



Dane County 2015-1019 Consolidated Plan

2019 Fifth Year Action Plan

Promoting



Decent Housing



Suitable Living Environments



Economic Development

May, 2019

Acknowledgements

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Dane County presents the following One-Year Action Plan for the expenditure of Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds expected to be received from the Department of Housing and Urban Development (HUD) for the period of January 1, 2019 through December 31, 2019.

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
- Providing a suitable living environment
- Expanding economic opportunities

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

- Benefit to low and moderate-income persons,
- Aid in the prevention or elimination of slums or blight; 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.

Four categories can be used to meet the LMI national objective:

1. Area benefit activities (LMA)
2. Limited clientele activities (LMC)
3. Housing activities (LMH) or
4. Job creation or retention activities (LMJ)

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Dane County expects to receive approximately \$1.5 million annually from HUD through the CDBG and HOME programs over the course of the 2015-2019 Consolidated Plan. These funds, along with any program income earned and prior year resources, will be used to leverage other public and private resources in the housing, public facilities, public services, and economic development areas.

The following table provides a summary of the goals of the CDBG and HOME programs over the current 5-Year Consolidated Plan:

Table 1: Goals Summary Information

Goal	Priority Need Addressed	Funding	Goal Outcome Indicator
Increase access to affordable quality housing	Housing Availability/ Affordability	CDBG: \$1,375,334 HOME: \$2,125,244	Rental units constructed: 15 Rental units rehabilitated: 12 Homeowner houses added: 12 Homeowner houses rehabilitated: 160 Financial assistance to households: 60
Expand economic opportunities for LMI persons	Economic Opportunity	CDBG: \$918,267	Jobs created/retained: 80 Businesses assisted: 60
Assure access to public services for LMI persons	Public Services Accessibility	CDBG: \$731,200	LMI persons assisted: 1,200
Improve public facilities/develop infrastructure	Public Facilities and Improvements	CDBG: \$1,066,289	LMI persons assisted: 6,000 Facades treated/ buildings rehabilitated: 10
Strong Program Planning and Administration	Planning and Administration	CDBG: \$1,010,334 HOME: \$195,635	
Urgent Need Response to Natural Disasters	Disaster Assistance	CDBG: \$252,584	

Goals Summary Table

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Dane County strives to continually improve the performance of its operations and those of its funded subrecipient agencies. A detailed summary of the County's evaluation of past performance may be found in the Consolidated Annual Performance and Evaluation Report (CAPER) available on the County web site at: <https://cdbg.countyofdane.com>.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Citizen participation and consultation in the development of Dane County's 2015-2019 Consolidated Plan included the following:

1. A community survey conducted in August 2013 and sent out to 1,477 randomly selected Dane County residents who lived outside of Madison and who currently had an open FoodShare Wisconsin status.
2. A non-targeted/ broad community survey conducted jointly by the City of Madison and Dane County in November 2013 to both City and County residents. 446 total comments were received.
3. An online survey sent in August 2013 to all 56 participating municipalities in the Dane County Urban County Consortium. The survey was re-sent in July 2014, and a total of 16 surveys were received (29% response rate).
4. Between November 2013 and January 2014, in a joint effort with the City of Madison, 6 focus group meetings were held with a variety of community groups and stakeholders. The groups were composed of individuals involved in Economic Development, Housing, Neighborhood Centers, Community Gardens, Funders of programs, and Planning/CDBG/HOME. Participants completed two exercises to determine priority needs and funding allocations for the next 5 years in the areas of affordable housing, economic/business development, neighborhoods, and access to resources.
5. Public hearings for members of the Dane County Consortium regarding priorities for the 2015-2019 Consolidated Plan were held on September 26, 2013 and October 24, 2013 at locations accessible for persons with disabilities.
6. A draft version of the 2015-2019 Consolidated Plan was posted on the County web site at <http://dane-econdev.org/> for the 30 day public comment period. Information on these documents and links to them were sent to the 56 participating municipalities and to currently funded sub-recipients. Following the comment period a public hearing was held to provide information to attendees regarding housing and community development needs, the amount of entitlement funding the County expects to receive, the range of activities that may be undertaken, proposed projects and activities, and provide an opportunity for review and comment on the 2015-2019 Consolidated Plan. Notices for the public hearing and comment period were published in a non-legal section of the Wisconsin State Journal. A press release of this information was also sent to all area media, including weekly newspapers serving local municipalities and targeted populations – such as the readers of Latino Comunidad.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

In the development of the 2015-2019 Consolidated Plan, the County completed outreach to local nonprofits, stakeholder organizations, neighborhood groups and residents, community funders, housing providers, community leaders and residents who access public services. A wide array of comments were provided at these meetings and through the community survey. This input provided the foundation for the development of the priorities, goals and objectives of the Plan.

The County held two public hearings in the development of the 2019 Annual Action Plan. The first public hearing on March 22, 2018 solicited input from the public on emerging housing and community development needs and priorities for 2019. The second public on September 27, 2018 solicited input from the public on the 2019 Action Plan funding recommendations. Comments were received during the 30-day public comment periods and at the CDBG Commission public hearings. The comments provided were in general support of the priorities and goals of the Consolidated Plan, particularly the goals to support affordable housing and the homeless.

The meeting minutes from the two public hearings, along with copies of any written comments submitted, are attached to the *Citizen Participation Comments* section of the appendix of this Annual Action Plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were accepted. However, the County established a process of evaluating public input to ensure an outcome of a focused set of priorities and goals that would address the most urgent needs and not duplicate efforts. Through this review process, some input garnered prior to the public hearings were considered and ruled out in favor of priorities, goals and objectives presented in the this Plan.

7. Summary

The 2015-2019 Dane County Consolidated Plan reflects the coordinated efforts of County staff, a wide network of community stakeholders, County residents, Community Development Block Grant Commission members and the Dane County Board of Supervisors. Through priorities outlined in this Plan, the impact of any federal funds received by the County will be maximized through a focused approach to addressing community needs and delivering services to low and moderate income residents. The goals and objectives of the Plan will improve the overall quality of life in Dane County over this five year period by providing decent housing, suitable living environments, and expanding economic opportunities.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	DANE COUNTY	
CDBG Administrator		Office of Economic & Workforce Development
HOPWA Administrator		
HOME Administrator		Office of Economic & Workforce Development
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

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

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

The Dane County Urban County Consortium, as of 2019, includes 56 participating municipalities representing slightly over 94% of the population outside the City of Madison. These cities, villages, and towns along with various departments in Dane County will be the major public agencies responsible for administering programs covered by the Consolidated Plan. For a list and map of the 56 participating municipalities, see Appendix 1.

Private agencies that help to carry out the Annual Plan are typically selected as subrecipients through a Request-for-Proposal (RFP) process. If there are no respondents to an RFP, then Dane County purchasing standards allow a subrecipient to be selected by either re-issuing the RFP or by selecting the subrecipient on the open market.

The program is overseen by the Community Development Block Grant Commission and the federal Department of Housing and Urban Development (HUD).

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

Consultation in the development of this Plan was achieved through a variety of strategies including public hearings held throughout the County, focus group meetings with public and private sector organizations, surveys, and direct correspondence. All efforts were made to contact appropriate parties and obtain thorough input. These consultations, in conjunction with participation from citizens, provided the direction and scope for this Plan.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The Dane County Comprehensive Plan adopted October 18, 2007, amended in 2012, with extensive community input provides an overarching umbrella for the myriad of plans at the local municipality and County level. This plan includes overall goals for housing, transportation, utilities and public facilities, economic development, land use, and more.

The Dane County Commission on Economic & Workforce Development identifies and promotes economic opportunities that benefit residents, businesses, communities, and agricultural enterprise in Dane County. This group provides oversight on the implementation of the Economic Development chapter of the County’s Comprehensive Plan; identifies and pursues funding opportunities to implement these opportunities; represents Dane County in regional economic development plans and initiatives; and reports to the County Board regarding the status of the Committee’s priorities and action plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

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.

In March, 2005 the City of Madison, Dane County, and the United Way of Dane County held a symposium titled, "Housing For All Community Conversation." The ideas generated during this symposium were combined with other ideas developed through other Homeless Services Consortium planning efforts resulting in the development of A Community Plan to Prevent and End Homelessness in Dane County (The Plan) issued in April, 2006. This 10-year plan outlines three goals:

- Provide support services for homeless households and households at risk of homelessness to enable them to access and maintain stable housing.
- Provide a short-term safety net with the ability to help homeless households move to stable housing as quickly as possible.
- Provide an adequate inventory of affordable housing units for low-income households by creating new units or making existing units affordable.

The Plan which was updated in June 2011 may be found on the City of Madison web site at:
http://www.cityofmadison.com/cdbg/docs/community_plan_to_end_homelessness_final.pdf.

The City of Madison CDBG Office compiles an annual report with data collected from agencies that use the Wisconsin ServicePoint (WISP) homeless management information system. While efforts are made to produce reports of unduplicated counts, it is still possible that some duplication occurs. The full 2013 report may be found at:

<http://www.cityofmadison.com/cdbg/documents/2013DaneCountyHomelessnessReport.pdf>.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

N/A

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Community Action Coalition of So Central WI
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Between November 2013 and January 2014, in a joint effort with the City of Madison, 6 focus group meetings were held with a variety of community groups and stakeholders in order to receive input into the 2015-2019 Consolidated Plan. The groups were composed of individuals involved in Economic Development, Housing, Neighborhood Centers, Community Gardens, Funders of programs, and Planning/CDBG/HOME. Participants completed two exercises to determine priority needs and funding allocations for the next 5 years in the areas of affordable housing, economic/business development, neighborhoods, and access to resources. The results of the exercises and comments received were considered in developing the Strategic Plan.

Identify any Agency Types not consulted and provide rationale for not consulting

All relevant agency types were consulted in the development of this Plan.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Homeless Services Consortium	A primary emphasis in Dane County is on housing first, meaning addressing the housing needs of individuals and families first, then addressing the underlying conditions that contribute to homelessness. Dane County, as part of the Continuum of Care, will continue the objectives outlined in the Homeless Services Consortium's 10-year plan "A Community Plan to Prevent and End Homelessness in Dane County". The overall goal is to provide support services for households at risk of homelessness to enable them to access and maintain stable housing.
Dane County Comprehensive Plan	Dane County Department of Planning and Development	The Dane County Comprehensive Plan adopted October 18, 2007, amended in 2012, with extensive community input provides an overarching umbrella for the myriad of plans at the local municipality and County level. This plan includes overall goals for housing, transportation, utilities and public facilities, economic development, land use, and more.
Dane County Housing Authority Strategic Plan	Dane County Housing Authority	Dane County Housing Authority's mission is to promote and ensure safe, decent, and affordable housing for their participants, as well as provide owners and developers with an opportunity to rehabilitate and develop affordable housing.
Area Plan for Older People 2013-2015	Dane County Dept. of Human Services- Area Agency on Aging	As part of the preparation for the 2013-2015 Area Plan for Older People, the Area Agency on Aging conducted a series of listening sessions throughout Dane County with older adults and service providers, followed by two public hearings. The comments and feedback from these sessions were considered in determining the needs of the elderly population in Dane County.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

Dane County works with 56 municipalities under a governmental cooperation agreement forming the Dane County Urban County Consortium. In 2017 a new three-year Cooperation Agreement took effect for 56 of the 59 municipalities in Dane County outside the City of Madison. All participating units of local government were consulted in the creation of the plan. In August 2013 a survey was sent to each participating

municipality to elicit input on priority housing and community development needs in each community. A follow-up survey was sent to July 2014 to municipalities that had not yet responded. The response rate was 29%.

Dane County has partnered with the City of Madison CDBG Program, the City Community Development Authority (CDA), the City Department of Civil Rights, the Dane County Housing Authority, and the Dane County Office of Equal Opportunity to develop a uniform approach to the administration, implementation, and oversight of the Section 3 program. A Section 3 Plan is to be developed for each covered project in conjunction with the funding agency. This plan is to identify the efforts to be undertaken to notify Section 3 Business Concerns of employment, training, or contracting opportunities.

Annually, Dane County selects sub-recipient agencies to conduct fair housing services in the Urban County Consortium. In 2016, the Metropolitan Milwaukee Fair Housing Council (MMFHC) was selected to perform fair housing activities, including enforcement services; training and technical assistance; and, education and outreach services (for the complete scope of services performed, see Appendix 2). The work performed and data collected by MMFHC is used by the County in its annual Performance Evaluation Report to evaluate the performance of the prior year's activities, and to modify, if necessary, any changes in priority areas in the development of the subsequent Annual Action Plan.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Development of the 2019 Action Plan included a public hearing held on March 22, 2018 by the CDBG Commission at the Sun Prairie City Hall. This public hearing included a review of eligible CDBG and HOME activities, potential funds, a review of the needs identified to date, a review of activities identified in the Consolidated Plan, and potential priorities for 2019. Opportunity was provided for identification of emerging housing and other community development needs and opportunities, as well as, for input regarding proposed priorities for 2019. A list of potential projects was shared, discussed, and action was then taken on identifying the requests for proposals (RFPs) that would be issued for potential funding in 2019.

