



# Dane County 2015-1019 Consolidated Plan

## 2016 Program Year CAPER

Promoting



**Decent Housing**



**Suitable Living Environments**



**Economic Development**

March, 2017

## **GENERAL**

The 2016 Consolidated Annual Performance and Evaluation Report (CAPER) includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

## **EXECUTIVE SUMMARY**

Dane County presents the following CAPER for the expenditure of Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds received from the Department of Housing and Urban Development (HUD) for the period of January 1, 2016 through December 31, 2016.

## **BACKGROUND**

The primary objective of the Community Development Block Grant Program as stated in Title I of the Housing and Community Development Act of 1974, as amended, is the development of viable urban communities. This is achieved by:

- Providing decent housing (DH),
- Providing a suitable living environment (SL), and
- Expanding economic opportunities (EO).

Each activity funded by CDBG must meet one of three national objectives:

- Benefit to low and moderate-income persons (LMI),
- Aid in the prevention or elimination of slums or blight (SB); and
- Meet a particularly urgent community development need.

No less than 70% of funds are to be spent on activities that benefit low and moderate-income persons. Spending on public service activities is limited to 15% of the program year's allocation plus 15% of the preceding year's program income.

The HOME Program was created by the National Affordable Housing Act of 1990. The intent of the program is to expand the supply of decent, safe, sanitary, and affordable housing, with primary attention to rental housing, for very low-income and low-income families. HOME funds may be used for:

Homeowner Rehabilitation – to assist existing owner-occupants with the repair, rehabilitation, or reconstruction of their homes.

Homebuyer Activities – to finance the acquisition and/or rehabilitation or new construction of homes for homebuyers.

Rental Housing – affordable rental housing may be acquired and/or rehabilitated, or constructed.

Tenant-Based Rental Assistance – financial assistance for rent, security deposits, and, under certain conditions, utility deposits may be provided to tenants.

There is a 25 percent matching obligation for HOME funds.

**RESOURCES AVAILABLE**

The resources available to Dane County for 2016 (based on the Integrated Disbursement and Information System report C04PR01) included:

Item	CDBG	HOME	Total
2016 Formula Allocation	1,003,794	412,391	1,416,185
2015 Program Income	149,651	233,035	382,686
2016 Program Income	132,531	206,643	339,174
2015 Revolving Loan Income	218,893	0	218,893
2016 Revolving Loan Income	128,101	0	128,101
Total Available	1,489,462	804,709	2,485,039

In 2016, \$1,416,185 in CDBG/HOME Formula Grants were allocated by HUD to Dane County. The CDBG Commission made recommendations to the County Board and County Executive for the allocations of those funds and any remaining funds from prior years.

## **CR-05 - Goals and Outcomes**

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

2016 marked the second year of Dane County's Five-Year Consolidated Plan.

Highlights of 2016 included:

- Assisted 41 low- and moderate- income households with major and minor home repairs.
- Training and technical assistance provided to 34 micro-enterprise businesses.
- Shelter and support services were provided for 48 runaway and homeless youth.
- Case management provided to victims in 62 distinct cases of domestic and/or sexual violence within the Latino community.
- Completed construction of a new HVAC system in a dental clinic serving low- and moderate- income residents.
- Provided downpayment assistance to 14 first-time homebuyers.
- Provided rapid re-housing assistance for 22 previously homeless individuals.
- Funded a sub-recipient organization to carry-out fair housing services in the Urban County Consortium, including Investigation and Enforcement Services; Training and Technical Assistance; and, Education and Outreach Services.

### **Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1200	844	70.33%	209	198	94.74%
Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	Homelessness Prevention	Persons Assisted	50	66	132.00%	20	22	110.00%
Expand economic opportunities for LMI persons	Non-Housing Community Development	Facade treatment/business building rehabilitation	Business	0	0		0	0	
Expand economic opportunities for LMI persons	Non-Housing Community Development	Jobs created/retained	Jobs	80	30	37.50%	4	6	150.00%
Expand economic opportunities for LMI persons	Non-Housing Community Development	Businesses assisted	Businesses Assisted	60	47	78.33%	12	34	283.33%

Improve public facilities/develop infrastructure	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6000	4947	82.45%	1820	4774	262.31%
Improve public facilities/develop infrastructure	Non-Housing Community Development	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	367				
Improve public facilities/develop infrastructure	Non-Housing Community Development	Facade treatment/business building rehabilitation	Business	10	4	40.00%	2	2	100.00%
Increase access to affordable quality housing	Affordable Housing	Rental units constructed	Household Housing Unit	15	9	60.00%			
Increase access to affordable quality housing	Affordable Housing	Rental units rehabilitated	Household Housing Unit	12	0	0.00%	1	0	0.00%
Increase access to affordable quality housing	Affordable Housing	Homeowner Housing Added	Household Housing Unit	12	10	83.33%	0	0	
Increase access to affordable quality housing	Affordable Housing	Homeowner Housing Rehabilitated	Household Housing Unit	160	81	50.63%	46	41	89.13%
Increase access to affordable quality housing	Affordable Housing	Direct Financial Assistance to Homebuyers	Households Assisted	60	24	40.00%	26	14	53.85%

Increase access to affordable quality housing	Affordable Housing	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0		10	0	0.00%
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**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

