



# Dane County 2020-2024 Consolidated Plan

## SECOND YEAR Action Plan (2021 Program Year)

Promoting



**Decent Housing**



**Suitable Living Environments**



**Economic Development**

# Acknowledgements



## Dane County Department of Human Services Division of Housing Access & Affordability

---

**Dane County Executive** – Joe Parisi

**Director** – Shawn Tessmann

**Division Administrator** – Casey Slaughter Becker

210 Martin Luther King Jr. Blvd., Room 421, Madison, WI 53703

### CDBG Commission Members

Cynda Solberg, Chair

Godwin Amegashie

Karen Crossley

Matt Egerer

Jeremiah DeGollon

Ron Johnson

Richard Oberle

Neil Stechschulte

Teresita Torrence

### Staff

Casey Becker

Peter Ouchakof

Joanna Cervantes

Pedro Ruiz



**U.S. Department of Housing and Urban Development**

Milwaukee Field Office

Office of Community Planning and Development

310 W Wisconsin Ave, Suite 950W | Milwaukee, WI 53203

# 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, 2021 through December 31, 2021.

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:

- Provide 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 \$1.8 million annually from HUD through the CDBG and HOME programs over the next five years. 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.

### **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: [cdbg.countyofdane.com/reports](http://cdbg.countyofdane.com/reports).

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

See Executive Summary section of Dane County's 2020-2024 Consolidated Plan for a full summary of the citizen participation and consultation process in the development of the full five year Consolidated Plan.

The County held a public hearing on March 24, 2020 to provide information to citizens about the CDBG and HOME programs; review activities identified in the Consolidated Plan; and solicit input on needs and priorities for the 2021 Annual Action Plan. 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 2021.

A second public hearing was held at the November 24, 2020 CDBG Commission meeting to review activities identified for funding for the 2021 program year.

A Notice of Document Availability and Public Hearing was published in a non-legal section of the WI State Journal prior to each public hearing. These notices and draft documents were also posted electronically on the Dane County CDBG website ([cdbg.countyofdane.com](http://cdbg.countyofdane.com)), and hard copies made available at the Housing Access and Affordability Division Office located at 210 MLK, Jr. Blvd., Madison, WI 53703.

Notices of the public hearings and information on the development of the Plan were sent to the 56 participating municipalities; past and presently funded sub-recipient agencies; local Chambers of Commerce; and to a database of local housing and community development organizations.

## **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.

No members of the public were present for comment at the March 24, 2020 public hearing.

Eight registrants provided public comment at the November 24, 2020 CDBG Commission meeting, all in support of the 2021 activity funding recommendations.

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

All comments from the public were accepted, and there was no opposition to the proposed funding recommendations by members of the public.

## **7. Summary**

Dane County's 2021 Annual Action 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 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 the next year 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		DCDHS- Housing Access and Affordability Division
HOPWA Administrator		
HOME Administrator		DCDHS- Housing Access and Affordability Division
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

**Narrative (optional)**

**Consolidated Plan Public Contact Information**

Casey Becker

## **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 (updated 2016) 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.

Dane County coordinated with the City of Madison to conduct focus group meetings to gather input on the top community development needs in the greater Madison area. Information from various sources was collected from January 8, 2019 to March 1, 2019. The meetings were held at various locations throughout the County, and all meetings were accessible to persons with disabilities.

Focus group attendees represented a breadth of interest and groups, including:

- Affordable housing providers
- After school programs
- City/County government
- Community gardens
- Economic development organizations
- Funding organizers
- Homeless shelters and providers
- Neighborhood centers

- Persons experiencing homelessness
- Persons with disabilities
- Persons with mental illness
- Residents
- Seniors
- Veteran organizations

Focus group attendees had several ways to communicate their views on the County's top community development needs: (1) verbally, as part of a group discussion about needs; (2) in written form by completing the worksheets distributed at the meetings; and (3) by phone or email to City/County staff following the meetings. A summary of the comments/findings from group participants can be found in Appendix A of the Consolidated 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 2016, the Madison/Dane County CoC revised the 10 Year Plan to Prevent and End Homelessness. A series of meetings and feedback sessions were held in the spring and early summer of 2016. Throughout 2016 and 2017, dedicated people worked to write the Community Plan to Prevent and End Homelessness. It was approved by the HSC Board of Directors in 2017. The Community Plan to Prevent and End Homelessness Oversight Committee reviews the plan regularly. The Committee tracks what has been accomplished and where work still needs to be done.

The 2016-17 annual report on homeless services presents data that is entered into the Homeless Management Information System (HMIS). HMIS collects real-time data from agencies that operate nearly all of the homeless programs in Dane County. The CoC's annual report, and data contained within it, are submitted to the Department of Housing and Urban Development (HUD). The full report can be accessed at [https://0dae4f91-4a77-41b6-8005-0e9000834ebd.filesusr.com/ugd/73dee7\\_3ba42e9c2eca45cb965ebcfa51225ac5.pdf](https://0dae4f91-4a77-41b6-8005-0e9000834ebd.filesusr.com/ugd/73dee7_3ba42e9c2eca45cb965ebcfa51225ac5.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	<b>Agency/Group/Organization</b>	Madison/Dane County Continuum of Care
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless Other government - Local Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Please see section PR-05 of the Consolidated Plan for a list of agencies and organizations consulted.