Applications for 2019 CDBG and HOME funds were solicited beginning early April 2018 and due late May 2018. The Application Review Team, a subcommittee of the CDBG Commission, met on two consecutive Saturdays in June 2018 to hear presentations by the applicants for housing and public assistance dollars and to make initial recommendations to the full CDBG Commission. The CDBG Commission made its preliminary recommendations at its June meeting and its final recommendations including funding contingencies following a public hearing on the Plan at the July Commission meeting. A notice to the public was published in the newspaper on August 27, 2018 for the September 27, 2019 public hearing. The funding contingencies stated the following:

The CDBG Commission recommends that if there are not sufficient funds available for the programs recommended for CDBG or HOME funding, that:

- Decreases will be made to comply with the federal caps on administration, Community Housing Development Organization (CHDO), and public services funds;
- Public services funds will receive an equal percentage reduction across the board;
- Funds available for reallocation, such as dollars unexpended from prior year contracts, will be used to offset the cuts.

In the event of an increase in CDBG or HOME funds:

- Public Service projects recommended for funding will receive an equal percentage increase in funding until the public services cap is met; no project will receive more than its requested amount.

The funding recommendation and contingencies were incorporated into Resolutions, which were reviewed and approved by the Executive Committee, Personnel and Finance Committee, and the County Board. All meetings were publicly noticed and held at handicapped accessible locations. Subsequent to the 2019 allocation announcement on 4/12/19, the allocations of the funded activities were adjusted and are reflected in this 2019 Action Plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	<p>Notices were published in the newspaper for each of the public hearings as part of the development of the 2018 Annual Action Plan. Written comments were submitted by the City of Fitchburg; the Verona Public Library; Monona Yoga Center; Dane Buy Local; the Marshall Library. Copies of the written responses, as well as a list of persons registering to speak at the public hearings, is included as an attachment to this Action Plan.</p> <p style="text-align: center;">Annual Action Plan 2019</p>	<p>Copies of the written requests were distributed to the CDBG Commission and shared at the public hearings. The City of Fitchburg supported projects having most impact in the local Fitchburg community. Other written comments supported continued funding of the Wisconsin Women's Business Initiative Corporation (WWBIC). All comments were received by the Commission as the projected impact of 2019 funds is well-received in the City of Fitchburg, and WWBIC received \$75,000 in support from CDBG in 2019.</p>	17	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish and Hmong Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Two public meetings were held in the development of the 2019 Action Plan- March 22 and September 27, 2018. A summary of all comments received at these meetings are included as an attachment to this Action Plan.	All comments were received and considered.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Email	Non-targeted/broad community	Email notices were sent to distribution lists that included the participating jurisdictions in the Urban County Consortium; the CDBG/HOME general outreach list, Dane County Supervisors with districts outside the City of Madison; and local Chambers of Commerce in Dane County.	No comments were received directly by email.	N/A.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

No less than 70% of funds are to be spent on activities that benefit low- to moderate-income persons. Spending on public service activities is limited to 15% of the program year allocation plus 15% of the preceding year's program income. Spending on planning/administration is limited to 20% of the current year allocation plus 20% of the current year program income. Program income includes any proceeds received by Dane County and/or its subrecipients directly generated from the use of CDBG/HOME funds, as well as, recaptured funds from loan payments, payoffs, and unexpected prior year funds. These funds are reallocated to eligible CDBG/HOME activities.

Dane County actively manages a CDBG Revolving Loan Fund (RLF) that was created to provide financing to businesses that create jobs for LMI persons in the County. In 2016, HUD enacted a new regulation that local RLF balances be counted towards the timeliness requirement; the grant allocation balance and program income balance (including RLF balance) for an entitlement community must be no greater than 1.5 times its annual grant allocation measured 60 days prior to the end of the program year. In an effort to remain compliant with the new timeliness requirement and to maximize the availability of CDBG funds on-hand, Dane County RLF funds are available for grants and loans to other CDBG eligible projects instead of being used exclusively for economic development projects.

Borrowers of the RLF submit monthly principal and interest payments to Dane County; these monthly payments are considered program income. RLF funds are kept in a distinct bank account and tracked separate from CDBG entitlement funds. The County uses up to 20% of the RLF program income received each year for planning and administrative expenses. The County may also use up to 15% of the RLF program income received annually towards public service projects in the subsequent program year.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,169,155	65,000	15,057	1,249,212	1,044,211	The expected amount available remainder of Con Plan reflects the average annual allocation of years 1-4.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	583,549	225,000	663,806	1,472,355	469,234	The expected amount available remainder of Con Plan reflects the average annual allocation of years 1-4.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Federal funds will be used to leverage other public and private resources in the housing, public facilities, public services, and economic development areas.

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

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).

CDBG funds will be set aside and used to address urgent needs arising from a natural disaster, such as floods or tornados plus provide needed matching funds to access other forms of disaster assistance funding.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

N/a.

Discussion

Area Benefit Activities (LMA)

Activities that benefit all residents of a particular area, where at least 51 percent of the residents are LMI persons. HUD uses a special run of the Census tract block group data to identify these areas. HUD permits an exception to the LMI benefit area for certain entitlement communities. Dane County is allowed to qualify activities based on the “exception criteria” or “upper quartile”. Currently, activities that benefit areas where at least 47.8% of the residents are LMI qualify as an area benefit. Communities may also undertake surveys in areas using HUD approved survey instruments and methodology to determine the percentage of LMI in a service area.

Limited Clientele Activities (LMC)

Under this category 51% of the beneficiaries of the activity have to be LMI persons. Activities must meet one of the following tests:

- Benefit a clientele that is generally presumed to be LMI. This presumption covers abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- Require documentation on family size or income in order to show that at least 51% of the clientele are LMI; or
- Have income eligibility requirements limiting the activity to LMI persons only; or
- Be of such a nature and in such a location that it can be concluded that clients are primarily LMI.

Housing Activities (LMH)

These are activities that are undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI households. Structures with one unit must be occupied by a LMI household. If the structure contains two units, at least one unit must be LMI occupied. Structures with three or more units must have at least 51% occupied by LMI households.

Job Creation or Retention Activities (LMJ)

These are activities designed to create or retain permanent jobs, at least 51% of which (computed on a full-time equivalent basis) will be made available to or held by LMI persons.

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.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase access to affordable quality housing	2015	2019	Affordable Housing	Dane County Urban County Consortium	Housing Availability/ Affordability	CDBG: \$210,000 HOME: \$1,414,000	Rental units constructed: 11 Household Housing Unit Homeowner Housing Rehabilitated: 52 Household Housing Unit Direct Financial Assistance to Homebuyers: 21 Households Assisted
2	Expand economic opportunities for LMI persons	2015	2019	Non-Housing Community Development	Dane County Urban County Consortium	Economic Opportunity	CDBG: \$105,000	Jobs created/retained: 5 Jobs Businesses assisted: 17 Businesses Assisted
3	Assure access to public services for LMI persons	2015	2019	Homeless Non-Homeless Special Needs Non-Housing Community Development	Dane County Urban County Consortium	Public Services Accessibility	CDBG: \$191,923	Public service activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Improve public facilities/develop infrastructure	2015	2019	Non-Housing Community Development	Dane County Urban County Consortium	Public Facilities and Improvements	CDBG: \$450,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 160 Persons Assisted
5	Strong Program Planning and Administration	2015	2019	Planning and Administration	Dane County Urban County Consortium	Planning and Administration	CDBG: \$233,831 HOME: \$58,355	
6	Urgent Need Response to Natural Disasters	2015	2019	Non-Housing Community Development Urgent Need	Dane County Urban County Consortium	Disaster Assistance	CDBG: \$58,458	

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Increase access to affordable quality housing
	Goal Description	Annual Goal will be met through projects including housing rehab, direct financial assistance to homebuyers, and new rental construction carried out by Project Home, Habitat for Humanity, Movin' Out, JT Klein, and WI Partnership for Housing Development.

2	Goal Name	Expand economic opportunities for LMI persons
	Goal Description	Annual goal will be met through the creation of a business incubator for entrepreneurs run by the Madison Black Chamber of Commerce of Dane County; a technical assistance program for micro-enterprise businesses run by the Wisconsin Women's Business Initiative Corporation; and by a micro-enterprise business lending program run by the Dane County Office of Economic and Workforce Development.
3	Goal Name	Assure access to public services for LMI persons
	Goal Description	The total amount of CDBG funds obligated for public services activities cannot exceed 15 percent of the annual grant allocation plus 15 percent of program income received during the prior year (24 CFR 570.201(e), 24 CFR 570.207). Annual Goal will be met through services including a homeless prevention program by Community Action Coalition for South Central Wisconsin; a senior transportation program by the North/ Eastside Senior Coalition; a bilingual business/CDL class by the Vera Court Neighborhood Center; a job transit service program by the YWCA; a transportation service by Stoughton United Ministries; a dental care program for income-qualified residents by the Madison Dental Initiative; and a program providing beds to low-income residents of Sun Prairie administered by Sunshine Place.
4	Goal Name	Improve public facilities/develop infrastructure
	Goal Description	The annual goal will be met providing CDBG funds to the Boys and Girls Club of Dane County for the acquisition of a property that will be used for a new youth center in the City of Sun Prairie, WI.
5	Goal Name	Strong Program Planning and Administration
	Goal Description	Annual Goal will be met by the Dane County Office of Economic and Workforce Development and the CDBG Commission through oversight and administration of the CDBG/HOME programs, including fair housing activities and submission of applications for federal programs.
6	Goal Name	Urgent Need Response to Natural Disasters
	Goal Description	Funds to be set aside and used to address urgent needs arising from a disaster, plus provide needed matching funds to access other forms of disaster assistance funding.

Projects

AP-35 Projects – 91.220(d)

Introduction

The HUD Outcome Performance Measurement System offers three possible objectives for each activity. As noted in the [CPD Performance Measurement Guidebook](#), these are based on the broad statutory purposes of the programs and include:

- Creating Suitable Living Environments – relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low-and-moderate income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or health services.
- Providing Decent Housing – This objective focuses on housing activities whose purpose is to meet individual family or community housing needs.
- Creating Economic Opportunities – applies to activities related to economic development, commercial revitalization, or job creation.

The system outcome is closely aligned with the objective and helps to further refine the expected result of the objective that is sought. HUD narrowed this to three outcomes including:

- Availability/Accessibility – applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low and moderate-income people, including persons with disabilities.
- Affordability – applies to activities that provide affordability in a variety of ways to low-and-moderate income people. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.
- Sustainability – applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low-and-moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

The allocation of funds for the following projects are closely aligned with the top housing and community development needs identified in the needs assessment and housing market analysis and through input contributed by stakeholders and citizens who participated in the development of the Consolidated Plan. The objectives and outcomes for each proposed activity in 2019 may be found in section AP-38 Project Summary.

Projects

#	Project Name
1	Housing Rehabilitation (2019)
2	Home Ownership (2019)
3	Public Facilities (2019)
4	Public Services (2019)
5	Economic Development (2019)
6	Rental Housing (2019)
7	Urgent Need/ Disaster Assistance (2019)
8	Planning and Administration (2019)

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Development of the 2019 Action Plan included a public hearing held March 22, 2018 by the CDBG Commission at the Middleton Town Hall. This public hearing included a review of eligible CDBG and HOME activities, potential funds, a review of the needs identified to date, a review of activities identified in the Consolidated Plan, and potential priorities for 2019. Opportunity was provided for identification of emerging housing and other community development needs and opportunities, as well as, for input regarding proposed priorities for 2019. A list of potential projects was shared, discussed, and action was then taken on identifying the requests for proposals (RFPs) that would be issued for potential funding in 2019. Applications for 2019 CDBG and HOME funds were solicited beginning April 2, 2018 and due May 24, 2018. The Application Review Team, a subcommittee of the CDBG Commission, met July 14, 2018 and July 21, 2018 to hear presentations by the applicants for housing and public assistance dollars and to make initial recommendations to the full CDBG Commission. The CDBG Commission made its preliminary recommendations at its July 26, 2018 meeting and its final recommendations following a public hearing on the Plan on September 27, 2018. These recommendations were incorporated into *2018 RES-295* and *2018 RES-296*, which were reviewed and approved by the Personnel and Finance Committee (11/19/2018), and the County Board (11/29/2019). All meetings were publicly noticed. A notice was published in the newspaper on August 25, 2018 for the September 27, 2018 public hearing to comply with the 30-day citizen participation process requirement.

The primary obstacle to addressing underserved needs is lack of funds, as there was \$3,003,110 in requests for funding for 2019 and \$2,200,000 in expected funds available. Funds expected to be available includes the anticipated annual allocation of CDBG and HOME funds in 2019, unused funds from prior years, and program income. Specifically, there continues to be a high demand for public service dollars, with \$278,280 in 2019 public service requests and \$168,000 available (public service awards cannot exceed 15% of Dane County's annual CDBG allocation plus 15% of program income from the prior year). The most qualified and eligible applicants were awarded funding based on their

financial need for public funding and ability to address the high priority needs of the County determined in the Needs Assessment and Housing Market Analysis sections of the Consolidated Plan and of those needs identified by stakeholders and citizens who participated in the development of the Plan.

All funding is contingent upon Federal action on these programs. Section AP-12 of this Plan lists the funding contingencies that were set in place in the event of an increase or decrease in federal funding.

