



Wood County Community Development Block Grant
Housing Committee Meeting
July 18, 2019
Wood County Courthouse – Room 115

AGENDA

1. Call meeting to order
2. Declaration of quorum
3. Public Comments (*brief comments/statement regarding committee business*)
4. Review Correspondence
5. Wood County Community Development Block Grant (CDBG) Revolving Loan Fund (RLF) overview
6. Review Department of Administration letter regarding the option to discontinue CDBG RLF that is used for the Wood County Housing Repair Program
7. Administrative services update and discussion/action on selecting a new administrative services provider
8. Agenda items for next meeting
9. Schedule any additional meetings if necessary
10. Adjourn

WOOD COUNTY CDBG HOUSING COMMITTEE

MEMBERS

Al Breu
11075 Stadt Road
Marshfield WI 54449
Tel: 715-387-4222 (Home)
e-mail: breutown@frontier.com
Term Expires: April 2020

Laura Francis
Wood Trust Bank
PO Box 8000
Wisconsin Rapids WI 54495-8000
Tel: 715-422-0257 (Work)
Tel: 715-424-3607 (Home)
Tel: 715-570-8822 (Cell)
e-mail: laura.francis@woodtrust.com
Term Expires: April 2021

Jake Hahn
8265 Monroe Street
Pittsville WI 54466
Tel: 715-305-6664 (Cell)
e-mail: wcdistrict08@co.wood.wi.us
Term Expires: April 2021

Nathan Weidman
2811 8th St S, Suite 8
Wisconsin Rapids WI 54494
Tel: 715-424-3000 (Work)
Tel: 715-572-7146 (Cell)
e-mail: nweidman@nexthomepartners.com
Term Expires: April 2020

Kenneth Curry
260 Cranberry Road
Wisconsin Rapids WI 54494
Tel: 715-459-3392 (Cell)
e-mail: wcdistrict11@co.wood.wi.us
Term Expires: April 2020

OTHER CONTACTS

James Barrett
CAP Services Inc
1725 West River Drive
Stevens Point WI 54481
Tel: 715-343-7142 (Work)
e-mail: jbarrett@capmail.org

Jason Grueneberg
Wood Co P&Z Director
PO Box 8095
Wisconsin Rapids WI 54495-8095
Tel: 715-421-8478 (Office)
e-mail: jgrueneberg@co.wood.wi.us



STATE OF WISCONSIN 6
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
Division Administrator

June 6, 2019

RECEIVED

JUN 10 2019 JM

cc: Grueneberg

Mr. Douglas Machon, Chairman
Wood County
400 Market Street
Wisconsin Rapids, WI 54494

Dear Chairman Machon:

The Department of Housing and Urban Development (HUD) has an expectation that the CDBG RLF funds revolve every 12 months and the State of Wisconsin's CDBG staff has been informed that the HUD Office of the Inspector General is beginning to take a close look at locally held CDBG RLF programs.

The Division of Housing, Energy, and Community Resources (DEHCR) is reaching out to inform you of your option to discontinue your CDBG Housing RLF Program and return your funds to DEHCR. As of 3/31/19 your community has been identified as having a CDBG Housing RLF bank balance of less than \$50,000.00 and/or limited housing activity.

Your low-to-moderate income residents will have access to CDBG Housing funds through the regional program that serves your area.

What this means for you.

1. You will no longer be subject to reporting requirements of DEHCR
2. You will no longer process applications or administer new mortgages for the CDBG Housing RLF program

I am attaching information that you may find helpful in moving forward with your decision to discontinue your CDBG Housing RLF Program.

Should you decide to move forward with this process or would like more information please contact Tamra Fabian at 608-261-7747 or at tamra.fabian@wisconsin.gov.

Sincerely,

David J. Pawlisch, Bureau Director
Department of Administration
Division of Energy, Housing, and Community Resources

cc: Tamra Fabian, Grants Specialist-Advanced, DEHCR
Trent Miner, Clerk, Wood County
Jason Grueneberg, Program Administrator, Wood County

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JUN 10 2019

WOOD COUNTY
PLANNING AND ZONING OFFICE

Procedures for Discontinuing Grantee CDBG-Housing RLF Programs

The grantee will submit the following to the CDBG-Housing Revolving Loan Fund program manager for approval.

Formal Request

1. On official grantee letterhead, a letter expressing the grantee's desire to discontinue its participation in the program, signed by the grantee's chief elected official or their designated representative.
2. Minutes from a formal municipal or committee meeting expressing the approval of the grantee's termination of its participation in the program.
3. Enclosed with the request must be a fully updated and accurate, a) RLF Account Transactions Journal, b) current account bank statement, c) Project Loan Tracking Report /Loan Portfolio.

Upon approval by DOA/DEHCR personnel, the grantee will submit to the CDBG-Housing Revolving Loan Fund program manager.

