



Fourth Program Year

2013 Action Plan – First Substantial Amendment

The CPMP 2013 Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. As of May 2006, the Executive Summary narratives are required.

Narrative Responses

GENERAL

GRANTEE: Dane County
CON PLAN PERIOD: 1/1/2013 to 12/31/2013

Executive Summary

- 1. The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 2013 Action Plan Executive Summary:

Introduction

Dane County presents the following Substantial Amendment to the 2013 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, 2013 through December 31, 2013.

This Substantial Amendment is required by the County’s Citizen Participation Plan in light of changes to projects previously presented. It recognizes and allocates unexpended funds from prior year contracts and program income. It accounts for slight changes in the 2013 CDBG and HOME formula allocations and applies the methodology previously approved by the governing bodies to those revisions. It further recognizes that the Dane County Housing Authority has elected to not operate a mortgage reduction program in 2013.

The Substantial Amendment amends the 2013 Action Plan, passed by the County Board on November 1, 2012 and submitted to HUD to include the following projects:

Recipient	Project Description	Amount
Habitat for Humanity of Dane County	Homebuilding Program	\$113,535
Tellurian U.C.A.N., Inc.	Handicapped Accessibility	\$47,690
Wisconsin Women’s Business Initiative Corporation	Microbusiness Assistance	\$80,000

These changes along with all projects for 2013 are included in Table 1.

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,

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- Providing a suitable living environment, and
- Expanding economic opportunities.

Examples of potentially eligible activities include: land/property acquisition, rehabilitation of residential and non-residential property, construction of non-governmental public facilities, infrastructure improvements, public services, and economic development activities.

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 (LMI) 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)

Area Benefit Activities (LMA)

Activities that benefit all residents of a particular area, where at least 51 percent of the residents are LMI persons. HUD uses a special run of the Census tract block group data to identify these areas. HUD permits an exception to the LMI benefit area for certain entitlement communities. Dane County is allowed to qualify activities based on the "exception criteria" or "upper quartile". Currently, activities that benefit areas where at least 42.8% of the residents are LMI qualify as an area benefit. Communities may also undertake surveys in areas using HUD approved survey instruments and methodology to determine the percentage of LMI in a service area.

Limited Clientele Activities (LMC)

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

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

Housing Activities (LMH)

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

Job Creation or Retention Activities (LMJ)

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

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

- Homeowner Rehabilitation – to assist existing owner-occupants with the repair, rehabilitation, or reconstruction of their homes.
- Homebuyer Activities – to finance the acquisition and/or rehabilitation or new construction of homes for homebuyers.
- Rental Housing – affordable rental housing may be acquired and/or rehabilitated, or constructed.
- Tenant-Based Rental Assistance – financial assistance for rent, security deposits, and, under certain conditions, utility deposits may be provided to tenants.

There is a 25 percent matching obligation for HOME funds.

Resources

Dane County expects to receive a total of \$1,375,804 in new Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) entitlement grant funding to carry out its planned activities as outlined in the 2013 Action Plan.

Grant	2013 Expected Allocation
CDBG	\$1,005,838
HOME	\$369,966
Total	\$1,375,804

Program income from prior years that has offset entitlement funds will also be used. This does not include funding from other sources, such as CDBG-EAP funds received through the Wisconsin Department of Administration/Housing that will be used.

Citizen Participation and Consultation Process for Substantial Amendment

Public Notice

A summary of the Substantial Amendment to the 2013 Action Plan and notice of public hearing was published in a non-legal section of the *Wisconsin State Journal* on _____. Information regarding the public hearing appeared on the CDBG reports page of the County web site beginning _____. The agenda for the public hearing was posted on the County web site beginning on _____.

Availability to the Public

The draft version of the Substantial Amendment to the 2013 Action Plan was posted on the County web site beginning on _____ through _____. Comments on the Substantial Amendment could be submitted orally at the public hearing or via e-mail to cdbg@countyofdane.com or in writing to the CDBG Program.

Public Hearing

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A public hearing was conducted by the CDBG Commission beginning at 5:30 p.m. on August 22, 2013 at the City of Fitchburg Community Center by the CDBG Commission. The Community Center is accessible for persons with disabilities. This hearing provided information to attendees regarding housing and community development needs, the amount of entitlement funding the County expects to receive, the range of activities that may be undertaken, and provided an opportunity for review and comment on the Substantial Amendment to the 2013 Action Plan.

Summary of Comments or Views

Comment:

Response:

Additional comments received may be found in the Commission meeting minutes at:

Planned Activities for Plan Year 4/Program Year 2013

A complete listing of proposed activities along with the funding priority, objective, and outcome may be found in Table 1.