AP-38 Project Summary
Project Summary Information

1	Project Name	Housing Rehabilitation (2019)
	Target Area	Dane County Urban County Consortium
	Goals Supported	Increase access to affordable quality housing
	Needs Addressed	Housing Availability/ Affordability
	Funding	CDBG: \$210,000 HOME: \$260,000
	Description	1) Project Home, Inc.- Major Home Rehab. To provide an affordable means for low and moderate income homeowners to obtain necessary home rehabilitation that qualifies as major. This means the Housing Quality Standards inspection demonstrates the rehab needs would be between \$5,000 and \$24,999. Funds are provided to the customer as a non-interest bearing deferred loan. 2) Project Home, Inc.- Minor Home Repair. Assist low and moderate income homeowners with housing quality standards and code related repairs to their homes. Assisted units must have a documented need for home repairs qualified by an HQS inspection. Eligible homes must need between \$100 and \$5,000 of repair work. 3) Movin' Out- Minor Home Repair. Movin Out, Inc. will administer a minor repair program that will assist low to moderate-income households that include a member with a disability with home repairs. The program will also provide accessibility modifications that will allow household members with a disability to live safely in the home.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	52 income-eligible households assisted.
	Location Description	Dane County Urban County Consortium.
	Planned Activities	Major Home Repair and Rehabilitation Loan Program (14A); Home Modification (14A); Minor Home Repair Grant Program (14A).
2	Project Name	Home Ownership (2019)
	Target Area	Dane County Urban County Consortium
	Goals Supported	Increase access to affordable quality housing
	Needs Addressed	Housing Availability/ Affordability
	Funding	HOME: \$554,000

	Description	1) Habitat for Humanity of Dane County, Inc. - Homebuyer Assistance. Habitat will use funds to provide secondary 0% interest, deferred payment mortgage reduction loans to households. This will allow Habitat to continue to provide low-interest primary mortgages to low income households. Without the help of County CDBG/HOME funds, Habitat would not be able to provide home ownership to households at 30-60% county median income. 2) Movin' Out - Homebuyer Assistance. Movin' out will use funds to provide secondary 0% interest, deferred payment loans. Loans will be provided to first time homebuyers purchase single-family owner-occupied housing. 3) Operation Fresh Start, Inc.- Affordable Home Ownership. OFS will support the construction of a new owner-occupied unit using CDBG funds as a 0% interest deferred loan to an income-eligible family.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	21 income-eligible households assisted.
	Location Description	Dane County Urban County Consortium.
	Planned Activities	Mortgage Reduction Assistance (13).
3	Project Name	Public Facilities (2019)
	Target Area	Dane County Urban County Consortium
	Goals Supported	Improve public facilities/develop infrastructure
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG: \$450,000
	Description	
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	232 Windsor Street, Sun Prairie WI 53590.
	Planned Activities	Youth Center- 03D
4	Project Name	Public Services (2019)
	Target Area	Dane County Urban County Consortium

	Goals Supported	Assure access to public services for LMI persons
	Needs Addressed	Public Services Accessibility
	Funding	CDBG: \$191,923
	Description	1) Community Action Coalition of South Central Wisconsin- Homelessness Prevention; 2) Madison Dental Initiative- Dental Care; 3) Vera Court Neighborhood Center- Expand Existing Business/ CDL Class; 4) North/ Eastside Senior Coalition- Transportation Services to Seniors; 5) YWCA of Madison- Employment Transportation Program; 6) Stoughton United Ministries- Transportation Services for Medical Appointments; and 7) Sunshine Place- The Bed Lady Program.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	500 persons assisted.
	Location Description	Dane County Urban County Consortium.
	Planned Activities	Transportation (05E); Employment Training (05H); Housing Counseling (05U); Health Services (05M); Other Public Services (05).
5	Project Name	Economic Development (2019)
	Target Area	Dane County Urban County Consortium
	Goals Supported	Expand economic opportunities for LMI persons
	Needs Addressed	Economic Opportunity
	Funding	CDBG: \$105,000
	Description	1) Madison Black Chamber of Commerce of Dane County- Economic Development & Resources Center for a micro-enterprise business incubator; and 2) V3) Wisconsin Women's Business Initiative Corporation- Technical assistance to existing owners of micro-enterprise businesses and persons developing micro-businesses.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	20 businesses assisted and 2 jobs created for micro-enterprise business owners.
	Location Description	Dane County Urban County Consortium.

	Planned Activities	ED: Technical Assistance (18B); ED: Micro-Enterprise Assistance (18C).
6	Project Name	Rental Housing (2019)
	Target Area	Dane County Urban County Consortium
	Goals Supported	Increase access to affordable quality housing
	Needs Addressed	Housing Availability/ Affordability
	Funding	HOME: \$600,000
	Description	1) WI Partnership for Housing Development- Stoughton Family Housing rental project; and 2) JT Klein- Limestone Ridge rental project.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	11 households will be provided affordable housing through the construction of new units.
	Location Description	Dane County Urban County Consortium.
	Planned Activities	Construction of Housing (12)
7	Project Name	Urgent Need/ Disaster Assistance (2019)
	Target Area	
	Goals Supported	Urgent Need Response to Natural Disasters
	Needs Addressed	Disaster Assistance
	Funding	CDBG: \$58,458
	Description	Set aside dollars to be used to address urgent needs arising from a recent disaster, plus provide needed matching funds to access other forms of disaster assistance funding.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	Dane County Urban County Consortium.
	Planned Activities	
8	Project Name	Planning and Administration (2019)
	Target Area	Dane County Urban County Consortium

Goals Supported	Strong Program Planning and Administration
Needs Addressed	Planning and Administration
Funding	CDBG: \$233,831 HOME: \$58,355
Description	Provide program planning, administration, support services, and fair housing activities. \$10,000 of the Planning/Administration budget has been specifically allocated for Fair Housing activities.
Target Date	12/31/2019
Estimate the number and type of families that will benefit from the proposed activities	
Location Description	
Planned Activities	Planning (20); General Program Administration (21A); Fair Housing Activities (21D).

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The Dane County Urban County Consortium, as of 2019, includes 56 participating municipalities representing slightly over 94% of the population outside the City of Madison. These cities, villages, and towns along with various departments in Dane County are the major public agencies responsible for administering programs covered by the Annual Action Plan. For a list and map of the 56 participating municipalities, see Appendix 1.

There is no geographic preference for the allocation of 2019 CDBG and HOME funds. Funding is based geographically only in that an application is received from a participating municipality for a project primarily benefitting low-and-moderate income households that meets the priorities of the Consolidated Plan and is recommended by the CDBG Commission.

Geographic Distribution

Target Area	Percentage of Funds
TOWN OF MADISON, WI	
Dane County Urban County Consortium	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

N/A.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The most common housing problem for Dane County residents is housing affordability. According to 2007-2011 CHAS data, 9,501 low-to-moderate income (LMI) households (both renter and owner) reported a housing cost burden greater than 50% of their income, and 15,028 LMI households reported a housing cost burden greater than 30% of their income. Dane County is also experiencing an extremely low rental vacancy rate that has remained under 3% for much of 2012-present, making it difficult for households to obtain rental units. In addition to housing cost burden, many owners struggle to make necessary major home repairs. While Dane County property sales prices have increased in recent years, the 2013 median price of \$212,00 was still below highest value of \$218,000 reached in 2007 (statistics provided by The South Central Wisconsin MLS). This leaves many owners without the equity necessary to obtain a loan for major home repairs.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	84
Special-Needs	0
Total	84

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	11
Rehab of Existing Units	52
Acquisition of Existing Units	21
Total	84

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Affordable housing continues to be a priority for Dane County. In 2019, Dane County anticipates using \$210,000 in CDBG and \$1,414,000 in HOME funds to increase the supply and availability of affordable housing units for low- and moderate-income families, the elderly, and persons with disabilities. This goal will be met through a variety of activities including major home rehabilitation, minor home repair projects, mortgage reduction programs, and the production of new rental units.

Of the 21 households supported through acquisition of existing units, it is expected that 11 will come

from Habitat for Humanity, 9 from Movin' Out, and 1 from Operation Fresh Start.

AP-60 Public Housing – 91.220(h)

Introduction

There are three public housing authorities in Dane County including the Dane County Housing Authority (DCHA), the DeForest Housing Authority, and the Stoughton Housing Authority.

The DCHA was created in 1972 by the Dane County Board of Supervisors to address the affordable housing needs of low-income families in Dane County (outside the City of Madison). The oversight and governance of the DCHA is the responsibility of a five-member citizen commission appointed by the Dane County Executive.

The DCHA owns 163 units of housing throughout Dane County. 86 of those units are funded by the Department of Housing and Urban Development through its Low Rent Public Housing Program and the Rural Development and HUD Section 515 Program fund 16 elderly units. The remaining units are market rate with a preference for Section 8 Voucher holders. The DCHA administers the Section 8 Housing Choice Voucher Program and provides financial assistance to over 1,100 low-income households throughout Dane County (outside the City of Madison). Since 1996 Dane County Housing Authority has contracted the management and maintenance of their units to a management company. Currently Wisconsin Management is managing the units.

According to Rob Dicke, Director of the Dane County Housing Authority, federal funding for the Section 8 Housing Voucher Choice rental assistance will be about \$7.6 million dollars (housing assistance payments and administrative fees) and funding for the public housing program is expected to be about \$196,394 (operating subsidy and capital improvements).

The DeForest Housing Authority operates 36 units of public housing including 32 one-bedroom units for Seniors and persons with disabilities and 4 two-bedroom duplexes for families. According to Randi Busse with the DeForest Housing Authority, they expect to receive \$29,000 in capital funds and \$20,000 in operating subsidy.

The City of Stoughton owns 92 units of public housing for seniors. The properties are managed by Brouihahn Management & Consulting, Inc.

Funds used to provide public housing and housing vouchers for the 3,490 federally assisted housing units in Dane County outside the City of Madison derive from:

Program/ Units:

Section 42: Low Income Tax Credit Housing/ **1,718**

Section 8: PBRA/ **757**

Section 8: Housing Choice Voucher/ **1,211**

Low Rent Public Housing Program (DCHA - 86, DeForest - 36, Stoughton - 92)/ **214**

Total Dane County, Excluding City of Madison/ **3,159**

Actions planned during the next year to address the needs to public housing

The Dane County Housing Authority (DCHA) continues to serve this population 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).

Families that are homeless qualify for preference under the category of those living in substandard housing. 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.

The DCHA has been seeing a steady decrease in voucher utilization due to historically low vacancies in their service area. They indicated that many HCV holders are being non-renewed by private landlords forcing low-income renters to search for new housing, often spending 120-150 days looking. The long shopping times have further depressed the DCHA utilization numbers. The DCHA is addressing this by purchasing multifamily properties and making them available to families earning less than 60% of CMI and giving preference to HCV holders. The DCHA has market rate properties under this initiative in Sun Prairie, Mount Horeb and the Town of Burke, and is currently in negotiations for acquiring properties in Marshall. The units would be market-rate affordable housing units with tenants selected on the DCHAs preference-based selection system.

The DCHA plans to eliminate public housing in 2019 by converting 44 units to project-based rental assistance under RAD (Rental Assistance Demonstration) and the remaining 42 units with a Demolition/Disposition application. The disposed of Public Housing units would be replaced with new construction units that would be subsidized with Section 8 Vouchers. The Board of Commissioners has approved the conversion applications and 2 meetings were held with the Resident Advisory Board. This will provide DCHA with more flexibility while have no negative impact on consumers.

Additionally, the DCHA will seek funding to create new affordable housing from Dane County and through a LIHTC application to the state.

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

One of the Objectives of the most recent *DCHA Strategic Plan* is "To provide education to tenants and landlords, and to educate DCHA's stakeholders about what the DCHA is and what it does." The primary strategies to meet this objective include:

- Become a more visible and accessible partner in the development of affordable housing
- Increase the BOD's size and mix
- Develop strategic partnerships throughout the County
- Increase DCHA services to the homeless and DCHA residents
- Expand external knowledge of DCHA activities and role in the County
- Increase non-restricted revenues for DCHA

Through the Housing Choice Voucher Program, DCHA administers a Homeownership Program to transition renter households to homeowners. The DCHA relies on the HCV dollars to reduce monthly homeownership expenses and the CDBG and HOME funded down payment and closing cost program to provide enough subsidies to bridge the gap between the cost of housing in Dane County and the homeowner's ability to pay. Currently in Dane County (outside of Madison) there are 11 families participating in this program. The DCHA also encourages residents to participate in the Resident Advisory Board meetings whenever possible.

The DeForest Housing Authority holds monthly meetings with residents in the Senior building to discuss their needs and plans. The building is adjacent to the Senior Center with which the Housing Authority works closely.

Brouihahn Management & Consulting, Inc. works closely with the Senior Center in Stoughton and encourages their residents to be active. Notices of activities, transportation opportunities, etc. are regularly posted. The company keeps an open door policy.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

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

Discussion

The DCHA will promote diversity of public housing residents by attracting a variety of families of various socio-economic backgrounds to each of its public housing developments and encourage mixed-income developments by increasing its TBRA voucher utilization. DCHA will continue to collaborate with a wide array of partners to leverage external resources, diversify their funding base, operate at peak efficiency, and attract and retain experienced staff.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The *Community Plan to Prevent and End Homelessness in Dane County* was developed by the Homeless Services Consortium in 2006 and updated in 2011. The Plan has three overarching goals:

1. Provide support services for homeless households and households at risk of homelessness to enable them to access and maintain stable housing.
2. Help homeless households by providing a short-term safety net with continuous support services with the goal of moving to stable housing as quickly as possible.
3. Provide an adequate inventory of affordable housing units for low-income households, whether by creating new units or making existing units affordable.

