



# 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?*

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Tuesday, March 19, 2024

5:00 PM This is a Hybrid Meeting: Attend in person at City-County Building, Room 354, 210 Martin Luther King, Jr. Blvd; Attend virtually via Zoom.

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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 5:01pm with a quorum present.

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

**Present** 6 - RON JOHNSON, TAYLOR BROWN, Supervisor DAVE RIPP, Supervisor MAUREEN McCARVILLE, KATHERINE KAMP, and MARTIN LACKEY

**Excused** 3 - GODWIN AMEGASHIE, TERESITA TORRENCE, and JEREMIAH DEGOLLON

#### B. Consideration of Minutes

[2023](#) 02-06-2024 CDBG COMMISSION MINUTES  
[MIN-557](#)

**Attachments:** [2-6-24 CDBG Commission Minutes](#)

Motion was made by Supervisor McCarville and seconded by Johnson to approve the 2-6-2024 meeting minutes. No discussion and no opposition. Motion passed unanimously.

#### C. Presentations

1. Northpointe Development – Uptown Hills

Notice of Finding of No Significant Impact and Notice of Intent to Request Release of Funds

[2023](#)  
[RPT-584](#) FONSI FOR UPTOWN HILLS

**Attachments:** [FONSI-NOIRROF\\_Uptown Hills](#)

*Caleb Odorfer presented on the Finding of No Significant Impact (FONSI) of the Environmental Review for the Northpointe Development - Uptown Hills in Fitchburg. There was no significant impact on the human environment, and Dane County requested the release of funds from HUD on March 12, 2024. Notice of the FONSI and request to release funds was publicly posted for review and comments in the Wisconsin State Journal and on the CDBG website.*

2. Northpointe II Development – Main Street Townhomes  
Notice of Finding of No Significant Impact and Notice of Intent to Request Release of Funds

[2023](#)  
[RPT-585](#) FONSI FOR MAIN STREET TOWNHOMES

**Attachments:** [FONSI-NOIRROF\\_Main Street Townhomes \(002\)](#)

*Caleb Odorfer presented on the Finding of No Significant Impact (FONSI) of the Environmental Review for the Northpointe II Development – Main Street Townhomes in Oregon. There was no significant impact on the human environment, and Dane County will request the release of funds from HUD on March 28, 2024. Notice of the FONSI and request to release funds was publicly posted for review and comments in the Wisconsin State Journal and on the CDBG website.*

3. 2023 Consolidated Annual Performance & Evaluation Report

[2023](#)  
[RPT-586](#) 2023 DANE COUNTY CAPER

**Attachments:** [2023 Dane County CAPER](#)

*Cindy Grady gave an overview of the 2023 Consolidated Annual Performance & Evaluation Report (CAPER), and shared some highlights from the year. The report is a review of the past year's spending and activities based on the 5-year Consolidated Plan's overall goals and objectives.*

**D. Public Hearing**

1. Public Hearing on the 2023 Consolidated Annual Performance  
Evaluation Report (CAPER)

*Public Hearing on the 2023 Consolidated Annual Performance Evaluation Report (CAPER).*

*Chair Brown opened the public hearing at 5:07pm. There were no meeting registrants and no public comments for this item. Chair Brown closed the public hearing at 5:08pm.*

## E. Action Items

1. 2023 Consolidated Annual Performance Evaluation Report (CAPER).

[2023](#)                    2023 DANE COUNTY CAPER  
[ACT-317](#)

**Attachments:** [2023 Dane County CAPER](#)

**Motion was made by Supervisor Ripp and seconded by Supervisor McCarville to accept the CAPER as presented. No discussion and no opposition. Motion passed unanimously by voice vote.**

2. CDBG Commission Meeting Date Change in April (move to April 15 or April 18)

[2023](#)                    2024 CDBG COMMISSION MEETING SCHEDULE  
[ACT-318](#)

**Attachments:** [2024 CDBG Commission meeting schedule \(rev. 11.22.23\)](#)

**Motion was made by Supervisor McCarville and seconded by Johnson to move the April CDBG Commission meeting to Monday, April 15th at 5:00pm. No discussion and no opposition. Motion passed unanimously by voice vote.**

