



2008 Program Year CAPER

The CPMP 2008 Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

GENERAL

GRANTEE: Dane County

CON PLAN PERIOD: 1/1/2008 to 12/31/2008

Executive Summary (92.220(b))

The Executive Summary is required. Provide a brief overview that includes major initiatives and highlights how activities undertaken during this program year addressed strategic plan objectives and areas of high priority identified in the consolidated plan.

PY 2008 Action Plan Executive Summary:

The Community Development Block Grant Program (CDBG), Home Opportunities Program (HOME), and American Dream Downpayment Initiative (ADDI) programs in 2008 were housed for the first time in the Fiscal and Management Services Division of the Dane County Department of Human Services. The Unit works through community-based groups on projects to strengthen communities and to expand opportunities for low-and-moderate income households throughout Dane County. The Unit invested in community-based groups that forwarded the priorities identified in the 2004-2008 Consolidated Plan to:

- Create decent, affordable housing
- Create suitable living environments
- Expand economic opportunities.

The CDBG Commission develops the overall policy for the investment of funds. The 13-member Commission is charged, in part, with:

- Recommending to the county board and county executive plans, including amendments thereto, for use of federal housing and urban development funds, including CDBG and HOME funds, that are consistent with federal requirements, effectively address the needs of low and moderate income people, and consider the community and housing development goals of participating communities;
- Fostering participation of citizens and local officials in making decisions on use of funds through the citizen participation plan, public hearings, and other means;
- Recommending to the county board and county executive approval of contracts and contract revisions for funding priority;
- Evaluating performance of contractors performing funded activities. ((County Ordinance 15.40 (6)(a),(b),(c),(f)).

Members have expertise in housing, economic development, and community service.

The resources available to Dane County for 2008 (based on the Integrated Disbursement and Information System report C04PR01) included:

Item	CDBG	HOME	Total
Unexpended Funds At End of Prior Year ¹	0	0	0
2008 Entitlement	1,125,511	556,246	1,681,757
2008 Program Income	42,000	9,000	51,000
2008 Revolving Loan Income	81,549	0	81,549
Returns	243,250	0	243,250
Total Available	\$1,492,310	\$565,246	\$2,057,556

In 2008, \$1,681,757 in CDBG/HOME/ADDI Entitlement 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. The breakout of funds allocated, committed, and expended (based on the Integrated Disbursement and Information System report C04PR02) is illustrated below:

Item	CDBG	HOME	Total
2008 Entitlement	\$1,125,511	\$556,246	\$1,681,757
2008 Funds Committed	\$1,084,121	\$250,627	\$1,334,748
2008 Funds Expended	\$665,656	\$205,627	\$871,283

Highlights of 2008 included:

- 15 households realized their dream of home-ownership.
- 28 elderly and handicapped persons were maintained in their own homes thanks to home modifications.
- 2 low-and-moderate income households received loans for needed major home repairs, such as roof repairs or replacements, structural and concrete repairs, and plumbing and electrical repairs or upgrades.
- 35 low-and-moderate income households received assistance with minor home repairs enabling them to maintain their homes and prevent more serious problems from developing.
- Work began on the heating, ventilation, and cooling system for the renovation of a former warehouse in Stoughton into a Youth Center.
- 3 microbusinesses were assisted.

Table 1 details the status of these activities along with their performance.

¹ Unexpended CDBG funds is pulled from the IDIS-C04PR26 report.

Table 1: 2008 Status of Activities with Objectives and Outcomes by Consolidated Plan Priority Area

Activity	Funding Year ² / Source	Funding	HUD Objective	HUD Outcome	Performance Indicator	2008 Goal	2008 Performance
Priority 1: Provide assistance to enable very low to moderate-income prospective homebuyers to purchase single-family housing units.							
Alexander Company – Mistwood Condominiums	HOME	\$200,000	Decent Housing	Sustainability	<ul style="list-style-type: none"> ✓ Number of homebuyer units completed ✓ Number of units available for purchase by households below 80% of area median income ✓ Number qualified as Energy Star ✓ Number of units made accessible 	Contract not signed in 2008.	3.19.2009 – decision not to proceed with this project.
Dane County Housing Authority - Homebuyer Assistance	CDBG HOME	\$84,102 \$98,898	Decent Housing	Affordability	<ul style="list-style-type: none"> ✓ Number of households receiving downpayment assistance. ✓ Number of those served who are first-time homebuyers. ✓ Number of first-time homebuyers receiving housing counseling. 	10 households	8 households
Ellefson Companies – Homebuyer Assistance	2007/ HOME	\$100,000	Decent Housing	Affordability	<ul style="list-style-type: none"> ✓ Number of households receiving downpayment assistance. ✓ Number of those served who are first-time homebuyers. ✓ Number of first-time homebuyers receiving housing counseling. 	2 households	2 households
Movin' Out – Downpayment Assistance	ADDI HOME CDBG	\$7,443 \$100,000 \$10,978	Decent Housing	Affordability	<ul style="list-style-type: none"> ✓ Number of households receiving downpayment assistance. ✓ Number of those served who are first-time homebuyers. ✓ Number of first-time homebuyers receiving housing counseling. 	7 households	4 households
Wisconsin Partnership for Housing Development Downpayment Assistance	2001 2002 2003 2004/ CDBG	\$665,000 \$200,000 \$200,000 \$203,000	Decent Housing	Affordability	<ul style="list-style-type: none"> ✓ Number of households receiving downpayment assistance. ✓ Number of those served who are first-time homebuyers. ✓ Number of first-time homebuyers receiving housing counseling. 		4 units ³
Priority 2: Encourage the development of owner-occupied affordable single-family housing units.							
Habitat for Humanity – land acquisition	CDBG	\$95,000	Decent Housing	Availability/ Accessibility	<ul style="list-style-type: none"> ✓ Number of homebuyer units completed 	3 units	3 units

² Funding year is 2008 unless otherwise specified.

³ Per the Roy Bernardi waiver approved 10/24/2004, a total of 73 affordable units are needed to meet the requirements of 24 CFR 570.208 (c). Project should be completed in 2009.

Activity	Funding Year ² / Source	Funding	HUD Objective	HUD Outcome	Performance Indicator	2008 Goal	2008 Performance
					<ul style="list-style-type: none"> ✓ Number of units available for purchase by households below 80% of area median income ✓ Number qualified as Energy Star ✓ Number of units made accessible 		1 parcel acquired on which 4 homes will be built
Operation Fresh Start	CDBG	\$45,000	Decent Housing	Availability/ Accessibility	<ul style="list-style-type: none"> ✓ Number of homebuyer units completed ✓ Number of units available for purchase by households below 80% of area median income ✓ Number qualified as Energy Star ✓ Number of units made accessible 	1 unit	
Priority 4: Provide assistance for small businesses.							
Wisconsin Women's Business Initiative – Entrepreneur Training	CDBG	\$50,000	Creating economic opportunities	Availability/ Accessibility	<ul style="list-style-type: none"> ✓ Number of new businesses assisted. ✓ Number of existing businesses assisted. ✓ Of existing businesses assisted, number of businesses expanding. ✓ Of existing businesses assisted, number of business relocations. 	10 businesses	3 micro-businesses assisted 127 persons provided business education and training
Priority 6: Encourage the rehabilitation of low-income single-family owner-occupied housing units.							
Independent Living – Elderly Home Modifications	CDBG	\$61,215	Decent Housing	Availability/ Accessibility	<ul style="list-style-type: none"> ✓ Number of units completed. ✓ Number of units brought from substandard to standard condition. ✓ Number of units occupied by elderly households. ✓ Units qualified as Energy Star ✓ Units made accessible ✓ Units brought into compliance with lead safety rules 	110 households	28 households to date. Funds will carry forward into 2009.
Project Home – Single Family Rehab	CDBG	\$319,285	Decent Housing	Affordability	<ul style="list-style-type: none"> ✓ Number of units completed. ✓ Number of units brought from substandard to standard condition. ✓ Number of units occupied by elderly households. ✓ Units qualified as Energy Star ✓ Units made accessible 	60 units (50 minor, 10 major)	2 units major rehab 35 units minor rehab

Activity	Funding Year ² / Source	Funding	HUD Objective	HUD Outcome	Performance Indicator	2008 Goal	2008 Performance
					✓ Units brought into compliance with lead safety rules		
Priority 7: Provide needed services to the homeless including case management, credit counseling, and mobility counseling.							
Community Action Coalition – Homeless Case Management	CDBG	\$47,489	Decent housing	Affordability	<ul style="list-style-type: none"> ✓ Number of persons assisted ✓ Number receiving emergency financial assistance to prevent homelessness ✓ Number receiving legal assistance to prevent homelessness 	80 people	132 people
Independent Living – Senior Rental Assistance	CDBG	\$53,181	Decent housing	Affordability	<ul style="list-style-type: none"> ✓ Number of persons assisted ✓ Number receiving emergency financial assistance to prevent homelessness ✓ Number receiving legal assistance to prevent homelessness 	25 people	25 people
Priority 8: Provide needed public services to low-and-moderate income persons.							
Dane County Department of Human Services – Allied Drive ECI	CDBG	\$10,000	Suitable living environment	Availability/ Accessibility	✓ Number of persons with improved access to the service.	60 people	75 people
Dane County Department of Human Services – Paratransit	CDBG	\$35,646	Suitable living environment	Availability/ Accessibility	✓ Number of persons with improved access to the service.	500 people	44 – NESCO 26 - Deerfield
Priority 10: Provide assistance to construct or rehabilitate senior centers and other public facilities.							
City of Stoughton – Youth Center	CDBG	\$25,000	Suitable Living Environment	Sustainability	<ul style="list-style-type: none"> ✓ Number of persons served. ✓ Number of persons served by a facility that is no longer substandard. 	350 people	HVAC construction underway
Town of Dunn – Storm Shelter	CDBG	\$30,000	Suitable Living Environment	Sustainability	<ul style="list-style-type: none"> ✓ Number of persons served. ✓ Number of persons with new access to a facility. 	577 people	Construction will begin in 2009
Priority 13: Provide assistance to rehabilitate downtown commercial facades.							
City of Stoughton	2007/ CDBG	\$30,000	Creating economic	Sustainability	✓ Number of businesses assisted with commercial façade treatments	4 facades at Hyland	Hyland project began in Sept.