2013 will see the continuation of multi-year activities that were initiated in prior years, including:

- Revolving loan fund
- Housing rehabilitation
- Mortgage reduction assistance
- Rental construction
- CDBG-EAP programs.

Decrease in Funding

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, CHDO, and public services funds.
- Public services funds will have an equal percentage reduction across all activities.
- The remaining activities will receive an equal percentage reduction across the board.

Increase in Funding

The CDBG Commission recommends that if there is an increase in funds available in 2013 for the programs recommended for CDBG or HOME funding, that:

- Increases will be made to comply with the federal caps on administration (as needed), CHDO, and public service funds;
- Public services will receive equal percentage increases up to the amount of funds requested.
- The remaining activities, excluding economic assistance programs, will receive equal percentage increases up to the amount of funds requested.
- Program income and funds available for reallocation will be used to offset gaps in the planned 2013 allocations.

Objectives and Outcomes

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

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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 objectives and outcomes for each proposed activity in 2013 may be found in Table 1.

Table 1: Proposed Use of Funds with Objectives and Outcomes

<p>Project: Housing Rehabilitation Project ID: 2013-02 Priority Need Category: Owner Occupied Housing</p>								
<p><i>Priority 1:</i> Provide energy efficiency improvements as a means to promote continuing affordability of housing. <i>Priority 2:</i> Promote the rehabilitation of existing owner-occupied housing as a means to maintain affordable housing. <i>Priority 3:</i> Provide accessibility improvements as a means to help low-and-moderate income households with disabilities maintain existing housing.</p>								
Activity/ HUD Matrix Code	Description	Location	National Objective	HUD Objective	HUD Outcome	Funding Source	Amount	2013 Goal
Home Modification (14A)	Provide needed minor home repairs and home safety and accessibility modifications for low-income elderly and disabled residents.	Urban County Consortium Communities	LMC	Decent Housing DH 2.1	Affordability	CDBG	Balance of prior year funds	22 units
Subrecipient: Independent Living, Inc. (continuing)								
Major Home Repair and Rehabilitation Loan Program (14A)	Provide a major home rehabilitation loan program for low and moderate income homeowners.	Urban County Consortium Communities City of Stoughton – RDA 1 Village of Cambridge	LMH	Decent Housing DH 2.1	Affordability	CDBG HOME	\$133,385 Plus balance of prior year funds	8 units
Subrecipients: City of Stoughton (continuing) Project Home, Inc.								
Minor Home Repair Grant Program (14A)	Provide necessary minor home repairs for low and moderate income homeowners.	Urban County Consortium Communities	LMH	Decent Housing DH 2.1	Affordability	CDBG	\$100,000	18 units
Subrecipient: Project Home, Inc.								
Total (2013 funds)						CDBG	\$233,385	

Project: Home Ownership

Project ID: 2013--03

Priority Need Category: Owner Occupied Housing

Priority 4: Promote homeownership through the provision of loans for down payment and closing cost assistance.

Priority 5: Promote the development of owner-occupied affordable single-family housing units.

Activity/ HUD Matrix Code	Description	Location	National Objective	HUD Objective	HUD Outcome	Funding Source	Amount	2013 Goal
Mortgage Reduction Assistance (13)	Provide mortgage reduction assistance via loans to income eligible first-time homebuyers.	Urban County Consortium Communities City of Sun Prairie and City of Fitchburg	LMH	Decent Housing DH 2.2	Affordability	CDBG 2013 funds Prior Year HOME	\$9,465 ¹ \$113,535 \$42,950	4 households
Potential Subrecipient: Habitat for Humanity of Dane County								
Mortgage Reduction Assistance (13)	Provide mortgage reduction assistance via loans to low-income households that have at least one member with a severe and permanent disability.	Urban County Consortium Communities	LMH	Decent Housing DH 2.2.	Affordability	CDBG HOME	\$56,955 plus balance of prior year funds	2 households
Subrecipient: Movin' Out, Inc.								

¹ If there is sufficient program income, this will be financed out of HOME funds in 2013.

