



2020 - 2024

DANE COUNTY

CONSOLIDATED ANNUAL
PERFORMANCE &
EVALUATION REPORT
YEAR 5: 2024

Acknowledgements

County Executive

Melissa Agard

Dane County Human Services

Astra Iheukumere, Interim Director

CDBG Commission Members

Taylor Brown, Chair

Jeremiah DeGollon, Vice Chair

Godwin Amegashie

Supervisor Michael Engelberger

Supervisor Jeff Glazer

Ron Johnson

Kathy Kamp

Martin Lackey

Teresita Torrence

Much gratitude to former Commission Members: Supervisor Maureen McCarville , Supervisor Dave Ripp

Staff

Casey Becker, Division Administrator

Joanna Cervantes, HAA Human Services Manager

Cindy Grady, CDBG/RLF Administrative Specialist

Michelle Bozeman, Economic Development Program Specialist

Caleb Odorfer, CDBG/HOME Program Specialist

Pedro Ruiz, CDBG Program Specialist

In Memoriam Sarah Riley, CDBG & Housing Clerk



DANE COUNTY HUMAN SERVICES
**HOUSING ACCESS
AND AFFORDABILITY**

210 Martin Luther King Jr. Blvd, RM 421
Madison, WI 53703
cdbg@danecounty.gov
www.cdbg.danecounty.gov

Executive Summary

Overview

The 2024 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.

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, 2024 through December 31, 2024.

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

In 2024, \$1,109,080 in CDBG and \$539,621 in HOME Formula Grants were allocated by HUD to Dane County, for a total of \$1,648,701. The CDBG Commission made recommendations to the County Board and County Executive for the allocations of those funds and any remaining funds from the prior year. Other resources available included program income from loans.

Highlights

- 1,077 Families were assisted with CDBG and HOME funds (a 50% increase from 2023)
- 163 Businesses assisted (a 29% increase from 2023)
- 31 Jobs created or retained
- 22 Households provided with affordable housing units
- 38 Households supported through home rehabilitation or acquisition
- 733 Individuals were served from the Public Services project area.

Consolidated Plan

2024 was the final year of the 2020-2024 CDBG/HOME Consolidated Plan. Dane County met or exceeded the goals in the strategic plan in the categories of Public Services, Expanding Economic Opportunities for LMI persons (jobs created/retained and businesses assisted), Rental Units Constructed, Homeowner Housing Added, and Mortgage Assistance. Although Dane County performs extensive outreach during the RFP and application process, some project area goals were not met either due to lack of agencies applying for specific grant funds, or unexpected costs and burdens that delay construction/rehabilitation costs.

Dane County is actively gathering citizen input and needs in order to inform the priorities and goals for the 2025-2029 Consolidated Plan, and will identify goals and project areas that best address the needs of our communities.

2024 Consolidated Performance & Evaluation Report (CAPER)

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.

The 2024 Consolidated Annual Performance and Evaluation Report (CAPER) is an evaluation of Dane County's accomplishments and progress towards meeting its housing and community development project goals, as stated in its 2024 Annual Action Plan and 2020-2024 five-year Consolidated Plan. As a recipient of federal funding from the U.S. Department of Housing and Urban Development (HUD), Dane County's Housing Access and Affordability Division is charged with preparing the CAPER in accordance with HUD funding reporting requirements. In addition, the Dane County Executive has made housing a priority, increasing additional resources and financial support.

In this section of the report, we highlight the activity of the County's housing and community development programs funded in 2024 with federal and local funding. Most of the goals identified in the Consolidated Plan were met, with the exception of some projects within "Increasing Access to Affordable Quality Housing" due to limited resources, few applicants applying for funds, and other barriers. However, the Dane County CDBG/HOME team continues to focus on priority areas of public services, mortgage assistance, home rehabilitation, economic development, and working with other Dane County agencies to increase affordable housing units.

Achievements included:

- 1,077 Families were assisted with CDBG and HOME funds (a 50% increase from 2023)
- 163 Businesses assisted (a 29% increase from 2023)
- 31 Jobs created or retained
- 22 Households provided with affordable housing units
- 38 Households supported through home rehabilitation or acquisition

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: \$184,492 / CDBG-CV: \$241,685	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1200	2,000	166.66%	565	733	129.73%
Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$ / CDBG-CV:	Homeless Person Overnight Shelter	Persons Assisted	0	0	0.00%	0	0	0.00%
Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$ / CDBG-CV:	Homelessness Prevention	Persons Assisted	50	0	0.00%	0	0	0.00%