Activity	Funding Year ² / Source	Funding	HUD Objective	HUD Outcome	Performance Indicator	2008 Goal	2008 Performance
			opportunities			building	2008
Village of Cambridge – Commercial Façade Improvements	CDBG	\$25,000	Creating economic opportunities	Sustainability	✓ Number of businesses assisted with commercial façade treatments.	5 businesses	1 business
Village of Oregon – Commercial Façade Improvements	2006/ CDBG	\$25,000	Creating economic opportunities	Sustainability	✓ Number of businesses assisted with commercial façade treatments.		
Priority 14: Provide assistance for commercial revitalization, mainly for larger businesses.							
Dane County Department of Planning and Development – CRLF	CDBG	\$50,000	Creating economic opportunities	Affordability	<ul style="list-style-type: none"> ✓ Total jobs created. ✓ Number of jobs retained. ✓ Number of jobs with employer sponsored health care benefits. ✓ Number of persons who were unemployed prior to taking the job. ✓ Number of jobs created by job type. 		
Stoneware Studios	2006/ CDBG	\$119,463	Creating economic opportunities	Affordability	<ul style="list-style-type: none"> ✓ Total jobs created. ✓ Number of jobs retained. ✓ Number of jobs with employer sponsored health care benefits. ✓ Number of persons who were unemployed prior to taking the job. ✓ Number of jobs created by job type. 	12 jobs	8 jobs created/ retained. 6 were held by low-income persons.
Administration							
Dane County Department of Human Services - Administration	CDBG HOME	\$155,102 \$54,877	Not applicable	Not applicable	Not applicable.	N/A	N/A
Dane County Department of Administration – Fair Housing Center of Greater Madison	CDBG	\$10,000	Not applicable	Not applicable	Not applicable.	N/A	N/A

Summary of Resources and Distribution of Funds

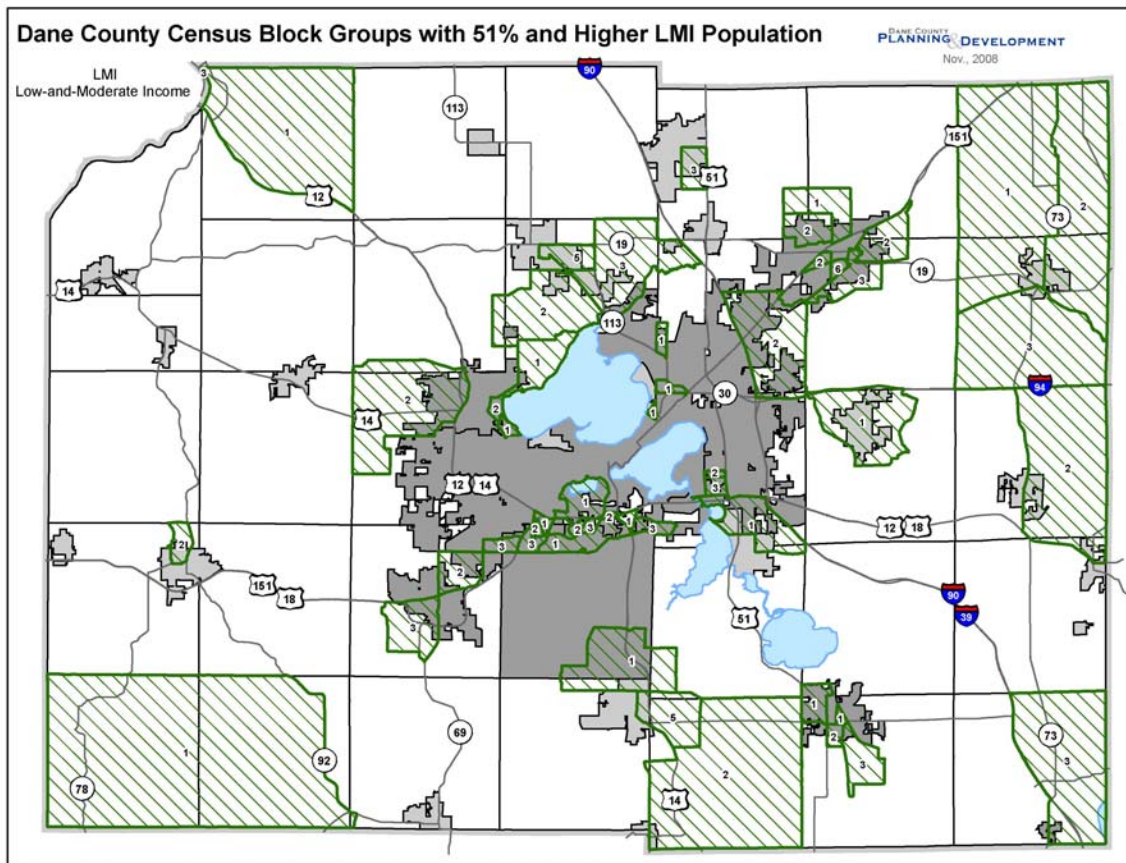
- 1) Provide a description of the geographic distribution and location of investment (including areas of low-income and minority concentration).

You are encouraged to include maps in this description. Specifying census tracts where expenditures were concentrated and the percentage of funds expended in NRSAs or local target areas may satisfy this requirement

PY 2008 CAPER #1 response:

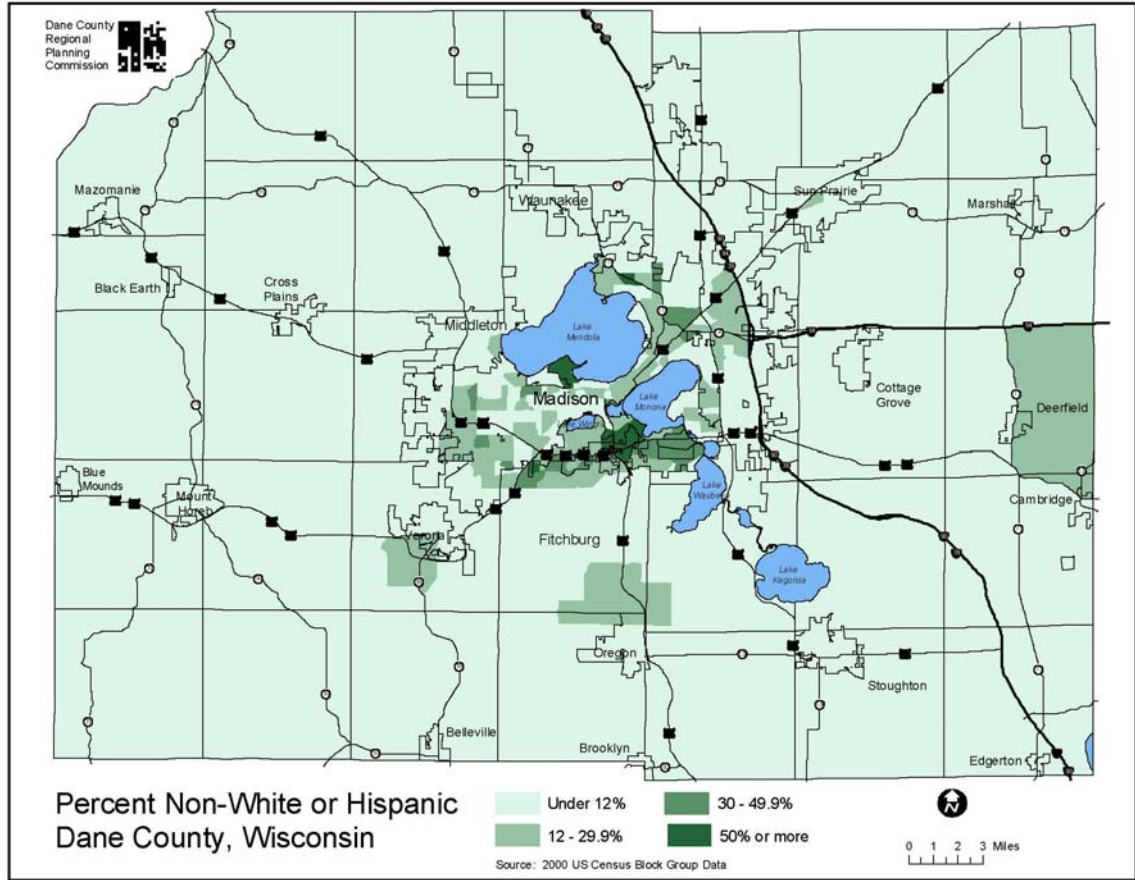
Persons with low-and-moderate incomes may be found throughout Dane County. Map 1 shows the Dane County Census 2000 block groups that have 51% or higher low-and-moderate income populations and is based on estimates prepared by the U.S. Census (<http://www.hud.gov/offices/cpd/systems/census/lowmod/index.cfm>). Areas with 51% or greater LMI populations include: the Towns of Perry, York, and Medina, portions of the Towns of Madison, Roxbury, Primrose, and Rutland, as well as, portions of the Village of DeForest, City of Sun Prairie, Village of Cottage Grove, Village of Oregon, and City of Stoughton.

Map 1: Dane County Block Groups with 51% and Higher Low-and-Moderate Income Population



Based on the 2000 Census, areas of minority concentration in Dane County (outside the City of Madison) may be found in the Town of Madison, City of Sun Prairie, City of Fitchburg/Town of Dunn border, City/Town of Verona, and Town/Village of Deerfield.

Map 2: Percent of Persons who are Non-White or Hispanic in Dane County



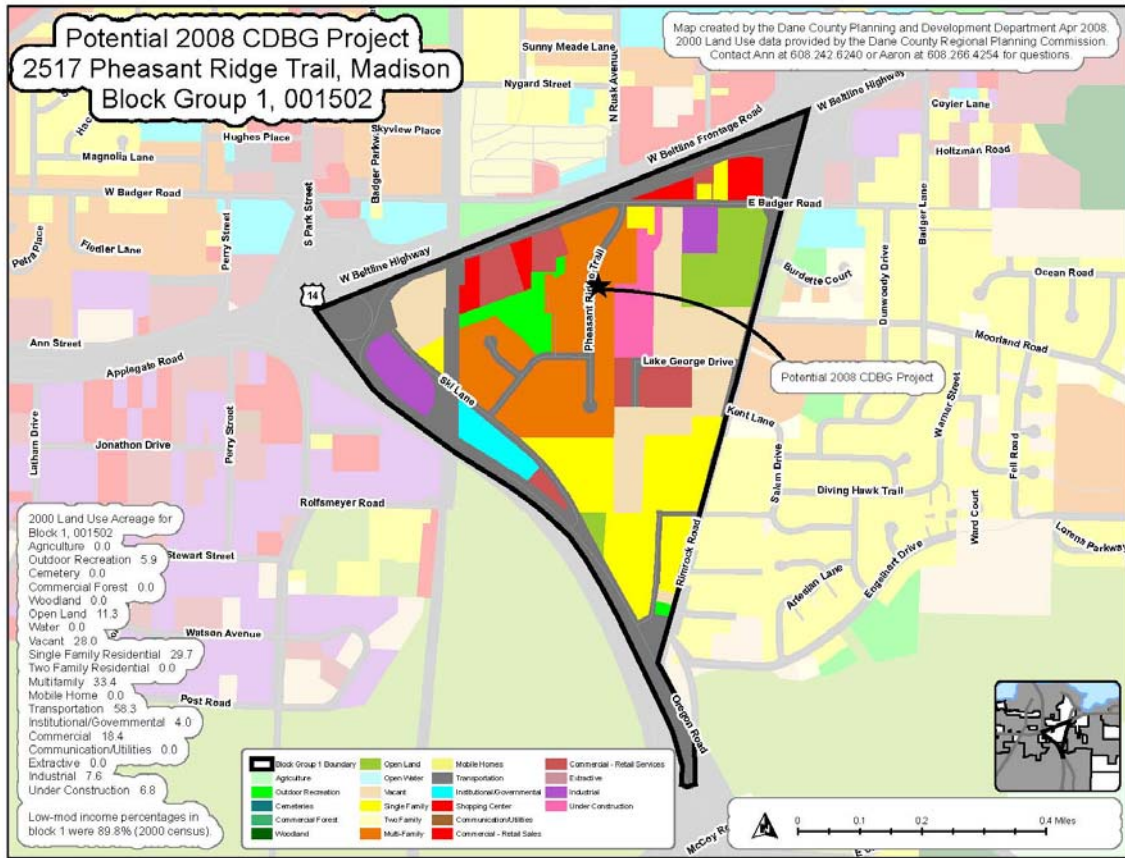
Map 3 illustrates the Southdale Neighborhood Revitalization Strategy Area (NRSA) in the Town of Madison census tract 15.02. Census data indicates that 89.8% of the population in this census tract is considered low-and-moderate income. According to data from the U.S. Census Bureau, American FactFinder, the population in this census tract is comprised of persons with the following racial and ethnic heritages:

- 17.3% Hispanic
- 12.8% Black or African/American
- 3.7% Asian
- 3.8% Two or more races.

Two public service activities totaling \$94,011 were initially proposed for this area in 2008. However, these funds remain unallocated at this time as the organizations proposing to use these funds for public service activities were not community-based development organizations (CBDO)s. Expenditures of these dollars for public services by non-CBDOs would have meant that Dane County would have exceeded the 15% cap on public services. These funds will be awarded to one of the agencies in 2009 if it is able to become a CBDO.