<p>Project: Home Ownership Project ID: 2013--03 Priority Need Category: Owner Occupied Housing</p>								
<p><i>Priority 4:</i> Promote homeownership through the provision of loans for down payment and closing cost assistance. <i>Priority 5:</i> Promote the development of owner-occupied affordable single-family housing units.</p>								
Activity/ HUD Matrix Code	Description	Location	National Objective	HUD Objective	HUD Outcome	Funding Source	Amount	2013 Goal
Mortgage Reduction Assistance/New Home Construction (13)	Develop well-built, energy efficient housing affordable to low-and moderate income buyers within the City of Sun Prairie. A portion of the HOME funds will be passed through to the buyers in the form of a second mortgage in order to make the purchase affordable to low-and-moderate income first-time buyers.	City of Sun Prairie – Uplands Subdivision	LMH	Decent Housing DH 1.1	Availability/ Accessibility	HOME (2011 funds)	Balance of prior year funds	2 units
Subrecipient: Operation Fresh Start, Inc.								
						Total (2013 funds)	CDBG HOME	\$66,420 \$42,950

Project: Rental Housing Project ID: 2013-04 Priority Need Category: Rental Housing								
Priority 9: Provide the rehabilitation of affordable renter-occupied housing units. Priority 12: Provide affordable rental housing units.								
Activity/ HUD Matrix Code	Description	Location	National Objective	HUD Objective	HUD Outcome	Funding Source	Amount	2013 Goal
Madison and Main	Provide gap financing toward the construction of 59 units of housing, 10 of which will be HOME assisted and restricted to households with incomes at or below 60% of the County median income. This is a mixed use, mixed income development.	Village of Waunakee - current address is 301 E Main ST.	LMH	Decent Housing DH 1.2	Availability/ Accessibility	HOME	\$300,000 (up to)	10 units (lease up to begin in 2014)
Subrecipient: Movin' Out, Inc.								
McKee Park Apartments (14B)	Provide needed repairs to correct window leaks, replace windows damaged beyond repair, add insulation to create better energy efficiency, etc. for a Senior housing complex.	McKee Park Apartments – 2931 Chapel Valley RD Fitchburg	LMH	Decent Housing DH 2.3	Affordability	CDBG (2010 and program income)	Balance of prior year funds	41 units
Subrecipient: Independent Living, Inc.								
Middleton Heritage	Provide financing toward the construction of 56 units of affordable multi-family, Senior housing – 9 of which will be HOME assisted.	City of Middleton – current address is 2502 Allen BLVD.	LMH	Decent Housing DH 1.2	Availability/ Accessibility	HOME (2010 and 2011)	Balance of prior year funds	9 units in 2013
Subrecipient: Movin' Out, Inc.								
Total						HOME	\$300,000	

<p>Project: Economic Opportunity Project ID: 2013-7 Priority Need Category: Economic Development</p>								
<p><i>Priority 7:</i> Provide loans for micro-businesses to start-up or grow. <i>Priority 11:</i> Provide technical assistance for persons wanting to start a business.</p>								
Activity/ HUD Matrix Code	Description	Location	National Objective	HUD Objective	HUD Outcome	Funding Source	Amount	2013 Goal
Commercial Revitalization Revolving Loan Fund (CRLF) (18A)	Provide gap financing for businesses and real estate development projects that help revitalize downtown and commercial districts and promote the creation and/or retention of employment opportunities for low-and-moderate income County residents.	Urban County Consortium Communities	LMJ	Creating economic opportunities	Affordability	CDBG – Repaid principal and interest	TBD	___ businesses
Administered by: Dane County Office of Economic and Workforce Development								
Village of Brooklyn Business Park (17B)	Provide financing for infrastructure toward the development of a business park.	Village of Brooklyn	LMJ	Creating economic opportunities	Availability/ Accessibility	CDBG	\$261,000	Jobs will be created in subsequent years
Subrecipient: Village of Brooklyn								
Micro-Enterprise Technical Assistance (18C)	Provide one-on-one individualized counseling and technical assistance to support microenterprise business owners.	Urban County Consortium Communities	LMCMC	Creating economic opportunities	Availability/ Accessibility	CDBG	\$80,000	___ businesses
Potential Subrecipient: Wisconsin Women's Business Initiative Corporation (WWBIC)								
Total (2013 funding only)						CDBG	\$341,000	

<p>Project: Public Facilities Project ID: 2013-5 Priority Need Category: Public Facilities; Infrastructure</p>								
<p><i>Priority 10:</i> Improve accessibility to public buildings for persons with disabilities. <i>Priority 12:</i> Provide assistance to provide infrastructure improvements. <i>Priority 14:</i> Provide assistance to construct or rehabilitate senior centers, youth centers, and other public facilities.</p>								
Activity/ HUD Matrix Code	Description	Location	National Objective	HUD Objective	HUD Outcome	Funding Source	Amount	2013 Goal
Handicapped Accessibility (03)	Improve handicapped accessibility to public buildings for persons with disabilities.	300 Femrite DR; Monona	LMC	Suitable Living Environment	Availability	CDBG (Prior year funds)	\$47,690	1 facility
Potential Subrecipient: Tellurian, U.C.A.N., Inc.								
Domestic Violence Shelter (03)	Provide assistance for the development of a new 35,175 sq. ft. facility that will be a mix of residential, program, and office space. The new facility will reuse 19,030 sq. ft. of the existing Sear's facility and a new 16,145 sq. ft. two-story addition. This will include seven 8-bed suites, each divided into four bedrooms with two bathrooms for a total of 56 beds.	2102 Fordem AVE; Town of Madison	LMC	Suitable Living Environment	Availability	CDBG (2011 and 2012)	Balance of prior year funds	___ people Beneficiary data will be collected beginning with the opening of the new facility.
Subrecipient: Domestic Abuse Intervention Services, Inc.								
Total						CDBG	No new funding	