Expand economic opportunities for LMI persons	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	0	0	0.00%	0	0	0.00%
Expand economic opportunities for LMI persons	Non-Housing Community Development	CDBG: \$395,000	Jobs created/retained	Jobs	80	202	252.50%	85	31	36.47%
Expand economic opportunities for LMI persons	Non-Housing Community Development	CDBG: \$395,000	Businesses assisted	Businesses Assisted	60	384	640%	115	163	141.73%
Improve public facilities/develop infrastructure	Non-Housing Community Development	CDBG: \$25,123	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6000	484	8.06%	220	139	63.18%
Improve public facilities/develop infrastructure	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	5	1	20.00%	0.00%	0	0.00%
Increase access to affordable quality housing	Affordable Housing	CDBG: \$0.00 / HOME: \$400,000.00	Rental units constructed	Household Housing Unit	15	20	133.33%	6	6	100.00%
Increase access to affordable quality housing	Affordable Housing	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	12	0	0.00%	0	0	0.00%

Increase access to affordable quality housing	Affordable Housing	CDBG: \$/ HOME: \$150,000.00	Homeowner Housing Added	Household Housing Unit	12	12	100.00%	3	8	266.67%
Increase access to affordable quality housing	Affordable Housing	CDBG: \$153,064 / HOME: \$87,845	Homeowner Housing Rehabilitated	Household Housing Unit	160	159	99.37%	15	40	266.67%
Increase access to affordable quality housing	Affordable Housing	CDBG: \$195,000 / HOME: \$15,000.00	Direct Financial Assistance to Homebuyers	Households Assisted	60	67	111.66%	6	15	250.00%
Increase access to affordable quality housing	Affordable Housing	CDBG: \$ / HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	25	6	24.00%	0	0	
Increase access to affordable quality housing	Affordable Housing	CDBG: \$ / HOME: \$	Housing for Homeless added	Household Housing Unit	0	7		0	7	

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 with corresponding percentages include: Housing (25%); Economic Development (25%); Planning and Administration (20%); Public Services (15%); Public Facilities (10%); and Disaster Assistance (5% set-aside per fiscal year).

Based on Table 1, Dane County has met several of the goals for the 5-year plan. Public Services and Economic Assistance categories have exceeded the expected outcomes. CDBG/HOME did not specifically fund Homeless Prevention projects; however, the Dane County Housing Stability Unit, along with other County partners, provided funding and services to persons/families at risk of homelessness.

There were a few delays in completing several of the benchmarks for housing rehabilitation and direct financial assistance to homebuyers due to unforeseen circumstances regarding loan and home offer approvals, rising materials costs, staffing capacity, contractor availability, etc. However, the Dane County CDBG team has provided additional technical assistance to the agencies awarded these funds in 2024, and expects completion on some projects in 2025.

There were not as many Public Facilities and Infrastructure applications as we had expected; as often times municipalities fund these projects from their own revenue or budget sources. The CDBG/HOME team continues to do outreach to municipalities, food pantries, and community centers to increase awareness about this funding source and to encourage applications for funding.

Dane County received an application for the Urgent Need Category in 2024. The Town of Medina experienced a devastating tornado, and as a result, there was damage to the town's salt shed. The shed is used to store the town's road salt, which is applied to the roads during the winter months. Repairs were determined to be an urgent need, because without proper storage of the salt, it would be damaged and would be detrimental to the community's safety because of the icy, snowy roads in this rural area. Their contract to receive the funds is pending.

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	623	5
Black or African American	215	6
Asian	11	1
American Indian or American Native	11	0
Native Hawaiian or Other Pacific Islander	7	1
Total	867	13
Hispanic	494	1
Not Hispanic	570	12

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

Narrative

Dane County continues its efforts to promote the Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME) 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.

For CDBG, an additional 193 individuals received Public Services and an additional 4 households benefited from economic assistance (197 total), but either identified as other / multi-racial. These numbers are not included in the CR-10 as generated by IDIS. The total number of CDBG beneficiaries is 1,064.

CDBG and HOME funds supported 1,077 households through affordable housing and community development efforts in 2024. The overall number of families assisted with CDBG *and* HOME funds increased from 2023 to a combined total of 1,077 in 2024. Of those served, 45.9%% identified as being Hispanic and 54.1% as Non-Hispanic. Out of the 1,077 households, 58.3% identified as being White, 20.5% identified as being Black or African-American, 1.1% Asian, 1.1% American Indian or American Native, 0.1% Native Hawaiian or Other Pacific Islander, and 18.3% identified their race as Other or Multi-Racial.

Lastly, additional outreach to municipalities and service providers increased in 2024 to expand outreach to more low- to moderate-income families, particularly to those populations that are underserved or that speak other languages.

