

Procedures for Discontinuing Grantee CDBG-Housing RLF Programs

The grantee will submit the following to the CDBG-Housing Revolving Loan Fund program manager for approval.

Formal Request

1. On official grantee letterhead, a letter expressing the grantee's desire to discontinue its participation in the program, signed by the grantee's chief elected official or their designated representative.
2. Minutes from a formal municipal or committee meeting expressing the approval of the grantee's termination of its participation in the program.
3. Enclosed with the request must be a fully updated and accurate, a) RLF Account Transactions Journal, b) current account bank statement, c) Project Loan Tracking Report / Loan Portfolio.

Upon approval by DOA/DEHCR personnel, the grantee will submit to the CDBG-Housing Revolving Loan Fund program manager.

Account Closure

1. A check for the entire balance of CDBG-Housing funds, accompanied by the latest checking account statement. Check must be made out to Wisconsin Department of Administration and mailed to 101 East Wilson Street, PO Box 7970, Madison, WI 53707. As of 4/1/2020 wire transfers are preferred.
2. Proof of CDBG-Housing RLF account closure.

File Management

1. Administrative and individual project files must be maintained by the grantee.
2. Grantees will maintain ownership of mortgages currently held in their name.
3. Grantees must continue to accurately maintain their loan receivables/portfolios.
4. When a grantee receives client payments or payoffs, they will deposit these funds into their general account. Grantees may retain up to 17% of these payments and payoffs for actual administrative expenses of the CDBG Housing RLF program. The remaining balance of these payments and payoffs must be submitted to DEHCR at least monthly or as agreed upon by DEHCR.
5. Grantees will be responsible for satisfactions and subordination requests. Administration funds can be used to cover the cost of this work.
6. Grantees will provide a current mortgage receivable list to DEHCR when a payoff is received.
7. Grantees will provide a current mortgage receivable list to DEHCR annually, no later than January 31.