CRLF and MBL) for consistency; and discuss the underwriting fees with Madison Development Corporation (MDC).*

**The recommended revisions to all manuals will be presented at the upcoming CDBG Commission meeting on March 19, 2024, for final approval. Motion passed by voice vote**

## E. Future Meeting Items and Dates

*LRT will meet in approximately one month, to be scheduled by CDBG staff. Future meeting items will include discussing the minimum/maximum number of members on the LRT per the Dane County Ordinance.*

## F. Public Comment on Items not on the Agenda

*There was no public comment, and no registrants for this meeting.*

## G. Adjourn

Motion was made by DeGollon and seconded by Brown to adjourn the meeting at 1:43pm. Motion passed by voice vote.