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	1,229,949	1,543,300.62
HOME	public - federal	787,750	689,846.13
Other	public - federal	241,685	495,082.72

Table 3 - Resources Made Available

Narrative

The amount of CDBG and HOME resources made available as listed in Table 3 includes the 2024 entitlement allocations, program income received, and unexpended funds from previous years. The amount of funds expended during the program year 2024 was captured from the IDIS Program Reports 23 and 26 (PR23, PR26), and HOME grant information in IDIS; and includes prior years obligation paid in 2024. The other funds expended in 2024 includes expenditures from the one-time CDBG-CV allocation Dane County received in 2021. In 2024, 100% of the CDBG activity delivery costs 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 Jurisdictions

Table 4 – Identify the geographic distribution and location of investments**Narrative**

There were 56 participating municipalities in the Dane County Urban County Consortium during the program year. For a list of participating municipalities, please see Appendix 1. In 2024, our CDBG/HOME team continued to make significant outreach efforts to municipalities in order to provide funding opportunity updates and increase awareness of CDBG and HOME activities and programs. Ten meetings with municipalities were held with municipalities, plus one engagement meeting/focus group as part of the consultation process of the 2025-2029 Consolidated Plan.

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 of CDBG programs.

Examples of leveraging CDBG-funded projects include:

- **Badger Prairie Needs Network (BPNN):** To support the Public Facilities project, BPNN leveraged CDBG funds with \$23,000 from EPIC, \$30,000 Alliant Energy Foundation, \$300,000 from Roots and Wings Foundation, \$20,000 from City of Verona and \$15,000 from City of Fitchburg.
- **Latino Academy of Workforce Development (LAWD):** LAWD operates on a diverse funding strategy that includes local, state and federal grants, private philanthropy, donations, sponsorships and tuition fees. The successful GED and adult education programs are sustained by funds from Madison College, CDBG Dane County and the United Way of Dane County. Our manufacturing and logistics program is supported by a Fast Forward grant from the State of Wisconsin. The City of Madison provides program and student services funding support. Additionally many of the Workforce Tracks are supported by the City of Madison, CDBG Dane County, Fast Forward State of Wisconsin, Hispanic Federation, City of Fitchburg and the Department of Administration. LAWD applied for and were awarded \$2,000,000 in Congressionally Directed Spending through Senator Tammy Baldwin in late 2022. This funding contributes to the \$10M budget for the new Regional Transportation Training Center, which will serve aspiring transportation industry business owners in the UCC areas..
- **Omega School:** To support the Public Service project, Omega leveraged CDBG funds with Stoughton Area Community Foundation 4,000.00, Private Foundations 7,000.00, Local Businesses 3,000.00, Churches and individuals 7,500.00 and Fund-Raising 1,000.00 for atotal of \$22,500

Leveraging of HOME-funded projects subject to the HOME Match requirement are detailed in the tables below. All applicants for Dane County HOME funding must provide a description of other sources of funds received or expected to be received from outside sources, and why the proposed project could not move forward but-for the use of HOME funds from Dane County. Applications for HOME funding are scored in part from the applicant efforts to fundraise and leverage additional funding from outside sources.

An example of how Dane County HOME funds were leveraged with non-federal sources in 2024 included:

- **Habitat for Humanity of Dane County:** Leveraged the federal HOME dollars awarded under the homebuyer assistance program to provide 10 - 0% interest loans to low- and- moderate income households. As a result, in FY 2023, there was a total of match contributed at \$716,868.00.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$3,593,658.69
2. Match contributed during current Federal fiscal year	\$716,868.00
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$4,310,526.69
4. Match liability for current Federal fiscal year	\$179,876.72
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$4,130,649.97

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)	Foreign Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
1010	12/22/2023	\$85,469.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85,469.63
1028	3/28/2024	\$118,245.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$118,245.06
1042	5/9/2024	\$97,549.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$97,549.20
1046	6/19/2024	\$84,430.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84,430.37
1047	6/19/2024	\$61,522.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,522.02
1048	6/19/2024	\$85,027.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85,027.83
1049	6/27/2024	\$78,996.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$78,996.90
1050	6/27/2024	\$105,626.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105,626.99

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 begin-ning 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 \$
\$94,857.50	\$112,463.312	\$134,842.91	\$0.00	\$72,207.90

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	
Contracts						
Number	7	0	0	0	0	7
Dollar Amount	\$623,836.00	\$0.00	\$0.00	\$0.00	\$0.00	\$623,836.00
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total	Women Business Enterprises	Male			
Contracts						
Number	7	0	7			
Dollar Amount	\$623,836.00	\$0.00	\$623,836.00			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	\$0.00	\$0.00	\$0.00			

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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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	24	22
Number of Special-Needs households to be provided affordable housing units	0	0
Total	24	22

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	6	7
Number of households supported through Rehab of Existing Units	15	16
Number of households supported through Acquisition of Existing Units	9	15
Total	30	38

Table 12 – Number of Households Supported

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

The County recognizes access to affordable housing as a major concern and has listed this as a high priority area for CDBG and HOME funds. In 2024, Dane County awarded CDBG and HOME funds to an organization to promote home ownership for first-time homebuyers of low- to moderate-income; and funds also supported organizations to assist with owner-occupied home rehabilitation projects.

