



# Dane County 2020-2024 Consolidated Plan

## 2022 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

Promoting



**Decent Housing**



**Suitable Living Environments**



**Economic Development**

*Draft- March 2023*

# Acknowledgements



## Dane County Department of Human Services

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# Executive Summary for 2022 PY

*(for committee review and public comment, March 2023)*

## **GENERAL**

The 2022 Consolidated Annual Performance and Evaluation Report (CAPER) includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

## **EXECUTIVE SUMMARY**

Dane County presents the following CAPER for the expenditure of Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds received from the Department of Housing and Urban Development (HUD) for the period of January 1, 2022 through December 31, 2022.

## **BACKGROUND**

The primary objective of the Community Development Block Grant Program as stated in Title I of the Housing and Community Development Act of 1974, as amended, is the development of viable urban communities. This is achieved by:

- Providing decent housing (DH),
- Providing a suitable living environment (SL), and
- Expanding economic opportunities (EO).

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

- Benefit to low and moderate-income persons (LMI),
- Aid in the prevention or elimination of slums or blight (SB); and
- Meet a particularly urgent community development need.

No less than 70% of funds are to be spent on activities that benefit low and moderate-income persons. Spending on public service activities is limited to 15% of the program year's allocation plus 15% of the preceding year's program income.

The HOME Program was created by the National Affordable Housing Act of 1990. The intent of the program is to expand the supply of decent, safe, sanitary, and affordable housing, with primary attention to rental housing, for very low-income and low-income families. HOME funds may be used for:

Homeowner Rehabilitation – to assist existing owner-occupants with the repair, rehabilitation, or reconstruction of their homes.

Homebuyer Activities – to finance the acquisition and/or rehabilitation or new construction of homes for homebuyers.

Rental Housing – affordable rental housing may be acquired and/or rehabilitated, or constructed.

Tenant-Based Rental Assistance – financial assistance for rent, security deposits, and, under certain conditions, utility deposits may be provided to tenants.

There is a 25 percent matching obligation for HOME funds.

### **RESOURCES AVAILABLE**

The resources available to Dane County for 2022 (based on the Integrated Disbursement and Information System report C04PR01) included:

Item	CDBG	HOME	Total
2022 Formula Allocation	1,135,679	653,986	1,789,665
2021 Program Income	264,384	107,795	372,179
2022 Program Income	107,218	248,437	142,247
2021 Revolving Loan Income	42,059	0	42,059
2022 Revolving Loan Income	35,029	0	35,029
Total Available	1,584,369	1,010,218	2,594,587

In 2022, \$1,789,665 in CDBG/HOME Formula Grants were allocated by HUD to Dane County. The CDBG Commission made recommendations to the County Board and County Executive for the allocations of those funds and any remaining funds from prior year.

**CR-05 - Goals and Outcomes**

**Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

2022 marked the third year of Dane County’s 2020-2024 Five-Year Consolidated Plan.

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

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

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1200	805	67.08%	278	231	83.09%

Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Homelessness Prevention	Persons Assisted	50	0	0.00%			
Expand economic opportunities for LMI persons	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	0	0				
Expand economic opportunities for LMI persons	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	80	118	147.50%	34	45	132.35%
Expand economic opportunities for LMI persons	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	60	95	158.33%	0	42	
Improve public facilities/develop infrastructure	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6000	0	0.00%	300	0	0.00%
Improve public facilities/develop infrastructure	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	5	1	20.00%			
Increase access to affordable quality housing	Affordable Housing	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing Unit	15	14	93.33%			

Increase access to affordable quality housing	Affordable Housing	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	12	0	0.00%			
Increase access to affordable quality housing	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	12	4	33.33%	1	2	200.00%
Increase access to affordable quality housing	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	160	63	39.38%	45	1	2.22%
Increase access to affordable quality housing	Affordable Housing	CDBG: \$ / HOME: \$	Direct Financial Assistance to Homebuyers	Households Assisted	60	44	73.33%	13	13	100.00%
Increase access to affordable quality housing	Affordable Housing	CDBG: \$ / HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	25	3	12.00%	6	2	33.33%

