



Sixth Program Year

2009 Action Plan

The CPMP 2009 Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. As of May 2006, the Executive Summary narratives are required.

Narrative Responses

Updated with additional requirements (**highlighted**/in **BOLD**) as of 5/21/2007

GENERAL

GRANTEE: Dane County

CON PLAN PERIOD: 1/1/2009 to 12/31/2009

Executive Summary (92.220(b))

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

Introduction

Dane County presents the following One-Year Action Plan for the expenditure of Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and American Dream Downpayment Initiative (ADDI) funds received from the Department of Housing and Urban Development (HUD) for the period of January 1, 2009 through December 31, 2009.

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

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

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

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

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

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

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

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

There is a 25 percent matching obligation for HOME funds.

The American Dream Downpayment Initiative (ADDI) aims to increase the homeownership rate, especially among lower income and minority households, and to revitalize and stabilize communities. ADDI helps first-time homebuyers with the biggest hurdle to homeownership: down payment and closing costs. The program was created to assist low-income first-time homebuyers in purchasing single-family homes by providing funds for down payment, closing costs, and rehabilitation carried out in conjunction with the assisted home purchase.

Resources

Dane County expects to receive a total of \$1,681,729 in new Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and American Dream Downpayment Initiative (ADDI) entitlement grant funding to carry out its planned activities as outlined in the Sixth Year Program Year Action Plan.

Grant	2009 Allocation	2008 Program Income (est.)	Prior Year Funds Available for Reallocation(est.)	Total
CDBG	\$1,125,511	\$120,500	\$422,498	\$1,668,509
HOME	\$548,775	\$0	\$0	\$548,775
ADDI	\$7,443	\$0	\$0	\$7,443
Total	\$1,681,729	\$120,500	\$422,498	\$2,224,727

These new funding allocations will be supplemented with approximately \$120,500 in program income received from loan repayments (\$83,000 in Revolving Loan Fund and \$37,500 in housing loan repayments) and \$422,498 in prior year funds that are available for reallocation. A contract with the Alexander Company for \$200,000 in 2008 HOME funds has yet to be executed. If an agreement is unable to be negotiated by March 31, 2009, then the funds will become available for reallocation.

Citizen Participation and Consultation Process

The citizen participation and consultation process for the development of the 2009 Annual Action Plan included:

- A mailing from County Executive, Kathleen Falk to all cities, villages, and towns in Dane County providing them with the existing priorities in the 2004-2008 Consolidated Plan and requesting their input into the development of the plan for 2009.
- A memo issued by the County Board Office on April 16, 2008 to all County Board Supervisors requesting their input.
- An e-mail to 2008 funded sub-recipients notifying them of the opportunities for input.
- Information regarding priorities and opportunities for input posted on the County's CDBG web site.
- A convenience survey of Joining Forces for Families (JFF) participants regarding their priorities. JFF staff also provided data on the services most requested at each of their sites outside the City of Madison.
- A press release issued via the County Executive's Office to all Dane County print media, including those serving specific population groups, notifying them of the public hearing on April 24, 2008.
- Display ad in the *Wisconsin State Journal* of the April 24, 2008 public hearing.
- Public hearings held on April 24, 2008; July 24, 2008; and October 23, 2008.
- Two workshops for applicants, held May 1 and May 2, 2008.
- Three public meetings of the Application Review Team of the CDBG Commission held in June and July, 2008 in the City of Fitchburg which developed the initial recommendations for funding.
- Publication of the Executive Summary of the draft 2009 Annual Action Plan on the County's CDBG web site beginning on September 12, 2008 for a 30-day comment period.
- Publication of a Notice of Document Availability along with publication of the potential projects under consideration for funding in the September 23, 2008 and October 6, 2008 editions of the *Wisconsin State Journal*.
- Posting of CDBG Commission meeting agendas and minutes on the County web site along with the posting of the 2009 applications and evaluation criteria.

Summary of Comments or Views

Comment (4.24.2008): Greg Frahm, Planner with the Village of De Forest requested that the CDBG priorities hit key areas of rehab matching grants for rental housing, support for landlord tenant options, help to support code enforcement options, selected public improvement – lighting, landscaping and downpayment assistance for qualified individuals interested in purchasing properties that they are currently renting.

Response: The majority of these items are already included in the Consolidated Plan funding priorities. It was felt no change was needed to the priorities.

Comment (4.24.2008): The Village of Oregon requested consideration of funding for the acquisition and demolition of homes in a 100-year flood-plain.

Response: There were concerns about the implication of using limited CDBG dollars for this project which would serve a small number of households and possibly require relocation assistance for homeowners and one-to-one replacement if any of the homes were currently occupied by low-and-moderate income households. Some funding is available through FEMA. The Commission will reconsider this request if additional dollars become available.

Comment (4.24.2008): Thomas Stoebig, County Board Supervisor wrote: "One of the affordable housing priorities is to 'provide assistance to enable very low to low-income prospective homebuyers to purchase single-family housing units.' I am simply asking whether it's reasonable to expect any success with regard to 'very low income prospective homebuyers', especially considering the current housing markets in Dane County and credit industry problems

nationwide. Should or could this priority be changed to reflect targeted efforts directed at low to moderate income prospective homebuyers?”

Response: There was a suggested change to the wording of the current priority enabling prospective homebuyers to purchase single-family homes so that it included moderate-income persons.

Comment (4.24.2008): Thomas Stoebig, County Board Supervisor wrote: “There's only one homeless priority, and it's very general. Since adoption of the 2004-2008 Consolidated Plan, a Homelessness Services Consortia was formed (two years ago?) and met to develop a series of program directions and county budget priorities with regards to the provision of housing and human services for the homeless. Could we review these Consortia recommendations and incorporate the more appropriate housing-related recommendations into our Consolidated Plan?”

Response: The CDBG Commission members were provided with the summary document: *Housing for All A Community Plan to Prevent and End Homelessness in Dane County*. Most of the objectives outlined in the *Plan* are a part of the Consolidated Plan.

Comment (4.28.2008): Kurt Sonnentag, City of Middleton Mayor wrote urging County support for a demonstration workforce housing project of 50-75 homes.

Response: Encouraging the development of owner occupied affordable single-family housing units is included in the funding priorities.

Comment (7.24.2008): Several of the public service programs requested additional funding. Andrea Prehm, Independent Living requested that the CDBG Commission consider additional funding for the rental assistance program. Dave Hunt, Community Action Coalition requested a reconsideration of the cut in homeless case management dollars (particularly those serving persons outside the NRSA). Carolyn Parham, Dane County Housing Authority requested reconsideration of the cut to the Housing Resource Center which provides housing counseling services.

Response: These are public service programs. Public service programs were capped at 15% of the projected CDBG entitlement.

Comment (7.24.2008): Kate Nardi, Dane County Housing Authority requested additional funds for the downpayment and closing costs program.

Response: Providing assistance to enable very low to moderate-income prospective homebuyers to purchase single-family housing units is a funding priority. The County has exceeded its goal in the current Consolidated Plan in this area. This application was ranked 16 out of 18.

Comment (10.23.2008): Rita Giovanonni, Independent Living, Inc. indicated her disappointment with the huge cut to the home modification program due to it being classified as a public service. She also inquired as to whether the Senior Rental Assistance program funded through CDBG would qualify under the HOME Tenant-Based Rental Assistance Program (TBRA).

Response: The home modification program is being operated such that it is a public service program. Public service programs are capped at 15% of the projected CDBG entitlement. The County will check to see if the Senior Rental Assistance Program may qualify under TBRA, however, this activity was not identified as a priority in the current Consolidated Plan.

Planned Activities for Year 6/ Program Year 2009

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

2009 will see the continuation of multi-year activities that were initiated in prior years, including:

- Town of Dunn Storm Shelter
- HVAC system for the Stoughton Youth Center
- Alexander Company conversion of rental units in the Southdale neighborhood into affordable condominiums
- Revolving loan fund
- Commercial façade improvements
- Housing rehabilitation
- Down payment assistance.

Decrease in Funding

The CDBG Commission recommended that if there were not sufficient funds available for the housing programs funded through the HOME program, to reduce Habitat for Humanity to \$170,000 and Movin' Out to their 2008 allocation. If this does not cover the needed reduction of funds, then cut from all programs on a percentage basis. If funding needs to be reduced in the CDBG programs, then cut the remaining programs on a percentage basis

Increase in Funding

In the event additional CDBG funds become available, the CDBG Commission recommends that funding for Operation Fresh Start be increased from \$45,000 to \$54,000, that funds be set aside for economic development which results in jobs creation, and that the allowable 15% of funds be set aside to provide equal percentage increases in funding for the public service agencies; if additional HOME funds become available, then the funding for the Dane County Housing Authority down payment assistance program will be increased.

Unallocated Funds

\$81,500 in funds are being held in reserve. If the funds are not needed to offset any 2009 CDBG Entitlement Grant reductions, they will be earmarked for the NRSA area, including seeing if CAC is willing or able to become a community based development organization (CBDO) or if there are other projects for which the funds could be spent. If by mid-2009 no NRSA projects have been identified, then these dollars will be put toward housing rehabilitation programs.