While Dane County was able to meet or exceed the goals, implementation of Radon testing and mitigation is a barrier for grantees. The process for Radon testing can be lengthy. For housing rehabilitation and repair activities, the additional time required for the testing can be a constraint for projects that require immediate repairs.

Discuss how these outcomes will impact future annual action plans.

Dane County will continue to revise and modify the Request for Proposal processes in order to encourage more agencies to apply for funding. We will also look at priority areas and where the potential gaps in funding exist. In addition, CDBG/HOME staff will more closely support and monitor funded agencies in order to ensure that timely reporting and spending occurs. By examining labor/material costs, challenges in staffing, and construction delays, we can also help agencies adjust their timelines and budgets. New federal regulations such as Build America Buy America (BABA), radon requirements, and NSPIRE, may also financially impact the programs and cause delays.

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.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	609	0
Low-income	308	2
Moderate-income	152	11
Total	1069	13

Table 13 – Number of Households Served

Narrative Information

CDBG/HOME-funded agencies are doing more outreach to extremely low-income, low-income, and moderate-income families so they are aware of the services provided through these grants. Some agencies have hosted webinars, workshops in libraries, and online trainings/presentations. Dane County's Housing Stability Unit is in the same division as CDBG/HOME, and therefore we have been able to build a stronger partnership for resources, information and referrals. We are also planning joint outreach efforts again in 2025. The CDBG/HOME unit also has a strong collaboration with the Dane County Housing Authority and the City of Madison, where we share information and engage in joint projects that serve low- to moderate-income families.

In early 2024, as Dane County was preparing to release the CDBG/HOME RFPs, the team did additional outreach to existing grant recipients and other municipalities to build awareness on eligibility and allowable activities of the grants, so they could share information with their communities. We also hosted in-person RFP meetings prior to the release, to prepare agencies for the application process and answer questions from the public.

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, low vacancy rate, and increasing housing costs in the market. The Dane County Continuum of Care (CoC) also known as the Homeless Services Consortium (HSC) serves as the local decision-making body for federally funded homeless assistance programs, is comprised of a number of active committees, and operates an extensive network of partner agencies working together to prevent and end homelessness. The HSC manages Dane County's Point-in-Time Count of Homelessness (PIT), which provides a snapshot of people who are experiencing literal homelessness (living on the streets or in shelter) on a given night in the community, which is conducted in January each year. These reports, as well as, information on partner agencies and services available to help address the needs of individuals experiencing homelessness, are available on the HSC website at <https://www.danecountyhomeless.org/>.

The Coordinated Entry list is one way our community measures homelessness. [Coordinated Entry](#) is a process developed by the local homeless system of care to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred and connected to housing and assistance based on their strengths and needs. Individuals identified must be sleeping in emergency shelter, outside, or in a vehicle and have experienced long-term homelessness. Street outreach programs act as mobile hubs for Coordinated Entry to connect people to housing opportunities as quickly as possible. The HSC has recently taken steps to strength outreach services by increasing coordination, collaboration and meeting regularly. Once assessed, the household is prioritized based on vulnerability assessment and placed on the Coordinated Entry List. Currently, the tool utilized in Dane County to identify and prioritize those individuals is called the VI-SPDAT or the Vulnerability Index Service Prioritization Decision Assistance Tool; however, the CoC is planning to transition to a new assessment in the near future.

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. However, the local community does receive funding through the City of Madison to do similar programming. 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 (ESP)**
Domestic Abuse Intervention Services; Porchlight - Men's Drop-In Shelter and Safe Haven; The Road Home - Family Shelter; The Salvation Army - Single Women shelter, Family Shelter & Warming shelter, and Motel vouchers; Youth Services of Southern Wisconsin - Volunteer host homes; and YWCA Family Shelter.
- **Transitional Housing Program (THP)**
DAIS – Empower Home; Porchlight – Veterans THP (Spring Street), Safe Haven SRO; The Salvation Army - Holly House; Society of St. Vincent de Paul; Tellurian - Community Based Residential Facility (CBRF); and YWCA – Third Street.
- **Rapid Re-Housing (RRH)**
Community Action Coalition – RRH & Supportive Services for Veteran Families (SSVF); Focus Counseling - RRH & TBRA; The Road Home – Building Futures, The Heart Room, and RISE; The Salvation Army – RISE, DAWNS, and Hearts of Hope (DV); United Way Partnership – YWCA Family Housing Stability Program.
- **Permanent Supportive Housing (PSH)**
DCDHS Rental Assistance and Supportive Services, Housing Initiatives Permanent Housing for Chronically Homeless, Porchlight HOSTS and Housing First Leasing; Tellurian – Willy Street SRO, PHP (Permanent Housing Program) Consolidation; YWCA – SROs for women (Mifflin St).
- **Other Permanent Housing (OPH)**
Housing Initiatives scattered sites (Britta, Calypso, Dayton, Las Casitas, Stonebridge); Porchlight Brooks Street, Truax and scattered sites; The Road Home Foundations and Housing & Hope, Housing Stabilization, Moving Up, Ace Apartment, The Breese Apartments, Tailor Place Apartments, Fair Oaks Apartments, and Mainstream Voucher Program (MVP) Section 8 subsidy vouchers.