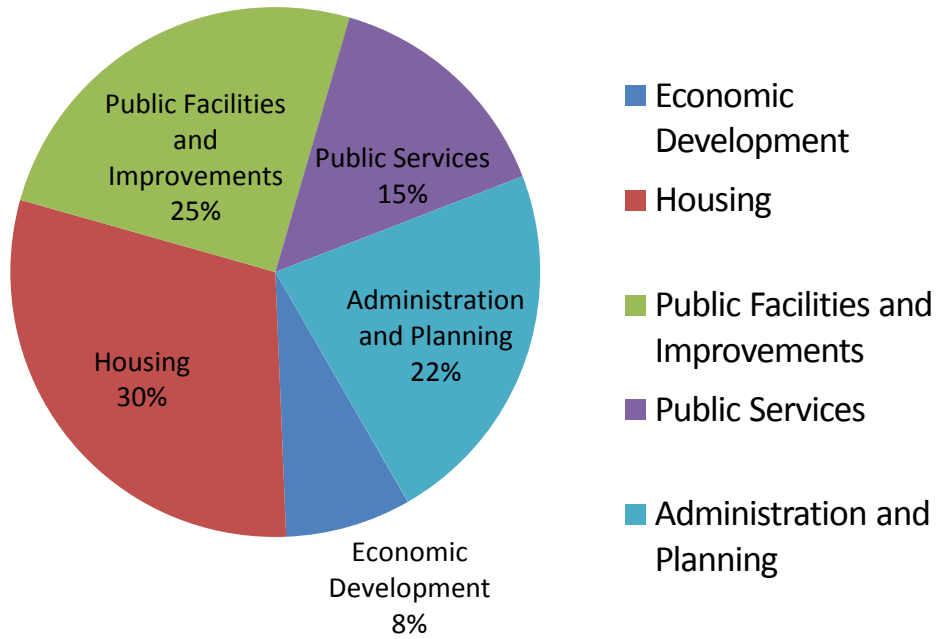
The priorities identified in the 5-Year Consolidated Plan, along with the percentage of anticipated expenditures for each priority over the five year period, includes:

- Housing (25%)
- Economic Development (25%)
- Planning and Administration (20%)
- Public Services (15%)
- Public Facilities (10%)
- Disaster Assistance (5% set-aside per fiscal year)

Based on the IDIS Expenditure Report PR-23, 30.1% of all CDBG funds expended in 2016 were for housing assistance. Of the remaining funds, 25.1% of the CDBG expenditures were for public facilities and improvements; 22.6% for planning and administration; 14.6% for public services; and, 7.7% for Economic Development. No disaster assistance/ urgent need projects arose in 2016, and the unspent 5% set-aside will be re-allocated and available for future use in the general entitlement fund.

Activity accomplishments for non-public service projects do not necessarily coincide with the activity funding year; therefore, the accomplishment and expenditure data for the 2016 program year includes expenditures of open projects from prior year Action Plans. The chart below provides a summary of expended funds in 2016 by program area.

## 2016 Program Year Expenditures





## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	4220	42
Black or African American	583	2
Asian	84	13
American Indian or American Native	91	0
Native Hawaiian or Other Pacific Islander	14	0
<b>Total</b>	<b>4992</b>	<b>57</b>
Hispanic	680	0
Not Hispanic	4312	57

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

Persons who were considered African-American/ Black represented 11.8% of the persons who received CDBG assistance in 2016. Although persons who identify as Black/African-American in the Dane County Consortium represent 3.4% of the population, 37% of Black/ African-American families living in Dane County (including Madison) live at or below the poverty line<sup>1</sup>.

16% of persons receiving CDBG assistance in 2016 identified as Hispanic.

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<sup>1</sup> Source: American Community Survey 5-Year Estimates 2010-2014

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	Public-federal	1,136,325	1,076,628
HOME	Public-federal	619,034	473,701

Table 3 - Resources Made Available

### Narrative

The amount of CDBG resources made available includes the 2016 CDBG allocation and 2016 program income received.

The amount expended during program year 2016 includes expenditures of open projects from prior year Annual Action Plans.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Dane County Urban County Consortium	100	100	Participating Jurisdiction

Table 4 – Identify the geographic distribution and location of investments

### Narrative

There are 56 participating municipalities in the Dane County Urban County Consortium. For a list of participating municipalities, please see Appendix 1.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Federal funds are used to leverage other public and private resources in the housing, public facilities, public services, and economic development areas. Examples in 2016 included:

### **Briarpatch Youth Services, Inc.**

Briarpatch Youth Shelter operates an 8 bed facility to provide temporary shelter for runaway and homeless youth ages 13-17. Total cost of the activity was \$752,174 for a \$53,027 CDBG award; the remaining amount was leveraged with funding from Federal and State Grants, United Way of Dane County, Dane County Department of Human Services, City of Madison and unsecured Private Donations.

### **Vera Court Neighborhood Center, Inc./Latino Academy of Workforce Development**

The LAWD Bilingual Construction and CDL Training programs combines industry-specific training, job placement, and case management to achieve job retention for a period of six months after initial hire. Total cost of the activity was \$144,896 for a CDBG award of \$31,816; the remaining amount was leveraged through United Way of Dane County, City of Madison and Vera Court Neighborhood Center fund raising efforts.

### **North/Eastside Senior Coalition**

The Latino & African American Seniors Stepping Out (LASSO) program is designed to provide health education and to make participants more involved with other senior adults from their own culture. Transportation was provided through the use of a Community Car, by contract with local bus companies, and by local taxicab companies. Total cost of the activity was \$87,697 for a CDBG award of \$5,303; the remaining amount was leveraged by United Way, City of Madison and NESCO fundraising efforts.

Matching fund requirements, along with the needed documentation, are specified in the sub-recipient agreements. Matching funds include nonfederal cash sources; infrastructure; appraised land/real property; and site preparation, construction materials, and donated labor.

In November 2014, the Dane County Board of Supervisors approved a provision in the 2015 Capital Budget that established an Affordable Housing Development Fund (AHDF). The purpose of the AHDF is to encourage the development of affordable housing in Dane County by using the AHDF as a means to leverage additional resources from project partners. In implementing the AHDF, preference is given to affordable housing and homeless services facilities projects serving chronically homeless populations and other populations with significant housing barriers, including very low income families, persons with arrest and conviction records, the elderly, and the disabled. It is the intent of the County Board to appropriate \$2 million per year

over four years in this fund, and at least 30% of the funding will be available for projects outside of the City of Madison boundaries over the four year period.