Objectives and Outcomes

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

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

- Creating Economic Opportunities – applies to activities related to economic development, commercial revitalization, or job creation.

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

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

The objectives and outcomes for each proposed activity in 2009 may be found in Table 1.

Table 1: Proposed Use of Funds with Objectives and Outcomes

Activity	Funding Source	Proposed Funding	National Objective	HUD Objective	HUD Outcome	Performance Indicator	2009 Goal
Housing - Priority 1: To enable very low to moderate-income prospective homebuyers to purchase single-family housing units							
Dane County Housing Authority - Down Payment and Closing Cost Program	CDBG ADDI	\$105,557 \$7,443	Benefit to low-and-moderate income persons	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
Movin' Out – Homeowner Program	HOME	\$180,582	Benefit to low-and-moderate income persons	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 households with 2009 funding 3 households with 2008 funds 1 household pre-2008 funds
Housing - Priority 2: Encourage the development of owner-occupied affordable single-family housing units							
Habitat for Humanity – Homebuilding Program	CDBG HOME	\$332 \$231,000	Benefit to low-and-moderate income persons	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 	2 units
Operation Fresh Start - Housing Rehab/ Employment and Training	CDBG	\$45,000	Benefit to low-and-moderate income persons	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 	2 units (prior year funds)
Housing - Priority 5: Encourage the rehabilitation of low-income renter-occupied housing units.							

Activity	Funding Source	Proposed Funding	National Objective	HUD Objective	HUD Outcome	Performance Indicator	2009 Goal
Movin' Out – Rental Program	HOME (CHDO)	\$82,316	Benefit to low-and-moderate income persons	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 ✓ Units brought into compliance with lead safety rules 	3 units
Project Home – Neighbor-Owned Affordable Housing Program (NOAH)	CDBG	\$129,908	Benefit to low-and-moderate income persons	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 ✓ Units brought into compliance with lead safety rules 	2 units
Housing Rehabilitation – Priority 6: Encourage the rehabilitation of low-income single family, owner-occupied units							
Project Home – Major Rehabilitation Program	CDBG	\$285,285	Benefit to low-and-moderate income persons	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 ✓ Units brought into compliance with lead safety rules 	10 units with 2009 funds; 9-10 units with 2008 funds
Project Home – Minor Home Repair	CDBG	\$34,000	Benefit to low-and-moderate income persons	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 ✓ Units brought into compliance with lead safety rules 	50 units

Activity	Funding Source	Proposed Funding	National Objective	HUD Objective	HUD Outcome	Performance Indicator	2009 Goal
Homeless Housing and Support - Priority 7: Provide needed services to the homeless including case management, credit counseling, and mobility counseling.							
Community Action Coalition – Homeless Case Management	CDBG	\$33,761	Benefit to low-and-moderate income persons	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 	51 people
Independent Living – Homeless Prevention/ Emergency Assistance Program	CDBG	\$29,924	Benefit to low-and-moderate income persons	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 	12 people
Economic Development – Priority 4: Provide assistance for small businesses.							
Wisconsin Women’s Business Initiative – Entrepreneur Training	CDBG	\$50,000	Benefit to low-and-moderate income persons	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. 	4 businesses
Public Service Activities – Priority 9: Provide needed public services to low-and-moderate-income persons.							
Dane County Department of Human Services – Allied Drive ECI	CDBG	\$11,254	Benefit to low-and-moderate income persons	Suitable living environment	Availability/ Accessibility	<ul style="list-style-type: none"> ✓ Number of persons with improved access to the service. 	__ people
Dane County Department of Human Services – Paratransit	CDBG	\$20,056	Benefit to low-and-moderate income persons	Suitable living environment	Availability/ Accessibility	<ul style="list-style-type: none"> ✓ Number of persons with improved access to the service. 	280 people
Dane County Housing Authority – Housing Resource Center	CDBG	\$39,388	Benefit to low-and-moderate income persons	Decent Housing	Affordability	<ul style="list-style-type: none"> ✓ Number of persons with improved access to the service. 	150 people

Activity	Funding Source	Proposed Funding	National Objective	HUD Objective	HUD Outcome	Performance Indicator	2009 Goal
Independent Living – OT/ Home Modification	CDBG	\$34,444	Benefit to low-and-moderate income persons	Suitable living environment	Sustainability	✓ Number of persons with improved access to the service.	57 households
Neighborhood Revitalization Strategy Area (NRSA) Activities – Priority 12: Provide assistance to complete infrastructure and other improvements in the approved NRSA area in the Town of Madison.							
Reserve Funds	CDBG	\$81,500	Benefit to low-and-moderate income persons	Suitable living environment	Sustainability	To be determined	
Planning and Administration							
Dane County Department of Human Services - Administration	CDBG HOME	\$215,102 \$54,877	Not applicable	Not applicable	Not applicable	Not applicable.	
Dane County Department of Administration – Fair Housing Center of Greater Madison	CDBG	\$10,000	Not applicable	Not applicable	Not applicable	Not applicable.	

Evaluation of Past Performance

Dane County strives to continually improve the performance of its operations and those of its funded subrecipient agencies. A more detailed summary of the County's evaluation of past performance may be found in the 2007 Consolidated Annual Performance and Evaluation Report (CAPER) available on the County web site at: http://www.danecountyhumanservices.org/cdbg_reports.htm.

Action Plan Required Elements:

Geographic Distribution/Allocation Priorities:

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year.

*Please note that maps or other attachments may be included as additional files within the CPMP Tool.

PY 2009 Action Plan Geographic Distribution/Allocation Priorities # 1 response:

Dane County is a south central Wisconsin county about 120 miles northwest of Chicago and 65 miles west of Milwaukee. Dane County contains 61 local units of government: 8 cities, 19 villages, and 34 unincorporated towns; 3 villages and a city are partially in the county. Its 2006 population was 463,826, an increase of almost 9% over 2000. The demographic makeup includes with 87% White, non-Hispanic, 4.3% African-American, 3.9% Asian, 0.3% American Indian and 4.7% Hispanic or Latino. The City of Madison makes up 46% of Dane County's population; 68% of its minority population; 49% of its housing stock (including almost 61% of its multiple family housing) and 75% of its private jobs.

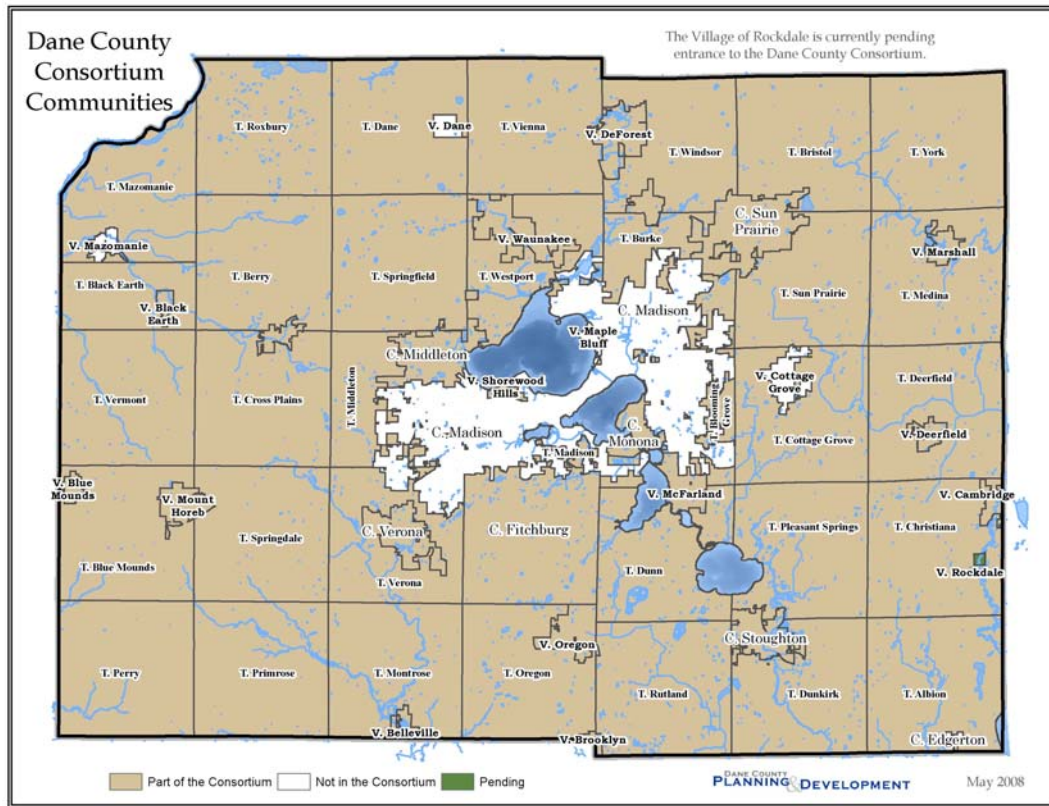
Communities participating in the Urban County partnership in Dane County include about 223,500 people or 96% of the population and an estimated 97 percent of the low-and-moderate income population (based on 2000 Census data), outside the City of Madison.

