



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Meeting Minutes - Approved COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE

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Thursday, July 16, 2009

5:00 PM

1625 Northport Drive,  
(Warner Park Comm & Rec. Center)

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### CALL TO ORDER / ROLL CALL

- Present:** 6 -  
Shiva Bidar-Sielaff; Charlie R. Sanders; Arthur V. Robinson; Steven C. Bartlett; Justin O. Markofski and Russ Whitesel
- Absent:** 3 -  
Tim Bruer; Marsha A. Rummel and Daniel A. O'Callaghan
- Excused:** 1 -  
Monya A. Choudhury

STAFF: Bill Clingan, Barb Constans, Anne Kenny, Pam Rood, Sue Wallinger  
OTHERS: Connie Ferris Bailey - Operation Fresh Start , Rita Giovannani - Independent Living, Inc., Brad Hinkfuss - Porchlight, Inc., Marianne Morton - Common Wealth Development, , Carolyn Parham - Dane County Housing Authority, Debra Schwabe McGrath, YWCA, Judith Wilcox - Dane County Housing Authority, Myrtle Wilhite - Higher Ground Urban Farm

CALL TO ORDER: Sanders called the meeting to order at 5:05 pm.

### APPROVAL OF MINUTES

**Markofski moved to approve the minutes from May 28, 2009 and June 4, 2009 /Whitesel seconded. Unanimous approval.**

### PUBLIC COMMENT

Judy Wilcox, Chair of the Dane Co. Housing Authority (DCHA)  
Wilcox said why were there no staff recommendations for funding in the foreclosure community and the DCHA was the only applicant? Wilcox noted the proposal was rejected because they lacked a Full Time Employee (FTE). However, the DCHA is willing to put in place a 0.75 position to help with foreclosure prevention and is asking the Committee to reconsider applications. Wilcox pointed out that since foreclosures are up, the DCHA would like to work in collaboration with the City.

### CALL TO ORDER / ROLL CALL

O'Callaghan arrived at 5:10 pm.

- Present:** 9 -  
Shiva Bidar-Sielaff; Marsha A. Rummel; Monya A. Choudhury; Charlie R. Sanders; Arthur V. Robinson; Steven C. Bartlett; Daniel A. O'Callaghan; Justin O. Markofski and Russ Whitesel
- Absent:** 3 -  
Tim Bruer; Marsha A. Rummel and Arthur V. Robinson
- Excused:** 1 -  
Monya A. Choudhury

**PUBLIC COMMENT continues**

Robinson wondered why the DCHA cannot do FTE.

Wilcox said that we couldn't get a FTE for the grant amount.

Bartlett said that it's more important to counsel people than to hire one person.

Parham spoke in favor of the DCHA's reconsideration of applications as it could enhance their program.

Parham said that DCHA could pair with the City funds their counseling dollars. Parham noted that the DCHA is a HUD certified housing counseling agency and there's no reason why they shouldn't be able to continue work in conjunction with City funding.

Whitesel asked who DCHA's clientele was and what their circumstances were.

Parham responded that its single adults and families, many single parent families, who are losing jobs or impacted by illness.

**REQUEST FOR FUNDS OR MAJOR CHANGES IN CURRENTLY FUNDED PROJECTS**

- 1. Authorize the Mayor and City Clerk to enter into a grant agreement with the state and sign agreements with partner Homeless Services Consortium agencies with these funds to implement projects.**

**15151** SUBSTITUTE - Authorizing the City to accept Emergency Shelter Grant (ESG), Transitional Housing Program\ (THP), Homeless Prevention Program (HPP), and Interest Bearing Real Estate Trust Account (IBRETA) fund allocation from the State of Wisconsin, and authorize the Mayor and the City Clerk to enter into a grant agreement with the state and sign agreements with partner Homeless Services Consortium agencies with these funds to implement projects.

Board of Estimates

**A motion was made by Bidar-Sielaff, seconded by Bartlett, to Referred to the Common Council for Introduction and referral to the Board of Estimates. The motion passed by voice vote/other.**

**2. Porchlight, Inc. Partnership for Transitional Opportunities (PTO) Utilities**

15175

Porchlight, Inc., Partnership for Transitional Opportunities (PTO) Utilities, is requesting \$13,000 in Emergency Shelter Grant funds to pay a portion the utilities for the building at 306 N. Brooks St. A portion of this building (18 Single Room Only (SRO) units) is used as transitional housing as part of the PTO Programs. Request to receive funds in the form of a grant.

Markofski asked Brab Hinkfuss, Dir of Property Development/Maintenance with Porchlight, how utilities have been paid for in the past.