Account Closure

1. A check for the entire balance of CDBG-Housing funds, accompanied by the latest checking account statement. Check must be made out to Wisconsin Department of Administration and mailed to 101 East Wilson Street, PO Box 7970, Madison, WI 53707.
2. Proof of CDBG-Housing RLF account closure.
3. Final Annual RLF Account Activity Report.

File Management

1. Administrative and individual project files must be maintained by the grantee.
2. Grantees will maintain ownership of mortgages currently held in their name.
3. Grantees must continue to accurately maintain their loan receivables/portfolios.
4. When a grantee receives client payments or payoffs, they will deposit these funds into their general account. Grantees may retain up to 15% of these payments and payoffs for actual administrative expenses of the CDBG Housing RLF program the remaining balance of these payments and payoffs must be submitted to DEHCR at least monthly.
5. Grantees will be responsible for satisfactions and subordination requests.
6. Grantees will provide a current mortgage receivable list to DEHCR when a payoff is received.

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JUN 10 2019

WOOD COUNTY
PLANNING AND ZONING OFFICE

January 7, 2019

REQUEST FOR PROPOSAL (RFP)
TO PROVIDE ADMINISTRATIVE SERVICES
FOR THE
WOOD COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT
HOUSING REHABILITATION
REVOLVING LOAN FUND PROGRAM

The County of Wood has an active Community Development Block Grant Revolving Loan Fund. The funds are part of the Community Development Block Grant (CDBG) and may be used for:

- Rehabilitation of owner-occupied housing units
- Rehabilitation renter-occupied housing units
- Down payment assistance ????????

The County of Wood, through the Wood County CDBG Committee is soliciting proposals to administer this program.

We ask that proposals be submitted to _____.
Proposal must be submitted no later than _____.

The CDBG Committee will evaluate the proposals and recommend a successful bidder to the Wood County Board of Supervisors to provide administrative services for the administration of the Wood County CDBG-RLF Housing Program.

In order to bid on the administrative services of the CDBG Housing program, please complete the attached form. No additional information and/or documentation will be accepted but those requested. The complete bid documentation is comprised of:

- 1) A copy of the Bid Proposal Form, and
- 2) A copy of the Liability/Errors and Omissions Insurance of those parties involved in administration, and
- 3) Resume(s) and letters of recommendation listed in the Bid Proposal Form.

The bidders will be notified in writing about the results by _____.

THE COUNTY OF WOOD RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AND TO ISSUE A CONTRACT BASED ON:

- 1) EXPERIENCE WITH THE CDBG HOUSING PROGRAM
- 2) FAMILIARITY WITH PROJECT,
- 3) REFERENCES, AND
- 4) COST.

BID PROPOSAL

TO ADMINISTER
WOOD COUNTY CDBG-RLF HOUSING REHAB PROGRAM

(AGENCY NAME & CONTACT)

- I. Please name designated CDBG Housing Program Administrator. This person will be responsible for managing the Central Housing Region funds.

First Name	Last Name	Title	Agency

- a. Please list the CDBG Contract # this person has directly managed within past 5 (five) years.
- b. Please list dates of the CDBG Implementation Training this person has attended within the past 5 (five) years.
- c. Please attach three letters of recommendation from CDBG Grantees.
- d. Please attach their resume. The resume will not be considered in lieu of this information.

- II. The CDBG administrative fee will not exceed 15% based on the project budget expenditures. Please include comprehensive list of services and assign specific person within your agency who will execute this service.

	Administrative Services	Name of Staff Member	Agency
1.	Prepare rehab work write-ups		
2.	Send bid packet to homeowner or contractors selected by homeowner		
3.	Sign Mortgage and rehab contracts with homeowner		
4.	Prepare and submit change orders to JCHA for approval		

- III. CDBG eligible delivery costs may be included in the homeowner's loan. They will be charged to the CDBG project budget. List your delivery costs. If delivery cost will be changed within the service area, please list them for each county separately.

	Service name	Cost per project
1.	Initial HQS Evaluation/Inspection	
2.	Interim and Final HQS Evaluations/Inspections	
3.	Initial Lead-based and/or Asbestos Inspection Fees	
4.	Lead-based Paint Clearance Testing and Fees	

- IV. Identify Housing Quality Standard (HQS) Evaluator. This person/these persons will be responsible to provide HQS Evaluation/Inspection for the projects executed within the Central Housing Region service area. If you plan to sub-contract these services with another agency, please list the agency name and person responsible for the HQS Evaluations.

First Name	Last Name	Title	Agency

- Please list the # of inspections this person has directly managed within the past 5 (five) years.
- Please list dates of the CDBG Implementation Training this person has attended within the past 5 (five) years.
- Please attach three letters of recommendation.