**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**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
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.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Dane County Comprehensive Plan	Dane County Department of Planning and Development	The Dane County Comprehensive Plan adopted October 18, 2007 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 Agency on Aging Plan 2016-2018	Dane County Dept. of Human Services- Area Agency on Aging	As part of the preparation for the 2016-2018 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
Fair Housing Equity Assessment	Capital Area Regional Planning Commission	Actions to address issues identified in the FHEA are incorporated into the Plan.
Dane County Housing Needs Assessment	UW-Madison Dept. of Urban and Regional Planning	The report presents data on the housing demand, housing supply, and housing needs for Dane County and each of its municipalities. Actions to address issues identified in the report are incorporated into this Plan.
Map of Broadband Access in the U.S.	Federal Communications Commission	Assessment of map to identify and address gaps in broadband coverage, specifically in rural areas of 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 2020 the Consortium Cooperation agreement was renewed in order to continue as an Urban County with the participating municipalities. All participating units of local government were consulted in the creation of the plan.

Dane County also works closely with the State of Wisconsin Division of Housing, Capital Area Regional Planning Commission, the Dane County Housing Authority, the Madison Region Economic Partnership, the UW-Madison Urban and Regional Planning Department, and the City of Madison Community Development Division.

In 2021, the Dane County Broadband Task Force was created to address accessibility gaps and explore ways to expand the broadband infrastructure in Dane County to more rural areas. The Task Force will gather data on where the broadband holes are in the county and then help towns and villages apply for federal or state grants to expand their broadband infrastructure, which consists of telephone lines and fiber-optic cables that connect people to the internet.

Dane County continues to work closely with local municipalities to repair areas damaged from the 2018 floods, and to help with recovery efforts specifically for LMI homeowners who lost homes. The County awarded \$100,000 in CDBG Urgent Need funds to the Village of Mazomanie to acquire damaged property and convert to natural areas to help with flood mitigation. These funds were leveraged with DNR Municipal Flood Control Grant Program funds, as well as WI Emergency Management funds. The Dane County Emergency Management Office was involved in coordinating efforts and funding opportunities among the agencies involved in the flood mitigation efforts.

## **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 2021 AAP included outreach to local nonprofits, stakeholder organizations, neighborhood groups and residents, community funders, housing providers, community leaders and residents who access public services. A description of the process, dates of public hearings, and input provided by residents can be found in section AP-10 of this Plan.

The public comment period for the 2021 AAP began on October 25, 2020 following initial review of the plan by the CDBG Commission. A notice of public hearing and document availability was posted at the City-County building, and posted electronically on the Dane County website on October 25, 2020.

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.

### 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)
------------	------------------	--------------------	--------------------------------	------------------------------	--	---------------------

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	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish, Hmong</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>Economic development professionals</p>	<p>The County held a public hearing on March 24, 2020 to provide information to citizens about the CDBG and HOME programs; review activities identified in the Consolidated Plan; and solicit input on needs and priorities for the 2021 Annual Action Plan. 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 2021. A second public hearing was held at the November 24, 2020 CDBG Commission meeting to review and finalize the activities identified for funding for the 2021 program year. No comments were submitted by the public during the public comment prior to this meeting; and 8 registrants provided comment during the meeting.</p>	<p>No members of the public were present for comment at the March 24, 2020 public hearing. No comments were submitted during the 30 day public comment period preceding the November 24, 2020 public hearing for final approval of the 2021 AAP. Eight registrants provided public comment at the November 24 meeting, all in support of the 2021 activity funding recommendations.</p>	<p>All comments from the public were accepted, and there was no opposition to the proposed funding recommendations by members of the public.</p>	

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, Hmong  Persons with disabilities  Non-targeted/broad community  Residents of Public and Assisted Housing	The County held two training workshops for residents interested in learning more about the CDBG and HOME programs and funding application process. The workshops provided an overview of the programs and 2020 funding cycle, followed by Q/A and opportunity for participants to meet one-on-one with a staff member to discuss project-specific eligibility/application questions. There were 28 participants at the sessions.			