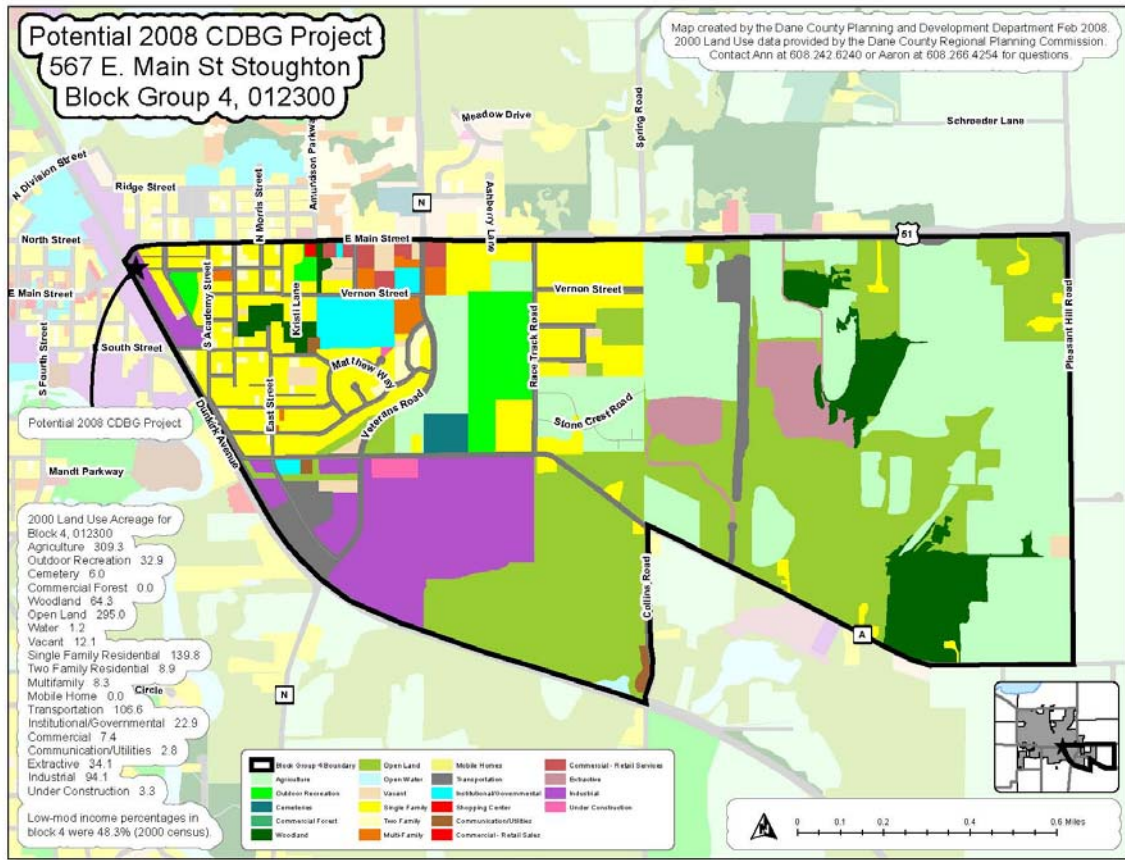
Another \$200,000 in HOME funds were also allocated for the conversion of rental housing to affordable, owner-occupied condominiums by the Alexander Company. Dane County did not enter into a contract during 2008 as it was not felt that the contractor was ready to proceed with the project. As of March 19, 2009 given the current housing market in general and the condominium market in particular, a decision was made to not proceed with the project.

Map 3: Southdale Neighborhood NRSA Area



Funds were also expended in the City of Stoughton on the Youth Center. \$25,000 was allocated for the installation of the heating, ventilation, and air conditioning system (HVAC) as part of the rehabilitation of a former warehouse. The location of this activity is shown in Map 4.

Map 4: Location of City of Stoughton Youth Center



The population in this census tract is predominately White (97.1%) according to the U.S. Census 2000 data in American FactFinder. Census data indicates that 48.3 percent of the population in block group 4 is considered low-and-moderate income.

General CAPER Narratives:

2) Assessment of Three to Five Year Goals and Objectives

- a) Describe the accomplishments in attaining the goals and objectives for the reporting period.
- b) Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.

**If not using the CPMP Tool: Use Table 2A, 2B, 3B, 1C, 2C, 3A*

If using the CPMP Tool: Use Needs Tables, Annual Housing Completion Goals, Summary of Specific Annual Objectives. **(Use of these tables is sufficient, additional narrative is not required.)*

- c) If applicable, explain why progress was not made towards meeting the goals and objectives.

Table 2 provides information regarding the accomplishments in attaining the goals and objectives for the period of the current Consolidated Plan. The goals for homebuyer assistance, new construction of affordable single-family housing, and rehabilitation of owner-occupied housing have been exceeded.

Table 2: Progress Toward Meeting Goals and Objectives in 2004-2008 Consolidated Plan

Objective	Con Plan Goal	Performance	Percent Completed
1. Provide the assistance to enable very low to moderate-income prospective homebuyers to purchase single-family housing units.	75	134	100+
2. Encourage the development of owner occupied affordable single-family housing units.	40	59	100+
3. Encourage the development of housing for elderly requiring supportive services.	10	0	0
4. Provide assistance for small businesses	50	16	32
5. Encourage the rehabilitation of low-income renter-occupied housing units	20	5	25
6. Encourage the rehabilitation of low-income single-family owner-occupied housing units.	20	257	100+
7. Encourage the construction of new rental housing for low and moderate-income persons. ⁴	0	40	0

⁴ The Uplands development included the development of 40 rental units. However, the County only invested in the development of single family homes and not the rental units.

Table 2: Progress Toward Meeting Goals and Objectives in 2004-2008 Consolidated Plan

Objective	Con Plan Goal	Performance	Percent Completed
8. Provide needed services to the homeless including case management, credit counseling and mobility counseling.	200	632	100+
9. Provide needed public services to LMI persons.	3,000	4,760	100+
10. Provide assistance to construct or rehabilitate senior centers and other public facilities.	5	5	100
11. Provide assistance to agricultural-related businesses.	15	2	13
12. Provide assistance to complete infrastructure and other improvements in the approved NRSA area in the Town of Madison.	1	1	100
13. Provide assistance to rehabilitate downtown commercial facades	40	25	63
14. Provide assistance for commercial revitalization, mainly larger businesses	15	11	73

PY 2008 CAPER General Questions #2c response:

Progress has not been made in two priority areas: Priority 5 – encouraging the construction of new rental housing for low and moderate income persons and Priority 7 – encouraging the development of housing for the elderly requiring supportive services.

Multi-family rental housing unit construction in Dane County has been on a downward trend since 2003. The CDBG Program did not receive any applications from organizations interested in developing new rental housing.

Supportive housing options for the elderly include adult family homes, community based residential facilities, and residential care apartment complexes. This priority has not been addressed in part due to the growth in the private industry. Prior to 2003, there were 60 assisted living facilities in Dane County, including the City of Madison area. At the end of 2007, there were 96 facilities – a growth of 60%. There have also been other options that have opened up, such as Home Instead and Comfort Keepers that provide in-home services designed to assist seniors in remaining in their own home as long as possible. The Dane County Department of Human Services, through the Community Options Waiver program, Supportive Home Care Services, and Long-Term Support Unit provides assistance to low-income elderly to access these services and facilities.

Several priorities, while started, have not achieved the goals outlined in the 2004-2008 Consolidated Plan. Most of these are in the economic development arena, including Priority 4 – providing assistance to small businesses, Priority 11 – providing assistance to agriculture related businesses, Priority 13 – providing assistance to rehabilitate downtown commercial facades, and Priority 14 - providing assistance for commercial revitalization, mainly for larger businesses. The current economic climate and a lack of staffing dedicated to economic development to pursue and explore leads have been major issues.

The Davis-Bacon regulations have been seen as an impediment for small business owners wanting to participate in the commercial façade program.

3) Affirmatively Furthering Fair Housing

- a) Provide a summary of impediments to fair housing choice.

PY 2008 CAPER General Questions # 3a response:

The January 2004 *Analysis of Impediments to Fair Housing Choice* for Dane County identified the impediments to fair housing choice as:

High housing costs – These have been fueled by rising land and development costs that combined with local building regulations, have contributed to average housing prices increasing faster than average incomes. This aggravates issues of housing affordability for people with low and moderate incomes, many of whom are minorities.

Language barriers of minorities in Dane County – Between 1990 and 2000 there was a large increase in the Hispanic and Southeast Asian populations in Dane County, many of who have language barriers. This has made it difficult for these populations, especially, to know whether there is a fair housing issue in the first place.

Minority home ownership – 2000 Census data indicates that there is a lower percentage of homeownership among minorities than Whites, affecting, to a greater extent, low and very-low income persons. This is related to spiraling housing costs that have made it difficult for low-income persons to purchase a home.

Protected class and renter representation on boards and committees – A review of the membership of County boards, commissions, and committees that are involved in fair housing issues reveals that not as many protected classes as desired are represented.

Increasing elderly population – The 2000 Census indicates that there will be an increasing number of elderly persons in Dane County over the next 30 years, many of whom will have physical disabilities. These people may experience an impediment to fair housing choice if accommodations are not made.

Shortage of Section 8 landlords – Although there is currently an abundance of housing, landlords are often unwilling to accept tenants with Section 8 vouchers. This creates an impediment to fair housing choice as these low-income persons, many of whom are minorities, may be more limited in the selection of housing than moderate-income persons. (p. 3).

- b) Identify actions taken to overcome effects of impediments identified in the jurisdiction's Analysis of Impediments.

PY 2008 CAPER General Questions # 3b response:

Recommendations to address impediments to fair housing choice in Dane County were identified in the January 2004 *Analysis of Impediments to Fair Housing Choice*. The barriers, recommendations, and 2008 actions that were taken are as follows:

Barrier: High Housing Costs

Recommendation: The January 2004 report did not include any recommendations specific to addressing high housing costs.

2008 Actions: In 2008, the Dane County CDBG program provided funding to the Dane County Housing Authority to transition families from renters to homeowners using the CDBG/HOME programs to assist with closing costs and down payment assistance.

Barrier: Language barriers of minorities in Dane County

Recommendation: Additional education and outreach to address the language barriers that prevent certain racial and ethnic groups from identifying discrimination in the first place and to prevent it in the future. This includes educating providers, such as apartment managers, realtors, lenders, insurance agents, and others, as well as, conducting outreach with groups that serve the Hispanic and Southeast Asian populations.

2008 Actions: In 2008, Dane County contracted with the Fair Housing Center of Greater Madison (FHCGM), a qualified fair housing agency, to provide fair housing services, including investigating complaints of housing discrimination, conducting fair housing presentations, distributing written materials, providing technical assistance on specific fair housing laws, and providing housing information and referral services to individuals with non-fair housing related inquiries.

In 2008, the Fair Housing Center of Greater Madison provided housing information and referral services on 75 occasions to individuals with non-fair housing related inquiries that were funded through the Dane County contract. It was noted by Fair Housing Center of Greater Madison, that "FHCGM provided referral services to more than 75 residents of Dane County, however, these additional referrals were not funded under this contract. The vast majority of FHCGM referral services were not supported by Dane County." In addition, FHCGM structured 7 testing investigations into illegal housing discrimination in Dane County.

Four fair housing presentations reaching 196 audience members were conducted and covered:

- Purposes and provisions of local, state, and federal fair housing laws
- Contemporary forms of illegal discrimination in the housing market
- Remedies available to people who have experienced illegal housing discrimination
- How complaints of illegal discrimination are investigated.

Written materials that incorporated information on federal, state, and local fair housing laws and services offered through Fair Housing Center of Greater Madison were disseminated through the Dane County Housing Authority, Middleton Outreach Ministry, Dane County Joining Forces for Families offices in Sun Prairie and Verona, social service agencies, community centers, community festivals and fairs, religious congregations, and other sites. Contact was also made with the Dane County Housing Authority to ensure outreach to participants in the Section 8 program.

18 instances of technical assistance were provided to individuals including

clarification on fair housing laws, information on legal and/or administrative interpretation of the laws, and information on the nature and extent of illegal housing discrimination.

