



# Dane County 2015-1019 Consolidated Plan

## 2015 Program Year CAPER

Promoting



**Decent Housing**



**Suitable Living Environments**



**Economic Development**

March, 2016

## **GENERAL**

The 2015 Consolidated Annual Performance and Evaluation Report 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 Consolidated Annual Performance and Evaluation Report (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, 2015 through December 31, 2015.

## **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 2015 (based on the Integrated Disbursement and Information System report C04PR01) included:

Item	CDBG	HOME	Total
2015 Formula Allocation	1,010,334	391,269	1,401,603
2014 Program Income	60,846	180,405	241,251
2015 Program Income	149,651	233,035	382,686
2014 Revolving Loan Income	52,752	0	52,752
2015 Revolving Loan Income	215,879	0	215,879
Total Available	1,489,462	804,709	2,294,171

In 2015, \$1,401,603 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.

2015 marked the first year of Dane County's Five-Year Consolidated Plan.

Highlights of 2015 included:

- Assisting 40 low- and moderate- income households with with major and minor home repairs.
- Installing assistive equipment in homes for 19 families of elderly and disabled persons.
- Funding the construction of housing units targeted to low- and moderate- income families; the construction workers of the homes are at-risk adolescents and young adults gaining experience and training in construction.
- Construction of a food pantry serving 700 low income residents in the southwest area of Dane County.
- Funding a sub-recipient organization to carry-out fair housing services in the Urban County Consortium, including Investigation and Enforcement Services; Training and Technical Assistance; and, Education and Outreach Services.

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

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

Goal	Category	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1200	646	53.83%	423	646	152.72%
Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	Homelessness Prevention	Persons Assisted	50	44	88.00%	25	44	176.00%
Expand economic opportunities for LMI persons	Non-Housing Community Development	Facade treatment/business building rehabilitation	Business	0	0		0	0	
Expand economic opportunities for LMI persons	Non-Housing Community Development	Jobs created/retained	Jobs	80	24	30.00%	16	24	150.00%
Expand economic opportunities for LMI persons	Non-Housing Community Development	Businesses assisted	Businesses Assisted	60	13	21.67%	8	13	162.50%

Improve public facilities/develop infrastructure	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6000	173	2.88%	4150	173	4.17%
Improve public facilities/develop infrastructure	Non-Housing Community Development	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	367		0	367	
Improve public facilities/develop infrastructure	Non-Housing Community Development	Facade treatment/business building rehabilitation	Business	10	2	20.00%	3	2	66.67%
Increase access to affordable quality housing	Affordable Housing	Rental units constructed	Household Housing Unit	15	9	60.00%			
Increase access to affordable quality housing	Affordable Housing	Rental units rehabilitated	Household Housing Unit	12	0	0.00%			
Increase access to affordable quality housing	Affordable Housing	Homeowner Housing Added	Household Housing Unit	12	2	16.67%	2	2	100.00%
Increase access to affordable quality housing	Affordable Housing	Homeowner Housing Rehabilitated	Household Housing Unit	160	40	25.00%	44	40	90.91%
Increase access to affordable quality housing	Affordable Housing	Direct Financial Assistance to Homebuyers	Households Assisted	60	12	20.00%	22	10	45.45%

**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.**

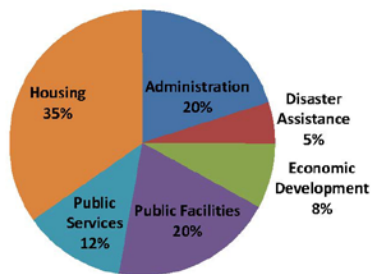
The priorities identified in the 5-Year Consolidated Plan, along with the percentage anticipated expenditures for each priority over the five year period, includes:

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

Based on the IDIS Expenditure Report, 54.92% of all CDBG funds expended in 2015 were for housing assistance. Of the remaining funds, 24% of the CDBG expenditures were for planning and administration; 11% for public services; and, 9% for Economic Development. Although there were open and active public facilities projects in 2015, there were no funds expended on these projects during 2015.