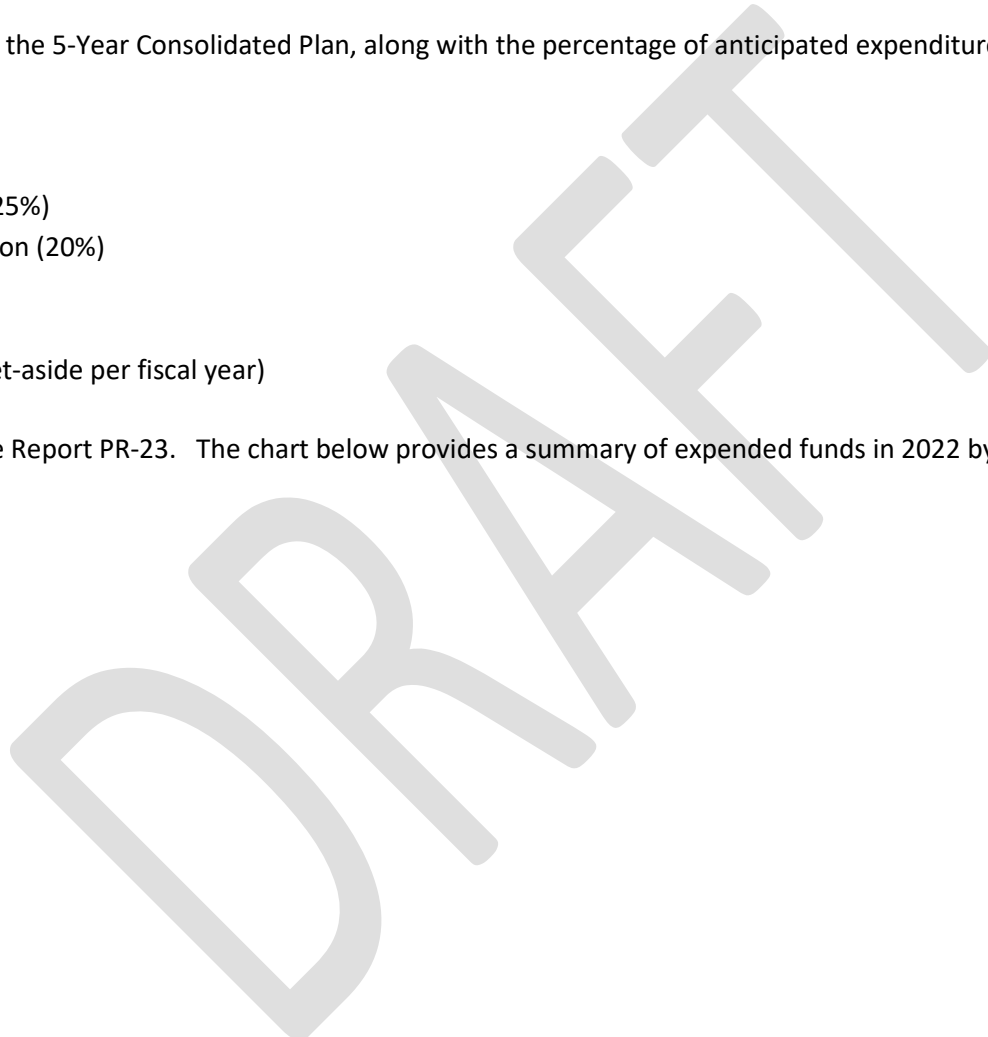
**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

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

- Housing (25%)
- Economic Development (25%)
- Planning and Administration (20%)
- Public Services (15%)
- Public Facilities (10%)
- Disaster Assistance (5% set-aside per fiscal year)

Based on IDIS Expenditure Report PR-23. The chart below provides a summary of expended funds in 2022 by program area:





## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	204	24
Black or African American	54	0
Asian	10	21
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	1	0
<b>Total</b>	<b>269</b>	<b>45</b>
Hispanic	143	2
Not Hispanic	126	43

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

### Narrative

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

53.2% of persons receiving CDBG assistance and 4.4% of persons receiving HOME assistance in 2022 identified as being Hispanic. Persons who were considered African-American/ Black represented 20.1% of the persons who received CDBG assistance; and 46.7% of the persons who received HOME assistance in 2022 identified as Asian.

According to American Community Survey 5-year Estimates 2010-2014, the African-American population in Dane County has the highest poverty rate, followed by the Hispanic population. Although persons who identify as Black/African-American in the Dane County Consortium represent 3.4% of the population, 37% of Black/ African-American families living in Dane County (including Madison) live at or below the poverty line (source: ACS 5-year estimates 2010-2014).