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

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, low vacancy rate, and increasing housing costs in the market. In 2022, 6,006 households received diversion services, financial assistance, legal support or other services to help them avoid homelessness. This number decreased to 4,020 households served in 2023. The decrease was due to less funding available for rental

assistance through the US Treasury. We expect 2024 numbers to be similar. 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).

The Dane County Fair Chance Housing Fund (FCHF) was established in 2023, and has dedicated \$4 million to produce units for this project. The purpose of the FCHF is to expand affordable housing options for households in which at least one individual has been criminal justice involved; meaning a household member has been formerly incarcerated or currently under probation, parole, or extended supervision. In addition, the 2024 GPR budget dedicated up to \$217,500 in operating funds for an applicant or applicant's agency partner to provide supportive services for tenants across all awarded projects. Services should be focused on reentry to the community from incarceration, including building economic and housing stability with eligible tenants.

In 2024 the first RFP was released and 5 project applications were reviewed. One project was awarded funds for acquisition and rehabilitation of a four plex in the City of Madison. That project closed in early February 2025, with lease up anticipated later this year.

The RFP project preferences were as follows:

1. Projects that serve individuals who have recently been released from incarceration (in the last 90 days) and require a fixed and permanent residence to help the individual meet the terms of their parole and reduce the likelihood of recidivism.
2. Projects that serve individuals with criminal justice system involvement who are also experiencing homelessness

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

The Dane County Homeless Services Consortium (HSC) provides information, support, resources and data that assist homeless individuals and families in finding and transitioning to housing. In addition, the organizations list previously help to provide shelter, transitional housing, and rapid re-entry to housing for homeless persons. The Dane County HSC, in partnership with the Tenant Resource Center (TRC), uses a Coordinated Entry approach to help prevent homelessness for persons that are housing instable. Specifically, the County's Eviction Prevention Coordinated Entry Program is operated by the (TRC) and offers both walk-in, email, and telephone assistance. Eviction Prevention Coordinated Entry (CE) is the

first point of access that people should contact if they have received a notice to vacate and are at risk of being evicted from their home. Through this intake system, Eviction Prevention CE staff will determine eligibility for assistance from several participating organizations and uses an assessment tool to determine vulnerability. If a person qualifies for eviction prevention services, this intake system allows those at risk of homelessness to access assistance which is coordinated from several different sources. Eviction Prevention CE services may include financial assistance, information about tenants' rights, mediation, referrals to an attorney who specialized in housing law, and short-term housing case management. TRC also leads the Eviction Diversion and Defense Partnership (EDDP), which aims to improve housing stability for Dane County tenants by providing housing support, housing counseling, court navigation, mediation services, and rental assistance. They also refer eligible tenants whose housing stability is at risk to partner attorneys who provide legal representation at no cost to tenants.

The Dane County Affordable Housing Development Fund (AHDF) was established in 2015. The purpose of the AHDF is to encourage the development of affordable housing throughout Dane County by using the fund as a means to leverage additional resources from project partners.

Since its inception in 2015, the AHDF has awarded over fifty-six million dollars to more than 38 projects, and supported the creation of 2922 affordable units in Dane County. The 2025 Dane County Capital Budget includes \$20 million in the Affordable Housing Development Fund.

In 2024, more than \$16 million will in county funds were awarded to 8 affordable housing projects that will create 444 new affordable housing units; 272 of the new units will be in the City of Madison, and 172 of the units will be located outside the City of Madison in the urban county consortium.

The list of Transitional Housing Programs (THP), Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), and Permanent Housing (PH) is mentioned in the prior question.

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

Actions taken to address the needs of public housing

The Dane County Housing Authority (WI214) owns 136 units of housing throughout Dane County. A total of 102 units are public housing units. 86 of those units (25-1 bedroom, 21-2 bedroom, 40-3 bedroom) are funded by the Department of Housing and Urban Development through its Low Rent Public Housing Program. The remaining 36 units are market rate unit that give preference to Section 8 Housing Choice Voucher participants. There are an addition 16 elderly-units that are HUD Project Based Section 8 Rental Assistance funds.