Activity accomplishments for non-public service projects do not necessarily coincide with the activity funding year; therefore, the accomplishment and expenditure data for the 2015 program year includes expenditures of open projects from prior year Action Plans. The chart below provides a summary of the 2015 funded projects by program area.

**2015 Funded Projects**



**2015 Funded Activities by Project Area**



## 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	649	17
Black or African American	255	0
Asian	10	1
American Indian or American Native	4	0
Native Hawaiian or Other Pacific Islander	2	0
<b>Total</b>	<b>920</b>	<b>18</b>
Hispanic	62	0
Not Hispanic	860	0

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

### Narrative

Persons who were considered African-American/Black represented 28% of the persons who received CDBG assistance in 2015. Although persons who identify as Black/ African-American in the Dane County Consortium represent 3.4% of the population, 37% of Black/ African-American families living in Dane County (including Madison) live at or below the poverty line<sup>1</sup>.

Note: one CDBG-assisted person identified as "other multi-racial" and one HOME-assisted person identified as "Black/African American & White".

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

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

**Identify the resources made available**

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG		4,041,336	507,286
HOME		1,565,076	219,610

**Table 3 - Resources Made Available**

**Narrative**

The amount of CDBG resources made available includes the 2015 CDBG allocation and 2015 program income received.

The amount expended during program year 2015 includes expenditures of open projects from prior year Annual Action Plans.

**Identify the geographic distribution and location of investments**

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

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

**Narrative**

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

## Leveraging

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

Federal funds are used to leverage other public and private resources in the housing, public facilities, public services, and economic development areas. Examples in 2015 included:

### **Community Action Coalition for South Central Wisconsin, Inc.**

Homelessness prevention services provided by 1FTE housing Caseworker. Total cost of the activity was \$338,513 for a \$30,000 CDBG award; the remaining amount was leveraged with funding from United Way (UWDC) and Dane County Department of Human Services(DCDHS).

### **Dane County Department of Human Services-Joining Forces for Families**

Prevention and early intervention services to families in their home localities. Total cost of the activity was \$216,219 for a CDBG award of \$75,000; the remaining amount was leveraged through County funds and outside sources.

### **Stoughton Affordable Transportation**

Provided transportation to services and interviews for clients living in Stoughton. Total cost of the activity was \$11,583.60 for a CDBG award of \$5,000; the remaining amount was leveraged by local churches and foundations.

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 will be 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	1,238,207
2. Match contributed during current Federal fiscal year	101,514
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	1,339,721
4. Match liability for current Federal fiscal year	65,081
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	1,274,640

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

<b>Match Contribution for the Federal Fiscal Year</b>								
<b>Project No. or Other ID</b>	<b>Date of Contribution</b>	<b>Cash (non-Federal sources)</b>	<b>Foregone Taxes, Fees, Charges</b>	<b>Appraised Land/Real Property</b>	<b>Required Infrastructure</b>	<b>Site Preparation, Construction Materials, Donated labor</b>	<b>Bond Financing</b>	<b>Total Match</b>
IDIS #649	06/30/2015	47,203	0	0	0	0	0	47,203
IDIS #650	09/29/2015	54,311	0	0	0	0	0	54,311

**Table 6 – Match Contribution for the Federal Fiscal Year**

**HOME MBE/WBE report**

<b>Program Income – Enter the program amounts for the reporting period</b>				
<b>Balance on hand at beginning of reporting period</b>	<b>Amount received during reporting period</b>	<b>Total amount expended during reporting period</b>	<b>Amount expended for TBRA</b>	<b>Balance on hand at end of reporting period</b>
<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
81,083	224,035	212,115	0	93,004

**Table 7 – Program Income**

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
<b>Sub-Contracts</b>						
Number	5	0	0	2	0	3
Dollar Amount	103,140	0	0	44,640	0	58,500
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	0	0	0			
Number	0	0	0			
<b>Sub-Contracts</b>						
Number	5	0	5			
Dollar Amount	103,140	0	103,140			

