

# Dane County Contract Addendum Cover Sheet

Revised 03/2025

Res 330

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

<b>Contract #</b> Admin will assign	16076 A
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<b>Dept./Division</b>	Human Services / HAA	<b>Vendor Name</b>	Movin' Out, Inc.
<b>Brief Addendum Title/Description</b>	Increasing contract amount by \$73,177.87	<b>Vendor MUNIS #</b>	5470
		<b>Addendum Term</b>	1/1/2025 - 12/31/2027
		<b>Amount (\$)</b>	\$ 73,177.87

Department Contact Information		Vendor Contact Information	
<b>Contact</b>	Contract Coordination Assistant	<b>Contact</b>	Amy Kallas
<b>Phone #</b>	608-242-6200	<b>Phone #</b>	608-229-6915
<b>Email</b>	dcdhscontracts@danecounty.gov	<b>Email</b>	aw@movin-out.org
<b>Purchasing Officer</b>			

Purchase Order – Maintenance or New PO					
<input checked="" type="checkbox"/>	<b>PO Maintenance Needed</b>	<b>Org:</b> CDCDBG	<b>Obj:</b> 34061	<b>Proj:</b> CD25	\$ 73,177.87
	<b>PO#</b> 20252705	<b>Org:</b>	<b>Obj:</b>	<b>Proj:</b>	
<input type="checkbox"/>	<b>No PO Maintenance Needed – this addendum does not change the dollar amount of the contract.</b>				
<input type="checkbox"/>	<b>New PO / Req. Submitted</b>	<b>Org:</b>	<b>Obj:</b>	<b>Proj:</b>	
	<b>Req#</b>	<b>Org:</b>	<b>Obj:</b>	<b>Proj:</b>	

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	\$ 91,684.25	<input type="checkbox"/> None	Res# 2024 - 154
	A	1/1/2025 - 12/31/2027	\$ 73,177.87	<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#
<b>Total Contracted Amount</b>			<b>\$ 164,862.12</b>		

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 checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Tuesday, February 3, 2026 10:49 AM  
**To:** Hicklin, Charles; Rogan, Megan; Cotillier, Joshua  
**Cc:** Oby, Joe  
**Subject:** Contract #16076A  
**Attachments:** 16076A.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>	<b>Response</b>
	Hicklin, Charles	Read: 2/3/2026 2:52 PM	Approve: 2/3/2026 2:52 PM
	Rogan, Megan	Read: 2/3/2026 11:46 AM	Approve: 2/3/2026 11:46 AM
	Cotillier, Joshua	Read: 2/3/2026 10:51 AM	Approve: 2/3/2026 10:52 AM
	Oby, Joe		

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

Contract #16076A  
Department: Human Services  
Vendor: Movin' Out, Inc.  
Contract Description: Additional CDBG funding for Mortgage Reduction Assistance (Res 330)  
Contract Term: 1/1/25 – 12/31/27  
Contract Amount: \$73,177.87

### *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 # 16076A

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 Movin’ Out, Inc. (hereinafter, “Provider”).

### WITNESSETH:

**WHEREAS** Provider and County, by a separate document (hereinafter, the “Master Agreement”), Dane County Contract # 16076, have previously entered into a contractual relationship pursuant to which Provider will administer a homebuyer program to assist low- and moderate-income households to purchase a home. Assistance will be offered in the form of a no-interest, deferred payment loan.

**WHEREAS** County and Provider wish to amend the Master Agreement in order to adjust the award amount to \$164,862.12, 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 \$164,862.12 in Schedule B, per the contingencies put in place by 2024 RES-154. The number of homebuyer beneficiaries is increased to 4 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:**

  
\_\_\_\_\_  
Kathryne Auerback  
Chief Executive Officer

\_\_\_\_\_  
1/12/26  
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 Section 105 under Title I of the Housing and Community Development Act of 1974 as amended. This activity is eligible under 24 CFR 570.201(n). Movin' Out will administer a homebuyer program to assist low- and moderate-income households to purchase a home. Assistance will be offered in the form of a no-interest, deferred payment loan. The program will serve 4 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.

The SUBRECIPIENT certifies that the activity(ies) carried out under this Agreement will meet the national objective under 24 CFR 570.208 of: activities benefitting low- and moderate-income persons.