The Commercial Revitalization Revolving Loan Fund (CRLF) and Economic Development Revolving Loan Fund (ED-RLF) projects must leverage at least \$1 of non-federal funds for every \$1 of RLF funds. Based on the risk involved, leverage rates required by the CDBG Commission may be higher on working capital and improvements to real property. Non-federal funds include: personal funds advanced by the Borrower; loan funds contributed by a bank, credit union, or savings and loan; private foundation funds; angel investor funds; and other non-federal sources. Federal funds are defined as those originating from a federal source, such as the U.S. Department of Agriculture - Rural Development, U.S. Small Business Administration, and the Wisconsin Housing and Development Authority (WHEDA).

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	1,274,640
2. Match contributed during current Federal fiscal year	277,625.71
3 .Total match available for current Federal fiscal year (Line 1 plus Line 2)	1,552,265.71
4. Match liability for current Federal fiscal year	\$17,013.05
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$1,535,252.66

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
IDIS# 652	03/28/2016	45,641.80						45,641.80
IDIS# 653	03/28/2016	57,720.98						57,720.98
IDIS# 654	05/19/2016	58,474.50						58,474.50
IDIS# 655	03/28/2016	39,057.63						39,057.63
IDIS# 656	06/24/2016	33,614.43						33,614.43
IDIS# 657	06/24/2016	43,116.37						43,116.37

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
93,004	206,643.18	214,875	0	84,772

Table 7 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Number	0					
Dollar Amount	0					
<b>Sub-Contracts</b>						
Number	45			2		43
Dollar Amount	\$5,807,919.55			\$443,795		\$5,364,124.55
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Number	0					
Dollar Amount	0					
<b>Sub-Contracts</b>						
Number	45	1	44			
Dollar Amount	\$5,807,919.55	\$6,390	\$5,801,529.55			

**Table 8 – Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0					
Dollar Amount	0					

**Table 9 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		<b>0</b>				
Businesses Displaced						
Nonprofit Organizations Displaced						
Households Temporarily Relocated, not Displaced						
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	<b>0</b>					
Cost	<b>0</b>					

**Table 10 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	0	0
Number of non-homeless households to be provided affordable housing units	46	55
Number of special-needs households to be provided affordable housing units	37	4
<b>Total</b>	<b>83</b>	<b>59</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	10	0
Number of households supported through the production of new units	0	0
Number of households supported through the rehab of existing units	47	41
Number of households supported through the acquisition of existing units	26	14
<b>Total</b>	<b>83</b>	<b>55</b>

Table 12 – Number of Households Supported

### Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The County recognizes affordable rental housing development as a major concern and has listed this as a high priority area for CDBG and HOME funds. Annually, Dane County CDBG/HOME program solicits proposals for affordable rental housing projects; however, in 2016 no acceptable rental construction project proposals were submitted.

One of the major barriers that has had a negative impact on fulfilling the strategic and overall vision has been that the CDBG/HOME program has relied on the participating municipalities and non-profit organizations to submit applications for projects that fall under the identified specific objectives.

### Discuss how these outcomes will impact future annual action plans.

In 2016, Dane County set aside \$60,000 in HOME funds to support a new tenant-based rental assistance program. A contract for this project was awarded at the end of 2016 with accomplishments expected to begin in 2017. The County also intends to create an open-ended RFP for affordable rental housing units while resources are available to allow applicants to submit proposals on a rolling-basis.



The County held two workshop sessions in March, prior to the release of the CDBG and HOME RFPs, to provide information to residents on how to qualify for funding and to encourage participation from new participants.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Persons Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	18	0
Low-income	11	11
Moderate-income	14	1
<b>Total</b>	<b>43</b>	<b>12</b>

**Table 13 – Number of Persons Served**

### **Narrative Information**

The 2015-2019 Consolidated Plan identifies barriers to affordable housing as housing costs rising at a rate disproportionate to family incomes; lack of affordable rental housing units; cost of infill development; and the zoning and permitting process.

Affordable housing continues to be a priority for Dane County. In 2016, Dane County established a tenant-based rental assistance (TBRA) program to advance the goals of the Consolidated Plan and further address the affordable housing needs of the Urban County Consortium. Dane County expended \$473,701 in HOME funds and \$216,352 in CDBG funds in 2016 to increase the supply and availability to affordable housing units for low and moderate income families, the elderly, and persons with disabilities. This goal was met through a variety of activities including major and minor home repair projects, mortgage reduction programs, TBRA, and rental rehabilitation.

Specific actions to eliminate barriers to affordable housing in 2016 included the following:

- Awarding \$60,000 in HOME funds for a newly developed tenant-based rental assistance program administered by a sub-recipient organization;
- Awarding \$2 million in County funds for the newly enacted Affordable Housing Development Fund to four (4) affordable rental development projects and one (1) re-entry/ transitional housing development project;
- Continuation of the mortgage reduction assistance program as a means to promote affordable homeownership;
- Continuation of the minor and major home rehabilitation program for owner-occupied housing as a means to maintain affordable housing.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

***Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:***

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Preventing homelessness has become an increasingly difficult issue in Dane County due to increasing barriers related to unemployment, low-paying jobs, limited subsidized housing units, and increasing housing costs in the market. In 2016 Dane County awarded \$30,000 in CDBG funds to the Community Action Coalition for South Central Wisconsin, Inc. (CAC) for homelessness prevention services. CAC administers the local Rentable Program which provides homeless prevention and rapid rehousing assistance for eligible low-income households. CAC focuses its services on participants with incomes at or below 30% of the CMI to ensure that those with the greatest needs receive assistance. While the program serves both individuals and families, priority is placed on serving families with children. Many of the households served are in rural areas and small towns, and face barriers such as lack of reliable transportation and un/underemployment. Many of the communities served have been affected by shrinking manufacturing base, which has led to the loss of many jobs that allowed families to be self-sufficient. Additionally, the vacancy rate outside the city of Madison limits, as of the last quarter in 2016, was below 3%. CDBG funds were used by the CAC homelessness prevention program in 2016 to help households maintain safe, affordable housing and thereby avoid homelessness and the many problems associated with it.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The Dane County Urban County Consortium does not receive funding through the Emergency Shelter Grants (ESG) program. The Homeless Services Consortium functions as the local Continuum of Care (CoC), recognized by the U.S. Department of Housing and Urban Development (HUD) as the local planning and decision-making body on programs funded with HUD's homeless assistance programs.