The full plan is available on the City of Madison CDBG web site at:
http://www.cityofmadison.com/cdbg/docs/community_plan_to_end_homelessness_final.pdf.

In 2019, Dane County as part of the Continuum of Care, will continue the objectives outlined in *A Community Plan to Prevent and End Homelessness in Dane County*. Actions to address the needs of individuals and families with children who are at imminent risk of becoming homeless include:

- Increasing the availability of effective case management services
- Increasing financial resources to households so that they are able to afford the cost of housing
- Providing education to help households better manage their resources
- Build on efforts to improve relationships between those who need housing (tenants) and those who have housing (landlords)
- Protect the legal rights of tenants to ensure that all are treated without discrimination and within the boundaries of the law.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

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

Through the use of a variety of publicly and privately funded programs in Dane County, homelessness for many households has been prevented. A number of Homeless Services Consortium agencies provide support services and financial assistance in the form of back rent and short-term rent subsidies for prevention activities. Housing mediation at Small Claims Eviction Court or directly between the landlord and tenant, as well as legal advocacy, help tenants remain in their housing avoiding an eviction and preventing homelessness for many.

In 2019, financial assistance and support services provided by the Homeless Services Consortium agencies will continue. Agencies and services to be offered include:

Briarpatch Youth Services is a provider of services to runaway and homeless youth and their families in Dane County. In 2016, Briarpatch opened and began operating an 8 bed facility in the Town of Madison to provide temporary shelter for runaway and homeless youth ages 13-17. The facility is licensed as a group by the State of Wisconsin and provides youth with temporary shelter for up to 28 days. Dane County CDBG funds were used in 2016 to help support this project and allow Briarpatch to dramatically expand the services it currently provides to homeless youth.

Community Action Coalition (CAC) offers case management, budget counseling and financial assistance to single individuals and families to prevent homelessness by paying a portion of back rent owed by the tenant or through monthly rental subsidies through the Rentable Program. CAC collaborates with a

number of other Dane County agencies who “pre-qualify” households.

Porchlight operates Hospitality House which serves as a day resource center providing services and financial assistance to single individuals and families in need. The DIGS Program helps to prevent homelessness through the payment of back rent and utilities.

Legal Action of Wisconsin lawyers and paralegals provide legal services to prevent evictions and secure income to avoid homelessness and to assist those who are homeless.

The YWCA provides tenant education workshops and follow-up support services to help ensure that previously homeless households do not return to homelessness. The Second Chance Tenant Education Workshop is a total of six-hours of instruction, spread out into two sessions to help homeless persons find and maintain housing. Participants learn about budgeting, credit, communication with landlords and neighbors, and rights and responsibilities of being a successful tenant.

On August 14, 2014 the Dane County Board of Supervisors approved the purchase of a house at 1738 Roth Street on Madison’s north side for the purpose of providing housing and services to men and women 17 to 25 years of age who are homeless or at risk of becoming homeless. The 10-bedroom house will be leased to Madison Community Cooperative for \$1 per year. MCC will partner with Youth Services of Southern Wisconsin to manage the facility and provide services such as job search support and financial literacy education.

Addressing the emergency shelter and transitional housing needs of homeless persons

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.

A list and map of federally assisted housing units in Dane County can be found in section MA-10 of the

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 November 2014, Dane County was selected, along with 68 other U.S. communities, to participate in Zero: 2016, a national campaign to end veteran and chronic homelessness over the next two years. The Campaign is being spearheaded by Community Solutions, a national non-profit organization based in New York City. Community Solutions will work intensively with Dane County to meet federal goals set by President Obama to end veteran homelessness by Dec. 2015 and chronic homelessness by Dec. 2016. Dane County will continue to accelerate its housing efforts in 2017 and work closely with Community Solutions to set performance measurements and create innovative solutions to addressing homelessness in Dane County.

In 2015, Dane County partnered with the City of Madison and several other public and private organizations to break ground on a new housing development for those facing chronic homelessness, including veterans. Madison Permanent Supportive Housing will be located at 715 Rethke Avenue in Madison. The \$8.9 million, 60-unit building will provide housing for individuals who are chronically homeless, with a unique focus on veterans, for whom 25 of the units will be designated.

Madison Permanent Supportive Housing is designed to serve those who would not be able to stay housed without a wide range of supportive services and who, conversely, need to be housed to be able to fully participate in these services. Many homeless individuals have a number of factors standing in their way, potentially including mental illness, a substance disorder, or chronic medical problem. Onsite services will be provided by Heartland Health Outreach and will include mental health services, links to other health care and employment providers, case management and social enrichment, all designed to improve stability and support economic self-sufficiency.

The City of Madison Community Development Authority and Dane County Housing Authority provided project based rental assistance for a total of 54 units. The project is also pursuing specific rental vouchers for veterans (VASH) from the Veterans Administration. Because of this rental assistance, homeless persons will now have a chance at stability, as those participating pay no more than 30% of their household income for rent.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, 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).

Discussion

Preventing homelessness has become an increasingly difficult issue in Dane County due to increasing barriers related to unemployment, low-paying jobs, limited subsidized housing units, and increasing housing costs in the market. In 2019, Dane County awarded \$40,865 in CDBG funds to the Community Action Coalition for South Central Wisconsin, Inc. (CAC) for homelessness prevention services. CAC administers the local Rentable Program which provides homeless prevention and rapid re-housing assistance for eligible low-income households. CAC focuses its services on participants with incomes at or below 30% of the CMI to ensure that those with the greatest needs receive assistance. While the program serves both individuals and families, priority is placed on serving families with children. Many of the households served are in rural areas and small towns, and face barriers such as lack of reliable transportation and un/underemployment. Many of the communities served have been affected by shrinking manufacturing base, which has led to the loss of many jobs that allowed families to be self-sufficient. Additionally, the vacancy rate outside the city of Madison limits, as of the first quarter in 2014, was below 2%. CDBG funds will be used by the CAC homelessness prevention program in 2018 to help households maintain safe, affordable housing and thereby avoid homelessness and the many problems associated with it.

In 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.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

There is a tremendous variety across communities in Dane County in terms of housing needs, housing supply, housing costs, and affordable housing needs. Among the identified fair housing impediments from the 2011 Analysis of Impediments (AI) report, and more recently the 2016 AI Report/ Fair Housing Equity Analysis, were high housing costs, availability of affordable housing units, housing for seniors (particularly those in outlying areas), increasing owner cost burdens and the increased risk of foreclosure, and restrictive zoning/ land use regulations that may add significant cost to the construction of housing.

In 2016, HUD imposed a new rule/process for conducting an analysis of impediments to fair housing choice. The new document, the Assessment to Fair Housing (AFH), was to be submitted 270 days prior to the submission on the next Consolidated Plan. HUD encourages grantees to take a regional approach to addressing fair housing by collaborating with other local jurisdictions and organizations that administer HUD Community Planning and Development (CPD) programs. Dane County staff had attended training sessions on the AFH process, and had been meeting regularly with the City of Madison and local housing authorities to prepare and submit a joint AFH. On January 5, 2018 HUD published a notice in the Federal Register suspending the obligation of local governments under the Affirmatively Furthering Fair Housing rule to submit an AFH until after October 31, 2020, and in many cases after 2025.

Actions it planned 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

Dane County will continue to provide public assistance funding to private sector and non-profit organizations that support the goal of increasing the supply and availability of affordable housing units as described in the Strategic Plan. Section AP-35 of this Plan details the specific number of families that are expected to be assisted with CDBG/HOME funds in 2019 by creating affordable and accessible homes for these families.

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 are listed in Appendix 2.

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.

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.

See Discussion Section below for information on additional work being done in 2019 by a Dane County Task Force for ameliorating the negative effects of existing public policies that serve as barriers to affordable housing.

Discussion:

In 2017, Dane County used CDBG/HOME funds to help rehabilitate 41 existing owner-occupied housing units as a means to maintain affordable housing; promote homeownership for 19 LMI households by providing down payment and closing cost assistance to LMI families residing in Dane County outside of Madison; and constructed 1 new owner-occupied affordable single-family housing unit. Dane County will continue to seek partner organizations to help launch a tenant-based rental assistance (TBRA) program to advance the goals of the Consolidated Plan and further address the affordable and fair housing needs of the Urban County Consortium.

Dane County anticipates using \$210,000 in CDBG funds and \$1,414,000 in HOME funds in 2019 to increase the supply and availability of affordable housing units for low- and moderate-income families, the elderly, and persons with disabilities. An additional \$10,000 of HOME funds will be used specifically for fair housing activities in the Urban County Consortium.

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 being done by the Task Force may be found at: <http://www.countyofdane.com/plandev/Chapter10.aspx>.

AP-85 Other Actions – 91.220(k)

Introduction:

Dane County will engage in a variety of activities during the 2019 program year, which are intended to further local housing and community development goals.

Actions planned to address obstacles to meeting underserved needs

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.

Actions planned to foster and maintain affordable housing

Affordable housing continues to be a priority for Dane County. In 2019, Dane County anticipates using \$210,000 in CDBG funds and \$1,414,000 in HOME funds to increase the supply and availability of affordable housing units for low and moderate income families, the elderly, and persons with disabilities. This goal will be met through a variety of activities including major home rehabilitation projects, minor home repair, and mortgage reduction programs for income-eligible households.

Actions planned to reduce lead-based paint hazards

Dane County works to reduce lead-based paint hazards by 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.

Through the City and County Board of Health Environmental Health Division, community education programs are provided. Information about lead is incorporated into the nutritional counseling

conducted at the WIC (Women, Infants, and Children) Clinics held throughout the County. Evaluation of homes of children found to have elevated blood lead levels, as well as, consultation for renovation and remodeling are provided through this program.

Actions planned to reduce the number of poverty-level families

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 will continue to meet monthly in 2019 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 planned to develop institutional structure

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

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

The Dane County Urban County Consortium, as of 2019, includes 56 participating municipalities representing slightly over 94% of the population outside the City of Madison. These cities, villages, and towns along with various departments in Dane County will be the major public agencies responsible for administering programs covered by the Consolidated Plan.

Private agencies that help to carry out the Annual Plan are typically selected as subrecipients through a Request-for-Proposal (RFP) process. If there are no respondents to an RFP, then Dane County purchasing standards allow a subrecipient to be selected by either re-issuing the RFP or by selecting the subrecipient on the open market.

The program is overseen by the Community Development Block Grant Commission and the federal Department of Housing and Urban Development (HUD).

Key public agencies with which the program staff will work include:

- Community Development Block Grant Commission
- Dane County Executive's Office, Office of Economic and Workforce Development
- Dane County Department of Human Services
- Dane County Department of Land & Water Resources, Land Acquisition Division
- Dane County Department of Planning and Development
- Dane County Department of Public Works, Highway, and Transportation
- Dane County Emergency Management
- Dane County Housing Authority
- Dane County Office of Equal Opportunity
- U.S. Department of Housing and Urban Development (HUD)
- Wisconsin Department of Administration, Division of Housing
- Wisconsin Housing and Economic Development Authority (WHEDA)

Non-Profit Organizations:

Since their inception, the CDBG and HOME programs in Dane County have dedicated a large portion of their resources to working with non-profit organizations to produce and maintain affordable housing. This nonprofit infrastructure functions as the principal housing and social service delivery system, as well as, helps further the economic development goals. These organizations are typically selected as subrecipients through an annual competitive request-for-proposal (RFP) process. For a list of non-profit organizations Dane County will be working with in 2019, please see the Projects section of the Action Plan.

Private Industry:

The private sector supports and complements the County's community development efforts in a number of ways:

- Specialized Services
- Local Lending Institutions
- Federal Home Loan Bank of Chicago

Actions planned to enhance coordination between public and private housing and social service agencies

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

The County will continue 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.

Annually, Dane County selects sub-recipient agencies to conduct fair housing services in the Urban County Consortium. In 2019, the Metropolitan Milwaukee Fair Housing Council (MMFHC) was selected to perform fair housing activities, including enforcement services; training and technical assistance; and education and outreach services (for the complete scope of services performed, see Appendix 2). The work performed and data collected by MMFHC is used by the County in its annual Performance Evaluation Report to evaluate the performance of the prior year's activities, and to modify, if necessary, any changes in priority areas in the development of the subsequent Annual Action Plan.

Discussion:

To ensure compliance with housing codes for properties being acquired under the home ownership programs, Dane County procures the services of an independent housing inspector to conduct inspections of the homes prior to purchase using local codes and the Housing Quality Standards (HQS) checklist. Any code violations must be addressed prior to the County approving the purchase of the property. As part of the on-site monitoring conducted by the County, a random sample of houses is inspected.

Residential units for which housing rehabilitation funds are being requested are inspected prior to the work being undertaken and then following completion by either Building Inspectors for the municipality in which the work is being undertaken or by a qualified inspector with Project Home. As part of on-site monitoring conducted by the County, a random sample of houses is inspected.