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

Dane County presents the First 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, 2021 through December 31, 2021

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	Uses of Funds	Expected Amount Available Year 1	Expected	Narrative Description
---------	--------	---------------	----------------------------------	----------	-----------------------

Annual Action Plan  
2021

15

	of Funds		Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	Amount Available Remainder of ConPlan \$	
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,221,880	176,146	0	1,398,026	3,665,640	The expected amount available remainder of Con Plan is based off of Dane County's 2021 CDBG allocation. Because of the inconsistent amount of program income (PI) received each year, PI is not factored into the expected amount each year of the Con Plan, but will be reallocated (when available) to fill funding gaps on a year-to-year basis.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	622,282	287,587	0	909,869	1,866,846	The expected amount available remainder of Con Plan is based off of Dane County's 2021 HOME allocation. Because of the inconsistent amount of program income (PI) received each year, PI is not factored into the expected amount available each year of the Con Plan, but will be reallocated (when available) to fill funding gaps on a year-to-year basis.
Other	public - federal	Other	0	0	0	0	0	

**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**

## 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	2020	2024	Affordable Housing	Dane County Urban County Consortium	Housing Availability/ Affordability	CDBG: \$465,720 HOME: \$737,641	Rental units constructed: 14 Household Housing Unit Homeowner Housing Rehabilitated: 35 Household Housing Unit Direct Financial Assistance to Homebuyers: 8 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 6 Households Assisted
2	Expand economic opportunities for LMI persons	2020	2024	Non-Housing Community Development	Dane County Urban County Consortium	Economic Opportunity	CDBG: \$125,000	Jobs created/retained: 8 Jobs Businesses assisted: 15 Businesses Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Assure access to public services for LMI persons	2020	2024	Homeless Non-Homeless Special Needs Non-Housing Community Development	Dane County Urban County Consortium	Public Services Accessibility	CDBG: \$196,836	Public service activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted
4	Improve public facilities/develop infrastructure	2020	2024	Non-Housing Community Development	Dane County Urban County Consortium	Public Facilities and Improvements	CDBG: \$370,000	Facade treatment/business building rehabilitation: 2 Business
5	Strong Program Planning and Administration	2020	2024	Planning and Administration	Dane County Urban County Consortium	Planning and Administration	CDBG: \$244,376 HOME: \$62,228	
6	Urgent Need Response to Natural Disasters	2020	2024	Non-Housing Community Development Urgent Need	Dane County Urban County Consortium	Disaster Assistance	CDBG: \$61,094	

**Table 6 – Goals Summary**

**Goal Descriptions**

1	<b>Goal Name</b>	Increase access to affordable quality housing
	<b>Goal Description</b>	Annual goal will be met through projects including housing rehab, direct financial assistance to homebuyers, tenant-based rental assistance, and new rental construction carried out by Habitat for Humanity; Project Home; Alexander Company; Northpointe Development II; Lutheran Social Services of WI and Upper MI; and Movin' Out, Inc.

2	<b>Goal Name</b>	Expand economic opportunities for LMI persons
	<b>Goal Description</b>	Annual Goal will be met through the use of sub-recipient agencies including WWBIC to provide technical assistance to microenterprise businesses; and the Latino Chamber of Commerce to increase capacity at the Emerging Business Development Center ("Tu Empresa").
3	<b>Goal Name</b>	Assure access to public services for LMI persons
	<b>Goal Description</b>	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 the YW Transit program operated by the YWCA; the LASSO program administered by NewBridge Madison, Inc.; Support Latinex Survivors of DV, SA, and HT administered by Unidos Against Domestic Violence; The Dane County Workforce Academy operated by Vera Court/ Latino Academy of Workforce Development; the Dane County Outreach Program for GED/HSED Services administered by the Omega School; Affordable transportation operated by the Stoughton Affordable Transportation Program; Caminos Progreso Advancement Program administered by Centro Hispano of Dane County, Inc.; Supporting Healthy Families 5-Point Plan administered by Sankofa; and the recently released minority male ex-offenders and minority women construction jobs placement program administered by Genesis Social Services Corporation.
4	<b>Goal Name</b>	Improve public facilities/develop infrastructure
	<b>Goal Description</b>	Annual goal will be met by providing CDBG funds to Sunshine Place for facility renovations including safety improvements, security improvements, accessibility improvements, and increased energy-efficiency; and to Little John's Restaurant to renovate a building for food preparation for the homeless.
5	<b>Goal Name</b>	Strong Program Planning and Administration
	<b>Goal Description</b>	Annual Goal will be met by the Dane County Human Services Department- Division of Housing Access and Affordability and the CDBG Commission through oversight and administration of the CDBG/HOME programs, including fair housing activities and submission of applications for federal programs.

<b>6</b>	<b>Goal Name</b>	Urgent Need Response to Natural Disasters
	<b>Goal Description</b>	Funds to 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.

# 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 2021 may be found in section AP-38 Project Summary.

## Projects

#	Project Name
1	Economic Assistance (2021)
2	Housing Rehabilitation (2021)
3	Home Ownership (2021)
4	Tenant-Based Rental Assistance (2021)
5	Rental Development (2021)
6	Public Facilities (2021)
7	Public Services (2021)
8	Urgent Need/ Disaster Assistance (2021)
9	Planning and Administration (2021)

**Table 7 - Project Information**

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

The primary obstacle to addressing underserved needs is lack of funds, as there was \$3,842,850 in requests for funding in 2021 and \$1,844,162 in expected funds available. 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.