## **DESCRIPTION OF SERVICES**

Movin' Out will administer a homebuyer program to assist low-income households to purchase homes. The households must be purchasing a home in one of the Dane County CDBG/HOME Consortium's participating communities. The assisted household and property must meet the requirements detailed in the Dane County CDBG & HOME Mortgage Reduction Assistance – Deferred Payment Loans Program Standards. Movin' Out will provide comprehensive, individualized housing counseling to each participating household. Financial assistance will be offered in the form of a no-interest, deferred payment loan that will be used to make the mortgage payments affordable for the household. The loan amounts will be determined in accordance with the Dane County Subsidy Layering Guidelines. Households will be eligible to receive up to \$40,000.00 of assistance.

## **LOCATION/TARGET AREA OF SERVICES**

The target area of services is 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 10<sup>th</sup> 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
Close on 2 loans	4 <sup>th</sup> Quarter of 2026
Close on 1 loan	1st Quarter 2027
Close on final loan remaining	3rd Quarter 2027

## **PERFORMANCE INDICATOR(S)**

The following levels of service will be provided:

#### Direct Homebuyer Assistance - CDBG

Indicator	2026	2027	Project Total
Number of homebuyer households receiving assistance.	1	3	4
Number of those served who are first-time homebuyers.	1	3	4
Of those, number receiving housing counseling.	1	3	4
Number of households receiving down payment assistance and/or closing cost assistance.	1	3	4

Dane County will disburse the final 10% of the contract awarded funds at such time the subrecipient can demonstrate completion of the performance indicators listed above.

#### PERSONS TO BE SERVED

##### Target Population

- First-time homebuyers with a household income at or below 80% of the County Median Income, who are purchasing homes in one of the Dane County CDBG/HOME Consortium's participating communities.

##### Eligibility Guidelines

- The buyer's household income must not exceed 80 percent of the Dane County Median Income for the household size.
- The household and property must meet the requirements detailed in the Dane County CDBG & HOME program standards.

**Income Documentation Required** *Use only for LMI activities excluding area benefit activities. We will use the annual income as defined under Section 8 Housing Assistance Payments Program 24 CFR 5.609.*

- The buyer's household income must not exceed 80 percent of the Dane County Median Income for the household size.
- The household and property must meet the requirements detailed in the Dane County CDBG & HOME Mortgage Reduction Assistance – Deferred Payment Loans Program Standards.

##### Marketing of Program/Service

- Movin' Out will conduct outreach through targeted presentations and information for realtors, mortgage lenders, housing organizations, and support brokers, residential service agencies affiliated with Dane County Department of Human Services, human services organizations, and disability groups.
- Movin' Out will specifically make contact, either in person or in writing, with the following organizations: Urban League of Greater Madison, Fair Housing Council, and Access to Independence.
- Movin' Out will distribute materials at countywide events, including the Homebuyers Roundtable, Realtors Down Payment Seminars, Mortgage lenders Down Payment Seminars, and other conferences that address first time homebuyer services.

##### Referral/Application Process

- Movin' Out will accept referrals from lenders, realtors, Dane County Department of Human Services, family members, and self-referrals.

- Movin' Out will conduct a phone intake to assess basic eligibility, including income level, disability if applicable, and first time homebuyer status.
- Prospective applicants, who appear to meet initial eligibility criteria, will meet with a Movin' Out housing counselor to discuss renting vs. owning, credit history, and other obstacles to buying a home.
- After meeting with a housing counselor, applicants who are still interested, will fill out full application for program.
- Once the application has been received, Movin' Out staff will verify employment status and income.
- After a household receives pre-approval for a non-predatory loan from a primary lender, and all verifications determining program eligibility have been received Movin' Out will approve the household's application and reserve funds.
- All prospective buyers have up to 3 months to have an accepted offer to purchase on suitable housing. There is an option to renew/extend timeframe depending on individual circumstances.
- Prospective buyers must complete a Movin' Out approved homebuyer education program and complete the Movin' Out homebuyer assistance application. The application must be submitted to Movin' Out with a copy of the pre-approval notice from the primary lender.
- After a household submits pre-approval for a non-predatory loan from a primary lender, and program application, Movin' Out will verify program eligibility. Once all verifications determining program eligibility have been received Movin' Out will approve the household's application and reserve funds.
- Applicants will be served in the order of the date the application, pre-approval letter, and verification of program eligibility.
- Any applicants found to be ineligible will be notified in writing or via email

#### **Capacity/Waiting List**

- Movin' Out will serve 4 households.
- Movin' Out will maintain an interest list once all funds have been expended. Applicants on the interest list will be notified when funds become available.