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:

The Project Home NOAH project is charged with inspecting their units and providing the information to

the County which is monitored by staff.

On site and desk monitoring of rental units will take place every 1-3 years as dictated by the number of units in the project. 2012 marked the first year that Dane County had newly completed rental units.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Dane County periodically receives additional funds in addition to the annual CDBG/HOME federal grant allocation in the form of program income (any proceeds received by Dane County and/or its subrecipients directly generated from the use of CDBG/HOME funds) and recaptured funds from loan payments, payoffs, and unexpended prior year funds. These funds are reallocated to eligible CDBG/HOME activities. CDBG regulations require that, at the end of each program year, grantees must determine whether they have excess program income on hand and return any excess to its line of credit. Excess program income is calculated by:

1. Assessing the aggregate amount of program income held by the grantee and its subrecipients.
2. Subtracting the following from the aggregate amount:
 - Any funds needed for immediate cash needs (i.e., needed within the next 30 days to pay outstanding bills);
 - Revolving loan fund balances;
 - Lump sum draw down balances; and
 - Cash or investments held as security for Section 108 loan guarantees.
3. Any amount remaining after the deductions that is in excess of one-twelfth of the grantee's most recent entitlement grant must be remitted to the grantee's line of credit as soon as practicable after the excess amount is determined.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

- | | |
|--|--------|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed | 75,000 |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. | 0 |
| 3. The amount of surplus funds from urban renewal settlements | 0 |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan | 0 |

Annual Action Plan

56

2019

5. The amount of income from float-funded activities	0
Total Program Income:	75,000

Other CDBG Requirements

1. The amount of urgent need activities	58,458
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	95.00%

**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Dane County will only be using the forms of investment described under 24 CFR Part 92.205(b).

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Dane County will use the recapture provisions to recoup all or a portion of the assistance provided to homebuyers if the housing does not continue to be the principal residence of the family for the duration of the period of affordability. When the recapture requirement is triggered by a sale (voluntary or involuntary) of the housing unit and the net proceeds are not sufficient to recapture the full HOME investment, then Dane County will recapture the net proceeds, (if any).

See Appendix 4 for complete Homeowner Loan Recapture Policy.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Dane County will use the recapture provisions to recoup all or a portion of the assistance provided to homebuyers if the housing does not continue to be the principal residence of the family for the duration of the period of affordability. When the recapture requirement is triggered by a sale (voluntary or involuntary) of the housing unit and the net proceeds are not sufficient to recapture the full HOME investment, then Dane County will recapture the net proceeds, (if any).

See Appendix 4 for complete Homeowner Loan Recapture Policy.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Not applicable to 2019 HOME funding.

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:

- 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);
- Requirements and practices each owner must adhere to in order to carry out affirmative marketing procedures and requirements;

- 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);
- Addresses the items in CFR 92.351.

Citizen Participation Comments



Dane County

Minutes - Final Unless Amended by Committee

Community Development Block Grant (CDBG) Commission

Thursday, March 22, 2018

5:30 PM

Town of Middleton- Town Hall
7555 W. Old Sauk Rd.
Verona, WI 53593

Town of Middleton- Town Hall
7555 W. Old Sauk Rd.
Verona, WI 53593

A. Call To Order

The meeting was called to order at 5:30 p.m.

Staff and others present: Valerie Rank, Jeff Boudrea, and Kayla Leibfried (Habitat for Humanity); Joyce Frey (City of Fitchburg); David Bachhuber (Lovefood); Kay-Tee Olds (Rodeo Wagon Foods); Kodzo Michel Yawo (Quality Transit); Aaron Romens (Tenant Resource Center); Matt Maier (Alexander Company); Peter Ouchakof (staff).

- Present 9 - DAVE RIPP, CYNDA SOLBERG, RON JOHNSON, RICHARD OBERLE, GODWIN AMEGASHIE, GAIL SHEA, NEIL STECHSCHULTE, OSCAR MIRELES, and TERESITA TORRENCE
Excused 1 - MATT EGERER

B. Public Comment on Items not on the Agenda

Valerie Rank (Habitat for Humanity) spoke to thank the Commission for their past support of Habitat; provided statistics about family homeownership; and gave an update on progress and projections for 2018.

C. Consideration of Minutes

Motion by Mireles, seconded by Amegashie, to approve the minutes of the 12/28/2017 CDBG Commission meeting. Motion passed unanimously by a voice vote.

MINUTES OF THE 12.28.2017 CDBG COMMISSION MEETING.
Attachments: [redacted]

The Minutes were approved

D. Presentations

1. Information to be provided to citizens as part of the public hearings for input on Emerging Housing and Community Development Needs and Priorities and Input on 2017 Performance.

Staff reviewed the information to be provided to citizens as part of the Public Hearings.

2. Public Hearing for Citizen Input on 2017 Performance and to Solicit Suggestions for Improvement*.

Chair Solberg opened the public hearing for Citizen Input on 2017 Performance and to Solicit Suggestions for Improvement. There were no members of the public present to speak. Chair Solberg closed the public hearing.

3. Public Hearing for Citizen Input on Housing and Community Development Needs and Potential Priorities for 2019*.

Chair Solberg opened the public hearing for Citizen Input on Housing and Community Development Needs and Potential Priorities for 2019. There were no members of the public present to speak. Chair Solberg closed the public hearing.

E. Action Items

017
CT-704

SUBORDINATION REQUEST- ALEX TECH I.

Attachments:

Matt Maier (Alexander Company), summarized the Novation Campus mortgage subordination request. The new financing will secure the commitment of anchor tenant Exact Sciences to remain in the building for an additional 9-year lease; and the County's existing collateral position will not be compromised with the restructure.

Motion by Mireles, seconded by Stechschulte, to approve the request. Motion passed unanimously by a voice vote.

This Action Item was approved.

017
CT-703

SUMMARY OF LOAN REQUESTS (LRT CHAIR) AND ACTION ON LOAN
APPLICATION FUNDING RECOMMENDATIONS.

Attachments:



Chair Amegashie of the CDBG-Application Review Team gave an overview of the three loan requests and the recommendations from the Review Team.

The Review Team recommended funding the two MBL applications at their full \$8,000 requests, and to approve the Quality Transit loan request for \$85,000 (covering the cost of 2 of the 3 vehicles sought), contingent upon the receipt of additional items from Quality Transit to be submitted to County staff. Chair Solberg suggested the Commission take action individually on each loan request.

Mr. Yawo, owner of Quality Transit, was brought to the stand to answer questions from the Commission members. It was noted that there was incomplete and missing application materials even though all of the application checklist items were checked off. The Commission requested that additional information be submitted to the County, and will take up the Quality Transit application request at the next Commission meeting in April. Documentation and information to be submitted by the applicant includes:

- Business Financial Statements.
- Tax returns for previous 3 years.
- Copies of contract agreements for agencies the business has an existing relationship with.
- Check with WI Dept. of Health Services on any applicable certification requirements for drivers.
- Credit report for business and business owner.

Motion by Amegashie, seconded by Johnson, to take no action and request the additional items listed above be submitted to County staff prior to the next Commission meeting in order to be included on the April CDBG agenda. Motion passed unanimously by a voice vote.

Kay-Tee Olds, owner of Rodeo Wagon Foods, gave a summary of her loan request and answered questions from Commission members. Motion by Mireles, seconded by Torrence, to approved the \$8,000 MBL request at an interest rate of 5.75%. Motion passed unanimously by a voice vote.

David Bachhuber, owner of Lovefood, gave a summary of his loan request and answered questions from the Commission members. Motion by Oberle, seconded by Mireles, to approve the \$8,000 loan request at an interest rate of 5.75%. Motion passed unanimously by a voice vote.

This Action Item was approved with conditions.

017
CT-699

DISCUSSION AND POSSIBLE ACTION ON 2017 CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT (CAPER) PRIOR TO HUD SUBMISSION.

Attachments:

Motion by Mireles, seconded by Stechschulte, to approve the 2017 CAPER. Motion passed unanimously by a voice vote.

This Action Item was approved.

017
CT-700

DISCUSSION AND POSSIBLE ACTION ON PRIORITY AREAS FOR WHICH REQUESTS FOR PROPOSALS WILL BE ISSUED FOR 2019 CDBG/HOME FUNDS.

Attachments:

Motion by Stechschulte, seconded by Mireles, to accept the proposed Project Area Categories and application dates for 2019 RFPs. Motion passed unanimously by a voice vote.

This Action Item was approved.

017
CT-701

DISCUSSION AND POSSIBLE ACTION ON EVALUATION CRITERIA FOR REQUESTS FOR PROPOSALS.

Attachments:

Staff provided the Commission members an updated scoring sheet with staff recommended changes. The recommended changes were due to the more stringent timeliness requires that were recently set in place; to emphasize the importance of project outcomes; and to add consistency and clarity to the past performance criteria. The specific staff recommended changes were to:

- Decrease Project Description from 10 to 5 points.*
- Add "Timeliness" to Work Plan section and increase from 5 to 10 points.*
- Increase Outcomes from 3 to 8 points.*
- Decrease Staff Resources from 10 to 5 points.*

Amegashie remarked on including additional clarity between past performance and new applicants by adding a line under "Experience and Qualifications" for New Applicants. Motion by Amegashie, seconded by Ripp, to amend the Review Criteria by adding a line for "New Applicants" worth 3 points under the Experience and Qualifications section. Motion pass unanimously by a voice vote.

Motion by Solberg, seconded by Stechshulte, to amend the Review Criteria by decreasing the Past Performance section from 10 to 7 points. Motion passed unanimously by a voice vote.

Motion by Mireles, seconded by Stechschulte, to approve the Application Review Criteria with the staff recommendations and amendments listed above. Motion passed unanimously by a voice vote.

This Action Item was approved as amended.

017
CT-702

DISCUSSION AND POSSIBLE ACTION ON APPLICATION REVIEW
TEAM MEMBERS; MEETING DATES, TIMES, AND LOCATIONS.

Attachments:

Commission members volunteering to serve on the Application Review Team subcommittee were:

1. Ron Johnson
2. Dave Ripp
3. Godwin Amegashie
4. Neil Stechsulte
5. Richard Oberle

Application Review Team meeting dates proposed were July 14th and July 21st, location TBD pending room and site availability, and 9:00 am meeting start time.

Motion by Mireles, seconded by Stechsulte, to approve the Application Review Team members and meeting dates as listed above. Motion passed unanimously by a voice vote.

This Action Item was approved.

F. Reports to Committee

017
PT-742

MARCH 2017 RLF LOAN REPORT.

Attachments:

Staff reported on the March 2018 RLF Loan Report. The Commission requested that staff provide a summary on the status of the Camrock loan at the next Commission meeting.

017
PT-741

MARCH 2018 EXPENDED FUNDS REPORT.

Attachments:

Staff reported on the March 2018 CDBG and HOME Expended Funds Reports. The Commission asked that staff give an update at the next meeting on the TBRA project awarded to CAC to determine the ability and interest of CAC to administer the program moving forward.

G. Future Meeting Items and Dates

April 26, 2018 at 5:30 pm in the Village of McFarland Municipal Center.

H. Adjourn

Motion by Mireles, seconded by Stechsulte, to adjourn. Motion passed unanimously by a voice vote, and the meeting adjourned at 6:50 p.m.



DANE COUNTY CDBG COMMISSION PUBLIC HEARING

March 22, 2018

To the Commission members and staff of Dane County, thank you for the opportunity to add comments regarding housing and community development needs in Dane County. Project Home has been at the forefront of providing minor home repairs, major home rehabilitation, and energy efficiency improvements to low and moderate income households for over 40 years. We appreciate the partnership of Dane County CDBG Commission members and staff to carry out this very important work. We look forward to many years of working with you to improve and maintain the housing stock in our community.

Many homeowners have benefitted from the programs and assistance offered by Project Home through the work of the CDBG commission and Dane County staff. Although much has been done, there is much more work to do. Project Home maintains a very healthy waitlist of Dane County residents who are highly motivated to participate in these programs. These residents represents Dane counties most needy homeowners. While we appreciate the difficult work the commission has ahead of you- deciding how to allocate funding to so many worthy organizations seeking support- we implore you to keep funding available for home rehabilitation and repair programs. For many residents this will be the only opportunity they will have to keep their homes from falling into deep disrepair and destroying the housing stock for Dane County.

Many families are finding it a challenge to make major repairs on their homes. To serve them, we would ask the commission members to keep funding available for rehabilitation and repair programs.

Thank you again for the leadership of the CDBG Commission and the commitment of the County staff.

Wyolanda Singleton
Intake Supervisor
Project Home, Inc.
(608) 246-3737 x 2200



Dane County

Minutes - Final Unless Amended by Committee

Community Development Block Grant (CDBG) Commission

Consider:

Who benefits? Who is burdened?

Who does not have a voice at the table?

How can policymakers mitigate unintended consequences?

Thursday, September 27, 2018

5:30 PM

City of Sun Prairie Council Chambers
300 E. Main Street
Sun Prairie, WI 53590

City of Sun Prairie Council Chambers
300 E. Main Street
Sun Prairie, WI 53590

A. Call To Order

The meeting was called to order at 5:35 p.m.