- V. Identify proposed location of housing administration office and hours of staffing. The site must be handicap accessible.

- VI. Administrative funds to operate the following activities will be on time and materials not to exceed 15% of project budget expenditures.

	Service	Cost
1.	Request and Disburse Funds	
2.	Manage Journals: Grant Account Transaction, Rehab Obligations Tracking, Working Account Transaction	
3.	Assist with quarterly reports	

	Service name	Cost per project
1.	Application intake, verify income, and eligibility	

2.	Income verification	
3.	Receive contractor bids, approve loans, and prepare mortgages	
4.	Maintain homeowner files	
5.	Prepare quarterly reports	
6.	Maintain Individual Obligation Journals	

VII. Wood County is an Equal Opportunity Employer. Please help us comply by answering yes/no to the following questions:

	YES	NO
Is 51% or more of your business owned by a Section 3 resident?*** The definition of a Section 3 resident is: 1) A public housing resident; or 2) A low- or very low-income person residing in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended.		
At least 30% of your full-time employees include persons that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents?***		
Is your agency is a Certified Minority Business Enterprise (MBE)?***		
Is your agency is a Certified Woman Business Enterprise (WBE)?***		

***VERIFICATION – The company hereby agrees to provide, upon request, documents verifying the information provided on this form.

I declare and affirm under penalty of prosecution for perjury that the statements made herein are true and accurate to the best of my knowledge. I understand that falsifying information and incomplete statements will disqualify certification status and bid proposal.

Signature of Business Owner or Authorized Representative:

KEEP FOR YOUR RECORDS

**AGREEMENT BETWEEN
WOOD COUNTY AND CAP SERVICES, INC.
FOR THE ADMINISTRATION OF THE
WOOD COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT
REVOLVING LOAN FUND**

WHEREAS, Wood County ("the County") has a revolving loan fund with a balance available for lending which requires administration to ensure compliance with the requirements of the Department of Administration and the auditors for Wood County; and

WHEREAS, CAP Services, Inc. ("CAP") has staff that is experienced in the requirements of revolving loan fund administration, currently administers other revolving loan funds and is willing to administer the County's loan fund.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. CAP shall perform the administrative functions concerning all active revolving loan fund participants required by the Department of Administration and the auditors for Wood County, including, but not limited to:
 - a. Collecting and Recording Monthly Payments
 - b. Filing Annual Report with Department of Commerce
 - c. Conducting and Documenting Annual Site Visits
 - d. Obtaining and Maintaining Quarterly Financial Statements
 - e. Obtaining and Maintaining Annual Progress Reports
 - f. Preparation of all future pre-applications and applications
2. CAP shall assist new applicants with the application process, complete the inspection process and approve and manage all rehabilitation and downpayment & closing cost assistance projects.
3. CAP shall provide the County with a report on the amount of money repaid and available for future loans and the status of the program.
4. CAP shall schedule office hours in the County as needed to meet program requirements. Appointments with homeowners will be made on an as-needed basis.
5. CAP shall receive a \$600.00 initial inspection fee and a \$600.00 final inspection fee on all loans made from the revolving loan fund for its services, to be paid to CAP at the completion of a project. These inspection fees do not include title search fees & recording fees which are paid by the homeowner. The title search providers are selected by the homeowner from a list supplied by CAP. CAP shall also receive five percent (5%) of all funds coming in to the Revolving Loan Fund for program administration.
6. CAP Services, Inc will encourage homeowners to use local contractors whenever possible.
7. CAP is acting as agent for the County for purposes of the administration of this loan fund only, and at all times shall remain a separate entity from Wood County. CAP shall not be authorized to act on behalf of the County, except as specifically stated in this agreement.
8. CAP agrees to administer said loan fund pursuant to the rules and regulations of the Department of Administration and any other applicable law or rule governing the administration of said loan fund.

9. CAP may not assign this agreement without the consent of Wood County, and this agreement shall bind any successors or permitted assigns of the parties hereto.
10. This agreement shall begin upon date fully executed below. This agreement shall be automatically renewed for successive one year periods unless either party notifies the other of the termination of said agreement at least 90 days before the expiration of the present term. Notice shall be given to the other party at the following address:

Wood County
County Clerk
PO Box 8095
Wisconsin Rapids, WI, 54495

CAP Services, Inc.
Mary Patoka, President/CEO
5499 Highway 10 East, Suite A
Stevens Point, WI, 54482

11. This agreement shall not be amended in whole or in part, and the performance of any obligation hereunder may not be waived, except by an instrument in writing signed by the parties hereto, or their respective successors or permitted assigns.

WOOD COUNTY



Lance Pliml, County Board Chairperson

10-9-14
Date

CAP SERVICES, INC.



Mary Patoka, President/CEO

10-13-14
Date