The County also consulted with the State regarding complaints made under Wisconsin's Open Housing Law during the 2008 calendar year. During this time, 59 complainants filed 95 separate bases. These included:

Basis	Number Received	Percentage
Age	5	5.26
Color	2	2.11
Disability – Housing Only	24	25.26
Family Status – Housing	8	8.42
Lawful Income – Housing	8	8.42
Marital Status	2	2.11
National Origin/Ancestry	2	2.11
Race	30	31.58
Religion/Creed	2	2.11
Retaliation	5	5.26
Sex	3	3.16
Sexual Orientation	4	4.21
Source: WI Department of Workforce Development, Morgan Dixon		

Barrier: Minority home ownership

Recommendation: Identify and pursue ways to increase the rate of minority homeownership. This can be accomplished by increased outreach to groups serving minority populations, working closely with non-profits that provide homebuyer counseling, education, and mortgage down payment assistance,

2008 Actions: Dane County is active in the First Time Home Buyer Round Table and is a sponsor of the annual Homebuyer's Fair each Spring at the Alliant Energy Center. The annual fair gives CDBG staff the opportunity to answer questions, promote housing opportunities, and reduce housing barriers to LMI persons and their families. To address language barriers, the Round Table, beginning in 2006, added a Spanish language track to the Fair sessions to provide opportunities to Spanish speaking residents of Dane County to learn about homeownership.

Barrier: Protected class and renter representation on boards and committees.

Recommendation: Continue efforts to include protected class and renter representation on boards and commissions that are involved in fair housing issues.

2008 Actions: The Affordable Housing Task Force implemented by the County includes protected class representation. In 2008, the renter representative on the CDBG Commission moved out of State to pursue another job opportunity.

Barrier: Increasing elderly population.

Recommendation: Provide education and outreach to property manager and landlords about the Americans with Disabilities Act requirements.

2008 Actions: Through a contract with Independent Living, Inc., housing modifications to improve safety and accessibility were provided for elderly and disabled Dane County residents enabling them to remain in their own homes.

Barrier: Shortage of Section 8 landlords

Recommendation: Through the Dane County Housing Authority, work with landlords to accept Section 8 housing vouchers.

2008 Actions: The Dane County Housing Authority continues their work with landlords.

Table 3 illustrates the racial profile of CDBG program beneficiaries served in 2008. The table uses the racial categories specified by HUD. This information is provided in Table 4 for HOME beneficiaries.

Table 3: Racial Profile of CDBG Program Beneficiaries in 2008

Program/ Activity	White	Black	Asian	American Indian/Alaskan Native	Native Hawaiian/ Pacific Islander	Amer. Indian/ Alaskan Native & White	Asian & White	Black African/ American and White	Amer. Indian / Alaskan Native & Black African/ Amer.	Other Multi- Racial	Total
CAC (402)	76	46	0	0	0	0	0	0	0	10	132
DCHA (395)	136	49	12	2	2	0	0	0	0	0	201
DCHA (404)	1	0	0	0	0	0	0	0	0	0	1
DCDHS – Allied DR (410)	4	48	0	3	0	0	0	13	0	7	75
Independent Living – Home Mods (409)	27	0	1	0	0	0	0	0	0	0	28
Independent Living – Rental (408)	21	3	1	0	0	0	0	0	0	0	25
Movin' Out (398)	1	0	0	0	0	0	0	0	0	0	1
Movin' Out (406)	1	0	0	0	0	0	0	0	0	0	1
OFS											
Paratransit – Deerfield (416)	26	0	0	0	0	0	0	0	0	0	26
Paratransit – MSCR (428)	Required data not reported.										
Paratransit – NESCO (419)	0	21	0	0	0	0	0	0	0	23	44
Paratransit – RSVP (425)	Funding was provided to lease a neighborhood electric vehicle to provide transportation services and deliver meals. Vehicle arrived in December 2008. Weather prohibited the vehicle with a canvas top from being used to provide services in 2008. Beneficiary information will be reported in 2009.										
Paratransit – SPO (423)	Required data not reported.										

Table 3: Racial Profile of CDBG Program Beneficiaries in 2008

Program/ Activity	White	Black	Asian	American Indian/Alaskan Native	Native Hawaiian/ Pacific Islander	Amer. Indian/ Alaskan Native & White	Asian & White	Black African/ American and White	Amer. Indian / Alaskan Native & Black African/ Amer.	Other Multi- Racial	Total
Project Home – Minor Rehab (413)	39	1	1	0	0	0	0	1	0	2	44
Project Home – Single Family Rehab											
Stoneware Studios (371)	8	0	0	0	0	0	0	0	0	0	8
Stoughton Commercial Facades											
WWBIC – Business Outreach (399)	76	20	3	3	0	0	0	0	7	18	127

Table 4: Racial Profile of HOME Program Beneficiaries in 2008

Program/ Activity	White	Black	Asian	American Indian/Alaskan Native	Native Hawaiian/ Pacific Islander	Amer. Indian/ Alaskan Native & White	Asian & White	Black African/ American and White	Amer. Indian / Alaskan Native & Black African/ Amer.	Other Multi- Racial	Total
DCHA – Mortgage Downpayment Assistance (411, 412, 418, 421, 422)	5	0	0	0	0	0	0	0	0	0	5
Ellefson – Home Buyer Assistance (417)	0	0	0	0	0	0	0	0	0	2	2
Habitat for Humanity (374, 390)	2	0	0	0	0	0	0	1	0	0	3
Movin' Out (393, 397, 406)	3	0	0	0	0	0	0	0	0	0	3

4) Address Obstacles to Meeting Underserved Needs

Identify actions taken to address obstacles to meeting underserved needs.

PY 2008 CAPER General Questions # 4 response:

Resources tend to be a major obstacle to meeting underserved needs.

In July 2007, the Health and Human Needs Committee, that oversees the Dane County Department of Human Services, established an Affordable Housing Trust Fund Subcommittee to examine means to provide adequate funding to provide decent, stable, permanent, as well as, affordable housing in Dane County. Two of the underserved needs that have come to the forefront are: housing with larger numbers of bedrooms and incentives to make the costs of lots more affordable. The final report recommended the establishment of an Affordable Housing Trust Fund. Implementation of this recommendation is hampered by the lack of State statutory authority to create such a fund at the County level.

The City of Stoughton also set up a Task Force in 2007 to address increasing the availability of affordable work force housing in their community. They have been working with the United Way of Dane County to hold community meetings to gather information on the accomplishments, housing strengths, needs, barriers, and expected outcomes.

5) Foster and Maintain Affordable Housing

Identify actions taken to foster and maintain affordable housing.

PY 2008 CAPER General Questions # 5 response:

In 2008, Dane County undertook the following activities to foster and maintain affordable housing:

- Provided mortgage downpayment assistance to 18 first time homebuyers.
- Provided funding to Habitat for Humanity for the acquisition of a parcel upon which 4 homes would be developed for and occupied by low-and-moderate-income households.
- Funded Independent Living, Inc. Home Modification Program that provided housing modifications to improve safety and accessibility for 28 elderly and disabled households.
- Assisted 37 low-and-moderate-income households with minor and major home repairs through funding provided to Project Home, Inc.

6) Leveraging Resources

- a) Identify progress in obtaining "other" public and private resources to address needs.

PY 2008 CAPER General Questions # 6a response:

The Dane County Housing Authority administers the Section 8 Housing Voucher Choice Program that provides eligible families and individuals the opportunity to rent housing of

their choice on the private market. The demand for the program continues to outstrip the resources resulting in the Housing Authority closing the waitlist for this program. The Section 8 Homeownership Program, also administered by the Dane County Housing Authority, allows families who are receiving Section 8 rental assistance to use the assistance to help purchase a home. At this time, the Housing Authority has limited the number of Homeownership Vouchers to 10.

Project Home, each May, sponsors Hammer with A Heart, a one-day event where over 300 volunteers come together to repair the homes of low-income homeowners in Dane County. As noted on their web site, "in the last four years, Hammer with a Heart has provided more than \$300,000 in repairs to the homes of our neighbors in need. Every nail, paintbrush and piece of wood is either donated by local businesses or through monetary contributions from the community."

The Dane County Paint-A-Thon, run by Project Home, annually brings together volunteer labor and donated supplies to provide exterior painting services for low-income elderly and disabled homeowners in Dane County. 2009 marked the 20th year of this event.

In July 2007, the Health and Human Needs Committee, that oversees the Dane County Department of Human Services, established an Affordable Housing Trust Fund Subcommittee to examine means to provide adequate funding to provide decent, stable, permanent, as well as, affordable housing in Dane County.

- b) Describe how Federal resources from HUD leveraged other public and private resources.

PY 2008 CAPER General Questions # 6b response:

HUD funds were used to leverage other public and private resources in the housing and economic development areas.

CDBG Planning funds are used to fund the Dane County Better Urban Infill Development (BUILD) program that provides grant funding to local municipalities to plan infill developments. Infill development is defined as the economic use of vacant land, or restoration or rehabilitation of existing structures or infrastructure, in already urbanized areas where water, sewer, and other public services are in place, that maintains the continuity of the original community fabric. BUILD grants help pay for planning consultants who assist communities with preparation of infill plans. Municipalities are required to provide a local match for approved projects. A minimum local match of 20% is required for planning cost and a 50% match of total projects costs is required pre-development. From 1999-2006, \$861,000 in planning grants were provided – a total of 54 grants to 24 municipalities. These resulted in municipal matches of \$423,000. \$37.37 million in public investments with another \$128.62 million in private investments resulted from these infill development projects. One of the outcomes of these projects has been streetscape improvements that are typically funded through Transportation Enhancement grants from the State. As of the end of 2006, a total of \$2,739,000 in streetscape improvements had been funded in Stoughton, Mount Horeb, Sun Prairie, Cambridge, Rockdale, and Verona.

- c) Describe how matching requirements were satisfied.

PY 2008 CAPER General Questions # 6c response:

Matching fund requirements along with the needed documentation are specified in the subrecipient agreements.

In 2008, Dane County's HOME match liability was \$159,818.90. The total match contributed was \$264,700.

Most of the matching funds for the Dane County Housing Authority and Movin' Out come in the form of forgivable grants from the Federal Home Loan Bank of Chicago's Affordable Housing Program (non-federal source). For Habitat for Humanity, funding is received from a non-federal source to cover costs as each project progresses – received as land is acquired, roof is put on, and the home is completed and sold.

7) Citizen Participation

- a) Provide a summary of citizen comments.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

PY 2009 CAPER Citizen Participation # 7a response:

A Notice of Document Availability and Public Hearing was published in the January 9, 2009 edition of the *Wisconsin State Journal* notifying the public of the January 22, 2009 public hearing and indicating that the draft version of the CAPER would be available on the County's web site beginning on February 27, 2009, as well as, available from the Dane County Department of Human Services.

A public hearing was held on January 22, 2009 to provide citizens with information regarding the program activities and accomplishments during 2008 and to receive input on the 2008 program. The performance report provided for citizens, identified the Federal funds made available to further the objectives and outcomes of the Consolidated Plan, the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, and the geographic distribution and location of expenditures. Information was also provided on the status of activities and demographic characteristics of beneficiaries in 2008.

The Executive Summary of the Consolidated Annual Performance Evaluation Report was placed on the County web site (http://www.danecountyhumanservices.org/cdbg_reports.htm) beginning on February 27, 2009 through March 31, 2009 with a spotlight section indicating that written comments could be submitted and providing an e-mail and County addresses to do so.

- b) Describe how consideration was given to comments or views of citizens, received in writing or orally at public hearings, in preparing the CAPER.

PY 2008 CAPER Citizen Participation # 7b response:

No comments were received in writing or orally at the public hearing. Comments from the CDBG Commission members at the March 26, 2009 meeting to update the status of the Alexander Company project were incorporated into this document.

8) Institutional Structure

Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

PY 2008 CAPER Institutional Structure # 8 response:

The County Executive's Office worked closely with CDBG staff, the appointed 13-member CDBG Commission, the elected 37 member Board of Supervisors, and local officials in the 54 participating communities to implement the Consolidated Plan and 2008 Action Plan.