Funds are allocated to agencies/programs serving eligible low-and-moderate income households in the 54 participating municipalities in the Dane County Consortium. These municipalities, shown in Map 1, include:

Town of Albion	City of Middleton
Village of Belleville	Town of Middleton
Town of Berry	City of Monona
Village of Black Earth	Town of Montrose
Town of Blooming Grove	Village of Mount Horeb
Village of Blue Mounds	Town of Oregon
Town of Blue Mounds	Village of Oregon
Town of Bristol	Town of Perry
Village of Brooklyn	Town of Pleasant Springs
Town of Burke	Town of Primrose
Village of Cambridge	Village of Rockdale
Town of Christiana	Town of Roxbury
Town of Cottage Grove	Town of Rutland
Village of Cross Plains	Village of Shorewood Hills
Town of Dane	Town of Springdale

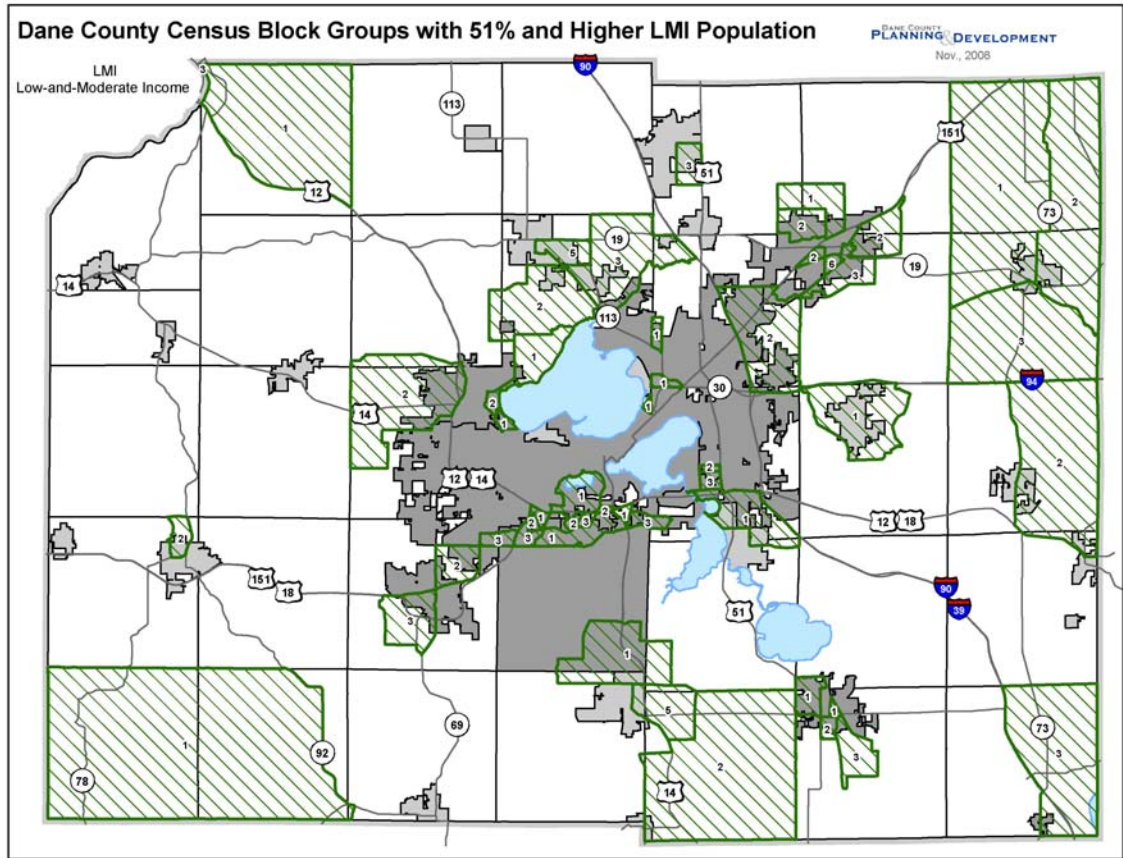
Town of Deerfield	Town of Springfield
Village of Deerfield	City of Stoughton
Village of De Forest	City of Sun Prairie
Town of Dunkirk	Town of Vermont
Town of Dunn	City of Verona
City of Fitchburg	Town of Verona
Town of Madison	Village of Waunakee
Village of Marshall	Town of Vienna
Town of Mazomanie	Town of Westport
Village of Mc Farland	Town of Windsor
Town of Medina	Town of York

Map 1: Dane County Consortium Communities



In 2000, there were 70,427 people in Dane County (non-Madison) with low and very-low incomes, or 34 percent of the total population outside Madison. These households are disproportionately people of racial and ethnic minorities. (Low income is defined as 80 percent of the area median which, in 2008 means individuals earning less than \$43,050 a year or families of four earning less than \$61,500 a year). Map 2 shows census block groups that contain populations with 51% or more persons of low-and-moderate incomes.

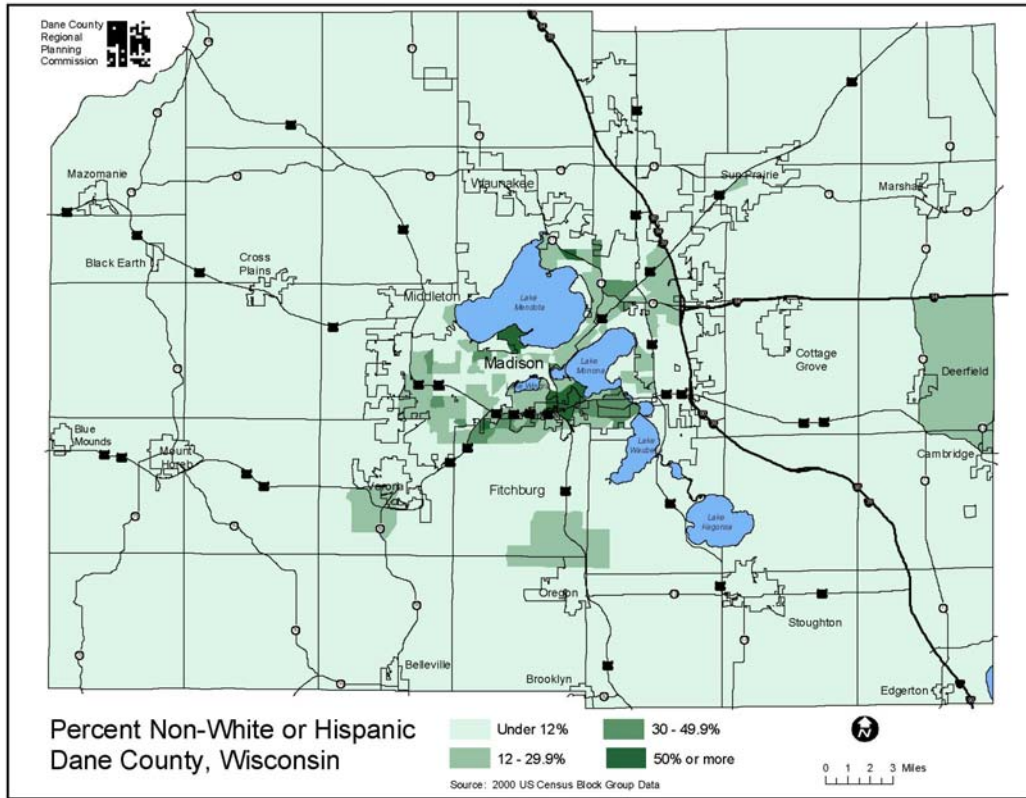
Map 2: Census Block Groups with 51% and Higher LMI Population



Map 2 illustrates that low-and-moderate income people may be found throughout the County with pockets of LMI persons living in the cities and Villages plus some of the Towns. At the time of the 2000 Census, according to CHAS data, the City of Fitchburg included 11.2% (7,866) of the total LMI population outside the City of Madison. Other municipalities with large LMI populations outside the City of Madison included: the Village of DeForest at 4% (2,812) of the LMI population, the Town of Madison at 6.8% (4,823), the City of Middleton at 7.2% (5,092), City of Stoughton at 7.7% (5,450), and the City of Sun Prairie at 11.4% (7,995).

