

**CITY OF RHINELANDER
CDBG HOUSING REHABILITATION COMMITTEE MEETING
JUNE 14, 2011 – 4:00-4:45 P.M.**

MEMBERS PRESENT: Chairman Bill Freudenberg, Don Knutson, Gene Prei, Joe Salzer and Terry Williams.

OTHERS PRESENT: City Clerk/Treasurer Mary Richardson.

CALL TO ORDER

The meeting was called to order by Chairman Bill Freudenberg at 4:00 pm. The media was notified, the agenda posted and a quorum was present to do business.

APPROVAL OF MINUTES

MOTION BY SALZER, SECOND BY KNUTSON, TO APPROVE CDBG COMMITTEE MEETING MINUTES OF MARCH 21, 2011. 4 AYE, 0 NAY, 1 ABSTENTION (WILLIAMS); MOTION CARRIED.

PROGRAM STATUS UPDATE

Mary reported that we have received a total of 28 applications for CDBG-EAP assistance. We have spent about \$99,000.00. There are 6 projects still to be completed. Once we have addressed all of the applications on file, Mary will send a letter to all of the residents in the affected area, offering professional installation of backflow preventers to qualifying households.

With respect to the CDBG Revolving Loan Fund, we are continuing to work on projects as funds become available.

APPROVE APPLICATION FOR CDBG HOUSING REHABILITATION FUNDS

The Committee reviewed the Preliminary Application Process, as follows:

1. Applicant will submit a preliminary application, which will consist of the cover page, the letter of intent, and a preliminary budget, on or before June 17, 2011.
2. As the preliminary applications are received, they will be sorted by county. The counties will then be grouped to form 5 regions with approximately equal number of applications.
3. Computer generated random numbers will be assigned to each applicant, by region.

4. Applicants will be ranked by random number.
5. Applicants will be selected in order of random number until enough applicants are selected to use no more than 200% of the funds available for that region, creating a group of fundable applicants.
6. Needs Score. Each fundable applicant will receive a needs score and will be ranked based on that score. The needs score is determined based on the following census data for the local unit of government:
 - Percent of population below poverty
 - Percent of elderly households
 - Housing cost as a percent of income
 - Percent of housing stock built before 1950
 - County unemployment rate
 - Additional scores will be given to county applicants and applicants that have not been previously awarded CDBG housing funding.
7. After the administrative process is complete, DHCD will send an "Invitation to Apply" letter to those fundable applicants with a needs score high enough to secure available funding. This letter will invite fundable applicants to submit a final application for funds.
8. The final application will be due October 17, 2011.
9. Final applications will be reviewed to ensure that all required documentation is satisfactory and complies with CDBG requirements.
10. Final applicants will be awarded funds according to their final application and available funding.
11. Contracts will be negotiated with the funded applicants.

The timeline calls for the Invitation to Apply letters to go out on August 16, 2011. If we

are invited to apply, our final application will be due by October 17, 2011, and final award letters are scheduled to go out on November 1, 2011.

The Committee agreed that Mary should file the preliminary application by the June 17th deadline.

ITEMS OF EMERGENCY/INFORMATIONAL NATURE

Terry Williams noted that Mayor Johns had mentioned a group of volunteers that will be coming to the community to do various projects, and wondered if they may be able to do painting or other small CDBG projects. In those cases, we could purchase the materials with available CDBG funds and have the volunteers do the work. Mary will speak to the Mayor about this.

FUTURE AGENDA REQUESTS - None.

ADJOURNMENT

MOTION BY WILLIAMS, SECOND BY KNUTSON, TO ADJOURN THE JUNE 14, 2011 MEETING OF THE CDBG HOUSING REHABILITATION COMMITTEE AT 4:45 P.M. ALL AYE; MOTION CARRIED.

RECEIVED BY

APPROVED BY