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

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	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		2	55,000			
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	44	0
Number of Special-Needs households to be provided affordable housing units	24	3
<b>Total</b>	<b>68</b>	<b>3</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	2	11
Number of households supported through Rehab of Existing Units	44	40
Number of households supported through Acquisition of Existing Units	22	10
<b>Total</b>	<b>68</b>	<b>61</b>

Table 12 – Number of Households Supported

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

The County recognizes the affordable rental housing as a major concern and has listed this as a high priority area for CDBG and HOME funds. Annually, Dane County CDBG/HOME program solicits proposals for affordable rental housing projects; however, in 2015 no acceptable rental project proposals were submitted.

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

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

In 2016, Dane County set aside \$60,000 in HOME funds to support a tenant-based rental assistance program. The County also intends to create an open-ended RFP for affordable rental housing units in order for applicants to submit proposals on a rolling-basis.

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

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

<b>Number of Persons Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	14	5
Low-income	25	10
Moderate-income	13	4
<b>Total</b>	<b>52</b>	<b>19</b>

**Table 13 – Number of Persons Served**

### **Narrative Information**

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

Actions to eliminate barriers to affordable housing in 2015 included the following:

- Funding toward the construction of two (2) affordable owner-occupied single family housing units;
- Continuation of the mortgage reduction assistance program as a means to promote affordable homeownership;
- Continuation of the minor and major home rehabilitation program for owner-occupied housing as a means to maintain affordable housing; and
- Awarding funding for a newly enacted Affordable Housing Development Fund to three (3) affordable rental development projects and one (1) re-entry/ transitional housing development project.



**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 2015 Dane County awarded \$30,000 in CDBG funds to the Community Action Coalition for South Central Wisconsin, Inc. (CAC) for homelessness prevention services. CAC administers the local Rentable Program which provides homeless prevention and rapid rehousing assistance for eligible low-income households. CAC focuses its services on participants with incomes at or below 30% of the CMI to ensure that those with the greatest needs receive assistance. While the program serves both individuals and families, priority is placed on serving families with children. Many of the households served are in rural areas and small towns, and face barriers such as lack of reliable transportation and un/underemployment. Many of the communities served have been affected by shrinking manufacturing base, which has led to the loss of many jobs that allowed families to be self-sufficient. Additionally, the vacancy rate outside the city of Madison limits, as of the first quarter in 2014, was below 2%. CDBG funds were used by the CAC homelessness prevention program in 2015 to help households maintain safe, affordable housing and thereby avoid homelessness and the many problems associated with it.

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

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

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

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

Transitional and supportive permanent housing programs: Community Action Coalition Home for Good program; Dane County Parent Council Hope House; Housing Initiatives Shelter Plus Care and scattered sites; Porchlight scattered site housing; The Road Home Housing & Hope; The Road Home / YWCA

Second Chance Apartment Projects; Society of St. Vincent de Paul Port and Seton House; The Salvation Army Holly House; Tellurian Transitional Housing, SOS, Permanent Housing programs and Willy Street SRO; Veterans Assistance Foundation Green Avenue; YWCA Third Street program; YWCA/The Salvation Army/The Road Home House-ability and Rapid Re-Housing programs; and YWCA/Domestic Abuse intervention Services Empower Home program.

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

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

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

In 2015, Dane County provided CDBG funding to the Community Action Coalition for South Central Wisconsin, Inc. through their Family Support program to provide intensive case management services for persons who were homeless or near homeless. This included assisting homeless persons in finding and securing affordable housing.

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

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

2015 marked the sixth year of the FSS (Family Self Sufficiency Program) administered by the Dane County Housing Authority (DCHA) to encourage participants to either become employed or increase their earning potential through education or job training. The end result is for persons to leave the assisted housing program or reduce the amount of subsidy involved with their tenancy. In addition program participants fund an escrow account with HAP savings that can be used as a down payment on a home, a vehicle, debt reduction or other financial goals at program graduation. This program is conducted in partnership with United Way and the Community Action Coalition.

