

BARABOO COMMUNITY DEVELOPMENT AUTHORITY

227 First Ave., Baraboo WI 53913
TEL. 608-356-4822 FAX 608-356-3415

Carolyn Wastlund, Chair

Joan Fordham, Vice Chair

Stuart Koehler, Treasurer

Mission Statement: To ensure affordable, attractive housing and to foster business and community development consistent with the general plan of the City

Agenda for a Meeting of the Executive Committee of the Baraboo CDA 8:00 AM, Thursday, February 21, 2018 Room 205, Baraboo Municipal Building, 101 South Blvd., Baraboo WI 53913

I. Call to Order/Roll Call Wastlund

II. Note Compliance with the Open Meeting Law Wastlund

III. Approval of Agenda Action

IV. Approval of Minutes
A. December 4, 2018

V. Public Comment

VI. Old Business
A. Building project update

VII. New Business

- A. Consideration and discussion of Payment Request #19 for Public Safety-City Hall facility in the amount of \$1,750.00.
- B. Consideration and discussion of Smoke Free Policy
- C. Consideration and discussion of Pet Policy
- D. Consideration and discussion of an automatic rent increase for Donahue Terrace Apartments
- E. Consideration and discussion of Citizen Participation Plan for CDBG Program

VIII. Committee Member Comments

IX. Adjournment

Notice is hereby given that a majority of the Baraboo Community Development Authority may be present at a meeting of the Executive Committee scheduled for July 20, 2018 at 7:30 AM to gather information about various listed items, subjects over which they have decision making responsibility. This constitutes a meeting of the Community Development Authority pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553, 494 N.W.2d 408 (1993), and must be noticed as such although the Community Development Authority may not take any formal action at this meeting.

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk (135 4th Street or phone 355-2700) during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

No formal Board action will be taken during this meeting on any topic brought up in public comment that is not on this agenda. Issues raised by the public may become a part of a future agenda. Items brought up in public comment that are already included on the meeting's agenda will not be discussed by the Board at this time.

XV. Adjournment

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the City Clerk for the City of Baraboo at 101 South Blvd., Baraboo, WI 53913 or by phone at (608) 355-2700 during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

Agenda Posted by: staff on 2-15-2019

Agenda Prepared by Patrick Cannon on 2-14-2019

U.S. Department of Housing and Urban Development
Wisconsin Housing and Economic Development Authority
201 W Washington Avenue
Madison, WI 53703

Patrick Cannon
Baraboo Community Development Authority
227 First Ave
Baraboo, WI 53913

01/22/2019

Subject: Automatic OCAF Rent Increase
DONAHUE TERRACE
WI390040001
Rent Comparability Study Expires: N/A

Dear Patrick:

DONAHUE TERRACE is in a multi-year Housing Assistance Payments Contract and, as such, is eligible for an automatic OCAF rent increase to become effective 06/01/2019. The rent increase factor is 1.027. The debt service amount used in the calculation of new rents is \$36,206.88.

Please confirm debt service amount listed above by initialing here _____.
If this is not the current debt service amount please provide backup documentation of the correct amount.

Should you elect this rent increase, the new rents for DONAHUE TERRACE will be as indicated on the attached Exhibit A. Complete, execute, and return three (3) forms HUD-92458 Rent Schedule Low Rent Housing to your HUD/PBCA within 10 days of receipt of this package.

Indicate below which rent increase option you are requesting be applied in the upcoming contract year. Complete the Project information section that follows, and return this Notice and any attachments to your HUD/PBCA within 10 days of receipt of this package (check one).

- I elect to receive the attached automatic OCAF rent increase.
- I elect to receive the attached automatic OCAF rent increase, and am submitting a Utility Analysis and recommendation for a change to the Utility Allowances. Supporting documentation is enclosed.
- I request a **zero** budget-based rent adjustment in lieu of the OCAF adjustment and understand that this will result in renewed funding at current rents. I further understand that the OCAF adjustment for this year may not be recouped retroactively in the future. If applicable, I am submitting a Utility

Analysis and recommendation for a change to the Utility Allowances. My signature on this letter certifies that I have reviewed the project's income and expenses and they are at levels that will enable me to continue to provide decent, safe and sanitary housing.

- I request a Budget Based Rent Increase for the upcoming contract year. The required documentation for this rent increase is enclosed. If applicable, I am submitting a Utility Analysis and recommendation for a change to the Utility Allowances.

- Other: _____

I (We) hereby **certify** that the debt service amount of \$36,206.88 and the non-section 8 rent potential amount of \$0.00 are true, accurate and complete to the best of my (our) knowledge and belief.

Project Name: _____

Owner Name: _____

Owner Signature: _____ Date: _____

Should you have any questions, please contact our office. It is very important that you send your response to my attention. I can be reached by phone at 608-267-2815 or by email at tracy.hendrickson@wheda.com.

Sincerely,

TRACY HENDRICKSON
Contract Administrator

OMB Control #2502-0587
Exp. (10/31/2012)

Public reporting burden for this collection of information is estimated to average 1 hour. This includes the time for collecting, reviewing, and reporting the data. The information is being collected for purposes of determining rent adjustments and will be used for estimating new rents. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number. No confidentiality is assured.

Privacy Act Notice: The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in the form by virtue of Title 12, United States Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. While no assurance of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information Act request.

EXHIBIT A

IDENTIFICATION OF UNITS ("CONTRACT UNITS")
BY SIZE AND APPLICABLE CONTRACT RENTS

Section 8 Contract Number: WI390040001

FHA Project Number:

Effective Date of the Rent Increase: 06/01/2019

Number of Contract Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent
61	1 BR	\$515.00	\$0.00	\$515.00

Do not submit a Gross Rent Change through TRACS until the HUD-92458 Rent Schedule has been returned to you duly executed from your HUD/PBCA office.

- Note:
- (1) This Exhibit will be amended by Contract Administrator notice to the Owner to specify adjusted contract rent amounts as determined by the Contract Administrator in accordance with the Renewal Contract.
 - (2) These rents are applicable with the Amend Rents Automatic OCAF for this effective Date.

Citizen Participation Plan For the Community Development Block Grant (CDBG) Program

CITY OF BARABOO

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the City of Baraboo, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The City of Baraboo shall create a Citizen Participation Plan Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the City Council. This Committee shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the grant application.

The CDBG Program is administered by the Community Development Authority of the City of Baraboo (CDA) by authority of the City Council. The CDA shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To insure responsiveness to the needs of its citizens, the City of Baraboo shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low-to-moderate income (LMI) who reside in the targeted Blighted Area for the CDBG program.

CITIZEN PARTICIPATION

1. The City of Baraboo has designated the Board of Commissioner of the CDA as the Citizen Participation Committee, the members of which are representative of the demographics of the City of Baraboo and includes at least one LMI person.

This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the City of Baraboo.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the Baraboo News Republic at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the City of Baraboo municipal building. These notices will include time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. The City of Baraboo will attempt to have at least one of the public hearings in the service area (if applicable).

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by CDA. A CDA staff member will meet with citizens on request.
2. The CDA will maintain, in the City of Baraboo municipal building, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes.

The CDA staff will respond to all such requests within 15 days after the Citizen Participation Committee has met to discuss the request.

COMPLAINTS

The CDA will handle citizen complaints about the program in a timely manner. By federal regulation the CDA will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to Pat Cannon, Executive Director of the CDA.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
WI Department of Administration
Division of Energy, Housing and Community Resources, 5th Floor
P.O. Box #7970
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

NON-ENGLISH SPEAKING PERSONS

The CDA will regularly survey the municipality to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen's participation process.