Staff and others present: Lisa Wilkins and Joanna Cervantes (Sunshine Place); Andrea Hughes (WWBIC); Willie Larkin, Janine Stephens, and Jake Brown (Boys and Girls Club of Dane County); Paul Sukenik and Kayla Leibfried (Habitat for Humanity), Kathryne Auerback (Movin' Out); Kittie Smith and Veronica Figueroa (UNIDOS); Norma Gallegos (Latino Academy); Sid Boersma (Stoughton HATS); Joyce Frey (City of Fitchburg); Camile Carter (Madison Black Chamber of Commerce); Peter Ouchakof (staff).

Due to the excused absence of Chair Solberg, Vice-Chair Johnson assumed the role of Chairman for the meeting.

B. Public Comment on Items not on the Agenda

None.

C. Consideration of Minutes

Motion by Amegashie, seconded by Clausuis, to approve the July 26, 2018 CDBG Commission meeting minutes. Motion carried unanimously by a voice vote.

018
MIN-227

MINUTES OF THE JULY 26, 2018 CDBG COMMISSION MEETING.

Attachments:

This was approved.

D. Public Hearing

Staff provided information to the public regarding the CDBG and HOME programs in accordance with Dane County's Citizen Participation Plan; as well as an overview of the 2019 funding recommendations and substantial amendment to the 2018 Action Plan.

Public Hearing registrants:

1. *Andrea Hughes (WWBIC). Thanked the Commission for the funding recommendation and provided an update on initiatives and progress in 2018. WWBIC has served over 140 entrepreneurs through training and classes this year. They have 17 active loan clients in Dane County- and have issued 3 new loans in 2018.*
2. *Paul Sukenik (Habitat for Humanity). Registered in support of the funding recommendations and was available for questions from the Commission.*
3. *Joanna Cervantes and Lisa Wilkens (Sunshine Place). Spoke in support of the Bed Lady project. Provided an update to the Commission- the program has been in works with local vendors to secure beds at a reduced rate for homeless children, and will now be able to double the number of children assisted.*
4. *Kitty Smith (Volunteer for UNIDOS). Although UNIDOS was not represented at the ART interview, Ms. Smith spoke in support of providing financial assistance to the organization. The Spanish language component of programming is essential to the population served and overall community. Residents are using UNIDOS as an intake for all Dane County services. Ms. Smith is asking that the Commission reconsider the funding request.*
5. *Veronica Figueroa (Executive Director of UNIDOS). UNIDOS Help Line was created to help serve those in trauma; call workers are trained to help with the specific needs of the victims that call in. The UNIDOS crisis line helped affected individuals from the recent visit from ICE (Immigration and Customs Enforcement) to the area and was very critical in getting support (including food and supplies) to those families. The organization is asking the Commission to reconsider the funding request.*
6. *Norma Gallagos (Latino Academy of Workforce Development/ LAWD). Thanked the Commission for the continued support of their programming. LAWD hosted a very successful graduation ceremony on September 7, 2018 for the 30 graduates of the GED and CDL programs. Last year the organization had 20 participants in the program, and this year is expecting to serve 40. Support has been seen and realized and will help expand the program throughout the County. LAWD has served 35 participants so far this year- exceeding the goal of 25 that was set for the year.*
7. *Sid Boersma (City of Stoughton/ HATS). Also representing WI Partnership for Housing Development, a partner on the community's housing initiatives efforts. HATS has come a long way to address the issue to homelessness in Stoughton. They are in the process of securing residences for 4 homeless families in the city. There has been ongoing support from the community and many different organizations in the area. They are pursuing an incredibly valuable and innovative effort in Stoughton, and working with school, government, and local organizations to address homelessness in the city.*
8. *Katheryn Awerback (Director of Movin' Out). Thanked the Commission for the funding recommendation of their Mortgage Reduction proposal, and asked for a reconsideration*

of their funding request for the Minor Home Repair program proposal. Movin' Out's Minor Home Repair program is comprehensive and includes tailored housing counseling in addition to a funding component. Accessibility and modifications are huge obstacles for the families they serve. The program works to help families with disabilities and those in poverty to ensure that they have a safe and accessible home. The program serves a unique population, and receives referrals from other organizations with similar programs but who do not serve residents with disabilities. Movin' Out is already working with 3 families in one month of programming. An award of at least \$60,000 would allow them to continue the program, and they ask that the Commission reconsider their funding recommendation.

9. Joyce Frey (City of Fitchburg Economic Development Department). Spoke in support of several projects that will have a meaningful impact for the Fitchburg community, including: Habitat for Humanity, Black Chamber of Commerce, Madison Dental Initiative, Movin' Out, Project Home, Vera Court, and WWBIC.

10. Kayla Liefried (Habitat for Humanity). Thanked the Commission for the support, noting that the organization is able to serve 10 families this year and stabilize 3 communities. Also noted that they have a bilingual associate new to the organization now on staff.

11. Janine Stevens (Boys and Girls Club of Dane County). Speaking in support on behalf of the Executive Director Rod Mitchell. Thanked the Commission and expressed appreciation for the funding recommendation and continued partnership.

12. Camille Carter (Madison Black Chamber of Commerce). Extended a sincere thank you to the Commission for allowing the organization to expand services. Responding to a question about the incubator project, Ms. Carter noted that the incubator will help small businesses expand services and become self-sustainable, as well as providing virtual office space, bookkeeping assistance, and supplemental services in the office space.

13. Joanna Cervantes (Sunshine Place). Speaking to request additional funding for Sunshine Place from the unallocated funds available to be used to help families displaced by the recent explosion in downtown Sun Prairie secure permanent housing. 35 families were displaced as a result of the July 10, 2018 explosion. Sunshine Place has been working diligently with those families to help get them back on their feet. The local fund that was formed to help with short-term housing assistance is running low leaving Sunshine Place at a crossroads. Of 35 families that were affected by the explosion, 15 are still displaced and in need of housing. The primary challenge for the families to secure new housing is rental housing affordability. Currently, several of the families are staying with relatives and friends, while others are being placed in hotels for the interim. Sunshine Place received limited housing assistance funds from WHEDA, but that fund will only be able to sustain the displaced families for another one to two months. The rent disparity for displaced families average out to around \$500 per month, or \$6,000 per family per year. The gap financing needed to sustain the 15 displaced families for one year will be around \$90,000. There are 25 children and 77 total individuals impacted in the 15 displaced families. Sunshine Place is requesting \$90,000 in CDBG assistance to fill the housing affordability gap for the 15 families in need of housing.

Amegashie asked about the fundraising efforts that occurred and if Sunshine Place was a recipient of those contributions?

Ms. Cervantes responded that yes they did and the money has generally been used for short-term housing and other needs and accommodations.

Ms. Torrence asked if some of the families are also business owners that lost business income?

Ms. Cervantes responded that yes, two of the affected families also lost business income but those two families have already found housing.

Mr. Amegashie asked if this is a temporary need, or if financial support will still be needed after one year of CDBG assistance?

Ms. Cervantes responded that the one year of CDBG assistance will allow the families to secure stable housing; and over that one year period Sunshine Place can provide employment assistance and other critical needs for the families. This Housing First model approach will allow the families to become more independent so that other needs- such as employment- will subsequently follow giving families the ability to sustain market-rate housing and stable living environments after one year.

Written comments received that are included as an attachment to the meeting minutes:

Movin' Out, in support of the funding recommendation for the Mortgage Reduction project and a request for reconsideration of the Minor Home Repair program funding request.

Resident of Sun Prairie, in opposition of the proposed Boys and Girls Club project.

E. Action Items

018
CT-173

MICRO-ENTERPRISE BUSINESS LOAN PROGRAM APPLICATION- CALLS ON CALL

Attachments:

Commissioner Amegashie, Chair of the Loan Review Team, reviewed the request with the Commission. The Review Team recommended Tabling the loan request due to inadequate financial documents submitted with the application, and requested that the applicant submit updated business financial statements and submit to staff at least one week prior to the next Commission meeting to be taken up at the October meeting.

Motion by Stechschulte, seconded by Clausius, to Table the request until the applicant has submitted the requested business financial statements to staff at least one week prior to the subsequent meeting. Motion passed unanimously by a voice vote.

This Action Item was tabled.

018
CT-175

FUNDING RECOMMENDATIONS FOR 2019 CDBG/HOME FUNDING
CYCLE PROPOSALS.

Attachments:

Chair Johnson reviewed the funding recommendations, noting the unallocated \$151,820 in CDBG funds available for allocation.

Amegashie proposed allocating \$60,000 to Movin' Out for the Minor Home Repair program and \$90,000 to Sunshine Place for the disaster housing assistance request, noting that this would nearly cover the balance of unallocated CDBG funds.

Motion by Clausuis, seconded by Egerer, to amend the funding recommendations to include \$60,000 to Movin' Out for the Minor Home Repair program and \$90,000 to Sunshine Place for disaster housing assistance. Stechschulte abstained from voting due to his professional affiliation with the Sunshine Place organization. Motion passed unanimously by a voice vote.

Motion by Egerer, seconded by Amegashie, to approve the funding recommendations as presented and to include the additional funding requests approved in the prior motion. Motion passed unanimously by a voice vote.

This Action Item was approved as amended.

018
CT-176

SUBSTANTIAL AMENDMENT TO THE 2018 ACTION PLAN.

Attachments:

Motion by Egerer, seconded by Amegashie, to approve the Substantial Amendment to the 2018 Annual Plan. Motion passed unanimously by a voice vote.

This Action Item was approved.

018
CT-197

CDBG SUBCOMMITTEE/ LOAN REVIEW TEAM VACANCY.

Egerer and Torrance offered their service on the CDBG Loan Review Team subcommittee. Clausuis stated that the Commission Chair is responsible for appointment members of the subcommittee. Torrance and Egerer will contact staff and Chair Solberg with their availability, and Chair Solberg will appoint one of them to the Loan Review Team subcommittee via electronic confirmation.

This Action Item was not acted on.

F. Reports to Committee

[018](#)
[RPT-242](#) SEPTEMBER 2018 EXPENDED FUNDS REPORT.

Attachments:

[REDACTED]

Staff reported on the September 2018 Expended Funds Report, noting an update to the report that the balance of the 2017 Latino Chamber of Commerce contract had been fully drawn.

[018](#)
[RPT-243](#) SEPTEMBER 2018 CDBG/RLF LOAN REPORT.

Attachments:

[REDACTED]

Staff reported on the September 2018 RLF Loan Report, noting that the Camrock loan has been in litigation and will go to court in early 2019.

G. Future Meeting Items and Dates

Staff will send out a Doodle poll to find out availability of Commissioners for moving the regularly scheduled Commission meetings to a different night of the week.

Next meeting: October 25, 2018 at 5:30 p.m. at the Town of Westport Kennedy Administration Building, 5387 Mary Lake Road, Waunakee, WI 53597.

H. Adjourn

Motion by Amegashie, seconded by Clausius, to adjourn. Motion carried unanimously by a voice vote, and the meeting adjourned at 6:50 p.m.

The meeting was adjourned.



Dane County CDBG Minor Home Repair Funding Application
Movin' Out, Inc. Minor Home Repair Program Supplemental Information
September 27, 2018

Movin' Out, Inc. is a statewide nonprofit organization. Our mission is to provide safe, stable, affordable housing solutions for the neediest in our communities: low-income individuals and families with disabilities. One way we achieve that is through our minor home repair programs. For low-income individuals and families with disabilities who wish to make their homes safe and accessible, we offer comprehensive, tailored housing counseling services along with financial assistance.

Dustin's accident left him quadriplegic. For the next 4 years, he lived by himself in an apartment in downtown Madison. His dream was to own an accessible home where he could live together with his girlfriend and her 4 children, aged 5 to 16, who were attending school in the Oregon district. Movin' Out housing counselors helped Dustin and his family purchase a 3-bedroom, open floor plan home in Brooklyn, and make accessibility modifications that included a roll-in shower and an exterior ramp. Four years later, two of the kids have graduated. Mom works nearby in Oregon, where she occasionally runs into one of the Movin' Out counselors who helped them. "Life is good!" she said recently.

Movin' Out has impacted many families like this one in Dane County, where we were founded nearly 25 years ago, offering 464 affordable units of rental housing, 129 of which are designated as "supportive" units for those with disabilities, and serving over 450 households to date through our home ownership and home repair programs.

We want to build on this success by continuing to offer minor home repair assistance. We see great need and opportunity to help ensure individuals and families with disabilities who are living in poverty have a safe, accessible home. For Dane County Movin' Out clients, the average CMI is 45% (including employment income and SSI if applicable).

- Our Minor Home Repair Program serves a unique population, working with individuals and families with disabilities to provide modifications for accessibility and safety. We frequently receive referrals from other agencies that offer similar programming, but that don't work specifically with people with disabilities.
- Our program is administered by our staff of 3 highly trained and HUD certified housing counselors who have 33 years of combined experience at Movin' Out and 80 years of combined experience working with people with disabilities.
- Our 15% fee (the approved amount for this program) includes housing counseling services, with a range of support to help ensure successful outcomes.
- Movin' Out is able to quadruple the impact of Dane County CDBG Minor Home Repair funds by applying these as the 25% match for ALP funds.
- We began preparing to administer our initial 2018 Dane County CDBG Minor Home Repair Program early in the year so that upon receiving our fully executed contract in late August, we were ready to launch the new program. In just one month, we are already in progress with 3 households. We anticipate completing the contract well before the 6/30/19 deadline.

