



# Dane County 2015-1019 Consolidated Plan

## 2019 Program Year

### Consolidated Annual Performance Evaluation Report (CAPER)

Promoting



Decent Housing



Suitable Living Environments



Economic Development

March, 2020

## **GENERAL**

The 2019 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, 2019 through December 31, 2019.

## **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 2019 (based on the Integrated Disbursement and Information System report C04PR01) included:

Item	CDBG	HOME	Total
2019 Formula Allocation	1,169,155	583,549	1,752,704
2018 Program Income	155,109	227,143	382,252
2019 Program Income	241,765	84,662	326,427
2018 Revolving Loan Income	28,119	0	28,119
2019 Revolving Loan Income	28,119	0	28,119
Total Available	1,428,818	985,157	2,517,621

In 2019, \$2,380,923 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.

2019 marked the fifth year of Dane County's Five-Year Consolidated Plan.

Highlights of 2019 included:

- Assisting 47 low- and moderate-income households with major and minor home repairs
- Training and technical assistance provided to 17 micro-enterprise businesses.
- Constructed 14 new units of affordable rental housing.
- 8 new homeowner houses for low-income families.
- 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	Source / Amount	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	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1200	2215	184.58%	500	292	58.40%
Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0				

Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Homelessness Prevention	Persons Assisted	50	88	176.00%			
Expand economic opportunities for LMI persons	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	0	0		0	0	
Expand economic opportunities for LMI persons	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	80	53	66.25%	5	1	20.00%
Expand economic opportunities for LMI persons	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	60	116	193.33%	17	17	100.00%
Improve public facilities/develop infrastructure	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6000	7131	118.85%	160	0	0.00%
Improve public facilities/develop infrastructure	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	367				
Improve public facilities/develop infrastructure	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	10	5	50.00%			

Increase access to affordable quality housing	Affordable Housing	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing Unit	15	23	153.33%	11	14	127.27%
Increase access to affordable quality housing	Affordable Housing	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	12	0	0.00%			
Increase access to affordable quality housing	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	12	31	258.33%	0	8	
Increase access to affordable quality housing	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	160	178	111.25%	52	47	90.38%
Increase access to affordable quality housing	Affordable Housing	CDBG: \$ / HOME: \$	Direct Financial Assistance to Homebuyers	Households Assisted	60	43	71.67%	21	0	0.00%
Increase access to affordable quality housing	Affordable Housing	CDBG: \$ / HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0				
Urgent Need Response to Natural Disasters	Non-Housing Community Development Urgent Need	CDBG: \$	Buildings Demolished	Buildings	0	1				

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 IDIS Expenditure Report PR-23, 39.42% of all CDBG funds expended in 2019 were for Housing assistance activities; 27.29% on Public Facilities; 6.84% on Economic Development; 15.79% on Program Planning and Administration; and 10.65% on Public Services. The unspent 5% set aside for disaster assistance activities 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 2019 program year includes expenditures of open projects from prior year Action Plans.



## 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	208	19
Black or African American	92	10
Asian	5	4
American Indian or American Native	2	0
Native Hawaiian or Other Pacific Islander	0	0
<b>Total</b>	<b>307</b>	<b>33</b>
Hispanic	118	5
Not Hispanic	189	28

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

### Narrative

The County continues its efforts to promote the CDBG program to the most underserved populations in Dane County, and has seen an upward trend in assistance to underserved populations over the course of the five-year Consolidated Plan.

Persons who were considered African-American/ Black represented 30.0% of the persons who received CDBG assistance and 30.3% of the persons who received HOME assistance in 2019. 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 (source: ACS 5-year estimates 2010-2014).

38.43% of persons receiving CDBG assistance and 15.15% of persons receiving HOME assistance in 2019 identified as being Hispanic. The increase in assistance to Hispanic and African-American/Black persons reflects the County's ongoing efforts to market and promote the CDBG program to the most underserved populations in Dane County. According to American Community Survey 5-year Estimates 2010-2014, the African-American population in Dane County has the highest poverty rate, followed by the Hispanic population.

## 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	1,249,212	1,795,733
HOME	public - federal	1,472,355	558,684

Table 3 - Resources Made Available

### Narrative

The amount of CDBG and HOME resources made available includes the 2019 entitlement allocations and 2019 program income received.

The amount expended during the program year 2019 includes expenditures of open projects from prior year Annual Action Plans.

In 2019, 97.02% of the CDBG funds were expended to directly benefit low- and moderate-income residents in the Dane County Urban County Consortium. Federal requirements mandate that at least 70% of CDBG funds be expended to benefit low- and moderate-income persons.