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

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

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

### **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.

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

Dane County will continue to fund a sub-recipient organization to perform fair housing services that address impediments identified in the *Analysis of Impediments to Fair Housing Choice in Dane County*. The methods on which the services will be provided by the sub-recipient include Investigation and Enforcement Services; Training and Technical Assistance; and, Education and Outreach Services.

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

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

information on the work of this Committee may be found at: <http://www.countyofdane.com/plandev/Chapter10.aspx>.

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

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

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

2015 marked the first year of the Dane County Affordable Housing Development Fund (AHDF). \$2 million was awarded to four housing development projects 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 2015 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 2015, 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.

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

In 2015, Dane County continued to participate as a member of the Home Buyers Round Table of Dane County, Inc., a non-profit member organization whose mission is to promote and educate the Dane County community about home ownership. Members include housing industry representatives that believe home ownership will increase family stability and financial security; stabilize and strengthen communities and neighborhoods; and generate jobs and stimulate economic growth.

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

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

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

The CDBG Commission used the recommendations in the Analysis of Impediments to Fair Housing Choice in Dane County to develop a work plan to overcome the impediments. This included:

Recommendation: Fair Housing Discrimination and Complaints

Review statistics on the resolution of fair housing complaints. Conduct additional publicity efforts to alert homeowners in Dane County of the services available and work with local lending institutions and other groups to inform and educate homeowners regarding their rights.

2015 Progress: Dane County contracted with the Fair Housing Center of Greater Madison (FHCGM) to

provide fair housing services. Services provided included<sup>2</sup>:

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

During 2015, the Fair Housing Center of Greater Madison accepted 10 complaints and allegations of illegal housing discrimination as described in the Dane County Fair Housing Ordinance that were directly supported by the County contract.

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

Of those 10 complaints, two(2) Dane County complaints are receiving on-going assistance. One (1) complaint was referred to a private attorney for possible administrative or legal action. One (1) complaint was referred to an attorney with Disability Rights Wisconsin (DRW), for assistance with issues related to the complainant's disability and reasonable modifications to the client's apartment. DRW is a Statewide disability advocate agency, providing legal assistance to persons with disabilities on a plethora of housing issues. MMFHC and MDR are providing ongoing assistance to this complainant. The remaining eight (8) complaints opened in 2015 have been closed.

Eleven (11) cases of technical assistance were provided to individuals providing clarification on fair housing laws, information on legal and/or administrative interpretation of the laws, information on the nature and extent of illegal housing discrimination and demographic data.

Outreach and Education - Distribute fair housing written informational materials that incorporate information on federal, state and local Dane County fair housing laws and provide fair housing outreach information to housing consumers, social service agency staff, neighborhood organizations, community centers or other appropriate groups.

During 2015, the FHCGM conducted three (3) fair housing presentations that reached a total of 39 audience members.<sup>3</sup> These included presentations to:

- Dane County Joining Forces for Families(Leopold/Post Road branch);
- NAACP of Dane County;
- Dane County Joining Forces for Families(Verona/Mount Horeb branch)

Presentations covered the following topics:

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<sup>2</sup> Tisdale, William R., *Final Report 2015 Fair Housing Services*, dated January 13, 2016.

<sup>3</sup> Tisdale, William R., *Final Report 2015 Fair Housing Services*, dated January 13, 2016.



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

In addition, audience members received written materials describing the protected classes and prohibited practices delineated in local, state, and federal fair housing laws.

Outreach materials were distributed to 27 organizations on 33 occasions. Organization through which materials were disseminated included the Aging and Disability Resource Center, the Dane County Job Center, the Public Health Department of Madison and Dane County, Journey Health Center, the NAACP of Dane County, the Fitchburg Community Center, the Packer Community Learning Center, the Mount Horeb Community and Senior Center, the Waunakee Village Center, the DeForest Area Community and Senior Center, the Bayview Community Center, the Middleton Senior Center, the Oregon Area Senior Center, the Verona Senior Center, the Monona Senior Center, the Deerfield Senior Center, the Amundson Community Center and ten (10) branches of Dane County Joining Forces for Families: Allied Drive, Badger/Magnolia, Darbo/Worthington, Leopold/Post Road, Middleton/Wexford Ridge, Northside, Rimrock/Southdale, Southwest, Verona/Mount Horeb, and Middleton/Wisconsin Heights/Cross Plains.