In 2008, the CDBG and HOME programs were moved from Dane County's Department of Planning and Development to the Department of Human Services. This was to take advantage of the increased resources available in the larger Department, including staff in the accounting, contract compliance, corporation counsel, and planning units. The staffing in the CDBG/HOME program at the end of 2007 was down to a single individual. As of January 1, 2008 a Planning Analyst/Program Manager was dedicated 20% to the program (although working closer to 70%). By mid-February, 2008 a CDBG Program Specialist dedicated to the HOME program was hired.

In 2008, coordination with various groups, such as the Dane County Department of Human Services, Project Home, and the Dane County Housing Authority was achieved through the contractual agreement process.

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.

9) Monitoring

a) Describe actions taken to monitor the jurisdiction's performance in meeting objectives and outcomes set forth in its strategic plan.

PY 2008 CAPER Monitoring # 9a response:

The CDBG Commission, in conjunction with staff, monitors the County's performance in meeting objectives and outcomes set forth in the Consolidated Plan. Information is provided on a regular basis to the CDBG Commission members on the status of funding allocations, expenditures, and progress by subrecipients, as well as, on the status in meeting overall goals set forth in the Consolidated Plan.

- b) Describe how and the frequency with which you monitored your activities, including subrecipients (including sponsors or administering agents).

PY 2008 CAPER Monitoring # 9b response:

Dane County is interested in 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. 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 procedures and checklists, in-house desk audits, and on-site visits.

Laying out expectations begins with the application process and is formalized through the contractual process. Technical assistance is provided to all applicants and subrecipients upon request. Beginning in 2008, Dane County began using more detailed contracts that spelled out the rules and regulations applicable to all HUD funded CDBG and HOME programs and were customized to identify the rules, regulations, and performance expectations related to each funded activity. Individual meetings were held, as needed, with subrecipients to discuss the contracts, respond to any questions, and identify any needed technical assistance. In addition, copies of the handbook *Playing By the Rules* were distributed to all CDBG funded subrecipients.

Internal files are reviewed as part of a weekly staff meeting where each staff member brings a file to share that is reviewed against a document checklist. This is useful to assure that all documentation is present and also serves as training on program requirements.

Monitoring of subrecipients in 2008 began with the development of a risk assessment instrument and continued with the development of monitoring procedures. Risk assessments were used to identify high-risk subrecipients. High-risk recipients included those who are new to the CDBG/HOME programs or who have performance problems, such as failure to meet schedules or have questionable reporting practices. Those with questionable practices are handled at the time the issue comes to light. In early 2009, monitoring checklists were developed for housing rehabilitation programs and fiscal oversight.

Expenditures are also tracked. Invoices must be approved by the CDBG/HOME Program Specialists. Approved expenditures are processed by the Accountant assigned to the CDBG/HOME program. These are tracked on Excel spreadsheets available to all program staff on a virtually real-time basis. This allows for monitoring of expenditures.

As a result of a hotline complaint, desk monitoring was performed on 26 activities. Requested documentation along with the internal results of this monitoring was provided to the HUD Milwaukee Field Office.

- c) Describe the results of your monitoring including any improvements made as a result.

PY 2008 CAPER Monitoring # 9c response:

A number of improvements were made to the CDBG program in 2008 to strengthen the internal oversight structure. This included the hiring of a limited term employee (LTE) for 16-20 hours per week to assist with setting up project and mortgage files so that materials are readily identifiable and retrievable. The Accountant assigned to the CDBG/HOME programs set up files in a shared directory for the nearly real-time tracking of expenditures. A Contract Compliance Clerk set up files for the tracking of contracts and proof of insurance documents.

Considerable work was done by the CDBG - HOME Program Specialist with Project Home's NOAH Program to get them re-certified as a community housing development organization (CHDO).

Work was done by staff to ascertain the status of all subrecipient agreements and to take appropriate action as warranted.

The monitoring conducted as part of the hotline complaint found no compliance issues with 22 of the 26 activities questioned. For the other four activities, the County reimbursed the CDBG program in the amount of \$228,250 using non-federal dollars.

Additionally, the County identified other activities proposed to be undertaken in 2008 that would have either been ineligible or would have resulted in the County exceeding the public services cap. This resulted in reimbursement of the CDBG program for expenditures made in 2008 and the use of other County funds to cover the costs of two of the programs.

d) Describe actions taken to insure compliance with program requirements, including requirements involving the timeliness of expenditures.

PY 2008 CAPER Monitoring # 9d response:

The Dane County Controller's Office tracks the disbursements and draw-down of funds to assure that the amount of CDBG program income on hand 60 days prior to the end of the current program year, together with the amount of grant funds in the line of credit does not exceed 1.5 times the entitlement grant amount for the current program year.

e) Describe steps/actions taken to ensure long-term compliance with housing codes, including any actions or on-site inspections undertaken during the program year.

PY 2008 CAPER Monitoring # 9e response:

The HOME requirements at 24 CFR 92.504(d) specify a minimum requirement that rental housing units assisted with HOME funds be inspected on the following basis based upon the number of total units in the project:

- 1-4 units must be inspected at least once every 3 years;
- 5-25 units must be inspected as least once every 2 years; and
- 26 or more units must be inspected as least once annually.

The Project Home – NOAH project is charged with inspecting their units. At this time there has been verbal assurance that this was completed in 2008, however, no monitoring was conducted by the County to verify. (Monitoring was conducted in 2009).

- f) What is the status of your grant programs?
- i) Are any activities or strategies falling behind schedule?
 - ii) Are grant disbursements timely?
 - iii) Do actual expenditures differ from letter of credit disbursements?

PY 2008 CAPER Monitoring # 9f response:

Prior year façade projects continue to fall behind schedule as the funded communities are having difficulty finding business owners who want to participate in the programs. This is in part due to the matching funds requirement and to the David-Bacon requirements. As a result, Dane County will be closing out some projects and reallocating the funds.

The commercial revolving loan fund program overseen by the Dane County Department of Planning and Development at the end of 2008 had a significant balance of unexpended funds on hand. The current economic climate and a lack of staffing dedicated to economic development to pursue and explore leads have been major issues.

Grant disbursements are timely.

Actual expenditures do not differ from letter of credit disbursements.

10) Antipoverty Strategy

Describe actions taken during the last year to reduce the number of persons living below the poverty level.

PY 2008 CAPER Antipoverty Strategy #10 response:

The Dane County Department of Human Services (DCDHS), either directly or through purchase of service agencies, provides an array of programs to help residents meet their basic needs for food, shelter, jobs, and childcare services that enable them to work toward economic self-sufficiency. The Department participates in the Wisconsin Shares Childcare Subsidy Program that assists low-income families in paying for childcare services. DCDHS is a partner agency with the Dane County Job Center. The Dane County Job Center assists job seekers to get the career planning, job placement, and training services they need to get jobs. The Dane County Job Center resource room includes computers for JobNet, Internet computer access, State government job listings, and resume writing computers. An on-site Day Care Center provides care while parents are completing appointments or training at the Job Center. The Department also administers the W-2 program for the region. The goal of Wisconsin Works is to provide necessary and appropriate services to prepare individuals to work, and to obtain and maintain viable, self-sustaining employment, which will promote economic growth. Services include job readiness motivation, job retention and advancement skill training, as well as, childcare.

In 2008, \$10,000 in funding was provided to the Allied Drive Early Childhood Initiative self-sufficiency fund. Funds are used for basic needs such as eviction prevention, utilities, and other basic human needs.

Self-Evaluation

11) Provide an evaluation of accomplishments. This evaluation must include a comparison of the proposed versus actual outcomes of each outcome measure submitted with the strategic plan and explain, if applicable, why progress was not made toward meeting goals and objectives.

**If not using the CPMP Tool: Use Table 1C, 2C, 3A*

**If using the CPMP Tool: Use Summary of Specific Annual Objectives.*

(The following IDIS Reports will be reviewed to determine satisfaction of this requirement: PR03, PR06, PR23, PR80, PR81, PR82, PR83, PR84, PR85)

Consider the following when providing this self-evaluation:

- a) Describe the effect programs had in solving neighborhood and community problems.**
- b) Describe the progress made in meeting priority needs and specific objectives.**
- c) Describe how activities and strategies made an impact on identified needs.**

- d) Identify indicators that best describe the results of activities during the reporting period.
- e) Identify barriers that had a negative impact on fulfilling the strategic and overall vision.

12) Identify whether major goals are on target and discuss reasons for those that are not on target.

13) Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

PY 2008 CAPER Self-Evaluation # 11, 12, 13 response:

Evaluation of Accomplishments

Each year, Dane County strives to attain a number of goals and objectives as outlined in the 2004-2008 Consolidated Plan and corresponding Annual Action Plans. These goals are to provide decent housing, create suitable living environments, and to expand economic opportunities primarily for low and moderate-income residents. The Annual Action Plan identifies each year’s activities toward achieving the priorities identified in the Consolidated Plan. The Consolidated Annual Performance and Evaluation Report (CAPER) assesses the effectiveness of efforts undertaken during the year.

In the March 6, 2006 *Federal Register*, HUD specified three objectives that were to be used in describing activities. These included: suitable living environment, decent housing, and creating economic opportunities. In addition, three outcome categories were specified: availability/accessibility, affordability, and sustainability: promoting livable or viable communities. Based on the objectives and outcomes selected, the appropriate indicators are specified.

Table 5: Outcome Performance Measurements – Expected and Actual Numbers Achieved 2004-2008

Specific Objective		Performance Indicator	Expected Number	Actual Number	Percent Achieved
Availability/Accessibility of Decent Housing (DH-1)					
DH 1.1	Encourage the development of owner-occupied affordable single-family housing units.	Number of affordable units constructed.	40	58	100%
DH 1.1.2	Encourage the construction of new rental housing for low and moderate-income persons.	Number of new rental units constructed.	32	0	0%
DH 1.1.3	Encourage the development of housing for elderly requiring supportive services.	Number of units constructed.	32	0	0%
Affordability of Decent Housing (DH-2)					
DH 2.1	Provide mortgage down payment assistance to low and very-low income home buyers. (31-80% CMI)	Number of first time homebuyers.	75	115	100%

Table 5: Outcome Performance Measurements – Expected and Actual Numbers Achieved 2004-2008

Specific Objective		Performance Indicator	Expected Number	Actual Number	Percent Achieved
DH 2.1.2	Encourage the rehabilitation of low-income single-family owner-occupied housing units.	Number of units rehabilitated.	20 ⁵	142	100%
DH 2.1.3	Encourage the rehabilitation of low-income renter-occupied housing units.	Number of rental units rehabilitated	20	0	0%
Availability/Accessibility of Suitable Living Environment (SL-1)					
SL 1.1	Provide needed services to low and moderate-income persons.	Number of persons assisted.	3,000	3,024	100%
SL 1.2	Provide assistance to construct or rehabilitate senior centers and other public facilities.	Number of facilities. Number of persons assisted with new/improved access to a facility.	14	4	29%
Sustainability of Suitable Living Environment (SL-3)					
SL 3.1	Provide needed services to the homeless including case management, credit counseling, and mobility counseling.	Number of persons assisted.	200 ⁶	654	100%
Availability/Accessibility of Economic Opportunity (EO-1)					
EO 3.1.1	Provide assistance for small businesses.	Number of businesses assisted.	50	15	30%
Sustainability of Economic Opportunity (EO-3)					
EO 3.3	Complete the extension of East Badger Road.	Road completed.	1	1	100%
EO 3.3.2	Provide assistance to rehabilitate downtown commercial facades.	Number of commercial façade treatments.	40	23	58%
EO 3.3.4	Provide assistance for commercial revitalization, mainly for larger businesses.	Number of businesses assisted.	15	4	27%
EO 3.3.5	Provide assistance to agricultural-related businesses.	Number of businesses assisted.	15	1	7%
EO 3.3.6	Provide assistance to municipal planning efforts	Number of plans	Goal not specified	12	-

⁵ There is a major difference between the number of units identified in contracts and the number of 20 identified in the Consolidated Plan.

