



**AGENDA  
ROCK COUNTY HOUSING AUTHORITY**

**Monday, February 8, 2016  
8:30 A.M**

**Rock County Courthouse  
Planning & Development conference Room  
51 S. Main Street Janesville, WI 53545**

1. Call to Order
2. Adoption of Agenda
3. Minutes of Meeting on January 18, 2016
4. Program Administration Report – WPHD
  - January HOME Activity Report
5. **Action Item:** HOME Program Loans
  - A. Loan Approval – Project ID 67 = \$18,445
  - B. Loan Approval – Project ID 68 = \$9,000
  - C. Change Order – Project ID 55 = + \$7,650
  - D. Citizen Grievance – HOME Program: Draves
6. **Action Item:** Amending Rock County Policies and Procedures for HOME, CDBG and Lead Hazard Control Grants - Change Order Policy
7. **Action Item:** Set Next Meeting Date
8. Citizen Participation, Communications and Announcements
9. Adjournment

**JANUARY ROCK COUNTY ACTIVITY REPORT**

<b>HOME FUNDS</b>	
Program Income	\$ 256,893
Program Income-2015	\$ 71,792
Available Grant Funds	\$ 140,605
<b>TOTAL</b>	<b>\$ 469,290</b>
Projects Completed	\$ 142,180.10
Projects Underway	\$ 133,204.50
Projects Approved, Not Started	\$ 14,237.00
February, 2016 Requests for Approval	\$ 31,561.75
<b>TOTAL HOME FUNDS REMAINING FOR ALLOCATION</b>	<b>\$ 148,106.84</b>
Loans Closed	12
Approved, waiting for loan closings	1
Awaiting Inspection Reports	0
Additional Information	1
<b>TOTAL</b>	<b>14</b>
Projects Completed	5

<b>LEAD HAZARD GRANT FUNDS</b>	
Lead Hazard Grant Funds	\$ 759,483
Eligible Applications Received	4
Inspections Completed	3
Loans Closed	2
Funds Obligated	\$ 38,770
Funds Spent	\$ 9,310
Funds Remaining	\$ 720,713

<b>CONTRACT FUNDS</b>	
<b>AUGUST 1, 2015-DECEMBER 31, 2016</b>	<b>\$ 146,065.75</b>
Aug-15	\$ 10,625.44
Sep-15	\$ 10,575.92
Oct-15	\$ 11,918.56
Nov-15	\$ 13,115.76
Dec-15	\$ 11,126.84
Jan-16	\$ 17,126.97
<b>Contract Balance</b>	<b>\$ 71,576.26</b>

**ROCK COUNTY REQUEST FOR COMMITTEE ACTION FOR REHAB LOAN**

Date:	February 8, 2016		Project ID:	67	
Project Recommended By:			WPHD		
Project Funding Source			HOME Program Income		
<b>HOUSEHOLD INFORMATION</b>					
Household Size	1	Household Income	\$33,692	Project Location	Milton
<b>FAIR MARKET VALUE INFORMATION</b>			<b>ASSESSED VALUE INFORMATION</b>		
LAND	\$11,400	LAND	\$11,900		
BUILDINGS	\$65,600	BUILDINGS	\$68,700		
TOTAL	\$77,000	TOTAL	\$80,600		
<b>MORTGAGE AND LIENS</b>					
1. (Bank)	\$77,379	2.			
3.		PROPOSED ROCK COUNTY LOAN	\$18,445		
TOTAL MORTGAGES AND LIENS	\$95,824	LOAN TO VALUE (WITH ROCK COUNTY LOAN)	1.24		

<b>ELIGIBILITY VERIFICATIONS</b>			
<input checked="" type="checkbox"/>	Income less than 80%	<input checked="" type="checkbox"/>	Title in Name
<input type="checkbox"/>	Loan to Value less than 120%	<input checked="" type="checkbox"/>	Mortgage Current
<input checked="" type="checkbox"/>	Home value (after rehab) less than \$143,000 (NA)	<input checked="" type="checkbox"/>	Taxes Current
<input checked="" type="checkbox"/>	Insurance	<input checked="" type="checkbox"/>	Conflict of Interest Signed
<input type="checkbox"/>	Flood Insurance (if required)	<input checked="" type="checkbox"/>	Lead Pamphlet received and signed

<b>SUMMARY OF WORK:</b>	
Replacement of roof, soffits and fascia wrapped and gutters installed.	
While the work on this home is definitely necessary, the loan to value ratio does not support the loan for this work. If approved, there would be two loans ahead of the Rock County loan.	
Recommended Loan Amount:	\$18,445

**COMMITTEE ACTION**

<input type="checkbox"/>	APPROVE	<input type="checkbox"/>	DENY
LOAN AMOUNT APPROVED		\$	
Signature-Committee Chair		Date	