## **SERVICE METHODS**

#### **How Services are to be Provided**

- Movin' Out staff will conduct initial phone intakes of prospective applicants.
- Applicants passing the initial screening will meet with a Movin' Out housing counselor. Topics covered in meetings with housing counselor will be flexible depending on applicant progress. Meetings may be held at Movin' Out's office or other locations convenient for the applicant; this may include a virtual meeting by phone or Zoom.
- Movin' Out will reserve funds for eligible applicants, once all verifications have been received and applicant has preapproval from a primary lender for a non-predatory loan.
- Once an approved applicant has an accepted offer to purchase, Movin' Out staff will provide the Dane County CDBG/HOME Program Specialist with the address and Dane County CDBG/HOME Program Staff will complete the environmental review. Once complete Dane County CDBG/HOME Staff will notify Movin' Out if the project can proceed. All offers to purchase will be contingent on the property passing the environmental review.
- The Dane County CDBG/HOME Program Specialist will arrange for home to be inspected by a home inspector of the County's choosing. The property must pass an inspection documenting compliance with the Housing Quality Standards and any applicable local codes prior to closing.
- Movin' Out staff will provide the Dane County CDBG/HOME Program Specialist with documentation that household and property meet all program eligibility requirements, title work, and invoice detailing the assistance to be provided to the homebuyer.
- The Dane County CDBG/HOME Program Specialist will draft a deferred note and mortgage to be executed by the homebuyer, in favor of Dane County, at the time of closing on the property. The deferred note and mortgage will be available within 15 business days of the Dane County CDBG/HOME Program Specialist receiving all required documents.

- Before the closing date the Movin' Out counselor will meet with the homebuyer and make sure the homebuyer understands all documents they will be signing at the closing.
- Homebuyer will execute all required loan documents at time of closing of acquired property. Movin' Out staff will ensure that loan documents are recorded properly and all original signed documents are returned to the CDBG/HOME Program Specialist.

**Service Hours/Days**

- Movin' Out will be open to assist prospective and participating homebuyers Monday through Friday from 8:30-4:30 p.m. with the exception of major holidays

**Length of Service**

- Length of service will be flexible and dependent on where in the home buying process the homebuyer is when they initiate contact with Movin' Out.

**Procurement –**

- **MBE/WBE**
- There is no expected procurement as part of this project.

**Fair Housing**

- Movin' Out will continue its alliance with Metropolitan Milwaukee Fair Housing Council and its local affiliate, Fair Housing Center of Greater Madison, on a range of fair housing issues and, specifically on predatory lending concerns and fair housing complaints. Movin' Out will adhere to best practices in affirmative marketing. Movin' Out housing counselors will participate in training and fair housing updates provided by the Fair Housing Center.

**Section 3**

- Section 3 does not apply to this contract

**LEVERAGE**

Movin' Out may leverage Housing Cost Reduction Initiative (HCRI) funds from the State of Wisconsin, and other funding as available. Funds leveraged will be reported on an individual loan basis.

**REPORTING REQUIREMENTS**

Description of reports due on the 10<sup>th</sup> day following each quarter are listed below:

- Beneficiary Data Report

Movin' Out will submit the Applicant Data Report at initial request for the Dane County Loan Approval.

**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 (Capital - Budget)

Include the amount and source of all project funding.

Line Item	(1) Total Project Budget (2 + 3)	(2) CDBG- Funded Project Costs	(3) Other Funding Source Amount: Match	Other Funding Source Name	Other Funding Form and Terms (i.e., grant or loan and terms)
<b>A. DEVELOPMENT HARD COSTS</b>					
Acquisition Costs					
Construction/Rehab					
Demolition					
Homebuyer Loan	\$168,213.93	\$139,596.62	\$28,617.31		
Site Improvements					
Utility Connections					
Subtotal Development Hard Costs	\$168,213.93	\$139,596.62	\$28,617.31		
<b>B. PROJECT SOFT COSTS</b>					
Information Services					
Architect					
Engineering					
Environmental Investigations					
Impact Fees					
Other Professional Services					
Project Audit					
Title, Appraisal, Recording Fees					
Other Overhead Costs					
Other: Marketing	\$1,134.27	\$1,134.27			
Subtotal Project Soft Costs	\$1,134.27	\$1,134.27			
<b>C. PROJECT PERSONNEL COSTS</b>					
Salaries	\$27,121.67	\$19,063.67	\$8,058.00		
Taxes	\$2,059.88	\$1,447.88	\$612.00		
Benefits	\$5,149.68	\$3,619.68	\$1,530.00		
Subtotal Project Personnel Costs	\$34,331.23	\$24,131.23	\$10,200.00		
<b>D. RELOCATION COSTS</b>					
Relocation Payments					
Advisory Services					
Subtotal Relocation Costs					
<b>TOTAL</b>	\$203,679.43	\$164,862.12	\$38,817.31		