At least 15% of HOME funds must be used for specific activities undertaken by a special type of non-profit called a Community Housing Development Organization (CHDO). In 2021, Dane County plans to allocate \$110,000 in HOME funds to Habitat for Humanity of Dane County to undertake a homebuyer assistance program in accordance with 24 CFR 92.254.

All funding is contingent upon Federal action on these programs. 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.

**AP-38 Project Summary**  
**Project Summary Information**

<b>1</b>	<b>Project Name</b>	Economic Assistance (2021)
	<b>Target Area</b>	Dane County Urban County Consortium
	<b>Goals Supported</b>	Expand economic opportunities for LMI persons
	<b>Needs Addressed</b>	Economic Opportunity
	<b>Funding</b>	CDBG: \$145,000
	<b>Description</b>	1) Wisconsin Women's Business Initiative Corporation Technical assistance to existing owners of micro-enterprise businesses and persons developing micro-businesses.2) Latino Chamber of Commerce of Dane County- Economic Development and Resources Center for a micro-enterprise business incubator.
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 8 jobs to be created for LMI persons and technical assistance to 15 microenterprise businesses.
	<b>Location Description</b>	Dane County Urban County Consortium.
	<b>Planned Activities</b>	ED: Technical Assistance (18B); ED: Micro-Enterprise Assistance (18C).
<b>2</b>	<b>Project Name</b>	Housing Rehabilitation (2021)
	<b>Target Area</b>	Dane County Urban County Consortium
	<b>Goals Supported</b>	Increase access to affordable quality housing
	<b>Needs Addressed</b>	Housing Availability/ Affordability
	<b>Funding</b>	CDBG: \$265,720

	<b>Description</b>	1) 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.2) 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.3) 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
	<b>Target Date</b>	12/31/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	35 income-eligible households assisted.
	<b>Location Description</b>	Dane County urban county consortium.
	<b>Planned Activities</b>	Major Home Repair and Rehabilitation Loan Program (14A); Home Modification (14A); Minor Home Repair Grant Program (14A).
<b>3</b>	<b>Project Name</b>	Home Ownership (2021)
	<b>Target Area</b>	Dane County Urban County Consortium
	<b>Goals Supported</b>	Increase access to affordable quality housing
	<b>Needs Addressed</b>	Housing Availability/ Affordability
	<b>Funding</b>	CDBG: \$100,000 HOME: \$110,000
	<b>Description</b>	1) Habitat for Humanity- Homebuilding program.2) Movin' Out- Mortgage reduction program.
	<b>Target Date</b>	12/31/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 8 families will be provided direct financial assistance for purchasing a new home.

	<b>Location Description</b>	Dane County Urban County Consortium.
	<b>Planned Activities</b>	Mortgage Reduction Assistance (13).
4	<b>Project Name</b>	Tenant-Based Rental Assistance (2021)
	<b>Target Area</b>	Dane County Urban County Consortium
	<b>Goals Supported</b>	Increase access to affordable quality housing
	<b>Needs Addressed</b>	Housing Availability/ Affordability
	<b>Funding</b>	HOME: \$77,641
	<b>Description</b>	A tenant-based rental assistance program administered by Lutheran Social Services of Wisconsin and Upper Michigan which will target homeless families and work collaboratively with the Dane County Continuum of Care to identify eligible families.
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 6 LMI families will be provided rental assistance.
	<b>Location Description</b>	Dane County Urban County Consortium.
	<b>Planned Activities</b>	05S- rental housing subsidies.
5	<b>Project Name</b>	Rental Development (2021)
	<b>Target Area</b>	Dane County Urban County Consortium
	<b>Goals Supported</b>	Increase access to affordable quality housing
	<b>Needs Addressed</b>	Housing Availability/ Affordability
	<b>Funding</b>	HOME: \$660,000
	<b>Description</b>	HOME funds awarded to Alexander Company will be used for the Sugar Creek Elementary School development project; and to Northpointe Development II for use in The Limerick rental construction project.
	<b>Target Date</b>	12/31/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 14 LMI households will be provided affordable housing.
	<b>Location Description</b>	Dane County Urban County Consortium.
	<b>Planned Activities</b>	(12) Construction of Rental Housing.