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

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,388,070	1,572,442
HOME	public - federal	893,230	704,195
Other	public - federal	0	

**Table 3 - Resources Made Available**

### Narrative

The amount of CDBG and HOME resources listed in Table 3 includes the 2022 entitlement allocations and 2022 program income received.

The amount of entitlement funds expended during the program year 2022 includes expenditures of open projects from prior year Annual Action Plans.

In 2022, 100% of the CDBG activity delivery costs were expended to directly benefit low- and moderate-income residents in the Dane County Urban County Consortium. Federal requirements mandate that at least 70% of CDBG funds be expended to benefit low- and moderate-income persons.

### Identify the geographic distribution and location of investments

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

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

### Narrative

There were 58 participating municipalities in the Dane County Urban County Consortium during the program year. For a list of participating municipalities, please see Appendix 1.

## Leveraging

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

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

Examples of how Dane County HOME funds were leveraged with non-federal sources in 2022 included:

In 2022, Habitat for Humanity of Dane County leveraged the federal dollars awarded under the homebuyer assistance to program to provide 9 - 0% interest loans to low- and- moderate income households. As a result, in FY 2022, there was a total of match contributed at \$306,801.28.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	2,510,034
2. Match contributed during current Federal fiscal year	306,801
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	2,816,835
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	2,816,835

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

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
909	12/20/2021	39,418	0	0	0	0	0	39,418
943	04/25/2022	37,616	0	0	0	0	0	37,616
945	06/08/2022	44,377	0	0	0	0	0	44,377
946	06/08/2022	4,342	0	0	0	0	0	4,342
946 (2)	06/08/2022	50,500	0	0	0	0	0	50,500
947	06/23/2022	39,626	0	0	0	0	0	39,626
948	06/23/2022	32,163	0	0	0	0	0	32,163
949	07/18/2022	17,846	0	0	0	0	0	17,846
949 (2)	07/18/2022	40,914	0	0	0	0	0	40,914

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	283,537	283,537	0	0

Table 7 – Program Income

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

	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	0	0	0			
Number	0	0	0			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

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

**Minority Owners of Rental Property** – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted

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

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

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

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

**Table 10 – Relocation and Real Property Acquisition**

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## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	65	70
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>65</b>	<b>70</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	6	2
Number of households supported through The Production of New Units	1	7
Number of households supported through Rehab of Existing Units	45	48
Number of households supported through Acquisition of Existing Units	13	13
<b>Total</b>	<b>65</b>	<b>70</b>

Table 12 – Number of Households Supported

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

The County recognizes access to affordable housing as a major concern and has listed this as a high priority area for CDBG and HOME funds. In 2022, Dane County awarded CDBG funds to an organization to promote home ownership for first-time homebuyers of low- to moderate-income. Dane County awarded CDBG and HOME funds to local organizations for rental and home-owner rehabilitation projects; and awarded HOME funds to an organization to carry out a tenant-based rental assistance program.

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

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

Dane County will continue to revise and modify applications and reporting requirements to allow the greatest amount of flexibility and support to non-profit organizations that carry-out the programming. Better experience administering new programs, such as TBRA, will allow the County to expand these programs and cater to a larger pool of sub-recipient organizations.

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

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

**Table 13 – Number of Households Served**

**Narrative Information**

The County held a workshop webinar in April, prior to the release of CDBG and HOME RFPs, to provide information to residents on how to qualify for funding and to encourage participation from new participants. Notice of the workshop was sent to participating municipalities in the Urban County Consortium; affordable housing providers; non-profit housing agencies; and other organizations involved in affordable housing access in Dane County. A recording of the webinar and informational slides were posted on the County’s CDBG/HOME website.

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



## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

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

Preventing homelessness has become an increasingly difficult issue in Dane County due to increasing barriers related to unemployment, low-paying jobs, limited subsidized housing units, and increasing housing costs in the market. The Homeless Services Consortium (HSC) serves as the local decision-making body on homeless assistance programs, and operates an extensive network of partner agencies working together to prevent and end homelessness. The HSC manages Dane County's Point-in-Time Count of Homelessness (PIT), which provides a snapshot of people who are experiencing homelessness on a given night in the community. These reports, as well as, information on partner agencies and services available to help address the needs of homeless persons, are available on the HSC website at <https://www.danecountyhomeless.org/>.

The HSC reaches out to homeless persons and assesses their individual needs in large part by using an approach known as Coordinated Entry. Coordinated Entry is a process developed to ensure that all people experiencing a housing crisis have fair and equal access to housing services and assistance. Through Coordinated Entry, households in need of assistance are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs approach to coordination and management.