Hinkfuss responded that there has been a decline in contributions, a decrease in the tenant portion of the rent, and an increase in utility costs.

Bartlett wondered how long this stop gap measure will last.

Hinkfuss replied that it will help bridge the gap.

**Markofski moved approval/ Bidar-Sielaff seconded.**

**Unanimous voice vote.**

**3. Porchlight, Inc., Partnership for Transitional Opportunities (PTO), Maintenance Training Program**

15176

Porchlight is requesting \$4,000 in Emergency Shelter Grant funds to implement a training program that would accomplish dual goals. Partnership in Transitional Opportunities (PTO) Program participants will be involved in learning janitorial, painting and light maintenance skills, while preparing vacant Single Room Only (SRO) units for new tenants. Request to receive funds in the form of a grant.

The request is for approximately 18 months. It is estimated that the program will turn-over 5 vacant SRO units before 12/31/2009 and turn-over 10 vacant SRO units in the 2010 calendar year.

Hinkfuss discussed the requested ESG funds.

Markofski appreciated Hinkfuss's breakdown of project costs.

**Whitesel move approval / O'Callaghan seconded.**

**Unanimous approval.**

**4. Porchlight, Inc., Drop-in Shelter Surveillance System**

15197

Porchlight is requesting \$9,000 in Emergency Shelter Grant funds to install a video surveillance system at the men's shelter, at 116 W. Washington Avenue. The purpose is to monitor guest behavior and staff response to guest. The request for surveillance equipment is for the Grace Church site only. All shelter guest start at the Grace Church site for intake and meals. Porchlight uses two additional overflow shelter sites for sleeping only; there is an existing surveillance system at the winter overflow site at First United Methodist Church and the physical space at the

year-round overflow site at St. John's Lutheran Church makes monitoring of guests safety possible without a camera system. Request to receive funds in the form of a grant.

Bidar-Sielaff requested more background information on the video surveillance system.

Hinkfuss said that this request is not a result of any particularly bad incidents, but that a system had been in discussed for many years only at the men's shelter.

Hinkfuss went on to say that one staff person is on duty all night long to monitor about 50 guests; there is a need to keep an eye on what's going on, especially if there are allegations, plus the need to monitor the back door of the shelter.

Bidar-Sielaff wondered if it is publically known that there will be cameras.

Hinkfuss said that, yes, and noted that cameras will only be in common areas of intake, not in restrooms or sleeping areas.

**Markofski moved approval/Bidar-Sielaff seconded.  
Unanimous approval.**

## STIMULUS UPDATE

**5. Approve the use of Homeless Prevention and Rapid Re-Housing Program funds by Community Action Coalition for South Central Wisconsin, Inc. and authorize the Mayor and City Clerk to enter into an agreement with CACSCW.**

Sanders noted that CAC submitted a proposal as the lead agency for a collaboration with eight (8) other non profits.

Wallinger noted that the City and County Collaborated on RFP's to serve city and county.

Wallinger went on to say that it's a very good proposal, as the groups have worked together before.

Bidar-Sielaff wondered if they'll be specifically track Madison residents.

Wallinger said there will be two (2) contracts: The City's contract will allow participants in Madison and contiguous areas and Dane County will fund service in the county.

**15380**

Approve use of \$796,664 in Homeless Prevention and Rapid Re-Housing Program (HPRP) funds by Community Action Coalition for South Central Wisconsin, Inc. (CACSCW) based on the results of a CDBG Office Request for Proposals and approved by the CDBG Committee; and authorize the Mayor and the City Clerk to

sign a contract for services with CACSCW.

**Bartlett moved approval/Whitesel seconded.  
Unanimous approval.**

**6. CDBG - R Request for Proposals (RFP)**

15287

On July 2nd, CDBG will receive proposals from agencies seeking to fund programs using CDBG-R funds. These proposals will be sent to the CDBG Commission for information purposes, and will be reviewed and ranked by CDBG staff no later than July 6th. Prior to the CDBG Committee meeting the CDBG Committee will receive an e-mail containing the staff's proposal rankings and recommendations for which agencies should receive CDBG-R funds. At the CDBG Committee meeting on July 9th, the Committee will review the proposals and the staff's funding recommendations and will take action on a funding package to be recommended to the Board of Estimates and Common Council for approval.

Constans pointed out that we had to split recommendations for Economic Development proposal.

**CALL TO ORDER / ROLL CALL**

Alder Rummel arrived at 5:35 p.m.