Emergency shelter and transitional housing programs in Dane County that report demographic data on persons served include:

Emergency shelter programs: Domestic Abuse Intervention Services; Porchlight's Men's Drop-In Shelter and Safe Haven; The Road Home Family Shelter; The Salvation Army's Single Women's Shelter, Family Shelter and Motel vouchers, and Family Warming Shelter; Youth Services of Southern Wisconsin volunteer host homes; and YWCA Family Shelter.

Transitional and supportive permanent housing programs: Community Action Coalition Home for Good

program; Dane County Parent Council Hope House; Housing Initiatives Shelter Plus Care and scattered sites; Porchlight scattered site housing; The Road Home Housing & Hope; The Road Home / YWCA Second Chance Apartment Projects; Society of St. Vincent de Paul Port and Seton House; The Salvation Army Holly House; Tellurian Transitional Housing, SOS, Permanent Housing programs and Willy Street SRO; Veterans Assistance Foundation Green Avenue; YWCA Third Street program; YWCA/The Salvation Army/The Road Home House-ability and Rapid Re-Housing programs; and YWCA/Domestic Abuse intervention Services Empower Home program.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The County has adopted a Discharge Coordination Policy for the discharge of persons from publicly funded institutions or systems of care in order to prevent such discharge from immediately resulting in homelessness for such persons, as required by 24 CFR 91.225(c)(10).

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Preventing homelessness has become an increasingly difficult issue in Dane County due to increasing barriers related to low unemployment, low-paying jobs, limited subsidized housing units, and increasing housing costs in the market. In 2016 Dane County awarded \$30,000 in CDBG funds to the Community Action Coalition for South Central Wisconsin, Inc. (CAC) for homelessness prevention services. CAC administers the local Rentable Program which provides homeless prevention and rapid re-housing assistance for eligible low-income households. CAC focuses its services on participants with incomes at or below 30% of the CMI to ensure that those with the greatest needs receive assistance. While the program serves both individuals and families, priority is placed on serving families with children. Many of the households served are in rural areas and small towns, and face barriers such as lack of reliable transportation and un/underemployment. Many of the communities served have been affected by shrinking manufacturing base, which has led to the loss of many jobs that allowed families to be self-sufficient. Additionally, the vacancy rate outside the city of Madison limits, as of the last quarter in 2016, was below 3%. CDBG funds used by the CAC homelessness prevention program in 2016 helped 30 households maintain safe, affordable housing and thereby avoid homelessness and the many problems associated with it.

Dane County also awarded \$53,000 in CDBG funds to Briarpatch Youth Services in 2016. Briarpatch is a provider of services to runaway and homeless youth and their families in Dane County. In 2016, Briarpatch opened and operated an 8-bed facility in the Town of Madison to provide temporary shelter for runaway and homeless youth ages 13-17. The facility is licensed as a group by the State of Wisconsin and provides youth with temporary shelter for up to 28 days. Dane County CDBG funds helped support this project and allowed Briarpatch to dramatically expand its services and served 48 youth in 2016.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

2016 marked the sixth year of the FSS (Family Self Sufficiency Program) administered by the Dane County Housing Authority (DCHA) to encourage participants to either become employed or increase their earning potential through education or job training. The end result is for persons to leave the assisted housing program or reduce the amount of subsidy involved with their tenancy. In addition program participants fund an escrow account with HAP savings that can be used as a down payment on a home, a vehicle, debt reduction or other financial goals at program graduation. This program is conducted in partnership with United Way and the Community Action Coalition.

DCHA in partnership with Dane County Human Services is administering a Family Unification Program, which will assist eligible families that are in jeopardy of retaining or gaining custody of their children, and for whom adequate housing is an issue. There are 50 vouchers in this program and the program is currently accepting applications.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

DCHA has submitted an application to HUD for the Rental Assistance Demonstration (RAD) program to convert units from the Public Housing program to Project Based Rental Assistance through the Section 8 program. Section 8 funding is more stable and will allow the DCHA to leverage equity in the housing for tax credit allocations for rehab.

Additionally, DCHA has increased affordable housing by acquiring units and reserving them for families at or below 60% of CMI, capping the rent at the Fair Market Rent and giving preference to Section 8 voucher participants. In late 2015, DCHA closed on 48 units in the Village of Marshall bringing this portfolio up to 98 units.

### **Actions taken to provide assistance to troubled PHAs**

None of the public housing authorities in Dane County are deemed as troubled by HUD nor are they performing poorly.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

Dane County will continue to provide public assistance funding to private sector and non-profit organizations that support the goal of increasing the supply and availability of affordable housing units as described in the Strategic Plan section of the 2015-2019 Consolidated Plan.

The final report of *Analysis of Impediments to Fair Housing Choice in Dane County (A.I.)* provides recommendations for overcoming the effects of impediments to fair housing, and includes the following recommendations: Increasing the development of affordable housing; disseminating information to surrounding jurisdictions to increase the awareness of the consequences of codes and ordinances that restrict or prevent the development of affordable housing; monitoring rental vacancy rates and, in conjunction with local developers, assist in developing affordable housing in locations that are situated in close proximity to employment concentrations, goods and services, and public transit, and; have additional efforts to provide education and outreach services to persons who have language and cultural barriers that limit their ability to obtain and maintain stable housing.

Dane County will continue to fund a sub-recipient organization to perform fair housing services that address impediments identified in the *A.I.* In 2016, the \$10,000 fair housing services contract was awarded to the Milwaukee Metropolitan Fair Housing Council (MMFHC). The methods on which the services were provided by MMFHC include Investigation and Enforcement Services; Training and Technical Assistance; and, Education and Outreach Services. For a complete description of the actions taken and services provided by MMFHC in 2016, please see the answer to the final narrative question in this section.

Applications for housing, and the resulting units, to be assisted with CDBG and HOME funds will be reviewed to assure that the housing is fully available to all residents of the community, regardless of race, color, national origin, gender, handicap, or familial status.