Coordinated Entry is one way that some housing programs enroll individuals and households identified as those in our community with the greatest housing and service needs. This includes individuals and households that have been sleeping in Emergency Shelter, outside, or in a vehicle, and have experienced long-term homelessness. The tool utilized in Dane County to identify and prioritize those individuals is called the VI-SPDAT or the Vulnerability Index Service Prioritization Decision Assistance Tool.

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

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

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

Emergency shelter programs: Domestic Abuse Intervention Services; Porchlight's Men's Drop-In Shelter

and Safe Haven; The Road Home Family Shelter; The Salvation Army's Single Women's Shelter, Family Shelter and Motel vouchers, and Family Warming Shelter; Youth Services of Southern Wisconsin volunteer host homes; and YWCA Family Shelter.

Transitional and supportive permanent housing programs: Community Action Coalition Home for Good program; Dane County Parent Council Hope House; Housing Initiatives Shelter Plus Care and scattered sites; Porchlight scattered site housing; The Road Home Housing & Hope; The Road Home/ YWCA Second Chance Apartment Projects; Society of St. Vincent de Paul Port and Seton House; The Salvation Army Holly House; Tellurian Transitional Housing, SOS, Permanent Housing programs and Willy Street SRO; Veterans Assistance Foundation Green Avenue; YWCA Third Street program; YWCA/The Salvation Army/The Road Home House-ability and Rapid Re-Housing programs; and YWCA/Domestic Abuse intervention Services Empower Home program.

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

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

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

The Dane County Homeless Services Consortium, in partnership with the Tenant Resource Center, uses a Coordinated Entry approach to help persons make the transition to independent living and prevent homelessness. Specifically, the County's Eviction Prevention Coordinated Entry Program is run by the Tenant Resource Center and offers both walk-in and telephone assistance. Eviction Prevention Coordinated Entry (CE) is the first phone number people should call if they are being evicted from their home in Dane County. Through this intake system, Eviction Prevention CE staff will determine eligibility for assistance from several participating organizations. If a person qualifies for eviction prevention services, this intake system allows them to access assistance from several organizations with only one phone call. Eviction Prevention CE services may include financial assistance, information about tenants' rights, mediation, referrals to a lawyer through Legal Action of Wisconsin, and short-term housing case

management.

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

### **Actions taken to address the needs of 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 2022. An evaluation of the physical condition of the housing stock is underway 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 taken to encourage public housing residents to become more involved in management and participate in homeownership**

Programs for DCHA's public housing residents are currently limited; however, all residents of Dane County's public housing units are deemed members of our Resident Advisory Board and are encouraged to provide feedback on 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 2022 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.

### **Actions taken to provide assistance to troubled PHAs**

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. DCHA and Dane County entered into a formal Recovery Action Plan with HUD in July 2021 outlining steps to be taken to resolve the Troubled and Insolvent Status issues. Although many of these steps have already been completed, the major undertaking 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 was needed to make the best decisions on this process, and that inspection was 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 beginning in 2020.

In addition, Dane County has proposed a \$3M grant to DCHA to assist with the public housing renovations, as well as to retire a state pension liability of approximately \$474,000 that dates back to 1981 when DCHA joined the state pension plan and then current employees were given credit for their past years of service. The balance was never fully retired and has grown at a rate of 7% annually.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

Dane County will continue to provide public assistance funding to private sector and non-profit organizations that support the goal of increasing the supply and availability of affordable housing units as described in the Strategic Plan section of the 2020-2024 Consolidated Plan.

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

Dane County will continue to fund a sub-recipient organization to perform fair housing services that address impediments identified in the A.I. In 2022, the \$10,000 fair housing services contract was awarded to the Milwaukee Metropolitan Fair Housing Council (MMFHC). The methods on which the services were provided by MMFHC include Investigation and Enforcement Services; Training and Technical Assistance; and, Education and Outreach Services. For a complete description of the actions taken and services provided by MMFHC in 2022, please see the answer to the final narrative question in this section.

Dane County Department of Planning and Development will continue to staff a County Board committee called the Task Force for the Prioritized Revision of Chapter 10, Zoning, of the Dane County Code of Ordinances. The task force is systematically reviewing Dane County's Zoning Ordinance, Chapter 10 of the Dane County Code, for possible updates and amendments. The County has opted to go this limited, incremental route, as opposed to a wholesale, comprehensive rewrite of the entire ordinance. As part of their effort, the task force has established a running 'laundry list' of potential amendments, from which they periodically prioritize near-term amendments on which to work.