Throughout 2024, DCHA has been pulling applicants from the HCV waiting list who are eligible to receive a Mainstream Voucher. To be Mainstream eligible the head of the household must be 18-61 years old and have a diagnosed disability. DCHA has funding that Mainstream Voucher holders can use during lease up.

These fees include a \$500 landlord incentive fee along with various fees for the voucher holder to use. See the attached letters that outline the reasons the funding can be utilized.

In addition, DCHA received a subsequent award of special administrative funding that was used to help these voucher holders secure housing. One of the eligible uses that DCHA established was a \$500 incentive fee paid directly to the landlord for each family with a new Mainstream voucher that they lease to. This one-time payment is was a no strings attached payment that was released to the landlord when the first Housing Assistance Payment (HAP) was made. Some other eligible uses for service fees included application fees/non-refundable administrative or processing fees/refundable application deposit assistance, holding fees, security deposit assistance, moving expenses (including move-in fees and deposits), essential household items, or renter's insurance if required by the lease.

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

Programs for DCHA's public housing residents are currently limited; however, all residents of Dane County's public housing units are deemed members of our Resident Advisory Board and are encouraged to provide feedback on the agency's annual plan, 5-year plan, and 5-year capital plans..

One of the [DCHA 5-Year Plan 2025-2029](#)'s goals is to promote self-sufficiency and economic opportunity. 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. In partnership with the Community Development Authority (CDA), they are able to help meet this by expanding the Family Self Sufficiency (FSS) program. In 2020 DCHA brought the staffing in house for the shared FSS program which are Housing Choice Voucher clients from both agencies. Previously, this work had been contracted to a third-party agency, however the provider experienced a high amount of turnover resulting in inconsistent case management for participants. The program was only meeting the minimum necessary to qualify for the grant and did not maximize the effectiveness of the program. Since, the program has been able to expand to include a project-based Section 8 development located in the City of Madison. The Program Coordinating Committee has expanded membership to provide more community connections and participant resources continuing increased overall participation and additional growth planned.

Actions taken to provide assistance to troubled PHAs

DCHA had been rated a troubled PHA, but it was upgraded to financially substandard in 2024 by HUD. Dane County has provided funding to help improve DCHA's public housing stock as well as to potentially help fund an additional position at the PHA.

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 has taken several actions to address the potential barriers to affordable housing. For rental units constructed using HOME funds, Dane County requires that developers enter into a land use restriction agreement that ensures that HOME units are designated for low-income households. The HOME units are also required to meet the requirements of 24 CFR §§92.251 through §§92.253 for at least 20 years (i.e., period of affordability) from the date upon which the HOME units are available for occupancy. To ensure that these and other requirements are met regardless of the property owner, the restriction are tied to the land and are binding upon future owners during the period of affordability.

Dane County also provides zero-interest, deferred loans for Mortgage Reduction Assistance and for Major Home Rehabilitation projects. The loans are subject to an affordability period and recapture. Recapturing enables the homeowner to not be restricted in the sale of the home, and thereby helps lower their barrier to acquiring new housing and building upward economic mobility for low- and moderate-income households.

Lastly, the 2024 Dane County Capital Budget includes \$15 million in the Affordable Housing Development Fund (AHDF) to encourage the development of affordable housing throughout Dane County by using the fund as a means to leverage additional resources from project partners.

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

Dane County continued to provide funding to non-profit organizations that supported low- to moderate-income families and those with underserved needs. This included affordable housing units, mortgage reduction, and other services such as transportation for older adults, child care, victim services and education assistance. Dane County recently released the Regional Housing Strategy (RHS), which lays out a plan to focus on some of the underserved needs, including a shortage of housing units and affordable housing for renters and homebuyers.

Our division has also spearheaded tenancy addendums to prevent unnecessary evictions, as well as community education on landlord/tenants' rights; created programming for the Affordable Housing Development Fund, which will allow for new construction and increased housing units for low to moderate income families; and the Fair Chance Housing as mentioned above.

CDBG and HOME funds will support housing projects that are fully available to all residents of the community, regardless of race, color, national origin, gender, handicap, or familial status.

Lastly, Dane County funded a sub-recipient organization to perform fair housing services that addresses other impediments to housing. In 2024, 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 2024, please see the answer to the final narrative question in this section.

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.

Prior to funding, all housing projects undergo Program Reviews to determine the scope of the project; year the house was built (before/after 1978); type of person(s) to be occupying the house or otherwise impacted by the housing use (i.e. elderly, children under the age of 6, or others at greater risk for lead exposure). Inspectors utilize a questionnaire to determine compliance with all lead-based paint requirements, including specific requirements based on levels of rehabilitation assistance provided; furthermore, if abatement is required, contractors must hire firms that are licensed in lead abatement.

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.