**ROCK COUNTY REQUEST FOR COMMITTEE ACTION FOR REHAB LOAN**

Date:	February 8, 2016	Project ID:	68
Project Recommended By:	WPHD		
Project Funding Source	HOME Program Income		
<b>HOUSEHOLD INFORMATION</b>			
Household Size	1	Household Income	\$19,933
		Project Location	Edgerton
<b>FAIR MARKET VALUE INFORMATION</b>		<b>ASSESSED VALUE INFORMATION</b>	
LAND	\$31,600	LAND	\$31,400
BUILDINGS	\$81,700	BUILDINGS	\$81,200
TOTAL	\$113,300	TOTAL	\$112,600
<b>MORTGAGE AND LIENS</b>			
1. (Bank)	\$7,647	2.	
3.		PROPOSED ROCK COUNTY LOAN	\$9,000
TOTAL MORTGAGES AND LIENS	\$16,647	LOAN TO VALUE (WITH ROCK COUNTY LOAN)	.15

<b>ELIGIBILITY VERIFICATIONS</b>			
<input checked="" type="checkbox"/>	Income less than 80%	<input checked="" type="checkbox"/>	Title in Name
<input checked="" type="checkbox"/>	Loan to Value less than 120%	<input checked="" type="checkbox"/>	Mortgage Current
<input checked="" type="checkbox"/>	Home value (after rehab) less than \$143,000 (NA)	<input checked="" type="checkbox"/>	Taxes Current
<input checked="" type="checkbox"/>	Insurance	<input checked="" type="checkbox"/>	Conflict of Interest Signed
<input type="checkbox"/>	Flood Insurance (if required)	<input checked="" type="checkbox"/>	Lead Pamphlet received and signed

<b>SUMMARY OF WORK:</b> Replacement of roof, installation of gutters, deck repair	
Recommended Loan Amount:	\$9,000

**COMMITTEE ACTION**

<input type="checkbox"/>	APPROVE	<input type="checkbox"/>	DENY
LOAN AMOUNT APPROVED		\$	
Signature-Committee Chair		Date	

February 8, 2016

MEMO

TO: Rock County Housing Authority

FROM: WPHD, Program Administrator

SUBJECT: Change order

On . 13, 2015, the committee approved a loan in the amount of \$27,350.00 for a property in the Town of Beloit and in November a change order for \$2,000 was approved. This is a five person household; one child has special needs.

The contract was signed in late August and work started in early October. It included siding, some new windows, a new patio door, and some interior kitchen work. The change order covered some additional work required that was not expected.

We have had numerous issues with the contractor on this project. Despite several meetings and agreements, the contractor has not been diligent about completing this project. The exterior work and portions of the interior work are completed. The homeowner has been very unhappy, we have tried to address her concerns and to work the contractor to move the project toward completion. The expected completion date was changed a number of times.

However, at this point, the contractor has not been responsive and completed the project. As a result, we have requested that he stop work, remove his tools. We will pay him for the work he has completed and get another contractor in to get an estimate of the cost of the remaining work. It is likely to be an additional \$5,000 to complete the work and to repair work that was not completely in a satisfactory manner.

Because of the inconvenience to the homeowner and the additional cost required, we are requesting that the maximum amount of this project be increased to \$35,000 and that any portion of the work above the original mortgage amount of \$27,350 be offered as a grant to the homeowner.

COMMITTEE ACTION

<input type="checkbox"/> APPROVE	<input type="checkbox"/> DENY
CHANGE ORDER APPROVED	Maximum project amount \$35,000 with \$7,650 offered as a grant to the homeowner.
	2/8/2016
Signature-Committee Chair	Date

### CHANGE ORDER POLICY

While we do our best to write detailed scope of work for rehab project using HOME and CDBG funds, there is often the need for additional work. In some instance, the contractor requires an immediate response approving a change order. For example, if a roof is ripped off and replacement of the underlayment is required and immediate response is required. We have also had instances where there were problems with the well, resulting in no water for the homeowner.

As a result of some recent experiences, we are requesting a change in the policies regarding approval of change orders. Our proposed policy would read as follows:

- 1. If a routine change order is received for less than \$2,500 the program administrator may immediately approve the change order, subject to approval by Planning and Development staff. This action will be reported to the appropriate committee at their next meeting.**
- 2. If a change order is requested that impacts the health and safety of the homeowner (no heat, no water, roof repair) and the change order is less than \$5,000, the program administrator may immediately approve the change order, subject to approval by Planning and Development staff. This action will be reported to the appropriate committee at their next meeting.**
- 3. Any routine change order above \$2,500 and all change order over \$5,000 must be approved by the appropriate committee. If necessary, a special meeting will be called if the need is immediate.**

This change order policy would be incorporated into revised policies and procedures.