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

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

2022 marked the sixth year of the Dane County Affordable Housing Development Fund (AHDF). \$6 million was awarded to five affordable rental development projects and one re-entry/ transitional housing development project in Dane County that will be used to leverage other public and private funds in order to address affordable housing concerns that continue to persist in the County.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

Dane County works to reduce lead-based paint hazards through making sure housing is lead-safe and by improving the detection and treatment of lead poisoning in children.

Dane County requires, via the agreements with subrecipients, compliance with the Lead-Based Paint requirements set forth in 24 CFR Part 35. This includes meeting the requirements for notification, identification and stabilization of deteriorated paint, identification and control of lead-based paint hazards, and identification and abatement of lead-based paint hazards. The Protect Your Family From Lead in Your Home pamphlet developed by the EPA, HUD, and the U.S. Consumer Product Safety Commission is also distributed.

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

The Wisconsin Department of Health and Family Services maintains an on-line database registry of properties that have been certified as Lead-Free/Lead-Safe. This Wisconsin Asbestos and Lead Database Online, known as WALDO, is of housing (single-family and apartments) and child occupied facilities, such as day care centers, that meet the lead-free or lead-safe property standards established under the State Administrative Code.

The Public Health Department of Madison and Dane County Childhood Lead Poisoning Prevention Program works at the following goals:

- Preventing exposure to lead hazards;
- Assuring that Dane County children receive blood lead screening;
- Assisting families when a child is lead poisoned;
- Analyzing lead poisoning issues in Madison and Dane County.

The Department works to prevent lead exposure by educating Dane County residents, property owners, and contractors on the hazards of lead and ways to minimize or eliminate lead hazards. This is done through one-to-one consultation and group presentations.

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

The Dane County Poverty Commission was created in 2013 to help address the needs poverty-level families in Dane County. As noted by then 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."

In 2021, Dane County awarded \$105,000 to seven local agencies to help in their efforts for reducing poverty through a program called "Partners in Equity Racial Equity and Social Justice Grants. Other aspects of the County's 2021 budget designed to help reduce the number of poverty-level families included:

\$9 million to ensure those who face homelessness will continue to have hotel rooms for safe respite, better connecting those families to behavioral health supports, long term case management, health care and employment.

\$2 million towards a new economic development hub dedicated to supporting LMI minority-owned businesses; the project is intended to address economic and racial disparities persistent in the community and improve economic justice, specifically the disproportionate unemployment and underemployment rates among African American's in the community.

#### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

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

Dane County, specifically the 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 2022, includes 57 participating municipalities representing slightly over 96% of the population outside the City of Madison. These cities, villages, and towns along with various departments in Dane County will be the major public agencies responsible for administering programs covered by the Consolidated Plan.

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

In 2022, Dane County continued to participate as a member of the Home Buyers Round Table of Dane County, Inc., a non-profit member organization whose mission is to promote and educate the Dane County community about home ownership. Members include housing industry representatives that believe home ownership will increase family stability and financial security; stabilize and strengthen communities and neighborhoods; and generate jobs and stimulate economic growth.

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



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

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

The CDBG Commission considers the recommendations from the Fair Housing Equity Analysis (AI) to develop funding priorities as a means to address and overcome the impediments to fair housing. Recommended actions to be taken to address fair housing discrimination and complaints include: Reviewing statistics on the resolution of fair housing complaints; conducting additional publicity efforts to alert homeowners in Dane County of the services available; and working with local lending institutions and other groups to inform and educate homeowners regarding their rights.

In 2022, Dane County contracted with the Milwaukee Metropolitan Fair Housing Council (MMFHC)/ Fair Housing Center of Greater Madison (FHCGM) to provide fair housing services. Services provided included:

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

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

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

MMFHC and its satellite office, FHCGM, successfully met or exceeded all requirements of this contract that were within its control during this program year. Feedback received from recipients of fair housing education services and observations made by agencies such as the U.S. Department of Housing and Urban Development indicate that there is a continuous need for fair housing education and enforcement. Support for fair housing education and enforcement should only continue to grow as the population of Dane County becomes larger and more demographically diverse.