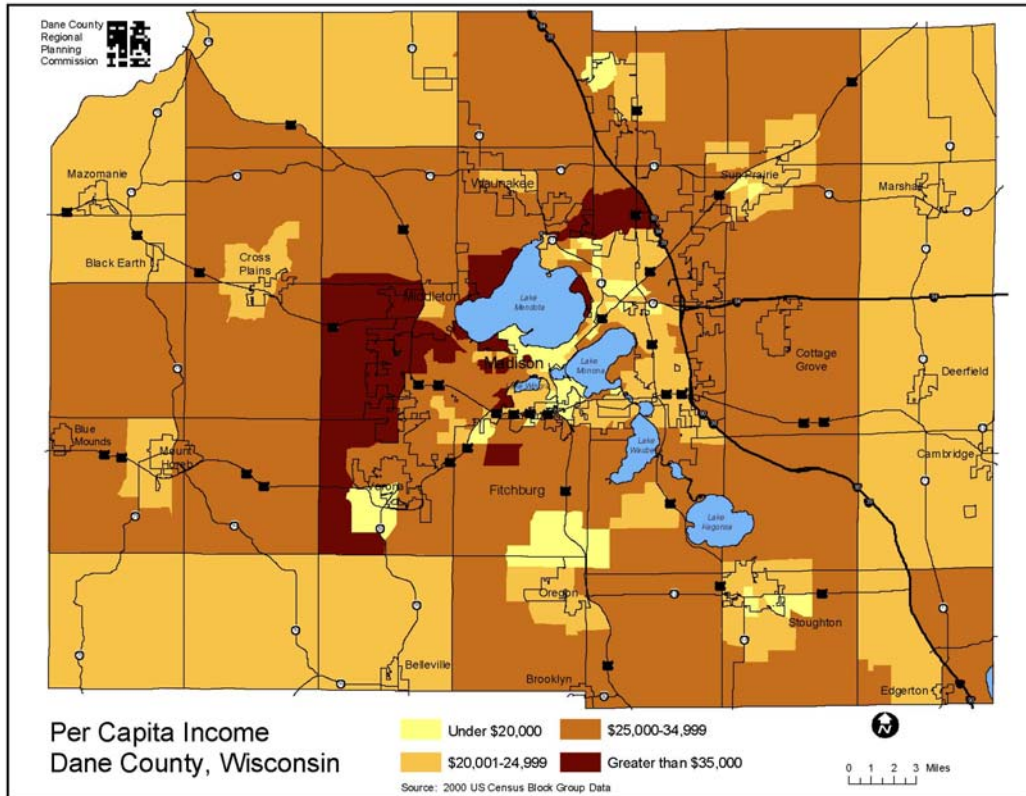
Map 3 indicates the concentrations of minority populations in Dane County in 2000. As seen on the map, the non-white or Hispanic population in Dane County, outside the City of Madison, is more prominent in the Cottage Grove, Deerfield, Fitchburg, Middleton, Sun Prairie, Town of Madison, and Town of Verona. The Town of Madison, includes a NRSA area. Most of these locations also have concentrations of persons who are low-and-moderate income.

Map 3: Concentrations of Minority Populations in Dane County in 2000



Map 4 illustrates, as of the 2000 Census, the per capita income in Dane County. In many respects, this map parallels the concentrations of minority populations with lower per capita income found in Fitchburg, Sun Prairie, Town of Madison, and sections of Verona. This map also shows lower per capita income in De Forest and Stoughton.

Map 4: Per Capita Income in Dane County, 2000



2. Describe the reasons for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.

PY 2009 Action Plan Geographic Distribution/Allocation Priorities # 2 response:

Allocations were based geographically only in that an application was received from a participating municipality for a project primarily benefiting low-and-moderate income households in that community that met the priorities of the *Dane County 2004-2009 Consolidated Plan for Housing and Community Development* and was recommended for funding by the CDBG Commission.

3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

PY 2009 Action Plan Geographic Distribution/Allocation Priorities # 3 response:

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. A final report from the group is expected at the end of July, 2008.

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 will be holding community meetings to gather information on the accomplishments, housing strengths, needs, barriers, and expected outcomes.

Sources of Funds:

- 4. Identify the federal, state, and local resources the jurisdiction expects to receive to address the needs identified in the plan. **Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan. (92.220(c)(1))**

PY 2009 Action Plan Sources of Funds # 4 response:

Dane County expects to receive a total of \$1,681,729 in new Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) including the American Dream Downpayment Initiative (ADDI) entitlement grant funding to carry out its planned activities as outlined in the Sixth Year Program Year Action Plan.

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These new funding allocations will be supplemented with approximately \$120,500 in program income received from loan repayments (\$83,000 in Revolving Loan Fund and \$37,500 in housing loan repayments) and \$422,498 in prior year funds that are available for reallocation. A contract with the Alexander Company for \$200,000 in 2008 HOME funds has yet to be executed. If an agreement is unable to be negotiated by March 31, 2009, then the funds will become available for reallocation.

According to Carolyn Parham, Director of the Dane County Housing Authority, federal funding for the Section 8 Housing Voucher Choice rental assistance will be about \$7 million dollars (housing assistance payments and administrative fees) and funding for the public housing program is expected to be about \$262,000 (operating subsidy and capital improvements).

According to Randi Busse with the DeForest Housing Authority, they expect to receive \$40,00 in capital funds and \$18,000 in operating subsidy.

Funds used to provide public housing and housing vouchers for the 3,312 federally assisted housing units in Dane County outside the City of Madison derive from:

Program	Units
Section 42: Low Income Tax Credit Housing	1,280
Section 8: New Construction and Substantial Rehab	370
Section 515: Rural Economic Community Development Public Housing	380

Section 8: Housing Choice Voucher	1,160
Total Dane County, Excluding City of Madison	3,312

In addition the County expects 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.

Distribute state and local funds of/toward (estimated, based on 2009 Adopted Budget):

- \$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.

5. If you plan to dedicate funds within a local targeted area, provide the boundaries of the targeted area and an estimate of the percentage of funds you plan to dedicate to target area(s). (91.220(f))

PY 2009 Action Plan Sources of Funds # 5 response:

There are no plans to dedicate funds within a local targeted area excluding the Neighborhood Revitalization Strategy Area.

6. If your plan includes a Neighborhood Revitalization Strategy Area or Areas, please identify the census tracts for each NRSA and an estimate of the percentage of funds you plan to dedicate to the NRSA(s).

PY 2009 Action Plan Sources of Funds # 6 response:

\$81,500 of funds (4.8%) are designated for the Town of Madison Neighborhood Revitalization Strategic Area (NRSA), which includes census tracts 1401 and 1402. This is contingent upon the CDBG funding remaining the same as 2008 or increasing. Otherwise, funds will be used to offset shortfalls.

7. Explain how federal funds will leverage resources from private and non-federal public sources.

PY 2009 Action Plan Sources of Funds # 7 response:

Leveraging resources from private and non-federal public sources is vital to the success of many of the projects funded through the CDBG and HOME programs. Funds are leveraged from such sources as fund raising, the United Way of Dane County, villages and towns, County levy, private individuals, and more.

For first-time homebuyers, financial assistance through such programs as Wisconsin Housing and Economic Development Association (WHEDA), Down Payment Plus (DPP), and the Realtor's Association are used to "stack" funds to make transactions possible.

The Wisconsin Women's Business Initiative Corporation works with a variety of groups including SCORE, the Urban League, Small Business Administration, and the University of Wisconsin-Madison to assist small business owners in more easily accessing business assistance and capital within Dane County.

8. Provide a description of how matching requirements of HUD's programs will be satisfied.

PY 2009 Action Plan Sources of Funds # 8 response:

According to the HOME final rule 24 CFR Part 92, Participating Jurisdictions (PJs) must provide a 25% non-Federal match for eligible HOME activities. Subrecipients that receive HOME funding are required to maintain and submit a log of all non-Federal match contributions. In addition, Dane County continues to have excess match (\$636,000) from prior Federal fiscal years available.

Participants in the CDBG-funded commercial façade treatment programs are required to contribute 50% toward the cost of the renovation.

9. If the jurisdiction deems it appropriate, indicate publicly owned land or property located within the jurisdiction that may be used to carry out the plan.

PY 2009 Action Plan Sources of Funds # 9 response:

No publicly owned land or property located within the jurisdiction is being used to carry out the plan.

Managing the Process

10. Identify the significant aspects of the process, by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.

PY 2009 Action Plan Managing the Process # 10 response:

In developing the 2009 Annual Action Plan, opportunities were provide for public input from social service providers, public housing agencies, and units of government. The overall process is further described in detail in the section on Citizen Participation.

11. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

PY 2009 Action Plan Managing the Process # 11 response:

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

In addition, Dane County CDBG/HOME staff will participate in the Homeless Services Consortium that meets on a monthly basis to manage the homeless system coordination. Members of the Consortium include: AIDS Resource Center of Wisconsin, ARC Community Services, City of Madison, Community Action Coalition for South Central Wisconsin, Dane County Housing Authority, Dane County Department of Human Services, Dane County Parent Council, Dane County Veteran's Services, Domestic Abuse Intervention Services, Goodwill Industries, Hope Haven-REBOS United, Housing Initiatives, Interfaith Hospitality Network, League of Women Voters of Dane County, Legal Action of Wisconsin, Madison Jobs and Housing Partnership, Madison Metropolitan School District Homeless Education Program, Madison Urban Ministry, Madison Warming Center Campaign, Middleton Outreach Ministry, Porchlight, The Respite Center, The Salvation Army, Society of St. Vincent de Paul, SOAR Case Management Services, Tellurian U.C.A.N., Tenant Advocacy Group, United Way of Dane County, Veteran's Assistance Foundation, Voices Beyond Bars, William S. Middleton Memorial Veteran's Hospital, Wisconsin Department of Commerce – Bureau of Supportive Housing, Wisconsin Department of Corrections, Wisconsin Department of Veteran's

Affairs, Wisconsin Department of Public Instruction, Women in Transition, Yahara House, Youth Services of Southern Wisconsin, and the YWCA of Madison.