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

CDBG/HOME funding supports organizations that serve families living below or at the poverty level. Subgrantees have included food pantries (Badger Prairie Needs Network), job training and economic development (Latino Academy of Workforce Development), and mortgage reduction (Movin' Out and Project Home). These programs helped families and individuals to obtain the services, skills, and housing needed to overcome poverty. In addition, Dane County funded the Wisconsin Women's Business Initiative Corporation (WWBIC), which provided job training and assisted small businesses with business plan development and growth strategies with the goal of creating more jobs in the future.

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. In 2023, Dane County's Housing Access & Affordability Division grew from 5 employees to 13 full-time employees. This is a result of Dane County's commitment to improving the internal structures and capacity in order to meet the increasing demands of affordable housing and addressing the needs of those who are homeless or at risk of being homeless. In 2024, the Division continued to strengthen positions and resources, as well as secure additional positions (to be hired) for specific grant projects.

The Dane County Urban County Consortium, as of 2024, includes 56 participating municipalities representing slightly over 96% 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.

The Dane County Tamara D. Grigsby Office for Equity and Inclusion, created in 2016, furthers Dane County's ongoing commitment to addressing racial, gender, and disabilities disparities. The creation of this office represents the County's long-term commitment to addressing these issues and institutionalizing the work of raising awareness, eliminating disparities, and achieving equity. In 2015, The Government Alliance on Race and Equity conducted a Racial Equity Analysis of Dane County Government. That report recommended that Dane County, "create infrastructure for overall implementation of report recommendations by creating a new office for racial equity and social justice." The Office for Equity and Inclusion has been charged with meeting many of the goals and recommendations contained in the report. Specifically, the office is Dane County's agency in charge of Equal Opportunity, Affirmative Action, Contract Compliance, and Americans with Disabilities Act and Civil Rights Compliance functions. In addition, the office serves as a resource for all County departments around issues of equity, disparities, conflict resolution, and best practices.

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

In 2024, 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 CDBG/HOME unit is within the Dane County Department of Human Services. We are continually connecting with other Divisions to leverage and promote services to low and moderate income families. In 2024, CDBG/HOME team engaged in more meaningful discussions with Joining Forces for Families (JFF). JFF has offices embedded within communities where social services resources may be needed the most. They offer direct support to families, and provide referrals to housing providers. The CDBG/HOME team is excited about this partnership with JFF, as it will help with outreach and information in the coming year.

The Dane County Housing Authority (DCHA) was awarded 45 Emergency Housing Vouchers (EHV) (targeted towards families) starting in 2021 in partnerships with the Community Development Authority of the City of Madison (CDA) and the Homeless Services Consortium of Dane County (HSC). The Madison CDA and DCHA reached an agreement that DCHA's Mainstream and Emergency Housing Voucher holders may lease anywhere in Dane County without needing to port to the Madison CDA. This allows target populations for these vouchers to take advantage of more extensive social service and transportation linkages the City of Madison provides. After receiving referrals from the CDA through the HSC, vouchers have been issued to individuals or families who are experiencing homeless, at risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking. Eligibility was also expanded to include those recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

The HSC has recently taken steps to strengthen outreach services by increasing coordination, collaboration and meeting regularly.

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

Dane County continue to fund an organization 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. These fair housing services are provided to help address any impediments to housing including investigation and enforcement, training and technical assistance, and education and outreach services.

The CDBG Commission considers the recommendations from the Fair Housing Equity Analysis (AI) to develop 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 2024, 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.

The full report of housing services provided during the program year by MMFHC is attached as Appendix 2 to this CAPER.

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 2024. 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: -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.

In 2024, six CDBG/HOME-funded activities were selected for on-site monitoring (Agency; *Project Name*). The number of findings/concerns are listed below.

- *Movin' Out – Mortgage Reduction*
 - No findings and no concerns.
- *Project Home- Major Home Rehabilitation*
 - No findings and no concerns.
- *Latino Academy of Workforce Development – Economic Assistance*
 - No findings and no concerns.
 - Corrective actions were made
- *Village of Mt. Horeb – Public Facilities: Senior Center*
 - Postponed due to school shooting in Dane County
- *Urban Triage Incorporated – Public Services*
 - No findings and no concerns.

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.

The CAPER identifies 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. 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.
- Minimum of two public hearings each year. 1) Review and feedback of CAPER, and 2) Feedback and input on priorities for upcoming Annual Plan, including partner agencies identified for funding.
- 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 public hearing is scheduled for March 18, 2025 to provide citizens with information regarding the program activities and accomplishments during the 2024 program year, and to provide feedback on community needs and priorities for the upcoming grant years.