## **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 2015. The instrument considers the type of project, type of assistance (loan/grant), experience with CDBG/HOME programs, past performance, staff experience and turnover, and recent problems.

In 2015, 4 of 17 (24%) open activities had on-site monitoring. Please see the table attached to this question for a list of specific activities and agencies that were monitored.

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

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

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

There have been some commonalities noticed in the monitoring results such as ensuring that appropriate income verifications are being completed and retained. This is being addressed by providing technical assistance and specific income verification forms to subrecipients and requiring them to provide this information to the appropriate CDBG Program Specialist prior to reimbursement for services. Staff has also provided additional technical assistance regarding compliance with Section 504 of the Rehabilitation Act of 1973.

<b>AGENCY</b>	<b>ACTIVITY</b>
Movin' Out	Madison & Main Rental Housing
Habitat for Humanity	Mortgage Reduction Assistance
North/East Senior Coalition	Latino & African American Seniors Stepping Out (LASSO)
Community Action Coalition	Homeless Prevention

**Table 14 - 2015 On-Site Monitoring Visits**

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

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

A Notice of Document Availability and Public Hearing was published in the February 23, 2016 edition of the Wisconsin State Journal notifying the public of the March 10, 2016 public hearing and indicating that the draft version of the CAPER would be available on the Office of Economic & Workforce Development web site beginning on February 25, 2016, 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 10, 2016 to provide citizens with information regarding the program activities and accomplishments during the 2015 program year. The performance report provided for citizens identified 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 2015.

A draft of the Consolidated Annual Performance Evaluation Report was placed on the County web site ([cdbg.countyofdane.com](http://cdbg.countyofdane.com)) beginning on February 25, 2016 through March 11, 2016 with a spotlight section indicating that written comments could be submitted and providing an e-mail and County addresses to do so.

No members of the general public provided written or oral comments at the March 10, 2016 public hearing. CDBG Commission members provided suggestions regarding the table showing the locations the expenditures of each activity.

**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.**

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

<b>Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?</b>	No
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**[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 2015, three rental housing projects (Pheasant Ridge Apartments, Middleton Senior Apartments, & Madison & Main) were inspected by the CDBG/HOME Program Specialist. The fourth rental project (Elven Sted) was inspected by the City of Stoughton Fire Marshall. Project Home – NOAH project is charged with inspecting their units. No issues were detected during inspections.

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

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

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

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

In 2015 Dane County received \$149,651 in CDBG program income and \$233,035 in HOME program income. Program income on-hand is paid out to projects before entitlement funds for new and existing projects.

CDBG funds supported 62 persons through affordable housing efforts in 2015. Out of the 62 persons, 56 identified as being White, 2 African-American/ Black, 3 Asian, and 1 multi-racial. 2 persons identified themselves as Latino. 14 of the persons had incomes of 0-30% AMI, 25 persons 30-50% AMI, and 23 persons 50-80% AMI.

HOME funds supported 19 persons through affordable housing efforts in 2015. Out of the 19 persons, 17 identified as being White, 1 African-American/White, and 1 Asian. 5 of the persons had incomes of 0-30% AMI, 10 persons 30-50% AMI, 2 persons 50-60% AMI, and 2 persons 60-80% AMI.

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

In 2015, Dane County undertook the following activities to foster and maintain affordable housing:

- Provided mortgage reduction assistance to 10 first time homebuyers.
- Completed construction of two (2) affordable owner-occupied single family housing units.
- Assisted 40 low-and-moderate-income households with major and minor home repairs through funding provided to Project Home, Inc., and Independent Living, Inc.
- 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.

## APPENDIX 1

### Dane County Urban County Consortium

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

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



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