⁶ The Summary of Specific Annual Objectives shows 240 for this five year period while the Consolidated Plan identifies services to 200 individuals.

Table 5: Outcome Performance Measurements – Expected and Actual Numbers Achieved 2004-2008

Specific Objective	Performance Indicator	Expected Number	Actual Number	Percent Achieved
for infill development and downtown revitalization.				

Accomplishments

Table 5 identifies the specific objectives, performance indicators, and compares the expected outcomes to the actual number achieved from 2004 through the end of 2008. Caution should be used when examining this data as prior to 2008 projects were not set up in the Integrated Disbursement Information System (IDIS) in a format that allowed the ready tracking of this information.

Dane County appears to have a mixed bag of accomplishments. Only the Outcome/Objective of Sustainability of Suitable Living Environments (SL-3) has had all of the goals achieved.

100% of the goals set out in the 2004-2008 Consolidated Plan were achieved for the specific objectives of:

- DH 1.1 – Encouraging the development of owner-occupied affordable single-family housing units;
- DH 2.1 – Providing mortgage down payment assistance to low and very-low income home buyers;
- DH 2.2 – Encouraging the rehabilitation of low-income, single-family, owner-occupied housing units’
- SL 1.1 – Providing needed services to low-and-moderate income persons.
- SL 3.1 – Providing needed services to the homeless including case management, credit counseling, and mobility counseling;
- EO 3.1 – Completing the extension of East Badger Road.

Effect in Solving Neighborhood and Community Problems

The construction of the Renaissance on the Park development by the Ellefson Companies in the Allied Drive Neighborhood of Fitchburg and the adjacent Boys and Girls Club both funded in part by the County have brought some needed stabilization to the area.

Progress Toward Priorities and Goals

Under the availability/accessibility of decent housing, progress has not been made in two areas: DH1.1.2 – encouraging the construction of new rental housing for low and moderate income persons and DH1.1.3 – encouraging the development of housing for the elderly requiring supportive services. Multi-family rental housing unit construction in Dane County has been on a downward trend since 2003. The CDBG Program did not receive any applications from organizations interested in developing new rental housing. Supportive housing options for the elderly include adult family homes, community based residential facilities, and residential care apartment complexes. This priority has not been addressed in part due to the growth in the private industry. Prior to 2003, there were 60 assisted living facilities in Dane County, including the City of Madison area. At the end of 2007, there were 96 facilities – a growth of 60%. There have also been other options that have opened up, such as Home Instead and Comfort Keepers that provide in-home services designed to assist seniors in remaining in their own home as long as possible.

The Dane County Department of Human Services, through the Community Options Waiver program, Supportive Home Care Services, and Long-Term Support Unit provides assistance to low-income elderly to access these services and facilities.

Under the performance measurement of affordability of decent housing (DH-2), the specific objective of encouraging the rehabilitation of low-income renter-occupied housing has had no progress made. No applications have been received in this area.

Several objectives, while started, have not achieved the goals outlined in the 2004-2008 Consolidated Plan. Several of these are under the performance measure of Sustainability of Economic Opportunity, including EO3.1.5 – providing assistance to agriculture related businesses, EO 3.1.2 – providing assistance to rehabilitate downtown commercial facades, and EO 3.1.4 - providing assistance for commercial revitalization, mainly for larger businesses. The current economic climate and a lack of staffing dedicated to economic development to pursue and explore leads have been major issues. The Davis-Bacon regulations have been seen as an impediment for small business owners wanting to participate in the commercial façade program.

Impact on Identified Needs

The Consolidated Plan identified housing affordability as a significant problem. Through the provision of mortgage down payment and closing cost assistance, 115 households since 2004 have been able to become homeowners. Another 142 units of existing housing stock owned by persons who are low-and-moderate income have been rehabilitated.

Barriers That Had Negative Impact on Fulfilling Strategic and Overall Vision

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. If applications are not received, then progress is not achieved.

Adjustments or Improvements to Strategies and Activities to Meet Needs More Effectively

Dane County CDBG staff in 2008 began working more closely with a number of the subrecipients to address impediments to achieving the contracted goals. For example, the CDBG Program Specialist worked with the Village of Cambridge to adopt guidelines for its commercial façade program.

HOUSING

Affordable Housing

14) Evaluate progress in meeting its specific affordable housing objectives, including:

- a) Comparison of proposed numeric goals (from the strategic plan and annual plan) with the actual number of extremely low-income, low-income, and moderate-income renter and owner households assisted during the reporting period.

**If not using the CPMP Tool: Use Table 2A, 3B, 2B, 1C, 2C, 3A)*

** If using the CPMP Tool: Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.*

PY 2008 CAPER Affordable Housing # 14a response:

In 2008, Dane County was under its goals for serving extremely low-income, low-income, and moderate-income owner households. Homebuyer assistance was provided for 15 (unduplicated) households and housing rehabilitation was provided for 69 households. The income of these households is shown in Table 6.

Table 6: Households Served in 2008 Compared to Goals by Median Family Income

Activity	Median Family Income				2008 Goal
	0-30%	31-50%	51-80%	Total	
Homebuyer Assistance	0	7	8	15	17
Production of New Units ⁷	0	2	1	3	4
Rehabilitation of Existing Units	31	25	13	69	170
Total	31	34	22	87	192
By Subrecipient					
Dane County Housing Authority Homebuyer Assistance (404, 411, 412, 418, 422, 421)	0	0	6	6 ⁸	10
Ellefson Companies Homebuyer Assistance (417)	0	1	1	2	2
Movin' Out Homebuyer Assistance (394, 397, 406)	0	2	1	3	4
WI Partnership for Housing Dev. Homebuyer Assistance (47), (86), (151)	0	4	0	0	Not specified
Independent Living, Inc. Home Modification (409)	12	6	4	22	110
Project Home, Inc. Minor Home Repair (413)	18	17	9	44	50
Major Home Repair (389), (427)	1	2	0	3	10

- b) Report the number of households served meeting the Section 215 requirements of affordable housing (essentially meeting the definitions in 24 CFR 92.252 and 92.254 for renters and owners, respectively).

**** If not using the CPMP Tool: Use Table 3A***

**** If using the CPMP Tool: Annual Housing Completion Goals
(Use of this table is sufficient no additional narrative is required)***

The Annual Housing Completion Goals table is used.

⁷ These are units that when completed will have the mortgages passed along to the homeowners.

⁸ 2 additional households were served in 2008. Each of these loans were done in conjunction with other agencies – 1 with Movin' Out and 1 with Ellefson companies and are counted under their data.

- c) Describe efforts to address worst case needs (defined as low-income renters with severe cost burden, in substandard housing, or involuntarily displaced).

PY 2008 CAPER Affordable Housing # 14c response:

The Homeless Prevention/Emergency Assistance Program operated by Independent Living, Inc. received \$53,181 in CDBG funding in 2008. This program serves older adults with extremely low to very low incomes who pay more than 50% of their income in rent. These individuals are also either on the HUD Section 8 waiting list or would qualify for Section 8 when the waiting lists are reopened.

- d) Description of efforts to address the accessibility needs of persons with disabilities.

PY 2008 CAPER Affordable Housing # 14d response:

The homebuyer assistance program operated by Movin' Out and the home rehabilitation program operated by Independent Living address the accessibility needs of persons with disabilities. Independent Living use an Occupational Therapist who identifies the home modifications needed, such as ramps, raised toilet seats, and grab bars, to make the home accessible for Seniors and persons with disabilities.

Public Housing Strategy

- 15) Describe actions taken during the last year to improve public housing and resident initiatives.

PY 2008 CAPER Public Housing #15 response:

According to Bev Thompson with Broihnan Management which manages the Stoughton Housing Authority,

“Major physical improvements were made to Greenspire apartments last year - 2 elevators were replaced with upgraded improved versions; a roof was completely replaced, two buildings were re-insulated, and numerous modifications were made as ‘reasonable accommodations’. This is in addition to window replacement, flooring upgrades, appliance replacement etc. occurring on an ongoing basis.

Resident initiatives include in-house flu shot clinics, presentations about safety in their homes, and information/assistance to prepare tax forms. Additionally, we promote resident social activities and special occasion gatherings. We work in close contact with our local Senior Center to improve the quality of our residents' lives and continue to search for new programs and presentations which might be of interest to them.”

Barriers to Affordable Housing

- 16) Describe actions taken during the last year to eliminate barriers to affordable housing.

PY 2008 CAPER Barriers to Affordable Housing #16 response:

The 2004-2008 Consolidated Plan identified factors contributing to rising housing costs as increasing land acquisition and land development costs, local land regulations, and community resistance to higher density.

Actions to eliminate barriers to affordable housing in 2008 included:

- \$183,000 in funding to the Dane County Housing Authority for homebuyer assistance.
- \$118,421 in funding to Movin' Out for homebuyer assistance
- \$95,000 to Habitat for Humanity to acquire land for the construction of homes that would be sold to low-and-moderate income homebuyers
- \$45,000 to Operation Fresh Start for the acquisition and rehab of a home that would be sold to a low-and-moderate income homebuyer
- \$61,215 in funding to Independent Living to provide home modifications for seniors and persons with disabilities.
- \$319,285 to Project Home, Inc. for home rehabilitation.

Lead-based Paint

17) Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

PY 2008 CAPER Lead-based Paint #17 response:

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

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

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

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

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

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

Lead screening is available from PHMDC Clinics for children ages 9 months to 6 years who are unable to be screened by a private medical provider. The Department also provides one-on-one consultation and group presentations upon request to local clinics and providers.

A child is considered lead poisoned if they have a blood lead level (BLL) of 10 m g/dL or greater. Families with lead poisoned children are eligible for the following services:

Children with BLL 10 - 14 m g/dL:

- Home visit and visual inspection by certified lead hazard investigator or risk assessor.
- Professional consultation on managing lead hazards in the home.
- A basic lead clean-up kit.
- Mailed reminders for follow-up blood lead testing of the lead poisoned child.

Children with BLL ³ 15 m g/dL:

- Full lead risk assessment of the child's primary residence. Risk assessment of additional properties as appropriate.
- Public health nurse case management to assess child development and assure appropriate medical management.
- Professional consultation on managing lead hazards in the home including written orders to correct the lead hazards identified.
- A basic lead clean-up kit.
- Mailed reminders for follow-up blood lead testing of the lead poisoned child.

Further information is available on the Public Health Department's web site at: <http://www.publichealthmdc.com/environmental/healthyHomes/lead/services.cfm>

HOMELESS

Homeless Needs

18) Identify actions taken to address needs of homeless persons.

PY 2008 CAPER Homeless Needs #18 response:

In 2008, funding was provided to the Community Action Coalition for South Central Wisconsin, Inc. through their Family Support program to provide intensive case management services for persons who were homeless or near homeless. This included assisting homeless persons to find affordable housing.

19) Identify actions to help homeless persons make the transition to permanent housing and independent living.

PY 2008 CAPER Homeless Need #19 response:

In 2008 funding was provided to the Community Action Coalition for South Central Wisconsin, Inc. through their Family Support program to provide intensive case management services for persons who were homeless or near homeless. This included assisting homeless persons to find affordable housing.

20) Identify actions taken to implement a continuum of care strategy for the homeless and new Federal resources obtained during the program year, including from the Homeless SuperNOFA.

**If not using the CPMP Tool: Use Table 3B, 1C*

** If using the CPMP Tool: Use Needs/Homeless, Needs/Non-Homeless, Annual Housing Completion Goals, Summary of Specific Annual Objectives.*

PY 2008 CAPER Homeless Needs #20 response:

Dane County has continued to participate as a member of the Dane County Homeless Services Consortium, which in 2006, issued *A Community Plan to Prevent and End Homelessness in Dane County*. The three simple, yet challenging, goals of the Plan are:

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

No Homeless SuperNOFA funds have been received by Dane County

Specific Homeless Prevention Elements

21) Identify actions taken to prevent homelessness.