A Notice of Document Availability and Public Hearing was published in the February 15, 2025 edition of the Wisconsin State Journal notifying the public of the March 18, 2025 public hearing and indicating that the draft version of the Consolidated Annual Performance Evaluation Report (CAPER) would be available on the Dane County CDBG/HOME web site, as well as, hard copies available from the Housing Access and Affordability Office in the City-County Building, Room 421, 210 Martin Luther King Jr. Blvd., Madison, WI 53703. Public Comments on the 2024 CAPER are accepted electronically via email to cdbg@danecounty.gov and during the hybrid hearing on March 18th.

Any public comments received on the draft 2024 CAPER will be included in the final report.

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 were no changes in program objectives. However, as we have seen in 2024, we will continue to focus on meeting annual goals for public facilities/infrastructure, and housing access by working more closely with the funded programs to ensure benchmarks are realistic. As additional technical assistance is provided, we will help the programs adjust and/or make modifications to the programs in order to meet the goals. All programs serve low- to moderate-income families, and there is clearly a need to continue the work. Other institutional challenges may need to be addressed as noted in the prior section: loan

approval, finding adequate housing, and construction/materials availability and costs. Dane County will also rely on the 2025-2029 Consolidated Plan goals and objectives to help guide our future work.

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 24 CFR 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 24 CFR §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 at least once every 2 years; and

26 or more units must be inspected at least once annually.

In the third, and fourth quarters of 2024, Dane County inspected all eight rental housing projects (Elven Sted, Heritage, Limerick, Limestone, Madison & Main, Oak Ridge, Novation Senior Apartments, and Pheasant Ridge Apartments) by a third-party inspector and the CDBG/HOME Program Specialist.

A summary of the issues that were detected during the inspection were non-working fire doors in common areas, missing GFCI outlets, missing or non-working CO2 monitors. All units that failed the National Standards for the Physical Inspection of Real Estate (NSPIRE) inspection report were required to fix the items and a subsequent NSPIRE inspection confirmed failed units were now in compliance.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 24 CFR 91.520(e) and 24 CFR 92.351(a)

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 2024, Dane County received \$163,631.31 in CDBG program income and \$239,110.50 in HOME program income. Program income on-hand is paid out to projects before entitlement funds for new and existing projects each year.

CDBG and HOME funds supported 1,077 households through affordable housing and community development efforts in 2024. The overall number of families assisted with CDBG *and* HOME funds increased from 2023 to a combined total of 1,077 in 2024. Of those served, 45.9% identified as being Hispanic and 54.1% as Non-Hispanic. Out of the 1,077 households, 58.3% identified as being White, 20.5% identified as being Black or African-American, 1.1% Asian, 1.1% American Indian or American Native, 0.1% Native Hawaiian or Other Pacific Islander, and 18.3% of those served identified their race as Other or Multi-Racial. Of the households served, 56.5% were extremely low income, 28.6% were low income, and 14.2% were moderate income.

**Describe other actions taken to foster and maintain affordable housing. 24 CFR 91.220(k)
(STATES ONLY: Including the coordination of LIHTC with the development of affordable
housing). 24 CFR 91.320(j)**

In 2024, Dane County undertook the following activities to foster and maintain affordable housing:

- Provided mortgage reduction assistance to 14 first-time homebuyers.
- Assisted 46 low-and-moderate-income households with major and minor home repairs.
- Provided housing counseling to 14 participants and their families.
- 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.
- Funded a sub-recipient organization- Metropolitan Milwaukee Fair Housing Council (MMFHC) - to carry-out fair housing services in the Urban County Consortium. Services included Investigation and Enforcement Services; Training and Technical Assistance; and, Education and Outreach Services. The report is an Appendix to the CAPER.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0	0	0	0	0
Total Section 3 Worker Hours	0	0	0	0	0
Total Targeted Section 3 Worker Hours	0	0	0	0	0

Table 14 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0	0	0	0	0
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0	0	0	0	0
Direct, on-the job training (including apprenticeships).	0	0	0	0	0
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0	0	0	0	0
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0	0	0	0	0
Outreach efforts to identify and secure bids from Section 3 business concerns.	0	0	0	0	0
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0	0	0	0	0
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0	0	0	0	0
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0	0	0	0	0
Held one or more job fairs.	0	0	0	0	0
Provided or connected residents with supportive services that can provide direct services or referrals.	0	0	0	0	0
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0	0	0	0	0
Assisted residents with finding child care.	0	0	0	0	0
Assisted residents to apply for, or attend community college or a four year educational institution.	0	0	0	0	0
Assisted residents to apply for, or attend vocational/technical training.	0	0	0	0	0
Assisted residents to obtain financial literacy training and/or coaching.	0	0	0	0	0
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0	0	0	0	0
Provided or connected residents with training on computer use or online technologies.	0	0	0	0	0
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0	0	0	0	0
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0	0	0	0	0
Other.	0	0	0	0	0

Table 15 – Qualitative Efforts - Number of Activities by Program