Through the MMFHC Enforcement Program, high-quality complaint intake, counseling, and investigative

services are offered to complainants. Without this type of assistance, housing discrimination is far more likely to go undetected, and complainants' ability to achieve legal remedies is severely compromised. Furthermore, complaint intake and counseling provided under this grant inform complainants of all available options for legal remedy, assisting them in making decisions that will result in the best possible outcome for their individual circumstances.

In addition, through fair housing presentations, technical assistance, and dissemination of fair housing and lending information, Dane County residents are armed with knowledge of fair housing and lending laws, how to recognize and respond to discriminatory housing practices and how to file a housing discrimination complaint. This is a long-term benefit that will extend beyond the scope of the grant, ensuring equal housing opportunities countywide. Moreover, as a result of these activities, housing providers are made aware of the provisions of local, state and federal fair housing law and assisted in complying with the law. In sum, the activities performed by MMFHC and its satellite, FHCGM, under the terms of this grant help create a more open, equitable housing market for all Dane County residents.

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

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## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Dane County is committed to ensuring that subrecipients comply with all regulations governing their administrative, financial, and programmatic operations, as well as, achieve their performance objectives on schedule and within budget. Training of subrecipients in the rules and regulations governing the CDBG and HOME programs is an essential component. The monitoring process includes: training for subrecipients on the program rules and regulations, development of a monitoring plan, performing risk assessments to identify subrecipients that require comprehensive monitoring, development of monitoring workbooks and checklists, in-house desk audits, and on-site visits.

Subrecipients/activities were selected for on-site monitoring based on the results of the risk assessments conducted in 2022. The instrument considers the type of project, type of assistance (loan/grant), experience with CDBG/HOME programs, past performance staff experience and turnover, and recent problems.

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

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

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

In 2022, \_\_ CDBG/HOME-funded activities were selected for on-site monitoring (Agency; Project Name):

1. (Agency 1...)
2. (Agency 2)
3. (Agency 3)
4. (Agency 4)

There were \_\_ findings identified...

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

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

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

- All meetings publically noticed and open to the public.
- Minimum of two public hearings each year. 1) Review and feedback of CAPER, and 2) Feedback and input on priorities for upcoming Annual Plan, including partner agencies identified for funding.
- Notice of Public Hearings and document availability of draft reports prior to submission to HUD posted in local newspaper, posted on website, and emailed to outreach lists.
- Meetings held in handicapped accessible locations.
- Meeting locations change throughout the year to various locations around the Urban County Consortium.
- Noted on all meeting agendas is the name and phone number of the person to contact if anyone from the public needs an interpreter, translator, materials in alternate formats, or other accommodations to access the meeting, service, activity, or program.

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

A Notice of Document Availability and Public Hearing was published in the March 12, 2023 edition of the Wisconsin State Journal notifying the public of the March 28, 2023 public hearing and indicating that the draft version of the Consolidated Annual Performance Evaluation Report (CAPER) would be available on the Dane County CDBG/HOME web site beginning on March 13, 2023, as well as, hard copies available from the Housing Access and Affordability Office in the City-County Building, Room 421, 210 Martin Luther King, Jr. Blvd., Madison, WI 53703.

A public hearing was held on March 28, 2023 to provide citizens with information regarding the program activities and accomplishments during the 2022 program year. The performance report identified for citizens the Federal funds made available to further the objectives and outcomes of the Consolidated Plan, the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, and the geographic distribution and location of expenditures. Information was also provided on the status of activities in 2022.

Due to the ongoing COVID-19 pandemic, the March 28, 2023 Public Hearing was conducted as a hybrid meeting (both virtual and in-person options for attending the meeting were available). Comments on the 2022 CAPER were accepted electronically through the comments section of the Dane County CDBG website ([cdbg.countyofdane.com/comments](http://cdbg.countyofdane.com/comments)), and during the virtual hearing on March 29. \_\_\_\_\_ comments were submitted by the public on the 2022 CAPER.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

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

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

No

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

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**CR-50 - HOME 91.520(d)**

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

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

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

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

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### CR-58 – Section 3

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

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

**Table 14 – Total Labor Hours**

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

**Table 15 – Qualitative Efforts - Number of Activities by Program**



**Narrative**

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## APPENDIX 1

### Dane County Urban County Consortium

*(As of Jan. 1 2022)*

There are 58 participating municipalities in the Dane County Urban County Consortium. These municipalities include:

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

Municipalities not participating in the Urban Consortium:

City of Edgerton  
Village of Deforest