



# Dane County

## Minutes - Final Unless Amended by Committee

### Community Development Block Grant (CDBG) Commission

*Consider:*

*Who benefits? Who is burdened?*

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

*How can policymakers mitigate unintended consequences?*

---

Monday, April 15, 2024

5:00 PM 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 5:02pm with a quorum present.

**Staff Present:** Joanna Cervantes, Cindy Grady, Michelle Bozeman, Caleb Odorfer

**Present** 8 - RON JOHNSON, GODWIN AMEGASHIE, JEREMIAH DEGOLLON, TAYLOR BROWN, Supervisor DAVE RIPP, Supervisor MAUREEN McCARVILLE, KATHERINE KAMP, and MARTIN LACKEY

**Excused** 1 - TERESITA TORRENCE

#### B. Consideration of Minutes

[2024](#)  
[MIN-005](#)

03-19-2024 CDBG COMMISSION MINUTES

**Attachments:** [03-19-2024 CDBG Commission Minutes](#)

Motion was made by Supervisor Ripp and seconded by Johnson to approve the 3-19-2024 meeting minutes. No discussion and no opposition. Motion passed unanimously.

#### C. Presentations

##### 1. Recognition of Supervisor David Ripp

*Chair Brown recognized Supervisor David Ripp for his years of service on the CDBG Commission. The Commission members thanked Supervisor Ripp and wished him well in his retirement.*

#### D. Action Items

## 1. 2025 CDBG/HOME RFP Scoring Criteria - Revised

*Cindy Grady gave an overview of the additional changes made to the CDBG/HOME RFP Scoring Criteria. Specifically, Language Access Plan (including access, interpretation, and translation) was added as a section to the evaluation criteria, and target population by block groups was removed. Scoring rubrics were added to each section to make the evaluation of the applications easier for the reviewers. Scoring criteria will be listed in the RFPs and made available to the applicants.*

*Discussion occurred on the Past Performance section of the scoring criteria, specifically adding in the percentage of returned funds to determine the point value for that section.*

**This resolution was approved**

[2024](#)  
[ACT-004](#)

### DANE COUNTY 2025 EVALUATION CRITERIA (DRAFT)

**Attachments:** [Dane County 2025 Evaluation Criteria DRAFT 04.15.2024 with Tracked Changes - Final](#)

*Cindy Grady gave an overview of the additional changes made to the CDBG/HOME RFP Scoring Criteria. Specifically, Language Access Plan (including access, interpretation, and translation) was added as a section to the evaluation criteria, and target population by block groups was removed. Scoring rubrics were added to each section to make the evaluation of the applications easier for the reviewers. Scoring criteria will be listed in the RFPs and made available to the applicants.*

*Discussion occurred on the Past Performance section of the scoring criteria, specifically adding in the percentage of returned funds to determine the point value for that section.*

**Motion was made by Supervisor McCarville and seconded by Supervisor Ripp to approve the CDBG/HOME Scoring Criteria with the edits to Past Performance section, which includes adding “Agency has not returned funds in excess of 1% of awarded funds..” to the 3-point score value; and “Agency has not returned funds in excess of 10% of awarded funds but has unexpended funds from 2 years or more” to the 1-2 point score value. No opposition. Motion passed unanimously by voice vote.**

## 2. 2025 HOME-ARP Scoring Criteria

[2024](#)  
[ACT-005](#)

### DANE COUNTY HOME-ARP EVALUATION CRITERIA (DRAFT)

**Attachments:** [Dane County HOME-ARP Evaluation Criteria DRAFT 04.15.2024](#)

*Joanna Cervantes discussed the HOME-ARP scoring criteria, and indicated that it was drafted as a combination of the CDBG/HOME scoring criteria, Dane County Affordable Housing Development Fund scoring criteria, and other HOME-ARP scoring criteria from government entities across the State of Wisconsin, due to the additional sections and federal citations that specifically meet the objectives of HOME-ARP. The HOME-ARP funds are separate than the CDBG/HOME funds and applications will be evaluated separately if agencies apply for both sources of funding.*

**Motion made by Johnson and seconded by Kamp to approve the HOME-ARP scoring criteria. No opposition. Motion passed unanimously by voice vote.**

## E. Reports to Committee

### 1. 2025 RFP Update

#### a. Workshops

*Cindy Grady gave an update on the 2025 CDBG/HOME & HOME-ARP RFP process. The CDBG/HOME team recently held three workshops on the program funds available: two workshops were held for CDBG/HOME funding (one workshop in person and one virtually), and one virtual workshop for the HOME-ARP program funding. Overall, there were approximately 48 people registered for CDBG/HOME workshop and 8 for HOME-ARP. The meeting recordings and presentation slides are on the CDBG website. In addition, the vendor conferences for the RFPs are scheduled for April 25th (CDBG/HOME) and May 3rd (HOME-ARP). These will be held virtually, and registration links are on the CDBG website.*

#### b. Timeline

*Cindy Grady announced the RFP timeline (all dates are subject to change). RFPs will be released on April 17th, with a submission date of May 31, 2024, in OpenGov. The timeline for reviewing and scoring the applications will be the week of/following July 10, 2024. All dates and timelines are listed in the RFPs. Funding recommendations by the Application Review Team will be presented to the CDBG Commission in September/October 2024, with County Board approval by December, and contract negotiations/completion will occur January – March, 2025.*

### 2. Consolidated Plan Update

#### a. Survey

*Cindy Grady gave an update on the status of the Consolidated Plan process, and said that the first phase of developing the survey is almost completed. The survey is being done in partnership with the City of Madison; and we are hoping for a launch date of May 1st. The survey is being translated into Spanish and Hmong.*

#### b. Outreach

*Dane County CDBG team and City of Madison will do extensive outreach to community members, partner agencies and municipalities, and will engage in presentations and media opportunities when possible. The CDBG Commission can also do outreach and share with their networks in order to increase the number of respondents.*

## E. Future Meeting Items and Dates

*The next CDBG Commission meeting will be held on May 7, 2024, at 5:00pm at a location to be determined.*

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

*There were no meeting registrants and no public comments.*

## G. Adjourn

Motion was made by Johnson and seconded by Amegashie to adjourn the meeting at 5:33pm. Motion passed by voice vote