Dane County Department of Planning and Development will continue to staff a County Board committee called the Task Force for the Prioritized Revision of Chapter 10, Zoning, of the Dane County Code of Ordinances. The task force is systematically reviewing Dane County's Zoning Ordinance, Chapter 10 of the Dane County Code, for possible updates and amendments. The County has opted to go this limited, incremental route, as opposed to a wholesale, comprehensive rewrite of the entire ordinance. As part of their effort, the task force has established a running 'laundry list' of potential amendments, from which they periodically prioritize near-term amendments on which to work. Two amendments of note on their list include: "Allow for and promote smaller lot sizes, setbacks, road widths, zero (setback) lot lines, and other regulations that decrease housing costs, as defined in the BUILD Traditional

Neighborhood Design draft ordinance, where appropriate,” and “accommodate assisted, multi-family senior housing.” This last item has been proposed by the Dane County Towns Association and would be for assisted, multi-family senior housing in the rural, unincorporated areas of Dane County. Further information on the work of this Committee may be found at: <http://www.countyofdane.com/plandev/Chapter10.aspx>.

The Dane County Housing Authority plans to convert the 86 units of Public Housing it owns. 44 of the units will be converted to project-based rental assistance under Rental Assistance Demonstration (RAD), and the remaining units converted under Voluntary Conversion to Housing Choice Vouchers. The DCHA will continue to promote adequate and affordable housing by giving preference to families that have a rent burden (paying 50% or more of gross income for rent and utilities), displaced (according to HUD definition), and those living in substandard housing (according to HUD definition) which includes homeless. At least 40% of Public Housing residents are at or below 30% of the area medium income limit and 75% of new admitted families to the Section 8 program are at or below 30% of the area median income.

#### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The primary obstacle to meeting underserved needs is the lack of resources. This is a lack of staff resources both at the County and local level to work with communities to analyze needs and potential resources, to package potential projects for consideration, and to implement projects. There is also a lack of financial resources to bring projects to fruition.

2016 marked the second year of the Dane County Affordable Housing Development Fund (AHDF). \$2 million was awarded to four affordable rental development projects and one re-entry/ transitional housing development project in Dane County that will be used to leverage other public and private funds in order to address affordable housing concerns that continue to persist in the County.

#### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

Dane County works to reduce lead-based paint hazards through making sure housing is lead-safe and by improving the detection and treatment of lead poisoning in children.

Dane County requires, via the agreements with subrecipients, compliance with the Lead-Based Paint requirements set forth in 24 CFR Part 35. This includes meeting the requirements for notification, identification and stabilization of deteriorated paint, identification and control of lead-based paint hazards, and identification and abatement of lead-based paint hazards. The Protect Your Family From Lead in Your Home pamphlet developed by the EPA, HUD, and the U.S. Consumer Product Safety Commission is also distributed.

The Wisconsin Department of Health and Family Services maintains an on-line database registry of properties that have been certified as Lead-Free/Lead-Safe. This Wisconsin Asbestos and Lead Database Online, known as WALDO, is of housing (single-family and apartments) and child occupied facilities, such

as day care centers, that meet the lead-free or lead-safe property standards established under the State Administrative Code.

The Public Health Department of Madison and Dane County Childhood Lead Poisoning Prevention Program works at the following goals:

- Preventing exposure to lead hazards;
- Assuring that Dane County children receive blood lead screening;
- Assisting families when a child is lead poisoned;
- Analyzing lead poisoning issues in Madison and Dane County.

The Department works to prevent lead exposure by educating Dane County residents, property owners, and contractors on the hazards of lead and ways to minimize or eliminate lead hazards. This is done through one-to-one consultation and group presentations.

Lead screening is available from PHMDC Clinics for children ages 9 months to 6 years who are unable to be screened by a private medical provider. The Department also provides one-on-one consultation and group presentations upon request to local clinics and providers.

#### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

On May 23, 2013, the Dane County Board of Supervisors passed Ordinance Amendment 6 amending Chapter 15 of the Dane County Code of Ordinances and creating the 11-member Dane County Poverty Commission. As noted by County Board Chair, John Hendrick, “Addressing poverty is the most critical issue facing the County. Providing programs and initiatives to end poverty not only helps individuals reach their full potential, but also prompts community renewal and stability.” The first meeting of the Poverty Commission was August 19, 2013, and the Commission continued to meet monthly in 2016 to address the needs of poverty-level families in Dane County.

Other programs in Dane County that seek to reduce the number of poverty level families include:

- Early Childhood Initiative (ECI)
- Family Unification Program (FUP)
- Head Start
- Welfare to Work

A description of the programs listed above can be found in section SP-70 of the 2015-2019 Consolidated Plan.

#### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

Dane County, as an urban county, is well positioned to coordinate the work of public, private, and non-profit organizations through which it will carry out the Consolidated Plan and Annual Action Plan.



Dane County, specifically the Office of Economic and Workforce Development is the lead agency responsible for overseeing the development of the plan for the Dane County Urban County Consortium.

The Dane County Urban County Consortium, as of 2016, includes 56 participating municipalities representing slightly over 94% of the population outside the City of Madison. These cities, villages, and towns along with various departments in Dane County will be the major public agencies responsible for administering programs covered by the Consolidated Plan.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

In 2016, Dane County continued to participate as a member of the Home Buyers Round Table of Dane County, Inc., a non-profit member organization whose mission is to promote and educate the Dane County community about home ownership. Members include housing industry representatives that believe home ownership will increase family stability and financial security; stabilize and strengthen communities and neighborhoods; and generate jobs and stimulate economic growth.

Dane County also continued to participate in the Homeless Services Consortium on both the Funders and Service Providers groups.

The County continued to organize workgroups as needed to address different projects. One such group was pulled together to identify unmet disaster assistance needs stemming from the storms and flooding of June 5 – July 25, 2008. The group included representatives from the County Departments of Emergency Management; Human Services; Land and Water Resources; and Planning and Development; Public Works, Highway, and Transportation. Representatives worked with local municipalities to identify needs, develop work plans, determine budgets, and identify possible funding resources.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The CDBG Commission used the recommendations in the *Analysis of Impediments to Fair Housing Choice in Dane County* to develop annual funding priorities as a means to address and overcome the impediments to fair housing. Recommended actions to be taken to address fair housing discrimination and complaints include: Reviewing statistics on the resolution of fair housing complaints; conducting additional publicity efforts to alert homeowners in Dane County of the services available; and working with local lending institutions and other groups to inform and educate homeowners regarding their rights.

