



**AGENDA  
ROCK COUNTY HOUSING AUTHORITY**

**Monday, December 7, 2015  
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 November 2, 2015
4. Program Administration Report - WPHD
5. **Action Item:** HOME Program Loans
  - A. Change Order – Loan ID 020133D1 = + \$800
  - B. Change Order – Loan ID 020135D1 = + \$165
  - C. Change Order – Project ID: 56 = \$5,997
  - D. Project ID: 64 = \$7,105
  - E. Project ID: 65 = \$16,400
6. Action Item: Set Next Meeting Date
7. Citizen Participation, Communications and Announcements
8. Adjournment

**DECEMBER HOME ACTIVITY REPORT**

<b>HOME FUNDS</b>	
Program Income	\$ 256,893
Available Grant Funds	\$ 140,605
<b>TOTAL</b>	<b>\$ 397,498</b>
Projects Approved	\$ 228,775.25
December Requests for Approval	\$ 27,646.00
<b>TOTAL HOME FUNDS REMAINING FOR ALLOCATION</b>	<b>\$ 141,076.93</b>
Applications in Process	20
Loans Closed	10
Requests for Approval	2
Bid Packages Ready	2
Inspections Complete-Ready for Scope Development	2
Awaiting Inspection Reports	0
Additional Information	1
<b>TOTAL</b>	<b>17</b>
Projects Completed	2
<b>Lead Hazard Grant Funds</b>	
Lead Hazard Grant Funds	\$ 759,483
Eligible Applications Received	4
Inspections Completed	3
Loans Closed	1
Funds Obligated	\$ 19,795
Funds Spent	0

December 7, 2015

MEMO

TO: Rock County Housing Authority

FROM: WPHD, Program Administrator

SUBJECT: Change Order

On July 13, 2015 the Housing Authority approved Loan 020133D1 in the amount of \$13,712.00 for a two person household in Town of Beloit.

Work required included drilling a new well and repair of the roof. Upon further inspection it was determined that the current electrical system was not sufficient for the new well requiring the need to install a new sub-panel. Total increase required for electrical work is \$800.

COMMITTEE ACTION

<input type="checkbox"/>	APPROVE	<input type="checkbox"/>	DENY
CHANGE ORDER APPROVED		\$800	
TOTAL RESULTING LOAN AMOUNT		\$14,512.00	
Final LTV Ratio		0.77	
		12/7/2015	
Signature-Committee Chair		Date	

December 7, 2015

MEMO

TO: Rock County Housing Authority

FROM: WPHD, Program Administrator

SUBJECT: Change Order

On September 14, 2015, the committee approved Loan Number 020135D1 in the amount of \$21,840 for a property in the Town of Beloit. This is a two person household, including a woman and her 91 year old mother. The committee subsequently approved a change order in the amount of \$635 because we thought a change in contractor would be required. This was not necessary; however, when work started the contractor realized that there were shingles underneath the decked roof that needed to be removed in order to replace the roof. The total change order request is for \$800. As a result, we need approval of an additional change order amount of \$165.

COMMITTEE ACTION

<input type="checkbox"/>	APPROVE	<input type="checkbox"/>	DENY
CHANGE ORDER APPROVED		\$165 (total change orders \$800)	
TOTAL RESULTING LOAN AMOUNT		\$22,640	
Final LTV Ratio		1.11	
		12/7/2015	
Signature-Committee Chair		Date	

December 7, 2015

MEMO

TO: Rock County Housing Authority  
FROM: WPHD, Program Administrator  
SUBJECT: Change Order

On July 13, 2015 the Housing Authority approved Loan 56 in the amount of \$30,540.00 for a one person household in Beloit.

Work started on this project and substantial problems were identified as it progressed. The home is block construction. When windows were removed for replacement, concrete at the base of the windows was found to be in need of repair. Repairs were required at the base of each of the 6 windows that need to be replaced. In addition, the original plan for replacing bathroom fixtures had to be modified because of local code that required an expansion of the bathroom to meet current clearance requirements. Finally, the well at the site stopped functioning and required installation of a new check valve, sleeve and repair of the pressure tank. The total change order required for this work is \$5,997.00.

COMMITTEE ACTION

<input type="checkbox"/>	APPROVE	<input type="checkbox"/>	DENY
CHANGE ORDER APPROVED		\$5,997	
TOTAL RESULTING LOAN AMOUNT		\$36,537	
Final LTV Ratio		0.53	
		12/7/2015	
Signature-Committee Chair		Date	

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

Date:	December 7, 2015	Project ID:	64
Project Recommended By:	WPHD		
Project Funding Source	HOME Program Income		
<b>HOUSEHOLD INFORMATION</b>			
Household Size	9	Household Income	\$65,848
		Project Location	Town of Clinton
<b>FAIR MARKET VALUE INFORMATION</b>		<b>ASSESSED VALUE INFORMATION</b>	
LAND	\$13,900	LAND	\$15,300
BUILDINGS	\$63,300	BUILDINGS	\$69,500
TOTAL	\$77,300	TOTAL	\$84,800
<b>MORTGAGE AND LIENS</b>			
1. (Bank)	\$87,849	2.	
3.		PROPOSED ROCK COUNTY LOAN	\$7,105
TOTAL MORTGAGES AND LIENS	\$87,849	LOAN TO VALUE (WITH ROCK COUNTY LOAN)	1.22

<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	<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>	
The HOME loan will be combined with the lead hazard grant of \$19,175 to complete needed lead abatement and health and safety issues in the home. There is no item on the scope of work that is discretionary. The significant presence of lead, combined with the large number of children in the home suggests that this is an important project to complete, although it does require accepting a LTV ratio of 1.22 (policy is 1.20)	
Recommended Loan Amount:	\$7,105

**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:	December 7, 2015	Project ID:	65
Project Recommended By:	WPHD		
Project Funding Source	HOME Program Income		
<b>HOUSEHOLD INFORMATION</b>			
Household Size	2	Household Income	\$28,052
		Project Location	Town of Beloit
<b>FAIR MARKET VALUE INFORMATION</b>		<b>ASSESSED VALUE INFORMATION</b>	
LAND	\$17,900	LAND	\$16,800
BUILDINGS	\$80,100	BUILDINGS	\$75,100
TOTAL	\$98,000	TOTAL	\$91,900
<b>MORTGAGE AND LIENS</b>			
1. (Bank)	\$74,484	2.	
3.		PROPOSED ROCK COUNTY LOAN	\$16,400
TOTAL MORTGAGES AND LIENS	\$74,484	LOAN TO VALUE (WITH ROCK COUNTY LOAN)	0.93

<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	<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>	
The total project came in at \$30,300, but \$13,900 was for siding, which is not required to meet health and safety standards. We are recommending a loan of \$16,400 to cover new roof and new windows, which are both necessary.	
Recommended Loan Amount:	\$16,400

**COMMITTEE ACTION**

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