Citizen Participation (91.220(b))

12. Provide a description of the process used to allow citizens to review and submit comments on the proposed consolidated annual plan, including how the plan (or a summary of the plan) was published for review; the dates, times and locations of a public hearing, or hearings; when and how notice was provided to citizens of the hearing(s); the dates of the 30 day citizen comment period, and if technical assistance was provided to groups developing proposals for funding assistance under the consolidated plan and how this assistance was provided.

PY 2009 Action Plan Citizen Participation # 12 response:

Planning Process

Planning for the 2009 revisions to the *Dane County 2004-2008 Consolidated Plan for Housing and Community Development* began in April, 2008. At that time, the County Executive, Kathleen Falk extended an invitation via a mailing to all cities, villages, and towns in Dane County providing them with the existing priorities in the 2004-2008 Consolidated Plan and requesting their input into the development of the plan for 2009. Input from County Board Supervisors was solicited through a memo issued by the County Board Office on April 16, 2008. Currently funded sub-recipients received an e-mail notifying them of the opportunities for input. Information was also posted on the County's CDBG web site.

In order to gain input from low-and-moderate income persons, the County worked with the Joining Forces for Families (JFF) program to conduct a survey of their participants regarding their priorities. JFF is a community-based, supportive service that helps families address their basic needs. JFF uses the resources of the Dane County Department of Human Services, public health, county and local law enforcement agencies, school districts, human services organizations, and neighborhood residents to support the success of children, youth, and families in home, school, and the community. JFF staff also provided data on the services most requested at each of their sites outside the City of Madison to help inform the CDBG Commission on the greatest needs of the low-and-moderate-income population.

Input from the community was also gathered through a public hearing held on April 24, 2008. A notice of the public hearing was published in the April 12, 2008 editions of the *Wisconsin State Journal* and *Capital Times* newspapers. A press release was issued via the County Executive's Office to all Dane County print media, including those serving specific population groups, notifying them of the public hearings. This was published in the *Fitchburg Star News*. The hearing was attended by representatives from a variety of organizations including Dane County Housing Authority, Movin' Out, the Village of De Forest, and Wisconsin Women's Business Initiative Corporation. In addition, the Village of Oregon, City of Middleton, and County Board Supervisor Thomas Stoebig submitted written comments.

Priorities for funding in 2009 were established by the CDBG Commission at their April 24, 2008 meeting.

Applications were solicited from community organizations between May 1 and June 6, 2008. Two workshops were held for potential applicants on May 1 and May 2, 2008. Technical assistance was provided as requested by CDBG/HOME Program Specialists.

Applications were reviewed by the CDBG and HOME staff to determine initial eligibility, including examining Urban County Consortium eligibility, Consolidated Plan priority, activity eligibility, CDBG national objective, and past performance. Applications were then reviewed by a three-member Application Review Team, a subcommittee of the CDBG Commission. Oral presentations were made by applicants on either June 21, 2008 or July 12, 2008 at noticed meetings of the Application Review Team. These were held at the City of Fitchburg City Hall. The Application Review Team then scored the applications using a standardized instrument that examined such items as benefit to low-and-moderate income persons, need and justification, program/project approach, outcomes, budget, matching funds, organizational profile, and past performance. Due to concerns expressed by the County Executive's Office regarding the initial funding recommendations a third meeting of the Application Review Team was held on July 18, 2008. The recommendations were presented at the July 24, 2008 CDBG Commission meeting. At this same meeting, a Public Hearing was held to gather citizen input regarding requests for 2009 funding before the CDBG Commission made its initial recommendations available. A final Public Hearing was held on October 23, 2008 prior to the CDBG Commission making its recommendations to the County Executive and County Board.

A Notice of Document Availability along with publication of the potential projects under consideration for funding was published in the September 23, 2008 and October 6, 2008 editions of the *Wisconsin State Journal*. The 2009 Annual Action Plan was made available on the County web site and at the Dane County Department of Human Services Office beginning September 12, 2008 for the 30-day public comment period. Copies of the proposed 2009 Action Plan were shared with municipalities as part of the site visits to gather input for the 2010-2014 Consolidated Plan.

These recommendations were incorporated into Resolution 175, 2008-2009. This was introduced at the November 6, 2008 meeting of the County Board and referred to the Health and Human Needs Committee and the Personnel and Finance Committee. This was approved at the November 18, 2008 meeting of Health and Human Needs Committee and the November 24, 2008 meeting of the Personnel and Finance Committee. The County Board approved Resolution 175 at their December 4, 2008 meeting. As these were all publicly noticed meetings, opportunity was provided for public input.

For the development of the 2009 Annual Action Plan, Dane County was operating under the *Citizen Participation Plan* that was updated and adopted by the CDBG Commission on May 22, 2008.

13. Provide a summary of efforts made to broaden public participation in the development of the consolidated annual plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.

PY 2009 Action Plan Managing the Process # 13 response:

The 2009 Action Plan was based on the one year update to the Consolidated Plan. In order to update the Consolidated Plan for 2009, Dane County requested input on the current priorities through a mailing from the County Executive to the 54 participating municipalities. Notification also went out to current recipients of CDBG/HOME/ADDI dollars, the Dane County Board of Supervisors, and the general public soliciting input on the current priorities and informing them of the public hearing held on April 24, 2008. These groups included persons who represented persons of color, persons with disabilities, and non-English speaking persons. Notice of the public hearing was advertised in a display ad in the *Wisconsin State Journal* on April 12, 2008 and in the weekend edition of *The Capital Times*. The meeting notice was posted on the Dane County web site. Press releases were sent to all area print media, including those targeting persons of color, such as the *Madison Times* and key population groups, such as *Latino Comunidad*. Articles appeared in local newspapers, such as the *Fitchburg Star*.

In order to gain input from low and moderate income persons, the County worked with Dane County's Joining Forces for Families (JFF) to conduct a survey of their participants on the priorities. JFF is a community-based, supportive service that helps families address their basic human needs. JFF uses the resources of the Dane County Human Services Department, public health, county and local law enforcement agencies, school districts, human service organizations, and residents to support the success of children, youth, and their families in home, school, and the community. JFF staff also provided data on the services most requested at each of their sites outside the City of Madison to help inform the CDBG Commission on the greatest needs of the low-and-moderate-income population.

14. Provide a summary of citizen comments or views on the annual plan.

PY 2009 Action Plan Managing the Process # 14 response:

Please see citizen comments under question # 15.

15. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

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

PY 2009 Action Plan Managing the Process # 15 response:

Comment (4.24.2008): Greg Frahm, Planner with the Village of De Forest requested that the CDBG priorities hit key areas of rehab matching grants for rental housing, support for landlord tenant options, help to support code enforcement options, selected public improvement – lighting, landscaping and downpayment assistance for qualified individuals interested in purchasing properties that they are currently renting.

Response: The majority of these items are already included in the Consolidated Plan funding priorities. It was felt no change was needed to the priorities.

Comment (4.24.2008): The Village of Oregon requested consideration of funding for the acquisition and demolition of homes in a 100-year flood-plain.

Response: There were concerns about the implication of using limited CDBG dollars for this project which would serve a small number of households and possibly require relocation assistance for homeowners and one-to-one replacement if any of the homes were currently occupied by low-and-moderate

income households. Some funding is available through FEMA. The Commission will reconsider this request if additional dollars become available.

Comment (4.24.2008): Thomas Stoebig, County Board Supervisor wrote: "One of the affordable housing priorities is to 'provide assistance to enable very low to low-income prospective homebuyers to purchase single-family housing units.' I am simply asking whether it's reasonable to expect any success with regard to 'very low income prospective homebuyers', especially considering the current housing markets in Dane County and credit industry problems nationwide. Should or could this priority be changed to reflect targeted efforts directed at low to moderate income prospective homebuyers?"

Response: There was a suggested change to the wording of the current priority enabling prospective homebuyers to purchase single-family homes so that it included moderate-income persons.

Comment (4.24.2008): Thomas Stoebig, County Board Supervisor wrote: "There's only one homeless priority, and it's very general. Since adoption of the 2004-2008 Consolidated Plan, a Homelessness Services Consortia was formed (two years ago?) and met to develop a series of program directions and county budget priorities with regards to the provision of housing and human services for the homeless. Could we review these Consortia recommendations and incorporate the more appropriate housing-related recommendations into our Consolidated Plan? "

Response: The CDBG Commission members were provided with the summary document: *Housing for All A Community Plan to Prevent and End Homelessness in Dane County*. Most of the objectives outlined in the *Plan* are a part of the Consolidated Plan.

Comment (4.28.2008): Kurt Sonnentag, City of Middleton Mayor wrote urging County support for a demonstration workforce housing project of 50-75 homes.

Response: Encouraging the development of owner occupied affordable single-family housing units is included in the funding priorities.

Comment (7.24.2008): Several of the public service programs requested additional funding. Andrea Prehm, Independent Living requested that the CDBG Commission consider additional funding for the rental assistance program. Dave Hunt, Community Action Coalition requested a reconsideration of the cut in homeless case management dollars (particularly those serving persons outside the NRSA). Carolyn Parham, Dane County Housing Authority requested reconsideration of the cut to the Housing Resource Center which provides housing counseling services.

Response: These are public service programs. Public service programs were capped at 15% of the projected CDBG entitlement.