In 2016, Dane County contracted with the Milwaukee Metropolitan Fair Housing Council (MMFHC)/ Fair Housing Center of Greater Madison (FHCGM) to provide fair housing services. Services

provided included<sup>2</sup>:

Enforcement Program – Intake of fair housing complaints, investigative services for persons who allege housing discrimination, and referrals to attorneys and government agencies.

During 2016, the Metropolitan Milwaukee Fair Housing Council (MMFHC) conducted intake of 11 complaints of illegal housing discrimination as described in Dane County's Fair Housing Ordinance.

(Note: Due to the complex nature of illegal housing discrimination, complainants may allege discrimination based on multiple protected classes, so the number of complaints received may be less than the total number of allegations by protected characteristic.)

Of these 11 complaints, all are currently closed. All complainants received technical assistance as to their rights under federal, state, and local fair housing laws, as well as how those rights applied to their particular situation. Several complainants were asked to follow up with additional documentation or information, for instance in a case where documentation of the medical need for a reasonable accommodation or modification would be required in order to offer additional assistance, but failed to do so, despite repeated follow-up attempts by MMFHC staff. In addition, multiple complainants were also referred to additional agencies or organizations that could assist them with different aspects of their original issues, including the Wisconsin Department of Agriculture, Trade and Consumer Protection for landlord-tenant matters.

During the fourth quarter of 2016, MMFHC provided case management services to individuals, including both attorneys and complainants, on nine (9) occasions. During the entire 2016 program year, MMFHC provided case management services to individuals on a total of 39 occasions. This counseling occurred either in place of taking a complaint, prior to the closing of a complaint file, or as a precursor to an offer of assistance in filing a complaint.

These services yielded multiple benefits, particularly to individuals who are not familiar with the administrative or judicial process. First, MMFHC access to information on pleadings, briefs, conciliations, settlements, and awards, as well as legal reporting services and research studies, benefited complainants with regard to understanding the increasing complexity of the nature of housing discrimination. Second, with multiple filing options available, complainants are better able to make informed decisions regarding the options with which they are most comfortable. Third, after complaints were referred, ongoing communication was maintained with complainants who were not represented by counsel, assisting them in making more informed decisions throughout the administrative and/or legal process.

As part of the contracted activities, FHCGM conducted the following two (2) presentations during the 2016 program year. A total of 82 participants were in attendance.

On April 14, 2016, FHCGM conducted a fair housing presentation for attendees of a Home Buyer

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<sup>2</sup> Tisdale, William R., *Final Report 2016 Fair Housing Services*, dated January 11, 2017.

Education class, hosted by the Home Buyers Round Table of Dane County, an organization that is composed of a collaboration of industry representatives who promote homeownership to low and moderate income families residing in Dane County. Forty-seven (47) people were in attendance.

On September 27, 2016, FHCGM conducted a presentation for the Housing Committee of the NAACP - Dane County Branch, as well as a number of other interested members who wanted to attend the presentation. The NAACP – Dane County Branch is an organization that seeks to ensure the political, educational, social, and economic quality of rights of all persons and to eliminate race-based discrimination. Thirty-five (35) people were in attendance.

The fair housing presentations listed above covered the following topics:

- Purposes and provisions of local, state, and federal fair housing laws
- Contemporary forms of illegal discrimination in the housing market
- Red flags that may indicate the presence of illegal housing discrimination, predatory lending or mortgage rescue scams
- Remedies available to people who have experienced illegal housing discrimination
- How complaints of illegal discrimination are investigated

Presentations to housing consumers and staff who serve consumers extend the reach of fair housing information and services, and effectively increase the capacity of the host organizations to provide essential services to their clients, members, or constituents. In turn, the individuals served by these organizations are better able to understand their fair housing rights and are empowered to seek legal remedy if they experience a violation of fair housing laws.

As part of the fulfillment of this contract, FHCGM staff distributes updated outreach materials that incorporate information on federal, state and local fair housing laws and services offered through FHCGM.

During the fourth quarter of the contract year, FHCGM distributed materials to a total of four (4) organizations on three (3) occasions. During the entire 2016 program year, FHCGM distributed materials to a total of 15 organizations on 17 occasions, greatly exceeding the original goal of distributing fair housing educational materials to at least six (6) organizations on at least 12 occasions.

Organizations through which materials were disseminated included the Black Earth Public Library, the Cross Plains Public Library, the DeForest Area Community and Senior Center, the Mazomanie Public Library, the Middleton Public Library, the NAACP of Dane County, the Dane County Parent Council Early Head Start Visiting Program, and the Waunakee Village Center/Senior Center, as well as seven (7) Dane County Joining Forces for Families sites: the DeForest office (DeForest), the Middleton/Wisconsin Heights/Cross Plains office (Mazomanie), the Oregon/McFarland/Monona/Bellevue office (Oregon), the Stoughton/Cambridge/Deerfield office (Stoughton), the Sun Prairie/Marshall/Cottage Grove office (Sun

Prairie), the Verona/Mount Horeb office (Verona), and the Waunakee/Town of Dane office (Waunakee; visited twice, once in the first quarter and once in the fourth quarter of the contract period).

These outreach materials included FHCGM's *Know Your Rights* protected classes flyers, *Red Flags of Housing Discrimination* flyers, and *Laws and Remedies* brochures. Together, these items provide a comprehensive overview of fair housing issues and how victims of unlawful housing discrimination can seek assistance.

As a part of this contract, FHCGM provides direct assistance, consultation, and specific information on fair housing laws to individuals, as well as to government, business, civic, religious, educational, and professional trade groups throughout Dane County.