PY 2008 CAPER Specific Homeless Prevention #21 response:

In 2008, Dane County undertook the following actions to prevent homelessness with CDBG funding:

- Provided funding to the Community Action Coalition for South Central Wisconsin, Inc. for the provision of intensive case management and short-term emergency assistance to prevent homelessness. 132 persons were served through this program.
- Provided funding to the Dane County Department of Human Services – Allied Drive Emergency Assistance program that provided emergency assistance to very-low income residents of the Allied Drive area to include eviction prevention.

In addition, the Dane County Department of Human Services, based on the 2008 adopted budget, expected to:

Receive \$715,164 in HUD Shelter Plus Care funds. Funding is passed through to Housing Initiatives, Inc. for rental assistance for homeless persons who have a serious and persistent mental illness. Goals are to provide residential stability, to increase skill level and/or income, and to increase self-determination.

Earmark \$1,512,670 in local General Purpose Revenue (County levy) funds to address housing and homeless support. These funds are administered by the Economic Assistance and Work Services Division of the Dane County Department of Human Services. Funds are distributed to purchase of service (POS) agencies in Dane County to provide short-term emergency shelter for homeless individuals and families and to assist families in securing permanent housing in the community. (Persons served may also be in the City of Madison). Funds are provided to:

- Interfaith Hospitality Network - \$20,200 to provide emergency shelter and meals, a day center, and housing counseling.

- Porchlight, Inc. - \$144,351 for the provision of overnight shelter, food, clothing, personal items, and advocacy services for homeless men.
- Salvation Army - \$747,581 for the operation of an on-site family and women emergency homeless shelter and a motel, food, and transportation voucher program for those persons housed off-site. This includes case management services.
- Tenant Resource Center - \$101,623 for the provision of housing counseling, referral services, mediation, and advocacy services to individuals in search of housing or in need of eviction prevention. This includes staffing a housing kiosk at the Dane County Job Center that provides information about available housing to the public.
- Young Women's Christian Association (YWCA) - \$144,495 for the provision of housing for homeless and transient women and families. This includes case management services.

Emergency Shelter Grants (ESG)

22) Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).

PY 2008 CAPER ESG # 22 response:

Not applicable

23) Assessment of Relationship of ESG Funds to Goals and Objectives

a) Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.

**If not using the CPMP Tool: Use Table 2A, 3B, 2B, 1C, 2C, 3A)*

**If using the CPMP Tool: Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.*

PY 2008 CAPER ESG Evaluate Progress # 23a response:

Not applicable

b) Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.

PY 2008 CAPER ESG # 23b response:

Not applicable.

24) Matching Resources

a) Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff

salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.

PY 2008 CAPER ESG # 24 response:
Not applicable.

25) State Method of Distribution

- a) States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.

PY 2008 CAPER ESG # 25 response:
Not applicable.

26) Activity and Beneficiary Data

- a) Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESG expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.

PY 2008 CAPER ESG # 26a response:
Not applicable.

- b) Homeless Discharge Coordination

- i) As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
- ii) Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

PY 2008 CAPER ESG # 26b response:
Not applicable.

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

*Refer to the Non-homeless Special Needs Table in the Needs.xls workbook or Table 1C.

- 27) Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

PY 2008 CAPER Non-homeless Special Needs #26 response:

The focus in Dane County has been to integrate persons with special needs into the overall community fabric through the promotion of self-directed supports. This includes choices in residential supports. This has translated to an emphasis on maintaining people with disabilities in their own homes and apartments with live-in or come-in residential supports as needed. Persons tend to be served in one and two-person residential settings rather than larger group home settings.

The Dane County Department of Human Services administers state and local funds that provide services to address the special needs of persons who are not homeless, but who require supportive housing. Based on the 2008 adopted budget, funds were distributed as follows:

- \$9.9 million in Long-Term Care funds for supportive home care services. Services are provided to persons throughout Dane County, including the City of Madison.
- \$5.2 million in residential supports for persons with a mental illness. This includes funding for adult family homes, community-based residential facilities (CBRF), transitional living environments, group homes, and other residential support to enable persons to reside in the community. Services are provided to persons throughout Dane County, including the City of Madison.
- \$38.9 million toward purchase of service and self-directed (SDS) residential supports for persons with developmental disabilities. This includes funding toward supportive home care services, adult family homes, and other supports to enable persons to reside in their own homes. Services are provided to persons throughout Dane County, including the City of Madison.

COMMUNITY DEVELOPMENT

Community Development Block Grant

28) Assessment of Relationship of CDBG Funds to Goals and Objectives

- a) Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.

**If not using the CPMP Tool: Use Table 2A, 3B, 2B, 1C, 2C, 3A)*

** If using the CPMP Tool: Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.*

PY 2008 CAPER CDBG Assessment # 28a response:

As detailed in Table 1, during 2008, Community Development Block Grant (CDBG) activities were conducted in accordance with the priority goals and objectives identified in the Consolidated Plan. Dane County received \$1,125,511 in entitlement grants funds in 2007, had current program year income of \$154,470, and returns to the line-of-credit in the amount of \$243,250. Funds were distributed among affordable housing services, public facilities/improvements, public services, economic development, and administration costs. As stated in statutory requirements, a jurisdiction cannot spend more than 15% of its allocation on public services and no more than 20% on administrative costs, irrespective of actual expenditures during the program year.

According to the Integrated Disbursement and Information System PR26 Financial Summary Report dated March 23, 2009, Dane County spent 14.5% of its 2008 funds on public services and 17% on administration costs.

The total amount of funds available in 2008 was \$1,523,231 due to returns and program income. Actual expenditures totaled \$1,181,998. The actual expenditures of funds by category based on IDIS-C04PR23⁹ and C04PR26 was:

Activity	Expenditure
Housing, including acquisition	\$530,127
Economic Development	\$246,896
Public Facilities/Improvements	\$14,089
Public Services/Other	\$173,234
Planning/Administration	\$217,652
Total	\$1,181,998

- b) Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.

**If not using the CPMP Tool: Use Table 2A, 3B, 2B, 1C, 2C, 3A)*

** If using the CPMP Tool: Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.*

PY 2008 CAPER CDBG Progress Evaluation # 28b response:

Progress toward meeting the goals for providing affordable housing along with the number of types of households served may be found in Tables 1, 2, 3, 5, and 6. as well as, 2008 Annual Affordable Housing Completion Goals included as a separate file.

- c) Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.

PY 2008 CAPER CDBG LMI Benefit # 28c response:

According to the Integrated Disbursement and Information System PR26 Financial Summary Report dated March 23, 2009 94.91% of funds expended by Dane County in 2008 benefited persons who were low-and-moderate income.

29) Changes in Program Objectives

- a) Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.

PY 2008 CAPER CDBG #29 response:

Given the lack of progress in developing housing for the elderly requiring supportive services and the construction of new rental housing, the County will need to evaluate these priorities in future Consolidated Plans.

⁹ Due to returns, the Public Services calculation in PR23 understates the expenditures in this lien.

30) Assessment of Efforts in Carrying Out Planned Actions

- a) Indicate how grantee pursued all resources indicated in the Consolidated Plan.
- b) Indicate how grantee provided certifications of consistency in a fair and impartial manner.
- c) Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.

PY 2008 CAPER CDBG # 30 response:

Dane County has pursued all resources that were indicated in the Consolidated Plan.

Dane County provided certificates of consistency, when requested to do so, by applicants for HUD programs in a fair and impartial manner.

Dane County has not hindered the implementation of the Consolidated Plan by action or willful inaction.

31) For Funds Not Used for National Objectives

- a) Indicate how use of CDBG funds did not meet national objectives.
- b) Indicate how use of CDBG funds did not comply with overall benefit certification.

PY 2008 CAPER CDBG #31 response:

All CDBG funds were used for activities that met national objectives. This is detailed further in Table 1.

Based on IDIS report PR0 26, 94.91%% of funds expended in 2008 benefited persons who were low and moderate income. This is in compliance with the overall benefit certification.

32) Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property

- a) Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.

PY 2008 CAPER CDBG # 32a response:

There were no activities in 2008 that triggered relocation requirements. Relocation requirements can be triggered in an acquisition or under certain situations in housing rehabilitation where lead based paint requirements apply.

Acquisitions in 2008 by Habitat for Humanity involved the purchase of vacant lots. There are no relocation requirements associated with the purchase of vacant land.

Concerning lead based paint requirements in housing rehabilitation, temporary displacement is only required under the following situations:

- Utilities such as water, electricity and gas are turned off for periods exceeding 8 hours.
- Rehabilitation takes place in the kitchen or available bathroom (s)
- Extensive rehabilitation in several rooms requiring work over several days
- A child under the age of six occupies the home

- Occupants cannot be prevented from entering the work site after hours
- Debris and dust cannot be contained in the worksite and may spread to occupied areas

The Project Home single-family rehab programs did not trigger any temporary displacement of occupants.

- b) Describe steps taken to identify households, businesses, farms or nonprofit organizations that occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.

PY 2008 CAPER CDBG # 32b response:

Not applicable.

- c) Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.

PY 2008 CAPER CDBG # 32c response:

Not applicable.

33) Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons

- a) Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.

PY 2008 CAPER CDBG # 33a response:

According to Olivia Parry, Economic Development Specialist, all LMI job creation requirements have been satisfied.

- b) List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.

PY 2008 CAPER CDBG # 33b response:

According to Olivia Parry, Economic Development Specialist, all LMI job creation requirements have been satisfied

- c) If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.

PY 2008 CAPER CDBG # 33c response:

According to Olivia Parry, Economic Development Specialist, all LMI job creation requirements have been satisfied

- 34) Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
- a) Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of who are low- and moderate-income.

PY 2008 CAPER CDBG # 34a response:

Dane County requires that subrecipients gather and maintain information on family size and income in order to demonstrate that at least 51 percent of the clientele served are low and moderate-income persons.

35) Program income received

- a) Detail the amount repaid on each float-funded activity.**

PY 2008 CAPER CDBG # 35a response:

Dane County has no float-funded activities.

- b) Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.**

PY 2008 CAPER CDBG # 35b response:

According to IDIS – C04PR01, in 2008 Dane County received program income of:

CDBG – PI	\$42,000.00
CDBG – RL	\$81,548.70
HOME – PI	\$9,000.00
Total	\$132,548.70

- c) Detail the amount of income received from the sale of property by parcel.**

PY 2008 CAPER CDBG # 35c response:

04/21/08	024-0712-322-9690-0	\$6,500.00 (CDBG)
07/29/08	281-0511-092-5405-8	\$4,500.00 (CDBG)
04/23/08	154-0610-022-4309-1	\$1,000.00 (CDBG)
04/08/08	032-0709-364-7440-0	\$7,000.00 (CDBG)
02/04/08	225-0609-044-1018-6	\$23,000.00 (CDBG)

36) Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:

- a) The activity name and number as shown in IDIS;**

PY 2008 CAPER CDBG # 36a response:

Reimbursement was made in 2008 for the following prior year expenditures that were disallowed:

Activity Name	IDIS Activity No.
Independent Living – Elderly Home Modifications	145
Independent Living – Elderly Home Modifications	224
DCDHS – Southdale Joining Forces for Families	272
DCDHS – Southdale Joining Forces for Families	362
CAC – NRSA Housing Counseling	341

b) The program year(s) in which the expenditure(s) for the disallowed activity (ies) was reported;

PY 2008CAPER CDBG # 36b response:

The program year(s) in which the expenditure(s) for the disallowed activities was reported is as follows:

Activity Name	IDIS Activity No.	Program Year
Independent Living – Elderly Home Modifications	145	2004
Independent Living – Elderly Home Modifications	224	2005
DCDHS – Southdale Joining Forces for Families	272	2006
DCDHS – Southdale Joining Forces for Families	362	2007
CAC – NRSA Housing Counseling	341	2006

c) The amount returned to line-of-credit or program account; and

PY 2008 CAPER CDBG # 36c response:

The amount returned to the line-of-credit was \$243,250.

d) Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.

PY 2008 CAPER CDBG # 36d response:

All funds to be reimbursed were paid in 2008.

