



CDBG Advisory Board | City of Racine, Wisconsin

Agenda Briefing Memorandum

AGENDA DATE:

CDBG Advisory Board – September 29, 2025

Common Council October 7, 2025

PREPARED BY: Brittany Brown, Compliance Specialist

REVIEWED BY: Veronica Seymour, Housing Manager

SUBJECT: Communication sponsored by Mayor Mason authorizing the acceptance and the execution of a contract with Terra Venture for relocation services for 1644 Packard Ave Rehab Project.

BACKGROUND & ANALYSIS:

1644 Packard Ave is a property slated for redevelopment as part of the City of Racine's broader housing and revitalization efforts. The project requires permanent relocation of occupants to allow for demolition and new construction of the property. The city has engaged Terra Venture as the relocation specialist to plan, coordinate, and deliver relocation assistance in compliance with federal, state, and local requirements while minimizes disruption to impact households.

Assumptions:

The property is occupied; the City will fund Terra Venture's relocation services that include advisory and operational tasks (case management, housing search and residential relocation payment packets up to \$8,000 max per unit).

Purpose & objectives

- Ensure relocation activities comply with HUD relocation standards and are fully documented for audit.
- Minimize hardship to displaced households through timely communication and adequate financial and housing support.
- Preserve tenant rights and prioritize housing stability preferably within the same neighborhood.
- Reduce project delays by coordinating relocations to align with construction schedule.
- Document costs for eligible reimbursement and ensure transparency for funders and community stakeholders.

Budget:

Terra Venture service cost: \$20,000

Resident relocation cost: \$TBD (\$8,000 max per unit)

Total: \$20,000

BUDGETARY IMPACT:

There are sufficient CDBG Funds to facilitate the relocation funding for 1644 Packard Ave including relocation services via Terra Venture.

RECOMMENDED ACTION:

Staff recommend that the CDBG Advisory Board approve the allocation of \$20,000 in CDBG funds to cover the relocation services for 1644 Packard Ave.