During the fourth quarter of 2016, one (1) instance of technical assistance was provided to a Dane County housing consumer. During the entire 2016 program year, eight (8) instances of technical assistance were provided to Dane County, its residents, and housing providers and social service agencies that conduct business in Dane County, meeting the goal for this program activity.

Technical assistance can include clarification of fair housing laws, information on legal and administrative interpretations of fair housing laws, information on the nature and extent of housing discrimination and residential segregation, demographic data, and other topics as appropriate.

MMFHC and its satellite office, FHCGM, successfully met or exceeded all requirements of this contract that were within its control during this program year. Feedback received from recipients of fair housing education services and observations made by agencies such as the U.S. Department of Housing and Urban Development indicate that there is a continuous need for fair housing education and enforcement. Support for fair housing education and enforcement should only continue to grow as the population of Dane County becomes larger and more demographically diverse.

The activities conducted under this grant ensure the provision of comprehensive fair housing services to the residents of Dane County in several ways.

For instance, through the MMFHC Enforcement Program, high-quality complaint intake, counseling, and investigative services are offered to complainants. Without this type of assistance, housing discrimination is far more likely to go undetected, and complainants' ability to achieve legal remedies is severely compromised. Furthermore, complaint intake and counseling provided under this grant inform complainants of all available options for legal remedy, assisting them in making decisions that will result in the best possible outcome for their individual circumstances.

In addition, through fair housing presentations, technical assistance, and dissemination of fair housing and lending information, Dane County residents are armed with knowledge of fair housing and lending laws, how to recognize and respond to discriminatory housing practices and how to file a housing discrimination complaint. This is a long-term benefit that will extend beyond the scope of the grant, ensuring equal housing opportunities countywide. Moreover, as a result of these activities, housing providers are made aware of the provisions of local, state and federal fair housing law and assisted in

complying with the law. In sum, the activities performed by MMFHC and its satellite, FHCGM, under the terms of this grant help create a more open, equitable housing market for all Dane County residents.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Dane County is committed to ensuring that subrecipients comply with all regulations governing their administrative, financial, and programmatic operations, as well as, achieve their performance objectives on schedule and within budget. Training of subrecipients in the rules and regulations governing the CDBG and HOME programs is an essential component. The monitoring process includes: training for subrecipients on the program rules and regulations, development of a monitoring plan, performing risk assessments to identify subrecipients that require comprehensive monitoring, development of monitoring workbooks and checklists, in-house desk audits, and on-site visits.

Subrecipients/activities were selected for on-site monitoring based on the results of the risk assessments conducted in 2016. The instrument considers the type of project, type of assistance (loan/grant), experience with CDBG/HOME programs, past performance, staff experience and turnover, and recent problems.

In 2016, 5 of 28 (18%) open activities had on-site monitoring. Please see the table attached to this question for a list of specific activities and agencies that were monitored.

The Subrecipient Monitoring Policy details the procedures that are followed. Essentially, once the risk assessment is completed and a draft monitoring plan is developed, the procedures include:

1. Contacting selected subrecipient(s) via telephone to explain the purpose of the visit and to arrange mutually convenient dates for the monitoring visit(s).
2. Finalizing the monitoring plan/schedule for the current year.
3. Sending formal notification letter 3 weeks in advance to confirm the date(s) and scope of monitoring; providing a description of information that will be reviewed; specifying the expected duration of the monitoring, which staff will be involved, the work space required, and members of the subrecipient's staff who will need to be available.
4. Reviewing in-house materials and sending survey requesting fiscal information to the subrecipient (if fiscal will be monitored).
5. Reviewing the subrecipient's file; IDIS data; and any other materials on hand to identify potential problem areas, as well as, areas of improved performance.
6. Holding an entrance conference on-site with the subrecipient's director and appropriate fiscal and program staff to establish a clear understanding of the purpose, scope, and schedule of the monitoring.
7. Documenting the information reviewed during the visit using the appropriate monitoring checklists and forms.
8. Conducting an exit conference with key representatives of the subrecipient to:

- Present preliminary results of the visit;
  - Provide an opportunity for the subrecipient to correct any misconceptions or misunderstandings;
  - Secure additional information from subrecipient staff to clarify or support their positions; and
  - For any deficiency noted for which there is agreement, to provide an opportunity for subrecipient staff to report on steps they are already taking to correct the matter.
9. Drafting the monitoring letter specifying the findings and concerns.
  10. Following up with the subrecipient to resolve any findings or concerns.

There have been some commonalities noticed in the monitoring results such as ensuring that appropriate income and rent limits are being documented in household files. This is being addressed by providing technical assistance to property management staff. Staff has also provided additional technical assistance regarding compliance with Section 504 of the Rehabilitation Act of 1973.

Another commonality noticed in the monitoring results is ensuring that appropriate income verifications are being completed and retained. This is being addressed by providing technical assistance and specific income verification forms to subrecipients and requiring them to provide this information to the appropriate CDBG Program Specialist prior to reimbursement for services.

AGENCY	ACTIVITY
Movin' Out	Mortgage Reduction Assistance and Middleton Senior Apartments
Project Home	Major Home Rehabilitation
Verona Area Needs Network	Food Pantry
UNIDOS	Domestic Violence Prevention
Latino Chamber	Economic Development & Resource Center

**Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

A Notice of Document Availability and Public Hearing was published in the March 2, 2017 edition of the Wisconsin State Journal notifying the public of the March 16, 2017 public hearing and indicating that the draft version of the Consolidated Annual Performance Evaluation Report (CAPER) would be available on the Office of Economic & Workforce Development web site beginning on March 2, 2017, as well as, with hard copies available from the Office of Economic Development at the City-County Building, Room 421, 210 Martin Luther King, Jr. Blvd., Madison, WI 53703.

A public hearing was held on March 16, 2017 to provide citizens with information regarding the program activities and accomplishments during the 2016 program year. The performance report identified for citizens the Federal funds made available to further the objectives and outcomes of the Consolidated Plan, the total amount of funds available (including estimated program income), the total amount of

funds committed during the reporting period, and the geographic distribution and location of expenditures. Information was also provided on the status of activities in 2016.

