



CDBG Advisory Board | City of Racine, Wisconsin

Agenda Briefing Memorandum

AGENDA DATE:

CDBG Advisory Board – March 9, 2026

Common Council – March 17, 2026

PREPARED BY: Claire Hackett, Contracts and Grants Coordinator I

REVIEWED BY: Veronica Seymour, Housing Manager

SUBJECT: Communication sponsored by Mayor Mason to issue a revised Community Development Block Grant (CDBG) home repair loan change order to the homeowners of 1733 Erie St.

BACKGROUND & ANALYSIS:

On July 7, 2025, the Board approved funding under the CDBG Home Repair Loan Program for roof, soffit, fascia, and siding replacement at 1733 Erie St.

During construction, it was determined there was rotting sheathing and roof decking that needed to be replaced. Upon completion of these repairs, a seamless aluminum gutter system will be installed. These necessary improvements are required to complete the original scope of work and therefore increase the overall project cost.

This item is being returned to the Board to request approval of additional CDBG loan funding to complete the project.

Funding Comparison:

Funding Source / Amount	Original Approval	Revised Request
Total Project Cost	\$39,722.32	\$46,782.32
Change Order	-	\$7,060.00
Loan Amount	\$29,791.74 @ 2% interest over 20 years	\$36,851.74 @ 2% interest over 20 years
Forgivable Grant	\$9,930.58 — forgiven 1/7 annually for 7 years	\$9,930.58 — 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 1733 Erie St.