### 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
TOWN OF MADISON, WI			

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 2019 included:

### **Boys and Girls Club of Dane County**

The Boys and Girls Club of Dane County received \$450,000 in CDBG funds for a new youth center in a high new and rapidly growing area in the City of Sun Prairie. The total cost of the project was \$1,100,000, with the additional funds leveraged from the City of Sun Prairie; Sun Prairie Business Community capital fundraiser; Sun Prairie Bike Ride Teams fundraiser; and the First Business Bank.

### **Madison Black Chamber of Commerce**

The Madison Black Chamber of Commerce (MBCC) received \$40,000 in CDBG funds for the development of a Black Economic Business Center- a business location offering a variety of services for member businesses. The total cost of the project was \$90,000, with the additional funds leveraged from grants from the City of Madison and State of Wisconsin; Black Business Award fundraising event; corporate partners and sponsors; and member supporters.

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	1,889,849
2. Match contributed during current Federal fiscal year	31,815
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	1,921,664
4. Match liability for current Federal fiscal year	205,922
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	1,715,741

**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 #839	12/19/2019	37,815	0	0	0	0	0	0

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 \$
455,333	84,662	109,657	0	430,339

Table 7 – Program Income

**Minority Business Enterprises and Women Business Enterprises** – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period

	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
<b>Sub-Contracts</b>						
Number	39	0	0	1	3	35
Dollar Amount	7,239,815	0	0	127,950	705,279	6,406,586
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	0	0	0			
Number	0	0	0			
<b>Sub-Contracts</b>						
Number	38	3	35			
Dollar Amount	7,239,815	915,944	6,323,871			

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

**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

	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

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

**Relocation and Real Property Acquisition** – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

Parcels Acquired		0	0			
Businesses Displaced		0	0			
Nonprofit Organizations Displaced		0	0			
Households Temporarily Relocated, not Displaced		0	0			
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**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	84	71
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>84</b>	<b>71</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	11	14
Number of households supported through Rehab of Existing Units	52	47
Number of households supported through Acquisition of Existing Units	21	10
<b>Total</b>	<b>84</b>	<b>71</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. In 2018, Dane County awarded HOME funds to two affordable, multi-family projects. Construction of these rental development projects were underway in 2019 and units in these projects are expected to become available in early 2020. Dane County also awarded HOME funds to an organization to carry out a tenant-based rental assistance program;



however, the organization was unable to move forward with the project due to staffing concerns and the funds will be reallocated to eligible HOME projects in 2019.

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 and in 2017, Dane County awarded HOME funds to support a new tenant-based rental assistance program. Ultimately the subrecipient agency CAC was unable to move forward with the project due to unexpected staff turnover, and the funds will be reallocated to eligible HOME projects in 2019. 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.

Two vendors submitted proposals to carry out a TBRA program in 2020, and Dane County awarded one of the vendors with CDBG funding to carry-out the program.

**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 Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	29	0
Low-income	25	33
Moderate-income	17	0
<b>Total</b>	<b>71</b>	<b>33</b>

**Table 13 – Number of Households Served**

**Narrative Information**

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. The Dane County Housing Initiative (DCHI) was established in 2015 as a public-private partnership of elected officials, financial institutions, housing developers, and non-profit housing agencies to support and promote affordable and accessible housing in Dane County. Each year, DCHI hosts a Housing Summit to educate community officials and provide resources for residents.

## **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 2019 Dane County awarded \$36,000 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 2018 helped 30 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 2019 Dane County awarded \$36,000 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 2019 helped 30 households maintain safe, affordable housing and thereby avoid homelessness and the many problems associated with it.

In 2019 Dane County awarded \$10,000 in CDBG funds to Sunshine Place to administer the Bed Lady

Program. The assistance provided allowed Sunshine Place to provide beds for homeless children. 120 unduplicated previously homeless children were no longer sleeping on floors in 2019 due to the assistance from Dane County CDBG.

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

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

2018 marked the eighth 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 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 administers a small Home Ownership program that allows Section 8 Housing Choice Voucher holders to use their housing assistance to pay for a mortgage instead of rent. DCHA has historically capped participation at 11 households because of increased costs of homeownership as compared to rental and the current underfunding of the Section 8 program.

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.

In 2017 DCHA preserved 54 units of USDA Rural Development housing in Verona, Deforest and Stoughton. The units were slated to be removed from the RD program and taken to market rate. DCHA's acquisition guaranteed the units would remain affordable for at least 30 more years and delivered \$2.8 million in rehabilitation. The units are set aside for elderly or disabled residents at or below 50% of AMI.

### **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.

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 will continue to fund a sub-recipient organization to perform fair housing services that address impediments identified in the A.I. In 2019, 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 2019, please see the answer to the final narrative question in this section.

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.

The Dane County Housing Authority plans to convert the 86 units of Public Housing it owns under Rental Assistance Demonstration (RAD). 44 of the units will be converted to project-based rental assistance and the remaining units converted to Project Based Section 8 Vouchers to be used at a future development. 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 80% 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.