Project: Public Services Project ID: 2013-6 Priority Need Category: Public Services								
Provide needed public services to low-and-moderate-income persons.								
Activity/ HUD Matrix Code	Description	Location	National Objective	HUD Objective	HUD Outcome	Funding Source	Amount	2013 Goal
Case Management (05)	Provide prevention and early intervention social services to low-income families in two service areas to assist families to meet their basic needs and to maintain stability in their households.	Affected communities: 1) Stoughton, Cambridge, Deerfield and surrounding townships and 2) Belleville, McFarland, Monona, and Oregon and surrounding townships	LMC	Suitable Living Environment	Sustainability	CDBG	\$101,590	300 people
Subrecipient: Dane County Department of Human Services – Joining Forces for Families								
Homelessness Prevention (05)	To support homeless prevention services in Dane County, outside the City of Madison through housing consultation, intensive housing case management, and information and referral.	Urban County Consortium Communities	LMC	Suitable Living Environment	Sustainability	CDBG	\$44,287	50 people
Subrecipient: Community Action Coalition for South Central Wisconsin, Tenant Resource Center								
Transportation (05E)	Provide funding for projects that help to meet the transportation needs of low-and-moderate income persons living outside the City of Madison.	Urban County Consortium Communities	LMC	Suitable Living Environment	Availability/ Accessibility	CDBG	\$5,000	50 people
Subrecipient: North/Eastside Senior Coalition								

<p>Project: Public Services Project ID: 2013-6 Priority Need Category: Public Services</p>								
<p>Provide needed public services to low-and-moderate-income persons.</p>								
Activity/ HUD Matrix Code	Description	Location	National Objective	HUD Objective	HUD Outcome	Funding Source	Amount	2013 Goal
Total						CDBG	\$150,876 or up to 15% of the 2013 allocation.	

Project: Urgent Needs

Project ID: 2013-

Priority Need Category: Other

Disaster assistance. The majority of these projects funded in prior years are expected to be completed in 2012. Projects completed prior to November, 2012 will not be submitted with the 2013 Action Plan.

Activity/ HUD Matrix Code	Description	Location	National Objective	HUD Objective	HUD Outcome	Funding Source	Amount	2013 Goal
Disaster Assistance	Set aside dollars to be 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.	Urban County Consortium Communities	Urgent Needs	Suitable Living Environment	Sustainability	CDBG (2011)	\$4,573	___ people
Town of Roxbury	Reconstruction of Crystal Lake and Mussen Roads	Town of Roxbury	Urgent Needs	Suitable Living Environment	Sustainability	CDBG-EAP (prior year funds)	Balance of funds	Road stabilization
Town of Windsor	Reconstruction of sanitary sewer system and related road reconstruction	Hamlet of Morrisonville	Urgent Needs	Suitable Living Environment	Sustainability	CDBG-EAP CDBG (prior years)	Balance of funds	1 sanitary sewer system

Project: Administration Project ID: 2013-1 Priority Need Category: Planning/Administration								
Provide funding for program planning and administration.								
Activity/ HUD Matrix Code	Description	Location	National Objective	HUD Objective	HUD Outcome	Funding Source	Amount	2012 Goal
Program Administration (21A)	Provide program administration and support services.	Not applicable	NA	NA	NA	CDBG HOME	\$191,168 \$36,997	NA
Subrecipient: Dane County								
Fair Housing (21D)	Fair housing services.	Urban County Consortium Communities	NA	NA	NA	CDBG	\$10,000	___ people
Subrecipient: Metropolitan Milwaukee Fair Housing Council – Fair Housing Center of Greater Madison								
Total						CDBG	Up to 20% of the 2013 allocation.	
						HOME	Up to 10% of the 2013 allocation.	

Evaluation of Past Performance

Dane County strives to continually improve the performance of its operations and those of its funded subrecipient agencies. A more detailed summary of the County's evaluation of past performance may be found in the 2012 Consolidated Annual Performance and Evaluation Report (CAPER) available on the County web site at: http://www.danecountyhumanservices.org/cdbg_reports.htm .