We requested \$75,000 in our application for 2018 Dane County CDBG Minor Home Repair Program funding. An award of at least \$80,000, the amount we were awarded for 2018, would allow us to continue helping families like Dustin's achieve their dreams of living in an accessible, safe home of their own.

Movin' Out, Inc. || 902 Royster Oaks Drive, Ste. 705, Madison, WI 53714 || (608) 261-4446
www.movin-out.org

Ouchakof, Peter

From: suekonicek@charter.net
Sent: Thursday, September 27, 2018 11:53 AM
To: Phillipis, Dave; Ouchakof, Peter
Subject: A comment about the CDRG Program

From: Susan westover

Phone: (608) 556-7234

Comments: I live at 330 North st the church drive way runs along side my property and behind the parking lot. I would like to request in writing that if it becomes an issue with traffic loitering or children walking through my yard that the Boys and Girls Club will put up a nice looking maintenance free fence around the property. My other concern is the run off of water from the church parking lot is destroying the floor in my carriage house and other drainage problems I would like that addressed also. Several years ago I tried to discuss this with the city and the church and got nowhere now I'm hearing it's a problem for other people also I think the church should be liable to fix this issue. I spoke at the first city Council meeting and felt like I was belittled because I was concerned about the kids safety. I'm also wondering why no notices were sent out to the people that live in the surrounding area of the church not a single letter from the city.

Comments Received and Not Accepted

9/27/18 Public Hearing

A representative from UNIDOS spoke at the public hearing to ask the CDBG Commission to reconsider the funding request. The CDBG Commission denied the request because UNIDOS did not show up for the scheduled application interview and as a result removed UNIDOS from funding considerations.

Grantee Unique Appendices

APPENDIX 1

Dane County Urban County Consortium
(As of Jan. 1 2019)

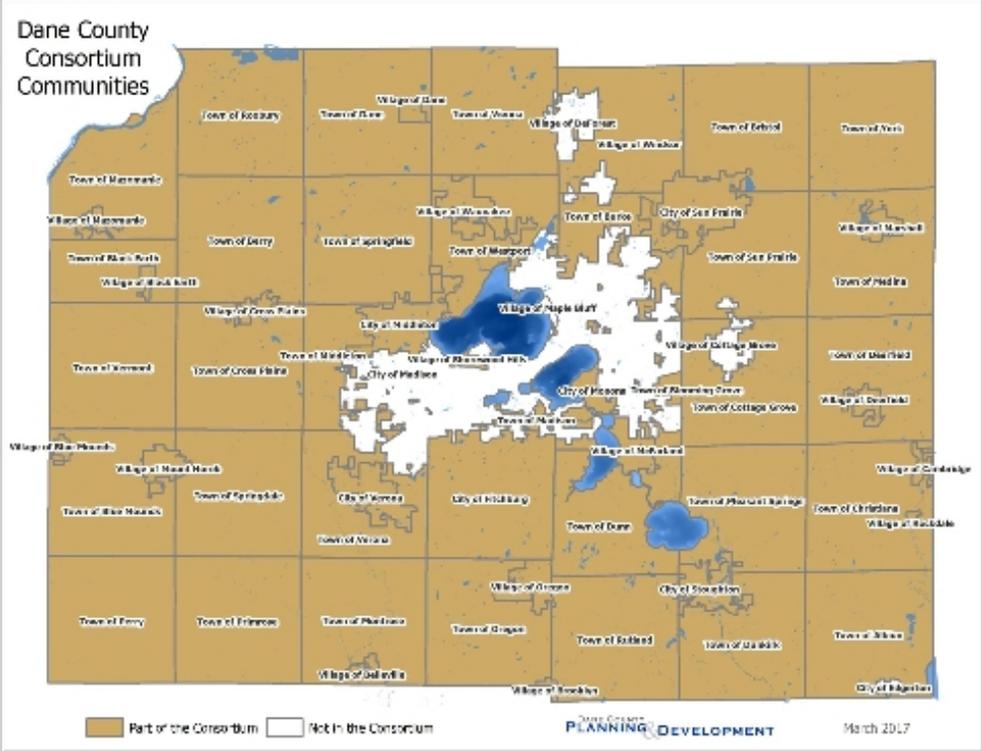
There are 56 participating municipalities in the Dane County Urban County Consortium. These municipalities include:

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

Municipalities not participating in the Urban Consortium:

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

Map 1: 2019 Dane County Urban County Consortium



APPENDIX 2

Metropolitan Milwaukee Fair Housing Council (MMFHC) Fair Housing Services (Scope of Services)

ELIGIBLE ACTIVITY

Each activity funded under this Agreement must meet the eligibility requirements of Section 105 under Title I of the Housing and Community Development Act of 1974 as amended. This activity is eligible under 24 CFR § 570.206(c).

SUBRECIPIENT will provide fair housing outreach information to housing consumers, social service agency staff, neighborhood organizations, community centers or other appropriate groups. Outreach information materials will be distributed by December 31, 2019. The outreach information materials will be distributed to locations accessible to those residing in the 56 jurisdictions participating in the Dane County Urban County Consortium or at agencies/organizations that provide services to participating jurisdictions.

COMPLIANCE WITH NATIONAL OBJECTIVES

Pursuant to 24 CFR § 570.200(a)(2), the COUNTY must certify that the projected use of funds under section 106 of Title I of the Housing and Community Development Act of 1974 has been developed so as to give maximum feasible priority to activities which will carry out one of the national objectives of benefit to low-and-moderate-income families or aid in the prevention or elimination of slums or blight. The projected use of funds may also include activities that the COUNTY certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs.

The SUBRECIPIENT certifies that the activit(ies) carried out under this Agreement will meet the national objective under 24 CFR § 570.208 (d)(4) in which CDBG funds expended for planning and administrative costs under 24 CFR § 570.206 will be considered to address the national objectives.

DESCRIPTION OF SERVICES

Please see section entitled "Service Methods" below.

LOCATION/TARGET AREA OF SERVICES

Services will be provided in locations that are in or easily accessible to residents of the 56 communities participating in the Dane County Urban County Consortium.

TIME OF PERFORMANCE

Services provided under this Agreement shall be provided within the following time limits: January 1, 2019 - December 31, 2020. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Subrecipient remains in control of CDBG funds or other CDBG assets.

PROJECT SCHEDULE/MILESTONES

Key Events	Date to be Completed
CDBG staff to complete environmental review	2 nd quarter 2019/2020
County to process contract	2 nd quarter 2019/2020
County to issue notice to proceed	2 nd quarter 2019/2020
FHCGM to submit 2 nd quarter progress report	July 31, 2019/2020
FHCGM to submit 2 nd quarter progress report	July 31, 2019/2020
FHCGM to submit 3 rd quarter progress report	October 30, 2019/2020
FHCGM to submit 3 rd quarter invoice	October 30, 2019/2020

Key Events	Date to be Completed
FHCGM to submit 2019/2020 annual report	January 15, 2020/2021
FHCGM to submit final 2019/2020 invoice	January 15, 2020/2021

PERFORMANCE INDICATOR(S)

The following levels of service will be provided:

Planning and Administration

Indicator	Annual Goal
Number of unduplicated people assisted.	150

Dane County will disburse the final 10% of the contract awarded funds at such time that the FHCGM can demonstrate completion of the performance indicators listed above.

PERSONS TO BE SERVED

Target Population

As all participants in the housing market are impacted by fair housing issues, SUBRECIPIENT will target consumers and providers of housing who reside in, or are relocating to, a community that is participating in the Dane Urban County Consortium, as well as, social service agencies or other organizations that serve communities participating in the Dane Urban County Consortium. While attempting to reach a cross-section of housing market participants, SUBRECIPIENT will make efforts to provide fair housing information to underserved populations including, but not limited to, persons of color, households with children and persons with disabilities.

Eligibility Guidelines

Agencies that provide housing services and consumers of housing who reside in municipalities participating in the Dane County CDBG Program.

Income Documentation Required

N/A

Marketing of Program/Service

Distribute fair housing written informational materials that incorporate information on federal, state and local Dane County fair housing laws.

Provide fair housing outreach information to housing consumers, social service agency staff, neighborhood organizations, community centers or other appropriate groups. Outreach information materials will be distributed by December 31, 2019. The outreach information materials will be distributed to locations accessible to those residing in jurisdictions participating in the Dane County Urban County Consortium or at agencies/organizations that provide services to participating jurisdictions.

Referral/Application Process

Based on an initial determination of whether the inquiry is of a type which SUBRECIPIENT handles, SUBRECIPIENT shall accept from members of the public complaints of housing discrimination, as defined in COUNTY's Fair Housing Ordinance. SUBRECIPIENT shall maintain and staff a local office at all times during the term of this Agreement.

Capacity/Waiting List

N/A

SERVICE METHODS

How Services are to be Provided

- A) Enforcement Services - MMFHC will make its complaint intake, counseling, and investigative services available to persons who believe that they have experienced illegal discrimination. MMFHC staff will advise such persons on the provisions of fair housing law and available sources of remedy. As appropriate, MMFHC staff will conduct investigations utilizing testing and make referrals to attorneys and/or administrative agencies. MMFHC will report numbers of complaints and the protected class bases of complaints, as well as disposition of cases. As appropriate, MMFHC will review statistics on the resolution of fair housing complaints.

- B) 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. Technical assistance will include, but not be limited to, clarification on fair housing laws, information on legal or administrative interpretation of the laws and the nature and extent of housing discrimination, demographic data and compliance issues. In addition, MMFHC will provide 60 instances of information and referral services for clients who have non-fair housing inquiries. MMFHC will report the number of instances of technical assistance and information and referral services.

- C) 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. FHCGM staff will also distribute fair housing educational materials, which will include information regarding all protected classes in the Dane County Fair Housing Ordinance, to a minimum of 6 organizations on a minimum of 12 occasions. MMFHC will report on the presentations' locations and number of people in attendance, and will report on instances of fair housing educational material distribution. Conduct outreach and education to alert homeowners in Dane County of the services available and work with members of the housing industry and other groups to inform and educate homeowners regarding their rights.

Service Hours/Days

9:00 a.m. – 4:30 p.m., Mondays through Fridays, excluding holidays.

Length of Service

All services performed pursuant to the AGREEMENT shall be completed by the time limits set forth herein and the entire project shall be completed no later than December 31, 2019/2020.

Procurement – MBE/WBE

Procurement will be minimal under this activity. SUBRECIPIENT will take affirmative steps to use small, minority-owned and women-owned businesses when possible. COUNTY'S Office of Equal Opportunity maintains a directory of MBE/WBE businesses at http://countyofdane.com/oeo/pdf/targeted_business_directory.pdf, which should be used as a reference source.

Fair Housing

SUBRECIPIENT will display the HUD Equal Opportunity poster at its offices. This can be obtained by accessing the HUD website at <http://hud.gov/offices/fheo/library>.

Section 3

N/A

LEVERAGE

See Schedule B below.

REPORTING REQUIREMENTS

FHCGM will submit the listed report on a quarterly basis. Reports will be due on the 15th of the month following the end of the quarter:

- Beneficiary Data Report

APPENDIX 3



Citizen Participation Plan

(Adopted by the Steering Committee to the Dane County Housing and Development Partnership – February 23, 1999;
amended by the Dane County CDBG Commission -May 22, 2008;
amended by the Dane County CDBG Commission – June 28, 2012;
amended by the Dane County CDBG Commission – February 27, 2014)

Table of Contents

INTRODUCTION

- OBJECTIVE 1: Provide timely advance public notices about availability of required documents and public hearings.
- OBJECTIVE 2: Provide reasonable and timely access to information and records.
- OBJECTIVE 3: Hold public meetings and public hearings to obtain and respond to citizen views.
- OBJECTIVE 4: Provide opportunities for citizen participation in all stages of the process.
- OBJECTIVE 5: Coordinate with groups and individuals serving low-income populations.
- OBJECTIVE 6: Ensure that the Dane County Community Block Grant (CDBG) Commission provides oversight for the CDBG program.
- OBJECTIVE 7: Establish complaint procedures.
- OBJECTIVE 8: Establish procedures for changing the Citizen Participation Plan.

Introduction

This Citizen Participation Plan contains Dane County's policies and procedures for public involvement in the Consolidated Plan process and the use of Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME). These guidelines are in conformance with Section 103(a)(3) of the Housing and Community Development Act of 1974, as well as, 24 CFR 91.105, the federal regulations governing public participation in the Consolidated Planning process. The Plan provides for and encourages public participation in the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, and the performance report.

The Plan provides for and encourages public participation, emphasizing involvement by low and moderate-income people. Dane County encourages the participation of all its residents, including minorities, limited English speaking persons, and persons with disabilities.

The primary purpose of the programs covered by the Citizen Participation Plan is to improve communities by providing: decent housing, a suitable living environment, and expanded economic opportunities – principally for low and moderate-income people.

Objective 1: Provide timely advance public notices about availability of required documents and public hearings.