Comment (7.24.2008): Kate Nardi, Dane County Housing Authority requested additional funds for the downpayment and closing costs program.

Response: Providing assistance to enable very low to moderate-income prospective homebuyers to purchase single-family housing units is a funding priority. The County has exceeded its goal in the current Consolidated Plan in this area. This application was ranked 16 out of 18.

Comment (10.23.2008): Rita Giovanonni, Independent Living, Inc. indicated her disappointment with the huge cut to the home modification program due to it being classified as a public service. She also inquired as to whether the Senior Rental

Assistance program funded through CDBG would qualify under the HOME Tenant-Based Rental Assistance Program (TBRA).

Response: The home modification program is being operated such that it is a public service program. Public service programs are capped at 15% of the projected CDBG entitlement. The County will check to see if the Senior Rental Assistance Program may qualify under TBRA, however, this activity was not identified as a priority in the current Consolidated Plan.

Institutional Structure

16. Describe actions that will take place during the next year to develop institutional structure.

PY 2009 Action Plan Institutional Structure # 16 response:

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

The CDBG/HOME program staff works closely with the County Executive's Office, 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 2009 Action Plan.

Resources available at each level in the County will be tapped as appropriate. The Department of Administration – Controller's Office will monitor expenditures and handle disbursements and draw-downs in the IDIS system. The Department of Administration – Corporation Counsel will review CDBG/HOME contracts and mortgages and notes. The CDBG/HOME program staff in 2009 will draw upon the skills and expertise in the Dane County Department of Planning and Development for the development of maps and the identification of properties in floodplains as part of the environmental reviews. Discussions have begun with the Board of Health to identify opportunities to work together to address lead-based paint hazards in residential properties and to assure that mitigation standards are followed.

As of January 1, 2008, the CDBG program and staff were moved from the Dane County Department of Planning and Development to the Department of Human Services. This allows for closer collaboration with one of the major funding and human services delivery systems in Dane County serving a variety of populations including persons who are homeless, low-income, seniors, and who have a variety of disabilities. The Department of Human Services facilitates the Joining Forces for Families program which is an award-winning prevention and early intervention services collaboration. JFF serves families in select Madison neighborhoods and every Dane County community. Partners include area school districts, City and County public health department, local and county law enforcement agencies, and others. The Department of Human Services contracts with nearly 200 organizations providing over 500 programs throughout the County, including Interfaith Hospitality Network, Porchlight, Salvation Army, and the Young Women's Christian Association (YWCA).

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

Monitoring

17. Describe actions to be taken that will take place during the next year to monitor your performance in meeting goals and objectives set forth in your Consolidated Plan.

PY 2009 Action Plan Monitoring # 17 response:

The jurisdiction's performance in meeting the objectives and outcomes set forth in the strategic plan are reviewed at three points:

- i. Prior to the submission of the Consolidated Annual Performance Evaluation Report (CAPER)
- ii. In conjunction with setting priorities for funding for the following year and making recommendations for funding, and
- iii. Throughout the year as subrecipients submit required reports on their activities.

Information is shared with the CDBG Commission regarding the performance of both individual subrecipients, as well as, the overall program.

18. Describe steps/actions to be taken during the next year to ensure compliance with program requirements, including requirements involving the timeliness of expenditures.

PY 2009 Action Plan Monitoring # 18 response:

2008 began the "rebuilding" process that will continue in 2009 as Dane County reviews the needed infrastructure and makes necessary adjustments. We will continue to work closely with the Milwaukee HUD Field Office to ensure compliance with program requirements.

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. The CDBG Program staff also access the Integrated Disbursement and Information System (IDIS) reports to check on timeliness, as well as, Excel reports generated by Accounting staff.

In order to assure compliance with timeliness of expenditures, Dane County staff will monitor the expenditures by subrecipients. Those subrecipients that are not expending funds within the timelines of their contracts, may have their allocations reduced and reallocated to organizations that are able to expend funds more quickly.

19. Describe steps/action you will use to ensure long-term compliance with housing codes, including actions or on-site inspections you plan to undertake during the program year.

PY 2009 Action Plan Monitoring # 19 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.

20. Describe actions to be taken to monitor subrecipients (including sponsors or administering agents) during the next program year. This includes the monitoring of all programs, CDBG, HOME, ESG, or HOPWA, as applicable.

PY 2009 Action Plan Monitoring # 20 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. Training of subrecipients in the rules and regulations governing the CDBG and HOME programs is an essential component. The monitoring process includes: training for subrecipients on the program rules and regulations, development of a monitoring plan, performing risk assessments to identify subrecipients that require comprehensive monitoring, development of monitoring workbooks and checklists, in-house desk audits, and on-site visits.

Laying out expectations begins with the application process and will be 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 spell out the rules and regulations applicable to all HUD funded CDBG and HOME programs and are customized to identify the rules, regulations, and performance expectations related to each funded activity. Individual meetings will be held with subrecipients to discuss the contracts and to respond to any questions and to identify any needed technical assistance. In addition, copies of the handbook *Playing By the Rules* will be distributed to all CDBG funded subrecipients.

Risk assessments have been developed to identify high-risk subrecipients. High-risk recipients include 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. The risk assessment results in 2009 will be used to develop a monitoring plan including on-site monitoring of high-risk subrecipients. The Contract Compliance Unit with the Dane County Department of Human Services will also assist, as their schedules permit, with monitoring for compliance with fiscal controls and requirements.

In 2009, the CDBG staff will develop monitoring checklists that will be shared with subrecipients that will be used as part of the on-site monitoring.

Monitoring of expenditures is done on an on-going basis. 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.

Description of Activities

***If not using the CPMP Tool:** Complete and submit Table 3C

***If using the CPMP Tool:** Complete and submit the Projects Worksheets and the Summaries Table.

21. **The action plan must provide a summary of the eligible programs or activities that will take place during the program year to address the priority needs and specific objectives identified in the strategic plan.**

PY 2009 Action Plan Description of Activities # 21 response: **(Use of the Summaries Table and Project Worksheets or Table 3C/2A will be sufficient. No additional narrative is required.)**

Activities that will take place during the program year are included in the Summaries Table and Project Worksheets, as well as, in Table 1: Proposed Use of Funds with Objectives and Outcomes

Summary of Specific Annual Objectives and Outcome Measures

***If not using the CPMP Tool: Complete and submit Table 2C and Table 3A.**

***If using the CPMP Tool: Complete and submit the Summary of Specific Annual Objectives Worksheets or Summaries.xls**

22. Provide a summary of specific objectives that will be addressed during the program year. (91.220(c)(3))

PY 2009 Action Plan Summary of Specific Annual Objectives # 22 response: **(Use of the Summaries Table and Project Worksheets or Table 3C/2A will be sufficient. No additional narrative is required.)**

The specific objectives that will be addressed during the program year are included in the Summaries Table and Project Worksheets, as well as, in Table 1: Proposed Use of Funds with Objectives and Outcomes.

23. Describe the Federal Resources, and private and non-Federal public resources expected to be available to address priority needs and specific objectives during the program year.

PY 2009 Action Plan Summary of Specific Annual Objectives # 23 response: **(Use of the Summaries Table and Project Worksheets or Table 3C/2A will be sufficient. No additional narrative is required.)**

These are described in the Summaries Table and Project Worksheets.

24. **Describe the outcome measures for activities in accordance with Federal Register Notice dated March 7, 2006, i.e., general objective category (decent housing, suitable living environment, economic opportunity) and general outcome category (availability/accessibility, affordability, sustainability). 91.220(e)**

PY 2009 Action Plan Summary of Objectives/Outcomes # 24 response: **(Use of the Summaries Table or Table 2C/Table 3A will be sufficient. No additional narrative is required.)**

These are described in the Summaries Table, as well as, in Table 1: Proposed Use of Funds with Objectives and Outcomes.

HOUSING

Annual Affordable Housing Goals (91.220(g))

**If not using the CPMP Tool: Complete and submit Table 3B Annual Housing Completion Goals.*

**If using the CPMP Tool: Complete and submit the Table 3B Annual Housing Completion Goals.*

25. Describe the one-year goals for the number of homeless, non-homeless, and special-needs households to be provided affordable housing using funds made available to the jurisdiction and one-year goals for the number of households to be provided affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units using funds made available to the jurisdiction. The term affordable housing shall be defined in 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership.

PY 2008 Action Plan Annual Affordable Housing Goals # 25 response:

The Annual Affordable Housing Goals are found in Table 3B Annual Housing Completion Goals, as well as, in Table 1 Proposed Use of Funds with Objectives and Outcomes.

Needs of Public Housing (92.220(b))

26. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.

PY 2009 Action Plan Needs of Public Housing # 26 response:

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

The Dane County Housing Authority owns 102 units of housing throughout Dane County. 86 of those units are funded by the Department of Housing and Urban Development through its Low Rent Public Housing Program and the Rural Development and HUD Section 515 Program fund 16 elderly units.

Since 1996 Dane County Housing Authority has contracted the management and maintenance of their units to a management company. Currently Wisconsin Management is managing the units. Over the past 5 years Dane County Housing Authority has undertaken rehabilitation work to improve units. Air conditioning has been added, as well as, updated kitchens and bathrooms, updated lighting, replaced flooring, landscaping, and new roofs.

