



CDBG Advisory Board | City of Racine, Wisconsin

Agenda Briefing Memorandum

AGENDA DATE:

CDBG Advisory Board – November 10, 2025

Common Council – November 18, 2025

PREPARED BY: Brittany T. Brown, Compliance Specialist

REVIEWED BY: Veronica Seymour, Housing Manager

SUBJECT:

Communication sponsored by Mayor Mason, to issue a revised Community Development Block Grant (CDBG) home repair loan and forgivable loan to the owner of 1449 Douglas Ave.

BACKGROUND & ANALYSIS:

On May 12, 2025, the Board approved funding for a roof and gutter replacement on the house and HVAC pump replacement project at 1449 Douglas Avenue under the CDBG Home Repair Loan Program.

Once work began, it was determined that additional wood, labor, and dumpster services were required. These increased material and labor needs have raised the overall project cost. We are bringing this item back to the Board to request approval for additional CDBG loan and forgivable grant funding necessary to complete the project.

Funding Comparison:

Funding Source / Amount	Original Approval	Revised Request
Total Project Cost	\$27,490.50	\$29,700.50
Change Order	-	\$2,210.00
Loan Amount	\$13,745.25 @ 0.75% interest over 20 years	\$14,850.25 @ 0.75% interest over 20 years
Forgivable Grant	\$13,745.25 — forgiven 1/7 annually for 7 years	\$14,850.25 — forgiven 1/7 annually for 7 years

BUDGETARY IMPACT:

There are sufficient funds available in CDBG HOMEOWNER FIXED INTEREST HOUSING LOAN PROGRAM, ACCOUNT #81520404 for this project. Loan payments are paid back into the fund and are considered program income.

RECOMMENDED ACTION:

That the CDBG Advisory Board approves the revised funding request for a CDBG Home Repair Loan and Forgivable Loan for the homeowner of 1449 Douglas Ave.