**Present:** 8 -  
Shiva Bidar-Sielaff; Marsha A. Rummel; Charlie R. Sanders; Arthur V. Robinson; Steven C. Bartlett; Daniel A. O'Callaghan; Justin O. Markofski and Russ Whitesel

**Absent:** 1 -  
Tim Bruer

**Excused:** 1 -  
Monya A. Choudhury

15287

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**1st RFP to Economic Development**

1 of 2 RFP to **Commonwealth Solar Tech.**

Markofski made a disclaimer for potential conflict of interest, as he has a Focus on Energy water system and also lives at Troy Gardens.

Constans said that these were not conflicts of interest.

Bidar-Sielaff asked about the process for decisions.

Constans said that MDC has approximately \$700,000 in a revolving fund and has money available already so for their application was not recommended.

It was discussed that Community Garden Groundworks is more geared toward technical assistance as opposed to job creation.

It was also noted that Commonwealth Solar Tech is 3 different businesses.

**2 of 2 RFP to Higher Ground Urban Farm**

Higher Ground Urban Farm will create four (4) FTE jobs for Hmong farmers.

The recommendation was for: 50% grant and 50% loan, Higher Ground Urban Farm agreed to these terms.

This presents an unusual opportunity and a natural fit for stimulus money.

Bidar-Sielaff asked what portion of the Hmong community would be targeted.

Wilhite noted that it's a business.

**Whitesel moved approval/Bidar-Sielaff seconded.  
Unanimous approval.**

**2nd RFP to Prevent Homelessness**

Constans said that 10% of the amount would come off the top for administration. (see Resolution for details)

O'Callaghan asked what administration money would do to our budget.

Constans noted that because a piece of our budget is administration, this will pay for the administration of the program.

**CALL TO ORDER / ROLL CALL**

Alder Bruer arrived at 5:50 p.m.

- Present:** 10 -  
Tim Bruer; Shiva Bidar-Sielaff; Marsha A. Rummel; Monya A. Choudhury;  
Charlie R. Sanders; Arthur V. Robinson; Steven C. Bartlett; Daniel A.  
O'Callaghan; Justin O. Markofski and Russ Whitesel
- Absent:** 1 -  
Tim Bruer
- Excused:** 1 -  
Monya A. Choudhury

**15287**

On July 2nd, CDBG will receive proposals from agencies seeking to fund programs using CDBG-R funds. These proposals will be sent to the CDBG Commission for information purposes, and will be reviewed and ranked by CDBG staff no later than July 6th. Prior to the CDBG Committee meeting the CDBG Committee will receive an e-mail containing the staff's proposal rankings and recommendations for which agencies should receive CDBG-R funds. At the CDBG Committee meeting on July

9th, the Committee will review the proposals and the staff's funding recommendations and will take action on a funding package to be recommended to the Board of Estimates and Common Council for approval.

**Bartlett moved approval/O'Callaghan seconded.  
Unanimous approval.**

**3rd RFP - Employment Services to Prevent Homelessness**

Bruer moved to accept staff recommendations/Bartlett seconded.

O'Callaghan recused himself as he is a DCHA Board member.

Clingan noted there was one response/proposal for this RFP.

Constans said that the DCHA is proposing a .75 FTE position that will work with their counseling programs; the .75 position will last until 2010.

Bidar-Sielaff wondered if others decided not to submit an application because of the one FTE requirement; this could put the process in question.

Bartlett asked if the Committee could redirect staff to do a new RFP.

Bidar-Sielaff mentioned that this would step outside the RFP and could put the City at legal risk.

Wallerger pointed out that if the proposals fail to meet all requests then the City reserves the right to accept proposals of their choice that most closely meet the RFP.

Morton noted that since Common Wealth's focus is on foreclosure prevention (not HUD certified), they decided not to apply based on one FTE and would be concerned about the approval process if .75 were to be approved.

Constans said she wanted the position as a triage position, which is why the number of households served is so high.

Constans mentioned this was based on the number of phone calls that one could field as opposed to a one-on-one counseling session.

Sanders suggested going with the staff recommendations and in two weeks review another recommendation.

**Bruer moved to refer this item to the next meeting/Whitesel seconded,  
but would like to include the City Attorney's opinion.**

Constans suggested they add the proviso that a revised staff recommendation with CDBG Committee approval may be presented at a Common Council meeting after the CDBG Committee meets on July 30th.

This was accepted as a friendly amendment by Bruer.

**4th RFP Housing Rehab / Infrastructure**

The recommendation was for \$160,000

**Alder Bidar-Sielaff left at 6:02, returning at 6:11.**

Bruer wondered why staff didn't make contact with Madison Area Builders Association.

Clingan had posted this with the Chamber of Commerce.

Bruer noted there was a record number of unemployed union people. Bruer said we should have reached out to people in the trades and suggested meeting with them.