According to Carolyn Parham, Executive Director of the Dane County Housing Authority, "1) During the past year and continuing into this year we have been getting our Public Housing units weatherized which has included furnace and water heater replacements resulting in a savings to the housing authority. This has been possible working with Project Home's Weatherization Program. 2) Also, after years of providing lawn mowing and yard upkeep to our residents, we decided to engage them in the process and turn the responsibility over to those living in duplexes, townhouses, and single family homes. This initiative resulted in another cost savings for the housing authority."

The DCHA administers the Section 8 Housing Choice Voucher Program and provides financial assistance to over 1,100 low-income households throughout Dane County (outside the City of Madison).

Through the Housing Choice Voucher Program, DCHA administers a Homeownership Program to transition renter households to homeowners. The DCHA relies on the HCV dollars to reduce monthly homeownership expenses and the CDBG and HOME funded down payment and closing cost program to provide enough subsidies to bridge the gap between the cost of housing in Dane County and the homeowner's ability to pay.

The DeForest Housing Authority operates 36 units of public housing including 32 one-bedroom units for Seniors and persons with disabilities and 4 two-bedroom duplexes for families. Within the past ten years, the one-bedroom units have received a new roof, windows, and siding. This past Spring the boiler was replaced. As the units have no overhead lights, by the Spring, 2009 it is planned to put ceiling fans with lights in the kitchens and bedrooms. All units are considered to be in good physical condition.

The DeForest Housing Authority holds monthly meetings for the Senior apartment complex during which needs and future plans are discussed.

27. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

PY 2009 Action Plan Needs of Public Housing # 27 response:

Neither of the public housing agencies are designated as "troubled" by HUD.

Antipoverty Strategy

- 28.** Briefly describe the actions that will take place during the next year to reduce the number of poverty level families (as defined by the Office of Management and Budget and revised annually), taking into consideration factors over which the jurisdiction has control.

PY 2009 Action Plan Antipoverty Strategy # 28 response:

Following the Office of Management and Budget's (OMB) Statistical Policy Directive 14, the Census Bureau uses a set of money income thresholds that vary by family size and composition to determine who is in poverty. If a family's total income is less than the family's threshold, then that family and every individual in it is considered in poverty. The official poverty thresholds do not vary geographically, but they are updated for inflation using Consumer Price Index (CPI-U). The official poverty definition uses money income before taxes and does not include capital gains or non-cash benefits (such as public housing, Medicaid, and food stamps).

Since 2000, the median household income in Dane County has risen each year from \$46,774 in 2000 to an estimated \$57,693 in 2006. The estimated number of persons and children in poverty are shown in Table 2:

Table 2: Federal Poverty Estimates for Dane County

Year	Poverty, All Ages			Poverty, Children 0.17*		
	People	%	Error +/-	Children	%	Error +/-

Table 2: Federal Poverty Estimates for Dane County

Year	Poverty, All Ages			Poverty, Children 0.17*		
	People	%	Error +/-	Children	%	Error +/-
2006	45,100	10.0	1.0	9,160	9.2	2.2
2005	49,900	11.3	1.0	11,300	11.7	2.4
2004	47,000	10.8	1.8	10,500	10.7	2.9
2003	55,000	12.7	2.2	9,900	10.3	4.9
2002	43,800	10.3	2.0	8,300	8.8	4.1
2001	45,700	11.0	1.5	8,500	9.2	4.0
2000	44,200	10.8	1.6	8,400	9.1	3.1

Source: U.S. Census Bureau American Community Survey

Note: 2004-2006: all minors under age 18
2000-2003: minors under age 18 related to head of household.

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 which 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.

Barriers to Affordable Housing

29. Describe the actions that will take place during the next year to remove barriers to affordable housing.

PY 2009 Action Plan Barriers to Affordable Housing # 29 response:

The 2004-2009 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.

It is proposed in 2009, that Dane County will provide:

\$105,557 in CDBG funds and \$7,443 in ADDI funds to the Dane County Housing Authority for their downpayment assistance program. Another \$39,388 will be provided for housing counseling for first-time homebuyers. The Housing Resource Center offers Free First Time Home Buyer Education Courses covering such topics as budgeting, credit, the buying process, financing, and caring for a home. Participants who complete the course earn a First Time Home Buyer (FTHB) Certificate of Education which is required for many down-payment assistance programs and by many lenders for persons looking to qualify for first-time-home buyer mortgage loans.

\$180,582 to Movin' Out for the Dane County Homeowner Program that provides down payment assistance/closing cost loans to low-income households comprised of a least one member with a severe and permanent disability.

\$82,316 to Movin' Out for the Dane County Rental Program that acquires, rehabilitates, and manages affordable, integrated, and scattered site properties for people with permanent disabilities.

\$231,332 in CDBG and HOME funds to Habitat for Humanity for the acquisition of land parcels for homes that would be developed for and occupied by low-and-moderate income households.

\$45,000 to Operation Fresh Start for the acquisition and rehabilitation of home(s) that, upon completion, will be sold to low-and-moderate income households.

\$129,908 to Project Home, Inc. for their Neighbor-Owned Affordable Housing (NOAH) Program that assists people to purchase and rehabilitate small rental properties of 2-4 units. One unit is occupied by the homebuyer and units are leased to low-and-moderate income households.

30. Describe the actions that will take place during the next year to foster and maintain affordable housing.

PY 2009 Action Plan Barriers to Affordable Housing # 30 response:

The *Dane County 2004-2009 Consolidated Plan for Housing and Community Development* established the following priorities for fostering and maintaining affordable housing:

1. Provide the assistance to enable very low to low-income prospective buyers to purchase single-family housing units.
2. Encourage the development of owner-occupied affordable single-family housing units.
3. Encourage the rehabilitation of low-income single-family owner-occupied housing units.
4. Encourage the rehabilitation of low-income renter-occupied housing units.
5. Encourage the construction of new rental housing for low and moderate-income persons.

In order to help residents maintain affordable housing, it is being proposed to provide:

\$319,285 in funding to Project Home, Inc. for their minor and major rehabilitation programs.

Lead-based Paint

31. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

PY 2009 Action Plan Lead-based Paint # 31 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.

Through the City and County Board of Health Environmental Health Division, community education programs are provided. The Environmental Health Specialist provides community education programs in conjunction with (Women, Infants, and Children) WIC Clinics held throughout the County. These provide an opportunity for parents to bring in paint samples, toys, and other items for lead paint testing. Evaluation of homes of children found to have elevated blood lead levels, as well as, consultation for renovation and remodeling are provided through this program.

In 2009, the CDBG Program and the Public Health Department for the City of Madison and Dane County are working together to develop an education and marketing plan, as well as, a means of referral to the CDBG-funded rehabilitation program for low-income families of children found to be lead-poisoned.

HOMELESS

Specific Homeless Prevention Elements

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

32. Please describe, briefly, the jurisdiction's plan for the investment and use of available resources and describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.

PY 2009 Action Plan Specific Homeless Prevention # 32 response:

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

- Provide support services for homeless households and households at risk of homelessness to enable them to access and maintain stable housing.
- Provide a short-term safety net with the ability to help homeless households move to stable housing as quickly as possible.

- Provide an adequate inventory of affordable housing units for low-income households by creating new units or making existing units affordable.

Barriers to eliminating chronic homelessness by 2012 include: lack of resources in terms of support services and an adequate inventory of affordable housing units, the volatility in the current economy, and time – it is already 2008.

33. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.

PY 2009 Action Plan Specific Homeless Prevention # 33 response:

In addition to the activities identified in item 4 under Sources of Funds, Dane County plans to provide:

\$33,761 in funding to the Community Action Coalition for South Central Wisconsin, Inc. for their Family Support program that provides comprehensive housing case management, housing counseling, landlord/tenant negotiation, and information and referral to homeless or near-homeless families and individuals in Dane County living at or below 80% of the County Median Income (CMI).

\$29,924 in funding to Independent Living for their Homeless Prevention Program that provides interim housing relief to eligible older adults who have applied and are on the waiting list for Section 8 rent vouchers, as well as, for older adults who have not yet established eligibility for Section 8 housing due to the closing of the Section 8 waiting lists. Support is provided for older adults who meet the above criteria and whose rent is 50% or more of their monthly income.

34. Discharge Coordination Policy—The jurisdiction must certify it established a policy for discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care, or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. (91.225 (c)(10))

PY 2009 Action Plan Specific Homeless Prevention # 34 response:

The Discharge Coordination Policy is defined in federal law, state statutes, state administrative code, and local policy.

Youth: For youth in publicly funded out-of-home placements including foster homes, group homes, residential care centers, and correctional facilities, the Dane County Department of Human Services Children, Youth, and Families Division has primary responsibility for youth under its jurisdiction. Requirements are defined in federal law, including the Adoption and Safe Families Act (ASFA), state statutes, state administrative code, and local policy. The County's Permanency Planning policy (No. 83-11-10) states,

In order to ensure, in a timely manner, either the reunification of a child with his/her family or the location of another safe and permanent home, DCDHS must develop a written permanency plan for each child in out-of-home care. This plan, to be developed jointly with the parent or guardian, must specify the permanency goal for the child and detail the services to be provided to the child and family so they may achieve the identified goal. The permanency plan must be reviewed every six months to assess the appropriateness and safety of the child's placement and permanency goal, and to reevaluate the effectiveness of services in place to help the child achieve a safe and permanent home.