2019 marked the third 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 2019, 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 2019, 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 considers the recommendations from the Fair Housing Equity Analysis (AI) 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 2019, 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:

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

Training and Technical Assistance - MMFHC will make available, on a case-by-case basis, reasonable technical assistance on at least 8 occasions to Dane County residents, including housing providers and social service agencies that conduct business in the County.

Education and Outreach Services - MMFHC will conduct a minimum of two fair housing presentations, which will include information regarding all protected classes in the Dane County Fair Housing Ordinance, to housing consumer groups, social service agencies, community-based organizations, civic, neighborhood or religious groups or other organizations, 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.

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 2019. 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.

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 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.

### **2019 Monitored Activities**

In 2019, 4 of 28 (15%) open activities had on-site monitoring. Please see below for a list of monitored activities and commonalities noticed in the monitoring results. 1. Community Action Coalition/ Housing Resource and Referral program 2. North Eastside Senior Coalition/ LASSO (Latino & African American Seniors Stepping Out) program 3. (Housing 1) 4. (Housing 2) 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 sub-recipients and requiring them to provide the information to the appropriate CDBG Program Specialist prior to reimbursement for services.

### **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.**

Dane County provides citizens with reasonable notice and opportunity to comment on performance reports, including minorities, non-English speaking persons, and persons with disabilities, in a variety of ways including the following:

- All meetings publically noticed and open to the public.
- 3 Public Hearings each year: 1) Review and feedback of CAPER, 2) Solicit input on priorities for upcoming funding cycle, and 3) Feedback and input on funding recommendations prior to Commission approval projects.
- Notice of Public Hearings and document availability of draft reports prior to submission to HUD posted in local newspaper, posted on website, and emailed to outreach lists.

- Meetings held in handicapped accessible locations.
- Meeting locations change throughout the year to various locations around the Urban County Consortium.
- Noted on all meeting agendas is the name and phone number of the person to contact if anyone from the public needs an interpreter, translator, materials in alternate formats, or other accommodations to access the meeting, service, activity, or program.
- Applications for housing, and the resulting units, to be assisted with CDBG and HOME funds are 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.

A Notice of Document Availability and Public Hearing was published in the February 23, 2020 edition of the Wisconsin State Journal notifying the public of the March 24, 2019 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 February 24, 2019, 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 24, 2020 to provide citizens with information regarding the program activities and accomplishments during the 2019 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 2019.

Due to the emerging nature of the COVID-19, the March 24 Public Hearing was conducted remotely. Comments on the 2019 were accepted electronically through the comments section of the Dane County CDBG website ([cdbg.countyofdane.com/comments](http://cdbg.countyofdane.com/comments)), and during the virtual hearing on March 24.

**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.**

There have been no changes in the jurisdiction’s program objectives. County priorities reflect the coordinated efforts of County staff, a wide network of community stakeholders, County residents, CDBG members, and the Dane County Board of Supervisors. All projects and funded activities align with the goals of the Consolidated Plan.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## **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 2019...

### **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 2019, Dane County received \$241,765.43 in CDBG program income and \$84,662.34 in HOME program income. Program income on-hand is paid out to projects before entitlement funds for new and existing projects.

CDBG funds supported 96 households through affordable housing efforts in 2019. Out of the 96 households, 86 identified as being White, 5 as African-American/Black, 4 as Asian, and 1 as Asian & White. 8 households identified themselves as Hispanic.

HOME funds supported 33 households through affordable housing efforts in 2019. Out of the 33 households, 19 identified as being white; 10 as Black/African-American; and 4 as Asian. 5 households identified themselves as Latino.

**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 2019, Dane County undertook the following activities to foster and maintain affordable housing:

- Provided mortgage reduction assistance to 10 first-time homebuyers.
- Assisted 47 low-and-moderate-income households with major and minor home repairs.
- Construction of 14 new rental units for low-income families.
- Provided housing counseling to 389 participants and their families.
- 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 Affordable Housing Development Fund to six (6) affordable rental development projects.

## APPENDIX 1

### Dane County Urban County Consortium

*(As of Jan. 1 2019)*

There are 56 participating municipalities in the Dane County Urban County Consortium. These municipalities 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
Town of Dunkirk	Town of Vermont
Town of Dunn	City of Verona
City of Fitchburg	Town of Verona
Town of Madison	Village of Waunakee
Village of Marshall	Town of Vienna
Town of Mazomanie	Town of Westport
Village of Mazomanie	Village of Windsor
Village of McFarland	Town of York

Municipalities not participating in the Urban Consortium:

- City of Edgerton
- Village of Cottage Grove
- Village of Deforest
- Village of Maple Bluff