Strategy

1. There shall be advance public notices once a federally required document is available, such as the proposed Annual Action Plan or five-year Strategic Plan, herein called the "Consolidated Plan," any proposed substantial amendment to the Action Plan or Consolidated Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER). All meetings and public hearings relating to the funds or planning process covered by this Citizen Participation Plan will be held in conformance with the Wisconsin Open Meeting Law, Section 19.81 et. Seq. Stats.

Implementation

1. Public notice will be given in the following forms:
 - a. Posted with the County Clerk and published in the Wisconsin State Journal as an official notice to the newspaper and as display advertisements in the non-legal section of the paper.
 - b. Notice will be given to organizations and agencies providing services and/or publishing newspapers and newsletters to lower income people and to any other news media or organization having filed a written request with Dane County for such notice.
 - c. Notices will also be posted on the Dane County web site: <http://www.countyofdane.com/> .
2. The notice will state the time, date, place, and subject matter of the meeting. An agenda of items to be considered will also be included.

Objective 2: Provide reasonable and timely access to information and records.

Strategy

1. Dane County will provide the public with reasonable and timely access to information and records relating to the data or content of the draft and final Consolidated Plan, Annual Action Plan, and CAPER. The public will be given reasonable access to records about any uses of CDBG and HOME dollars. All requests for open records will be answered in conformance with Wisconsin Public Records Law, Section 19.31-19.39.

Implementation

1. Standard documents to be made available include:
 - a. The proposed and final Annual Action Plans.
 - b. The proposed and final Consolidated Plan.
 - c. Proposed and final substantial amendments to either an Annual Action Plan or the Consolidated Plan.
 - d. Consolidated Annual Performance Evaluation Reports (CAPER)
2. Copies of standard documents will be provided to the public at no cost and as soon as practical without delay.
3. Standard documents will be available on the Dane County web site: <http://dane-econdev.org/>
4. Materials will be in a form accessible to persons with disabilities when requested.
5. Materials will be available in a format to assist limited English speaking persons.
6. All other documents related to the Consolidated Plan process and the use of program funds will be available to the public at the Dane County Office of Economic & Workforce Development.

Objective 3: Hold public meetings and public hearings to obtain and respond to citizen views.

Strategies

1. Public hearings will be used as an official forum for obtaining the public's views and will address housing and community development needs, development of proposed activities, review of program performance and other items required by 24 CFR 91.105. The hearings will be held as required by the regulations. Any pertinent documents will be available from the Dane County Office of Economic & Workforce Development as well as, on the Dane County web site <http://dane-econdev.org/> at the time of the first published notice.
2. Public information meetings may be held at various locations in Dane County during the development of the Consolidated Plan and Annual Action Plan. The purpose of the meetings will be to inform community residents – especially low and moderate-income residents – of the stages of the planning process and to solicit ideas, input, and feedback.

Meetings and hearings will be noticed and conducted in conformance with the Wisconsin Open Meeting Law, Section 19.81 et. Seq. Stats.

Implementation

1. Public hearings and public information meetings will be held at locations accessible to and times convenient for low and moderate-income residents.
2. Notice of public hearings and public information meetings will be given in accordance with implementation guidelines under Objective 1. For public hearings, the display advertisement in the non-legal section of the Wisconsin State Journal shall be published at least 14 days prior to the public hearing.
3. A reasonable attempt will be made to notify organizations representing low and moderate-income people and request that they provide their members and constituents with meeting notices and information.
4. Special arrangements to accommodate persons with disabilities and people who are limited English speaking will be made upon request. All public hearings will be held at locations accessible to people with disabilities.

Objective 4: Provide opportunities for citizen participation in all stages of the process.

Strategies

1. Incorporate citizen participation and input into the following stages of the process:
 - a. Identification of housing and economic/community development needs.
 - b. Preparation of the Consolidated Plan and use of funds for the upcoming year.
 - c. In the review of program performance and the development of the Consolidated Annual Performance Evaluation Reports (CAPER).
 - d. Formal approval by the County Executive and Dane County Board of Supervisors of the final Consolidated Plan and Annual Action Plan. .
 - e. If it becomes necessary to change the use of the money already budgeted in an Annual Action Plan or change the priorities in the Consolidated Plan, a formal Substantial Amendment will be proposed, considered, and acted upon by the CDBG Commission and the County Board of Supervisors.

Implementation

1. Identifying Community Challenges, Needs, and Strategic Objectives
 - a. Community challenges, needs, and strategic objectives will be developed in consultation with citizens and organizations representing citizens (especially low and moderate-income people) through local meetings, opportunity for written comment, and posting on the County web site. Input will also be solicited from participating municipalities.
 - b. Public hearings focusing on needs will occur annually before the draft Annual Action Plan is published for comment, so that the needs identified can be considered by the County and addressed in the draft Annual Action Plan.
2. The Consolidated Plan and Annual Action Plan
 - a. Annually, Dane County will provide the public with an estimate of the amount of CDBG funds it expects to receive in the upcoming year, along with a description of the types of activities that can be funded with these resources based on the objectives outlined in the Consolidated Plan. A standard application will be used to solicit applications for these resources.
 - b. Dane County will work to minimize the extent to which low and moderate-income people will be displaced from their homes as a result of the use of these federal dollars. If displacement occurs when utilizing funds governed by this Plan, the County will comply with the federal regulations of the Uniform Relocation Act and Section 104 (d) regarding displacement and relocation.
 - c. All potential applicants for funding are encouraged to contact County staff for technical assistance before completing an application.
 - d. County staff will assist any organizations and individuals representative of low and moderate-income people who are interested in submitting a proposal to obtain funding for an eligible activity.
 - e. Dane County will notify the public when the proposed Consolidated Plan and Annual Action Plan are available and copies will be made available to the public as soon as practicable. In addition, copies will be available at the locations specified above in Objective 2.
 - f. Efforts will be made to provide complete copies of the proposed Consolidated Plan and Annual Action Plan to low and moderate-income persons.
 - g. A public hearing on the proposed Annual Action Plan will be conducted and careful consideration will be given to all comments and views expressed by the public, whether given as oral testimony at the public hearing or submitted in writing during the review and comment period. The final Annual Action Plan will have a section that presents all comments and explains why any comments were not accepted.
 - h. Copies of the final Annual Action Plan and a summary of it will be made available to the public.
3. Amendments to the Consolidated Plan and Annual Action Plan
 - a. The Consolidated Plan and Annual Action Plan will be amended any time there is: a change in one of the priorities presented on the HUD-required Priority Table; a change in the use of money to an activity not mentioned in the final Annual Action Plan; or a substantial change in the purpose, location, scope, or beneficiaries of an activity. The public will be notified whenever there is an amendment.
 - b. The following will be considered "substantial" amendments:
 - i. A change in the amount of program money from one activity to another such that the funding level of either activity would change by more than 10 percent.
 - ii. The elimination of an activity originally described in the Annual Action Plan.
 - iii. The addition of an activity not originally described in the Annual Action Plan.

- iv. A change in the purpose of an activity, such as a change in the type of activity or its ultimate objective, for example, a change in a construction project from housing to commercial.
 - v. A meaningful change in the location of an activity.
 - vi. A 50 percent or greater change in the type of characteristics of people benefiting from an activity, including:
 - (1) The HUD-recognized income levels.
 - (2) Race or ethnicity
 - (3) Renter or homeowner
 - vii. A 20 percent decrease in the number of low or moderate-income people benefiting from an activity.
 - viii. A change in the scope of an activity such that there is a 20 percent increase or decrease in the amount of money allocated to an activity.
- c. There will be reasonable notice of a proposed substantial amendment so that residents will have an opportunity to review and comment on it. Notice will be made according to the procedures described earlier with the addition of the following procedures specifically for substantial amendments:
- i. A detailed written description of the proposed substantial amendment will be made available to the public.
 - ii. The public has 30 days to review the proposed substantial amendment.
 - iii. In preparing a final substantial amendment, careful consideration will be given to all comments and views expressed by the public, whether given as oral testimony at the public hearing or submitted in writing during the review and comment period. The final substantial amendment will have a section that presents comments and explains why any comments were not accepted.

Objective 5: Coordinate with groups and individuals serving low-income populations to obtain input on the Consolidated Planning process.

Strategy and Implementation

Dane County will seek input on priorities, goals, and objectives from a variety of organizations, committees, and commissions, including, but not limited to: Joining Forces for Families (JFF), Dane County Housing Authority, area nonprofit agencies, and federal and state housing and community development agencies.

The County will make a special effort to include input from limited English speaking populations and from persons with disabilities.

Objective 6: Ensure that the Dane County Community Development Block Grant (CDBG) Commission provides oversight for the CDBG program.

Implementation

1. The CDBG Commission is a 13-member body appointed by the County Executive to two year terms. Membership of the Commission will consist of:
 - a. 2 Dane County Board Supervisors representing districts wholly outside the City of Madison;
 - b. 9 members representing Dane County Consortium participating communities; and
 - c. 2 at-large citizen members.
2. The responsibilities of the Commission are to:

- a. Advise on and approve the Citizen Participation Plan;
 - b. Provide input on the Consolidated Plan, Annual Action Plan, and CAPER, and any proposed amendments;
 - c. Advise the County Executive and Dane County Board of Supervisors on the types of programs and projects to be funded consistent with the goals, objectives, and priorities set forth in the Consolidated Plan;
 - d. Oversee the process in which contracts for CDBG and HOME services are awarded on a competitive basis;
 - e. Evaluate performance of contractors performing funded activities;
 - f. Oversee cooperation agreements between Dane County and participating local jurisdictions;
 - g. Provide input and evaluation on the implementation of the CDBG and HOME programs; and
 - h. Evaluate housing and community development policy related to CDBG and HOME.
3. The Commission will meet on a regular basis. The time and place of meetings can be obtained by contacting the Dane County Office of Economic & Workforce Development or at: <https://www.countyofdane.com/committees/agendas.aspx>
4. Support of the Commission will be provided by staff of the Dane County Office of Economic & Workforce Development.

Objective 7: Establish complaint procedures.

Strategy and Implementation

Written complaints from the public related to the Consolidated Plan and its associated funding sources should be sent to the Dane County Office of Economic & Workforce Development and will receive a substantive, written reply from the Office within 15 working days where practical.

Objective 8: Establish procedures for changing the Citizen Participation Plan

Strategy and Implementation

This Citizen Participation Plan can be changed only after the public has been notified of an intent to modify it, and only after the public has had 30 days to review and comment on proposed substantive changes to it.

APPENDIX 4



CDBG/HOME/ADDI PROGRAM POLICY AND PROCEDURES MANUAL

SUBJECT: HOMEOWNER LOAN RECAPTURE POLICY

Policy:

Dane County will use the recapture provisions to recoup all or a portion of the direct assistance provided to homebuyers if the housing acquired that does not continue to be the principal residence of the family for the duration of the period of affordability. Dane County will further require that the acquired housing must remain homebuyers principle place of residence beyond the period of affordability and through the life of the loan.

When the recapture requirement is triggered by a sale (voluntary or involuntary) of the housing unit and the net proceeds are not sufficient to recapture the full HOME investment, then Dane County will recapture the net proceeds, (if any).

The net proceeds are the sales price, or confirmed sale price of sheriff sale after foreclosure, minus the superior loan repayment (other than HOME funds) and any reasonable closing costs. Net proceeds will not be recaptured in excess of the original HOME investment.

If there are not net proceeds, then repayment of the Dane County Deferred Note is not required.

Procedures:

Forms Needed

Short Sale Worksheet

<u>Responsibility</u>	<u>Action</u>
Borrower/Real Estate Agent	1. Makes a request for short sale to the CDBG/HOME Program Specialist.
CDBG/HOME Program Specialist	2. Provides information to the Borrower regarding the Distress Sale Policy and Procedures
Borrower/Real Estate Agent	3. Submits the following documents: <ul style="list-style-type: none">a. A copy of the offer to purchase.b. Copy of payoff statements from primary lendersc. Current appraisal of propertyd. Notarized statement of arms-length transaction signed by buyer & sellere. Estimated closing costs from title company
CDBG/HOME Program Specialist	4. Reviews the file and all submitted materials, and completes the Request for Short Sale Worksheet.
Director of Office of Economic & Workforce Development	5. Review file, submitted documentation and Short Sale Worksheet.
CDBG/HOME Program Specialist	6. Provides title company with payoff statement based on projected net proceeds.
Borrower/Real Estate Agent/Title Company	7. Submits payment of net proceeds, if any, and copy of Closing Statement verifying amount of net proceeds from sale.
CDBG/HOME Program Specialist	8. Executes the release of mortgage.
Corporation Counsel	9. Reviews the prepared agreement and file checking names, parcel numbers, legal description, recording information, and loan amounts.
CDBG/HOME Program Specialist	10. Gathers the required signature.
County Executive	11. Signs the release on behalf of the County.
CDBG/HOME Program Specialist	12. Sends release of mortgage to title company handling closing, and notifies Controller's office of any loan balances that are forgiven.

Responsibility

Action

Title Company

13. Files the release of mortgage with the Register of Deeds Office.

Items to be retained in Property File maintained by the County

Recorded Original Mortgage for the County
Original, signed Deferred Note
Signed letter from borrower requesting subordination
Offer to purchase
Short Sale Worksheet
Closing Statement
Recorded Release of Mortgage