6	<b>Project Name</b>	Public Facilities (2021)
	<b>Target Area</b>	Dane County Urban County Consortium
	<b>Goals Supported</b>	Improve public facilities/develop infrastructure
	<b>Needs Addressed</b>	Public Facilities and Improvements
	<b>Funding</b>	CDBG: \$385,000
	<b>Description</b>	CDBG funds awarded to Sunshine Place will be used for building improvements including energy-efficiency, accessibility, and capacity; and to Little John's Restaurant for the Commissary Community Kitchen project.
	<b>Target Date</b>	12/31/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Two facilities serving LMI residents are expected to be constructed.
	<b>Location Description</b>	Dane County Urban County Consortium.
	<b>Planned Activities</b>	03(e) Neighborhood Facilities.
7	<b>Project Name</b>	Public Services (2021)
	<b>Target Area</b>	Dane County Urban County Consortium
	<b>Goals Supported</b>	Assure access to public services for LMI persons
	<b>Needs Addressed</b>	Public Services Accessibility
	<b>Funding</b>	CDBG: \$196,836
	<b>Description</b>	YWCA Madison, Inc.; NewBridge Madison, Inc.; Unidos Against Domestic Violence; Vera Court/ Latino Academy for Workforce Development; Omega School; Stoughton Affordable Transportation Program; Centro Hispano of Dane County, Inc.; Sankofa Educational Leadership United; Genesis Social Services Corporation.
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 500 LMI residents will be served using CDBG funds.
	<b>Location Description</b>	Dane County Urban County Consortium.
	<b>Planned Activities</b>	IDIS Matrix codes: 05A; 05E; 05H; 05G; 05Z.
8	<b>Project Name</b>	Urgent Need/ Disaster Assistance (2021)

	<b>Target Area</b>	Dane County Urban County Consortium
	<b>Goals Supported</b>	Urgent Need Response to Natural Disasters
	<b>Needs Addressed</b>	Disaster Assistance
	<b>Funding</b>	CDBG: \$61,094
	<b>Description</b>	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.
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Dane County Urban County Consortium.
	<b>Planned Activities</b>	
9	<b>Project Name</b>	Planning and Administration (2021)
	<b>Target Area</b>	Dane County Urban County Consortium
	<b>Goals Supported</b>	Strong Program Planning and Administration
	<b>Needs Addressed</b>	Planning and Administration
	<b>Funding</b>	CDBG: \$244,376 HOME: \$62,228
	<b>Description</b>	Provide program planning, administration, support services, and fair housing activities. \$10,000 of the Planning/Administration budget has been specifically allocated to Fair Housing activities.
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/a
	<b>Location Description</b>	Dane County Urban County Consortium.
	<b>Planned Activities</b>	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 2021, 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 2021 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**

<b>Target Area</b>	<b>Percentage of Funds</b>
Dane County Urban County Consortium	100

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

### **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. The price per square foot of single family houses in Dane County has increased from \$114 in 2011 to \$168 in 2020 (see table in Con Plan section MA-15 for a year-by-year breakdown of housing costs since 2000). This makes purchasing a home difficult for low- and moderate-income families, and leaves many owners without the equity necessary to obtain a loan for major home repairs.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	63
Special-Needs	0
Total	63

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

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	6
The Production of New Units	14
Rehab of Existing Units	35
Acquisition of Existing Units	8
Total	63

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

## **Discussion**

Affordable housing continues to be a priority for Dane County. In 2021, Dane County anticipates using \$737,641 in HOME funds and \$465,720 in CDBG funds to increase the supply and availability to 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 and minor home repair projects, mortgage reduction programs, the production of new rental units, and tenant-based rental assistance.

The 8 households anticipated to be supported through acquisition of existing units will be assisted by organizations including Habitat for Humanity and Movin' Out.

## **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.

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

#### Conversion of Public Housing to Tenant-Based Assistance.

In April of 2020, HUD's Special Application Center (SAC) approved Dane County Housing Authority's (DCHA) application to dispose of 25 buildings containing 40 dwelling units of public housing. These units approved for disposition are located in three communities (Monona, Stoughton, and Sun Prairie), and HUD SAC concurred that disposition of the units is in the best interests of the PHA due to the challenges of maintaining and managing these scattered site units as public housing. The intention is to provide residents with project-based tenant protection vouchers and maintain the units as affordable housing stock. A subsequent application to dispose of the remaining 46 units of public housing owned by DCHA is also part of the public housing repositioning strategy.

Due to the challenges posed by COVID-19, DCHA has not yet begun the disposition of its public housing; however, this initiative remains a top priority for DCHA in 2021. An evaluation of the physical condition of the housing stock is planned to determine whether the approved application should be modified to reflect the sale of any units of public housing that are not likely to pass a Housing Quality Standards (HQS) inspection without a substantial capital outlay. This review will ensure that units that are taken through the repositioning process with HUD will be eligible for the project-based tenant protection vouchers and that DCHA will be able to commit to keeping the units affordable for the required 30-year affordability period.

Likewise, a review of the occupancy standards and tenant rents will confirm whether there are differences between the public housing and project-based voucher rules and regulations that could impact our current residents.

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

Programs for DCHA's public housing residents are currently limited; however, all residents of Dane

County's public housing units are deemed members of our Resident Advisory Board and are encouraged to provide feedback on our Annual Plan.

Once DCHA's public housing is converted to project-based tenant protection vouchers, the residents will fall under the Authority's Housing Choice Voucher (HCV) Program, and additional opportunities will be available.