3. CDBG Policy - Public Services Updates

[2023](#)                    CDBG - POLICIES - PUBLIC SERVICES  
[ACT-319](#)

**Attachments:** [CDBG - Policies - Public Services draft-update](#)

*Pedro Ruiz gave an overview of the changes to the CDBG Policy – Public Services. There was one edit to the document, which was the change to the Consolidated Plan year to 2020-2024.*

**Motion was made by Johnson and seconded by Kamp to accept the changes to the Public Services Policies. No discussion and no opposition. Motion passed unanimously by voice vote.**

4. CDBG Policy – Minor Home Repair Grant Updates

[2023](#)  
[ACT-326](#)

CDBG POLICY - MINOR HOME REPAIR GRANT UPDATES

**Attachments:** [CDBG - Policies - Minor Home Repair Grant - Proposed Changes 03.19.2024](#)

*Caleb Odorfer presented on the proposed changes to the CDBG Policy – Minor Home Repair. The revised policy clarifies the number of units that must be LMI in order to qualify for minor home repair. Another revision includes changing the HUD inspection standards to NSPIRE from HQS.*

*Caleb clarified that NSPIRE officially takes effect by HUD in October 2024, but Dane County is implementing the policy now for 2024 grant recipients. Our inspector who completes the HQS inspections has already been trained in NSPIRE.*

**Motion was made by Kamp and seconded by Johnson to accept the changes to the CDBG Policy – Minor Home Repair. Motion passed unanimously by voice vote.**

5. HOME Policy – Tenant Based Rental Assistance (TBRA) Updates

[2023](#)  
[ACT-327](#)

HOME POLICY - TENANT BASED RENTAL ASSISTANCE (TBRA)  
UPDATES

**Attachments:** [CDBG - Policies - HOME TBRA - Proposed Changes 03.19.2024](#)

*Caleb Odorfer gave an overview of the edits made to the TBRA policies, which included: determining the income level annually during period of assistance; changing the inspection standards from HQS to NSPIRE; and editing the waivers section to add exceptions to the portability of assistance, including client will continue to work in Dane County and anyone in the household will continue to attend school in Dane County.*

**Motion was made by Kamp and seconded by Supervisor McCarville to accept the changes to the HOME Policy – TBRA. Motion passed unanimously by voice vote.**

6. 2025 CDBG/HOME RFP Scoring Criteria

[2023](#)  
[ACT-328](#)

2025 CDBG/HOME RFP SCORING CRITERIA

**Attachments:** [Dane County 2025 Evaluation Criteria DRAFT 03.19.2024 with Tracked Changes](#)

*Joanna Cervantes discussed the edits in the 2025 CDBG/HOME RFP scoring criteria, which are intended to make the evaluation process clearer and more streamlined for the application reviewers. There was a question regarding the feasibility of applicants meeting the 51% LMI target population for location of services, and would applicants or agencies be able to meet that criteria. Staff will review and ensure that applicants are aware of and have access to the website that determines the percentage of LMI in an area or block group. There was also a grammatical question in the Past Performance Section, which will be reviewed by staff.*

**Motion was made by Kamp and seconded by Supervisor Ripp to accept the changes to the 2025 CDBG/HOME RFP Scoring Criteria. Motion passed unanimously by voice vote.**

7. Review and Possible Action: Recommendation on Creating Policy on Loan Forgiveness and/or Modifications

*Chair Brown indicated that the Loan Review Team (LRT) subcommittee met on March 14th to discuss next steps in reviewing the three loan manuals (Microenterprise Business Loan, Economic Development Revolving Loan Fund, and Community Revitalization Loan Fund), and possible loan forgiveness/modifications. The LRT will review the Microenterprise Business Loan manual first in the next month; and examine incorporating consistent language regarding loan modifications into all manuals. No action item at this time.*

**F. Future Meeting Items and Dates**

*The April CDBG Commission meeting date will be April 15, 2024 at 5:00pm.*

**G. Public Comment on Items not on the Agenda**

*None.*

**H. Adjourn**

**Motion was made by Johnson and seconded by Supervisor Ripp to adjourn the meeting at 5:44pm. Motion passed by voice vote.**