Bruer pointed out that while others may not have had these concerns, he has heard concerns from the community and it may be a potentially glaring oversight for not having contacted the trade labor force.

**Whitesel left at 6:15, returning at 6:20.**

Bidar-Sielaff didn't think the Committee needed to rethink this decision because of not contacting the trade labor force and should not withhold action.

Rummel asked if RFP's get posted to the web.

It was discussed that, yes, they do get posted.

Rummel suggested that we could do a better job, however, we did not fail by not contacting others.

Bartlett shared Bruer's concerns, but there may have been apprenticeship programs we could have partnered.

Clingan agreed that the above points were good, and that he met with Jennifer Alexander, who is the Greater Madison Chamber of Commerce President; in addition, we posted the information on the web, but we could have done a better job at outreach.

Clingan noted we will make sure to reach out with Energy Block Grant (EBG) dollars.

Myrtle Wilhite said she is for-profit and went out on the website for her information and has been in contact with builders who knew what her opportunities were.

Rita Giovannoni said that her proposal was taking dollars and delivering them to trades associated with her rehab project.

**Bartlett moved to accept staff's new recommendations from July 9/Robinson seconded.**

Ferris Bailey noted that Operation Fresh Start (OFS) has been working for 20 years to work with young people and to prepare them for work in the private sector.

Ferris Bailey said that there are matching funds brought to the table; bringing their own materials and dollars to the table.

Ferris Bailey said they hope to accomplish having their young people prepare for work in the field of carpentry; these young people would be City of Madison employees, which would go on their resumes.

Bruer acknowledged the good work the OFS has done, but noted that his concerns were about the process and not the OFS proposal.

Ferris Bailey said that non-profits also engage private sector tradespeople in their projects.

Bidar-Sielaff suggested that Economic Development Department be on board with outreach.

Bartlett wondered where the tie was to energy efficiency with this project.

Constans said the OFS is tied to Project Home's weatherization and is prepared for energy work.

Constans noted that we have strongly recommended that Movin' Out and Independent Living, Inc. apply.

**Unanimous vote.**

### **CDBG - R Resolution**

**15276**

AMENDED SECOND SUBSTITUTE - Approving specific projects to be funded using the City of Madison's Community Development Block Grant-Recovery (CDBG-R) program funds based on an RFP process previously approved and also authorizing the Mayor and City Clerk to sign agreements with Operation Fresh Start, Inc. for \$167,059 \$269,184, Common Wealth for \$33,350, Higher Ground Urban Farm for \$106,050, and YWCA of Madison, Inc. for \$38,455, and Dane County Housing Authority for \$33,648.and amending the 2009 operating budgets of CDBG and the Office of the Director of Planning and Community and Economic Development to provide for \$102,125 in additional hourly salary and benefit expenditures and offsetting revenue. various agencies to implement projects. Projects proposed by area agencies will be reviewed and approved by the CDBG Committee and recommended to the Board of Estimates. Projects will be implemented in four categories targeting low and moderate income individuals: housing rehabilitation and preservation; economic development services; foreclosure prevention, counseling, and referral services; and job development and placement services.

Bruer moved approval of staff recommendations/Bidar-Sielaff seconded.

## CONTINUING DISCUSSION ITEMS

### CALL TO ORDER / ROLL CALL

Alder Bruer left at 6:50.

- Present:** 8 -  
Shiva Bidar-Sielaff; Marsha A. Rummel; Charlie R. Sanders; Arthur V. Robinson; Steven C. Bartlett; Daniel A. O'Callaghan; Justin O. Markofski and Russ Whitesel
- Absent:** 1 -  
Tim Bruer
- Excused:** 1 -  
Monya A. Choudhury

[14952](#) Property Tax Exemption

Rood explained the memo she passed to the Committee members.

### CALL TO ORDER / ROLL CALL

Robinson left at 6:52.

- Present:** 7 -  
Shiva Bidar-Sielaff; Marsha A. Rummel; Charlie R. Sanders; Steven C. Bartlett; Daniel A. O'Callaghan; Justin O. Markofski and Russ Whitesel
- Absent:** 2 -  
Tim Bruer and Arthur V. Robinson
- Excused:** 1 -  
Monya A. Choudhury

## STAFF REPORT

It was discussed that the Mayor released initial instructions as to how to arrive at 6% cuts in the City levy and in two weeks we will be looking at where to make those cuts. The next meeting was scheduled for Thursday, July 30, 2009 at 5:00pm in a downtown location instead of the August 6 joint meeting with the CDA.

## ADJOURNMENT

**Whitesel moved adjournment at 6:55/Bidar-Sielaff seconded.**

**Unanimous approval.**

Respectfully submitted,  
Anne Kenny, recorder.