In 2020 DCHA brought the staffing for our shared HCV Family Self Sufficiency (FSS) program with the Madison Community Development Authority in-house with a full time FSS Coordinator joining the DCHA staff for the first time. Previously, this work had contracted to a third party, the Community Action Coalition for South Central Wisconsin (CAC). We have jointly drafted an updated Action Plan in conjunction with the Madison CDA, and our goal for 2021 is to grow the program to at least 30 to 35 participants between both agencies. The FSS program is designed to encourage participants to either become employed or increase their earning potential through education and/or job training. In addition, program participants fund an escrow account with HAP savings that can be used as a down payment on a home, a vehicle, debt reduction or other financial goals at program graduation.

DCHA also administers a small Home Ownership program that allows Section 8 Housing Choice Voucher holders to use their housing assistance to pay for a mortgage instead of rent. DCHA has historically capped participation at approximately 10 households because of budgetary constraints.

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

HUD issued a Draft Financial Assessment on 12/20/2019 as a result of their analysis of the Dane County Housing Authority's 2018 financials with the outline of a plan to remedy HUD's determination of DCHA's Troubled and Insolvent status. The main path forward for DCHA to resolve the Troubled and Insolvent Status issues is to proceed with repositioning DCHA's public housing and exit that HUD program. As mentioned above, the first phase of the repositioning plan was approved on 4/16/2020. DCHA still fully intends to move ahead with repositioning, but a full evaluation of the condition of the housing stock is needed to make the best decisions on this process, and that inspection has been delayed due to the effects of COVID-19.

DCHA did restructure staffing in the Housing Choice Voucher program in 2020 as a result of HUD's 2018 financial review and has operated that program more efficiently in 2020 and early 2021. County staff have been meeting regularly since being assigned the Troubled designation to monitor progress in the improvement plan.

**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 and 2016. The Plan has four overarching goals:

1. Prevent homelessness in Dane County.
2. Support persons and families experiencing homelessness.
3. End homelessness in Dane County.
4. Advocate and Collaborate with local, state, and national partners.

The full plan is available on the Homeless Services Consortium web site at: [danecountyhomeless.org/governance](http://danecountyhomeless.org/governance).

In 2021, 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 are enumerated in this plan.

At their June 7, 2012 meeting the County Board of Supervisors under Res. 20, 12-13 created the Homeless Issues Committee to explore issues of homelessness and their relationship to community service providers and resources within Dane County including, among other issues, public access to restrooms, showers, laundry, third party complaint systems, access to daytime storage of personal belongings, the ability to utilize public spaces free from harassment and other issues identified by community members.

**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 2021, 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 2020-2024 Consolidated Plan.

**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 2021 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 2020 Dane County awarded \$25,000 in CDBG funds to the Community Action Coalition for South Central Wisconsin, Inc. (CAC) for homelessness prevention services. CAC administers the local Rentable Program which provides homeless prevention and rapid re-housing assistance for eligible low-income households. CAC focuses its services on participants with incomes at or below 30% of the CMI to ensure that those with the greatest needs receive assistance. While the program serves both individuals and families, priority is placed on serving families with children. Many of the households served are in rural areas and small towns, and face barriers such as lack of reliable transportation and un/underemployment. Many of the communities served have been affected by shrinking manufacturing base, which has led to the loss of many jobs that allowed families to be self-sufficient. Additionally, the vacancy rate outside the city of Madison limits, as of the first quarter in 2014, was below 2%. CDBG funds will be used by the CAC homelessness prevention program in 2021 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 2021 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 2021 by a Dane County Task Force for ameliorating the negative effects of existing public policies that serve as barriers to affordable housing.

### **Discussion:**

In 2020, 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 \$465,720 in CDBG funds and \$737,641 in HOME funds in 2021 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 2021 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.

In 2021, the Dane County Broadband Task Force was created to address accessibility gaps and explore ways to expand the broadband infrastructure in Dane County to more rural areas. The Task Force will gather data on where the broadband holes are in the county and then help towns and villages apply for federal or state grants to expand their broadband infrastructure, which consists of telephone lines and fiber-optic cables that connect people to the internet.

Dane County continues to work closely with local municipalities to repair areas damaged from the 2018 floods, and to help with recovery efforts specifically for LMI homeowners who lost homes. The County awarded \$100,000 in CDBG Urgent Need funds to the Village of Mazomanie to acquire damaged property and convert to natural areas to help with flood mitigation. These funds were leveraged with DNR Municipal Flood Control Grant Program funds, as well as WI Emergency Management funds. The Dane County Emergency Management Office was involved in coordinating efforts and funding opportunities among the agencies involved in the flood mitigation efforts.

### **Actions planned to foster and maintain affordable housing**

Affordable housing continues to be a priority for Dane County. In 2021, Dane County anticipates using \$737,641 in HOME funds and \$465,720 in CDBG 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 and minor home repair projects, mortgage reduction programs, new rental construction, rental rehabilitation, and tenant-based rental assistance.