37) Loans and other receivables

a) List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.

PY 2008 CAPER CDBG #37a response:

Dane County has no float-funded activities.

b) List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.

PY 2008 CAPER CDBG #37b response:

Business	Loan Date	Loan Amount	Balance
Alexander Company	9/15/2002	\$350,000	\$289,173.77
Cambridge Stoneware Company, LLC	3/30/2007	\$119,450	\$105,625.95
Depot Hill Furnishings, LLC	6/15/2007	\$35,000	\$29,486.04
PLH & Associates	9/15/2005	\$225,000	\$214,802.18
Railroad District	2/15/2005	\$125,000	\$117,583.06
The Soup Factory	5/30/2003	\$35,000	\$8,515.63
Total			\$765,186.63

c) List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.

PY 2008 CAPER CDBG #37c response:

At the end of 2008, Dane County had 271 outstanding loans that were deferred or forgivable with a principal balance owed of \$4,102,918.59

d) Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.

PY 2008 CAPER CDBG #37d response:

In 2008, Dane County experienced:

- 1 short sale in April, 2008. \$1,000 of a \$9,000 loan was paid.
- 1 bankruptcy case in June of 08 for a foreclosure that happened in 2007. The value of that loan had been \$24,351.50.
- 1 foreclosure filing for another property in October of 08 with the hearing scheduled for 04/23/09. The value of this loan is \$36,285.00.
- 1 - Notice to foreclose was filed in October of 2007 and the home was foreclosed on in July of 2008. The value of the loan is \$5,090.00.

e) Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.

PY 2008 CAPER CDBG #37e response:

As of December 31, 2008 there were four properties listed for sale. All are Operation Fresh Start homes.

- 282/0811-092-0452-2 (accepted offer by 12/31, closed in March)
- 282/0811-092-0441-2 (accepted offer by 12/31, closed in January)
- 282/0811-092-0892-2 (no offers to date)
- 282/0811-092-0881-2 (no offers to date)

38) Lump sum agreements

a) Provide the name of the financial institution.

PY 2008 CAPER CDBG #38a response:

Not applicable.

b) Provide the date the funds were deposited.

PY 2008 CAPER CDBG #38b response:

Not applicable.

c) Provide the date the use of funds commenced.

PY 2008 CAPER CDBG #38c response:

Not applicable.

d) Provide the percentage of funds disbursed within 180 days of deposit in the institution.

PY 2008 CAPER CDBG #38d response:

Not applicable.

NEIGHBORHOOD REVITALIZATION STRATEGY AREA (NRSA)

39) Jurisdictions with HUD-approved neighborhood revitalization strategy must describe progress against benchmarks for the program year.

PY 2008 CAPER NRSA # 38 response:

The Town of Madison adopted the Neighborhood Revitalization Strategy Area (NRSA) Plan developed by Planning and Design Institute, Inc. on August 27, 2001. The NRSA study area addressed the census tracts of 1401 and 1502. The components of the Action Plan included the categories of economic development, housing, infrastructure improvements, and social programs. The Plan identified three major projects to bring together elements of the four revitalization components of the Plan:

- Infrastructure improvements in the Southdale Park Neighborhood
- Nygaard Street Neighborhood improvements
- Economic empowerment opportunities within the Novation Technology Campus

The recommendations and progress to date by the major projects is as follows:

Table 7: Progress Against Benchmarks for Town of Madison NRSA

Recommendations	Progress
Southdale Neighborhood	
1) Bruner property development	
2) Pedestrian and vehicular links through the Novation Technology Campus development	
3) Link local pedestrian and bike paths to regional paths	
4) Upgrade facilities at Southdale Park	

Table 7: Progress Against Benchmarks for Town of Madison NRSA

Recommendations	Progress
Parking facility	Completed
Rent and install accessible portable toilets	Completed
Install accessible telephone	
Install accessible play structure	
Install accessible picnic tables	
5) Funding of community based services for residents, including, but not limited to: tutoring, day care, after school programs, ESL, summer programs, transportation, job and credit counseling, community watch, food coop or farmer's market	Partially completed
Community Center	
6) Neighborhood Community Police Officer	Completed
7) Redevelopment of Black Hawk's Council of Girl Scouts property	
Nygaard Street Neighborhood	
1) Develop vacant Dentice property with 3-7 single family homes	
2) Storm water infrastructure improvements – including creation of a wet detention pond	Completed
3) Crime watch program	
4) Improve quality of neighborhood homes	
5) Street lighting and beautification	
6) Develop entrance/gateway district	Annexed to the City of Madison
Novation Technology Campus	
1) Implement a series of potential programs that will enable Town of Madison residents to pursue job opportunities, including: creation of a public/private partnership for a business incubator, education and guidance on business set-up, job training program, on premise day care center, transportation, loans for local residents to establish support service businesses in areas surrounding this development, improve adjacent properties.	ITT Technical College moved into the Novation building at 2450 Rimrock RD.

HOME/ADDI

HOME/ American Dream Down Payment Initiative (ADDI)

NA

40) Assessment of Relationship of HOME Funds to Goals and Objectives

- a) Assess the use of HOME funds in relation to the priorities, needs, goals, and specific objectives in the strategic plan, particularly the highest priority activities.

**If not using the CPMP Tool: Use Table 2A, 3B, 2B, 1C, 2C, 3A)*

** If using the CPMP Tool: Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.*

PY 2008 CAPER HOME Assessment # 40a response:

Table 1, Table 3, and the Summary of Specific Annual Objective details the use of HOME funds in relation to the priorities, needs, goals, and specific objectives in the strategic plan.

Dane County received \$556,246 in entitlement grants funds in 2008 and had program income of \$9,000. Funds were earmarked for the following activities:

Administration	\$54,877
Homebuyer Assistance	\$398,898
CHDO	\$82,316

Homebuyer assistance was the highest ranked priority in the Consolidated Plan.

- b) Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.

**If not using the CPMP Tool: Use Table 2A, 3B, 2B, 1C, 2C, 3A)*

** If using the CPMP Tool: Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.*

PY 2008 CAPER HOME Progress Evaluation # 40b response:

HOME housing activities undertaken by the County addressed the Consolidated Plan priorities of 1) providing single-family housing for first-time homebuyers via down payment assistance: 2) developing owner-occupied single-family housing through the acquisition of land for subsequent construction of affordable housing for low-and-moderate income households: and 4) rehabilitation of low-income renter-occupied housing.

As noted in IDIS C04PR23, of the 53 units completed in 2008, the area median income of the homeowners was:

- 2 units – 0-30%
- 20 units – 31-50%
- 12 units – 51-60%
- 19 units – 61-80%

- c) Indicate the extent to which HOME funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.

PY 2008 CAPER HOME # 40c response:

100% of the County's HOME-funded activities met the Congressional standards of benefit to extremely low-income, low-income, and moderate-income persons as reported by subrecipients.

41) HOME Match Report

- a) Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.

This is a separate file submitted at the time of this report.

42) HOME MBE and WBE Report

- a) Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).

This is a separate file submitted at the time of this report.

43) Assessments

- a) Detail results of on-site inspections of rental housing.

PY 2008 CAPER HOME Rental # 43a response:

The HOME requirements at 24 CFR 92.504(d) specify a minimum requirement that rental housing units assisted with HOME funds be inspected on the following basis based upon the number of total units in the project:

1-4 units must be inspected at least once every 3 years;
5-25 units must be inspected as least once every 2 years; and
26 or more units must be inspected as least once annually.

The Project Home – NOAH project is charged with inspecting their units. At this time there has been verbal assurance that this was completed in 2008, however, no monitoring was conducted by the County to verify. Monitoring was done in 2009.

- b) Describe the HOME jurisdiction's affirmative marketing actions.

PY 2008 CAPER HOME # 43b response:

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

- a. Methods for informing the public, owners, and potential tenants about Federal fair housing laws and their fair housing policy (e.g., use of commercial media, use of community contacts, use of the Equal Housing Opportunity logo or slogan in press releases, solicitations to owners, and written communication);

- b. Requirements and practices each owner must adhere to in order to carry out affirmative marketing procedures and requirements;
 - c. Procedures to be used by owners to inform and solicit applications from persons in the housing market area who are not likely to apply for the housing without special outreach (e.g., use of community organizations, places of worship, employment centers, fair housing groups, or housing counseling agencies);
 - d. Addresses the items in CFR 92.351.
- c) Describe outreach to minority and women owned businesses.

PY 2008 CAPER HOME/ADDI # 43c response:

CFR 92.351 (b) requires each participating jurisdiction to prescribe procedures acceptable to HUD to establish and oversee a minority outreach education program within its jurisdiction to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, in all contracts entered into by the participating jurisdiction and to assure that minority business enterprises and women business enterprises are used when possible in the procurement of property and services.

In its agreement with subrecipients, Dane County requires organizations to make good faith efforts to include minority business enterprises in the implementation of projects.

In order to facilitate the use of minority and women owned businesses, Dane County maintains on its public website a listing of resources for small businesses, as well as, a listing of certified business enterprises. This includes those certified as a minority business, women business, disadvantaged business, and emerging small business. This may be found at:
http://www.countyofdane.com/oeo/pdf/targeted_business_directory_2005-2006.pdf

HOPWA

Specific HOPWA Objectives

44) Assessment of Relationship of HOPWA Funds to Goals and Objectives.

- a) Assess the use of HOPWA funds in relation to the priorities, needs, goals, and specific objectives in the strategic plan, particularly the highest priority activities.

**If not using the CPMP Tool: Use Table 2A, 1C, 2C, 3A)*

** If using the CPMP Tool: Use Need/Housings, Summary of Specific Annual Objectives.*

PY 2008 CAPER Specific HOPWA Objectives # 43 response:

Not applicable.

- b) Evaluate progress made towards meeting the goals of providing affordable housing using HOPWA funds, including the number and types of households served.

**If not using the CPMP Tool: Use Table 2A, 1C, 2C, 3A)*

** If using the CPMP Tool: Use Need/Housings, Summary of Specific Annual Objectives.*

PY 2008 CAPER Specific HOPWA Objectives # 43 response:

Not applicable.

To report progress under the general and HOPWA specific requirements, the grantee may integrate the HOPWA elements in their standard CAPER report or establish a HOPWA-specific narrative by completing the following information. IDIS Report PR80 has useful financial and accomplishments information for end of year reporting.

HOPWA EXECUTIVE SUMMARY

- 45) Provide an executive summary (1-3 pages) and a specific objectives narrative which address the following:
- a) Grantee and Community Overview.
 - i) A brief description of the grant organization, the area of service, the name of the program contact(s), and a broad overview of the range/type of housing activities, along with information on each sponsor by name, main project site by zip code and related organization information.
 - b) Annual Performance under the Action Plan
 - i) Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
 - ii) Evaluate the progress in meeting the project's objectives for providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
 - iii) Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
 - iv) Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan. Report the number of stewardship units of housing which have been created through acquisition, rehabilitation or new construction with any HOPWA funds.
 - v) Describe any other accomplishments recognized in the community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
 - vi) Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Strategic Plan.
 - c) Barriers or Trends Overview
 - i) Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement;
 - ii) Describe any expected trends facing the community in meeting the needs of persons with HIV/AIDS, and provide any other information important in providing services to persons with HIV/AIDS.

- iii) Note any evaluations, studies, or other assessments of the HOPWA program available to the public.
- d) Project Accomplishment Data:
 - i) Complete and submit CAPER Performance Chart 1 Planned Goals and Chart 2 Actual Performance;
 - ii) Complete and submit CAPER Performance Chart 3 for Housing Stability Outcomes, HOPWA Outcomes on Access to Care and Support in conjunction with HOPWA-funded Housing assistance, Monthly Household Income in conjunction with HOPWA-funded Housing Assistance, and HOPWA Outcomes on Access to Care and Support not in conjunction with HOPWA-funded Housing Assistance.

PY 2008 CAPER HOPWA Executive Summary response:

Not applicable.

OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

PY 2008 CAPER Other Narrative response:

There are no additional comments.