A draft of the CAPER was placed on the County web site ([cdbg.countyofdane.com](http://cdbg.countyofdane.com)) beginning on March 2, 2017 through March 16, 2017 with a spotlight section where written comments could be submitted electronically, and included contact information for County CDBG and HOME staff.

There were no comments from the public received at the March 16, 2017 public hearing.



## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

2016 was the second year of the 2015-2019 Dane County Consolidated Plan. The 2015-2019 Consolidated Plan reflects the coordinated efforts of County staff, a wide network of community stakeholders, County residents, CDBG members, and the Dane County Board of Supervisors. Through priorities outlined in the Consolidated Plan, the impact of federal funds received by the County in 2016 is maximized through a focused approach to addressing community needs and delivering services to low- and moderate-income residents. Economic Development, affordable housing, and reliable transportation options will continue to be among the top priorities for addressing housing and community development needs in Dane County in 2017.

## **CR-50 - HOME 91.520(d)**

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

*Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.*

The HOME requirements at 24 CFR 92.504(d) specify a minimum requirement that rental housing units assisted with HOME funds be inspected on the following basis based upon the number of total units in the project:

- 1-4 units must be inspected at least once every 3 years;
- 5-25 units must be inspected as least once every 2 years; and
- 26 or more units must be inspected as least once annually.

In 2016, three rental housing projects (Pheasant Ridge Apartments, Middleton Senior Apartments, & Madison & Main) were inspected by the CDBG/HOME Program Specialist. Project Home – NOAH project is charged with inspecting their units. No issues were detected during inspections.

## **Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

Dane County has adopted an Affirmative Marketing Plan for rental and homebuyer projects containing 5 or more HOME assisted housing units. Dane County's Affirmative Marketing Plan requires that all subrecipients of HOME funding submit an affirmative marketing plan that includes the following:

1. Methods for informing the public, owners, and potential tenants about Federal fair housing laws and their fair housing policy (e.g., use of commercial media, use of community contacts, use of the Equal Housing Opportunity logo or slogan in press releases, solicitations to owners, and written communication);
2. Requirements and practices each owner must adhere to in order to carry out affirmative marketing procedures and requirements;
3. Procedures to be used by owners to inform and solicit applications from persons in the housing market area who are not likely to apply for the housing without special outreach (e.g., use of community organizations, places of worship, employment centers, fair housing groups, or housing counseling agencies);
4. Addresses the items in CFR 92.351.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

In 2016 Dane County received \$132,531 in CDBG program income and \$206,643 in HOME program income. Program income on-hand is paid out to projects before entitlement funds for new and existing projects.

CDBG funds supported 43 households through affordable housing efforts in 2016. Out of the 43 households, 42 identified as being White, 1 African-American/ Black. 3 households identified themselves as Latino. 18 of the households had incomes of 0-30% AMI, 11 households 30-50% AMI, and 14 households 50-80% AMI.

HOME funds supported 12 households through affordable housing efforts in 2016. Out of the 12 households, 8 identified as being White, 1 as African-American/Black, 1 African-American/White, and 2 Asian. 5 of the households had incomes between 30-50% AMI, 4 households 50-60% AMI, and 1 household 60-80% AMI.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

In 2016, Dane County undertook the following activities to foster and maintain affordable housing:

- Provided mortgage reduction assistance to 14 first time homebuyers.
- Assisted 41 low-and-moderate-income households with major and minor home repairs through funding provided to Project Home, Inc., and Independent Living, Inc.
- Provided shelter and support services for 48 runaway and homeless youth.
- Awarded \$60,000 in HOME funds for a newly developed tenant-based rental assistance program.
- Funded a sub-recipient organization to carry-out fair housing services in the Urban County Consortium, including Investigation and Enforcement Services; Training and Technical Assistance; and, Education and Outreach Services.
- Served as one of the sponsors of the Home Buyer's Round Table: <http://homebuyersroundtable.org/>. The Home Buyers Round Table is a non-profit membership organization that is comprised of representatives from the private sector, non-profit groups and local government who share a common goal of promoting

homeownership through education. The organization focuses primarily on first time home buyers and low to moderate-income families. The Home Buyers Round Table sponsors community home buyer classes, a website filled with valuable resources, and a membership committed to meeting the needs of those interested in pursuing homeownership.

- Awarded funding for the newly enacted Affordable Housing Development Fund to four (4) affordable rental development projects and one (1) re-entry/ transitional housing development project.

## APPENDIX 1

### Dane County Urban County Consortium

There are 56 participating municipalities in the Dane County Urban County Consortium. These municipalities, shown in Map 1, include:

Town of Albion	Town of Medina
Village of Belleville	City of Middleton
Town of Berry	Town of Middleton
Town of Black Earth	City of Monona
Village of Black Earth	Town of Montrose
Town of Blooming Grove	Village of Mount Horeb
Village of Blue Mounds	Town of Oregon
Town of Blue Mounds	Village of Oregon
Town of Bristol	Town of Perry
Village of Brooklyn	Town of Pleasant Springs
Town of Burke	Town of Primrose
Village of Cambridge	Village of Rockdale
Town of Christiana	Town of Roxbury
Town of Cottage Grove	Town of Rutland
Town of Cross Plains	Village of Shorewood Hills
Village of Cross Plains	Town of Springdale
Town of Dane	Town of Springfield
Village of Dane	City of Stoughton
Town of Deerfield	City of Sun Prairie
Village of Deerfield	Town of Sun Prairie
Village of De Forest	Town of Vermont
Town of Dunkirk	City of Verona
Town of Dunn	Town of Verona
City of Fitchburg	Village of Waunakee
Town of Madison	Town of Vienna
Village of Marshall	Town of Westport
Town of Mazomanie	Town of Windsor
Village of McFarland	Town of York

*Communities not participating in the Dane County Urban County Consortium in 2016 include the City of Edgerton, Village of Cottage Grove, Village of Mazomanie, and Village of Maple Bluff.*

**Map 1: Dane County Urban County Consortium 2016**