### **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 2021 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 2020-2024 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 Department of Human Services- Housing Access and Affordability Division 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 2021, includes 56 participating municipalities representing slightly over 95% 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
- 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 Equity and Inclusion
- U.S. Department of Housing and Urban Development
- 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 2021, 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.

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 2020, 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  | 176,146 |
| 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       |

Annual Action Plan 50  
2021

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
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>176,146</b>

**Other CDBG Requirements**

1. The amount of urgent need activities	61,094
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(I)(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).

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).

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 2021 HOME funding.

# Attachments

## Dane County Urban County Consortium (As of Jan. 1 2021)

There are 57 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
Village of Cottage Grove	Town of Rutland
Town of Cottage Grove	Village of Shorewood Hills
Town of Cross Plains	Town of Springdale
Village of Cross Plains	Town of Springfield
Town of Dane	City of Stoughton
Village of Dane	City of Sun Prairie
Town of Deerfield	Town of Sun Prairie
Village of Deerfield	Town of Vermont
Town of Dunkirk	City of Verona
Town of Dunn	Town of Verona
City of Fitchburg	Village of Waunakee
Town of Madison	Town of Vienna
Village of Marshall	Town of Westport
Town of Mazomanie	Village of Windsor
Village of Mazomanie	Town of York
Village of McFarland	

Municipalities not participating in the Urban Consortium:

City of Edgerton  
 Village of Deforest  
 Village of Maple Bluff



## 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;  
amended by the Dane County CDBG Commission- May 5, 2020)

### 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: [cdbg.countyofdane.com](http://cdbg.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: [cdbg.countyofdane.com](http://cdbg.countyofdane.com)

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 Department of Human Services (DHS)-Housing Access and Affordability Division office.

**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 DHS Housing Access and Affordability Division office, as well as, on the Dane County web site [cdbg.countyofdane.com](http://cdbg.countyofdane.com) 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 DHS Housing Access and Affordability Division office or at the Dane County legislative site at: <https://dane.legistar.com/Calendar.aspx>
4. Support of the Commission will be provided by staff of the Dane County DHS Housing Access and Affordability Division.

#### 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 DHS Housing Access and Affordability Division office 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.

If conditions exist such that the federal government recommends expediting the 30 day public comment period requirement, then the 30 day public comment period will be waived to coincide with the recommendations set forth at the federal level.



# 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?*

Tuesday, March 24, 2020

5:30 PM

Remote Meeting- Join by phone:

1-415-655-0001 US Toll

Meeting Number (access code): 807 933 109

Remote Meeting- Join by phone:

1-415-655-0001 US Toll

Meeting Number (access code): 807 933 109

#### A. Call To Order

*The meeting was called to order at 5:40 p.m.*

*Others present: Peter Ouchakof (staff).*

*Commissioner Ron Johnson was also present at the meeting. Staff has notified the County Executive's Office and Clerk's office to have the CDBG roster updated in Legistar.*

**Present** 8 - GODWIN AMEGASHIE, MATT EGERER, RICHARD OBERLE, NEIL STECHSCHULTE, TERESITA TORRENCE, JEREMIAH DEGOLLON, KAREN CROSSLEY, and CYNDA SOLBERG

#### B. Public Comment on Items not on the Agenda

*None.*

#### C. Consideration of Minutes

*Motion by Amegashie, seconded by Torrence, to approve the minutes of the January 28, 2020 CDBG Commission meeting. Motion carried unanimously by a voice vote.*

Approved.

019  
MIN-523

MINUTES OF THE JANUARY 28, 2020 CDBG COMMISSION MEETING.

Attachments: [\[Redacted\]](#)

Approved.

#### D. Presentations

*There were no members of the public on the meeting call to present information to regarding citizen information for public hearings.*

#### E. Public Hearings

*Chair Solberg opened the public hearings.*

*No members of the public were present for comment on either of the two public hearings.*

*Chair Solberg closed the public hearings.*

#### F. Action Items

[019](#)  
[ACT-399](#) 2019 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER) DRAFT.

*Attachments:* [\[Redacted\]](#)

*Motion by Egerer, seconded by Torrence, to approve the 2019 Consolidated Annual Performance Evaluation Report. Motion carried unanimously by a voice vote.*

**Approved.**

[019](#)  
[ACT-400](#) 2021 CDBG/HOME RFPs.

*Attachments:* [\[Redacted\]](#)

*Amegashie asked if the RFP deadline can be extended if the COVID-19 outbreak continues through the RFP period. Staff thought that should be doable and will check with Purchasing to confirm, and include the possibility of extending the RFP deadline on the agenda for the April 28th Commission meeting.*

*Motion by Stechschulte, seconded by Torrence, to approve the 2021 CDBG/HOME RFPs. Motion carried unanimously by a voice vote.*

**Approved.**

#### G. Future Meeting Items and Dates

*April 28, 2020- virtual meeting.*

#### H. Such Other Business as Allowed by Law

*The CDBG Commission extends condolences to the family of David B. Phillips, who served as Director of the Office of Economic & Workforce Development from 2013 until his passing on February 13, 2020. David will be remembered fondly for his passion for public service and tireless work in promoting housing and economic opportunities for disadvantaged families in Dane County.*

**I. Adjourn**

*Motion by Johnson, seconded by DeGollon, to adjourn. Motion carried unanimously by a voice vote, and the meeting was adjourned at 6:30 p.m.*

**Approved.**



# 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?*

Tuesday, November 24, 2020

5:00 PM

Virtual Zoom meeting: See top of agenda for instructions on how to join the webinar or call in by phone.

#### A. Call To Order

*The meeting was called to order at 5:00 p.m. Commissioner Johnson (Vice Chair) assumed Chairperson of the meeting due to a conflict with Chair Solberg.*

*Staff and others present: Peter Duchakof and Casey Becker (staff); please see Registration list (attached) for list of members of the public registered for this meeting.*

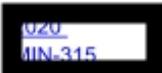
- Present** 9 - GODWIN AMEGASHIE, MATT EGERER, RICHARD OBERLE, NEIL STECHSCHULTE, TERESITA TORRENCE, JEREMIAH DEGOLLON, KAREN CROSSLEY, Supervisor KRISTEN AUDET, and DAVE RIPP
- Excused** 1 - CYNDA SOLBERG

#### B. Public Comment on Items not on the Agenda

*None.*

#### C. Consideration of Minutes

*Motion by Stechschulte, seconded by Amegashie, to approve the minutes of the October 27, 2020 CDBG Commission meeting. Motion carried by a voice vote (Audet abstained).*

 MINUTES OF THE OCTOBER 27, 2020 CDBG COMMISSION MEETING.

Attachments: 

The meeting minutes were approved.

**D. Presentations**

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 2021 funding recommendations.

Chair Johnson called the public hearing to order. Eight registrations of the public spoke to provide comments on 2020 ACT-218 (2021 CDBG/HOME Funding Recommendations). The list of public hearing registrants are attached to the meeting minutes.

Chair Johnson closed the public hearing after hearing testimony from all registrations and members of the public.

**E. Action Items**

Supervisor Ripp, Chair of the Application Review Team meeting, summarized the funding recommendations and process for awarding funds.

Motion by Ripp, seconded by Torrence, to approve the funding recommendations and contingencies as presented. Motion carried unanimously by a voice vote.

[020](#)  
[ACT-218](#) 2021 CDBG AND HOME FUNDING RECOMMENDATIONS AND CONTINGENCIES.  
Attachments: [Redacted]

This Action Item was approved.

**F. Reports to Committee**

Staff reported on the status of the CDBG-CV RFP; 19 applications were submitted totaling \$4.8 million in requests. The County has been allocated \$1.7 million in CDBG-CV funds in which to award to the submitted proposals; although additional funds may become available through the State of Wisconsin or other federal COVID-stimulus programs. Staff listed the names of the Commissioners who had previously expressed interest in joining the CDBG-CV Application Review Team. These members included Egerer, Crossley, Amegashie, and Johnson; staff will follow-up with these Commissioners prior to the next Commission meeting to confirm the CDBG-CV Application Review Team roster.

An Nguyen and Heather Lux, representing WWBIC, were present to summarize the WWBIC RLF status report and answer questions from the Commission.

Staff reported that Dane County had met the HUD CDBG Timeliness test which is conducted annually on November 2nd. The test is used by HUD to determine if entitlement grantees are expending funds in a timely manner, which is defined as having 1.5X the grantee's current year allocation available and unexpended as of Nov. 2nd of the current year.

Staff reported on the November Expended Funds Report and RLF loan report. Staff reported that Little Cardinals Academy, a business in Cross Plains that has an RLF loan with Dane County, has recently announced it will be closing the business. The business is current on loan payments as of November 2020, and staff will follow-up with the borrower to determine what the next steps are for the business and discuss other terms and conditions set forth in the RLF loan agreement.

[U20](#)  
[RPT.533](#) WWBIC RLF Status Report.  
**Attachments:** [Redacted]

[U20](#)  
[RPT.561](#) CDBG TIMELINESS TEST REPORT.  
**Attachments:** [Redacted]

[U20](#)  
[RPT.532](#) NOVEMBER 2020 EXPENDED FUNDS REPORT.  
**Attachments:** [Redacted]

[U20](#)  
[RPT.531](#) NOVEMBER 2020 RLF LOAN REPORT.  
**Attachments:** [Redacted]

### G. Future Meeting Items and Dates

*The next virtual meeting of the CDBG Commission will take place at 5:00 p.m. on December 22nd, 2020.*

### H. Adjourn

*Motion by Amegashie, seconded by Stechschulte, to adjourn. Motion carried unanimously by a voice vote, and the meeting adjourned at 6:20 p.m.*

**This meeting was adjourned**