For all youth age 16 and over in out-of-home care, the County policy (No. 9305-03) requires that case plans describe programs and services to prepare the child for independent living. The plans must address the anticipated amount of time available for transition to independent living, the anticipated location/situation to which the youth will move, how the youth's independent living skills were or will be assessed, and a description of the services that have been or will be provided with expected outcomes and time frames for delivery.

Health Care: In accordance with 42 CDR 482.43(b)(3) and (60), local hospitals in Dane County have a discharge planning process in place that applies to all patients. The discharge plan includes an evaluation of the likelihood of a patient needing post-hospital services and housing options. All local hospitals have agreed upon a policy not to discharge patients to the streets. According to the hospitals, the first option is to work within a patient's natural support system (i.e. family members) in order to find an appropriate housing option in the community. If a patient has no natural support system they refer patients to a community option when available. The hospitals may fund a placement for a discharged patient in a motel if needed. The Salvation Army also has a medical voucher program through which persons with health care needs may be placed temporarily in motels until a more permanent solution is identified. William Middleton Veterans Hospital designates two staff who identify and assist homeless veterans. Most identified veterans are referred to the VA-funded transitional housing programs. HSC members have regular contact with hospital personnel to discuss options for preventing discharge to homelessness and may develop specific plans for each individual. HSC members also meet annually with local hospital social service staff to update them on services available to their homeless patients in the community.

Mental Health: The Wisconsin Department of Health and Family Services has protocol in place, per state statute (Sec. 51.35(5) Wis.Stats.), to prohibit discharge from DHFS-funded agencies to the streets or to a homeless shelter. This law prohibits placement into a shelter facility unless on an emergency basis and for less than 10 days. In Dane County, there has been an established continuum of aftercare arrangements in accordance with the level of support that an individual may need upon discharge from an institutional mental health setting. Aftercare is coordinated in conjunction with the Emergency Services Unit at the Mental Health Center of Dane County and the Community Housing and Resource Managers (CHARM) at Tellurian. The Emergency Services Unit provides inpatient monitoring and works with the CHARM to coordinate aftercare planning for persons leaving institutions. They work with appropriate county contracted agencies and primary case managers to implement a safe discharge plan. Aftercare placements include crisis homes, adult foster homes, group homes, or the person's own home with additional support services in place. The network of aftercare placements may include agencies in the HSC who provide transitional or long-term housing (Tellurian UCAN, YWCA, Porchlight, Inc.). The Recovery House at the Mental Health Center of Dane County, where homeless individuals are routinely discharged from institutions, provides temporary housing until an alternative housing option is identified. The Recovery House is funded by Dane County.

Corrections (Jails and State/Federal Prisons): It is standard practice for the Wisconsin Department of Corrections (DOC) to find community living arrangements for all those being released from its facilities. In partnership with the HSC, the Wisconsin State Legislature has allocated funds to be used for the transition of persons into appropriate housing situations. The DOC requires discharge planning to begin 180 days before a scheduled date of release from the Correctional System. The planning process, at a minimum, addresses housing, employment, treatment and reunification with family members. Parolees may be placed into halfway houses, transitional living programs, or long-term housing facilities, including non-HUD funded permanent housing programs of CoC members (Port St. Vincent, Seton House, Porchlight Inc., Tellurian UCAN, and the YWCA). The DOC currently purchases six beds at Porchlight's Brooks St. facility (females for 90 days and males for 31 days) for inmates being released back into the community. Seton House also contracts with the DOC to provide short-term housing for three women who are either on probation or parole and have no other living arrangement. The Dane County Jail has not implemented a homelessness prevention policy for released inmates. The jail chaplain and the mental health workers assist with hardship cases for those with medical or mental health needs. They work with the Emergency Services unit at the Mental Health Center of Dane County and CHARM at Tellurian to make appropriate community referrals for those with mental health needs. Local CoC agencies have started a dialogue with Dane County officials regarding the lack of any jail discharge policy. The Wisconsin Division of Juvenile Corrections utilizes a committee to develop discharge planning for juveniles being released into the community. Placement options include family placement, a foster home, a group home, a childcare institution, or supervised independent living. Youth over the age of 18 may be placed in adult transitional living programs or community residential facilities. The State of Wisconsin provides aftercare supervision to youth released in Dane County.

Emergency Shelter Grants (ESG)

35. If applicable, describe how the ESG matching requirements will be met.

PY 2009 Action Plan ESG # 35 response:

Not applicable.

36. (States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

PY 2009 Action Plan ESG # 36 response:

Not applicable.

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

**If not using the CPMP Tool: Complete and submit Table 1B.*

**If using the CPMP Tool: Complete and submit Needs Table/Non-Homeless Needs.*

37. Please describe any supportive housing activities being undertaken to address the priority housing needs of persons who are not homeless (elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, persons with alcohol or other substance abuse problems).

PY 2009 Action Plan Non-homeless Special Needs # 37 response:

There are no additional supportive housing activities being undertaken to address the priority housing needs of persons who are not homeless outside of those identified under item 4 – Sources of Funds. Most supportive housing activities in which the County engages are contracted by the Dane County Department of Human Services to purchase-of-service agencies.

COMMUNITY DEVELOPMENT

Community Development Block Grant

**If not using the CPMP Tool: Complete and submit Table 2B, Table 1C Summary of Specific Objectives.*

**If using the CPMP Tool: Complete and submit the Needs Worksheets/Non-Housing Community Development and Summary of Specific Annual Objectives Worksheets or Summaries.xls*

38. Identify the estimated amount of CDBG funds that will be used for activities that benefit persons of low- and moderate-income (an amount generally not to exceed ten percent of the total available CDBG funds may be excluded from the funds for which eligible activities are described if it has been identified as a contingency for cost overruns.)

PY 2009 Action Plan Community Development # 38 response:

It is estimated that 80% of the CDBG funds will be used for activities that benefit persons of low-and-moderate income.

39. CDBG resources must include the following in addition to the annual grant:

- a. Program income expected to be received during the program year, including:**
- i. The amount expected to be generated by and deposited to revolving loan funds;**

PY 2008 Community Development # 39 a.i. response:

The amount of program income generated by and deposited to revolving loan funds varies greatly by year. In 2008, approximately \$83,000 in program income was generated and deposited to revolving loan funds.

The total amount expected to be received during the current program year from a float-funded activity described in a prior statement or plan.

PY 2008 Community Development # 39 aii response:

Not applicable.

- b. Program income received in the preceding program year that has not been included in a statement or plan;**

PY 2008 Community Development # 39 b. response:

In 2008, approximately \$37,500 in housing loan repayments was received.

c. Proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives in its strategic plan;

PY 2009 Community Development # 39 c. response:

Not applicable.

d. Surplus funds from any urban renewal settlement for community development and housing activities; and

PY 2009 Community Development # 39 d. response:

Not applicable.

e. Any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.

PY 2008 Community Development # 39 e. response:

Grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan derive from a number of sources:

Via a wire transfer to the U.S. Treasury FRB New York, Dane County returned \$243,250 in funds to the program line of credit that had been drawn for ineligible activities;

The County expects to have \$81,500 in 2008 funds that had been earmarked for activities that were later deemed ineligible to be available for reallocation in 2009;

\$40,000 in funds earmarked (but not drawn) in 2006 for an activity that has subsequently been found to be ineligible; and

\$45,237 in funds earmarked for commercial façade improvements that are unspent/undrawn and will be reallocated in 2009.

40. NA If a jurisdiction intends to carry out a new CDBG float-funded activity, the jurisdiction's plan must include the following information:

f. For the program income included in 1(b) above, the jurisdiction should identify the month(s) and year(s) in which the program income will be received; and which of the following options it will take for each float-funded activity to address the risk that the activity may fail to generate adequate program income:

**i. amend or delete activities in the amount equal to any amount due from default or failure to produce sufficient income in a timely manner. (If this option is chosen, the action plan must include a description of the process it will use to select activities to be amended or deleted and how it will involve citizens in that process),
OR**

**ii. obtain an irrevocable line of credit from a commercial lender for the full amount of the float-funded activity. (If this option is chosen, information on the float-funded activity in the action plan must include the lender and the terms of the irrevocable line of credit),
OR**

- iii. **agree to transfer general local government funds to the CDBG line of credit in the full amount of any default or shortfall within 30 days of the float-funded activity's failure to generate projected program income on schedule.**

PY 2009 Community Development # #40 response:

Not applicable.

- 41. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs, public facilities, public improvements, public services and economic development. **(Use of Table 2B or the Community Development Needs Table is sufficient, additional narrative is not required)**

- a. **For activity for which the jurisdiction has not yet decided on a specific location, such as when a jurisdiction is allocating an amount of funds to be used for making loans or grants to businesses or for residential rehabilitation, provide a description of who may apply for the assistance, the process by which the grantee expects to select who will receive the assistance (including selection criteria), and how much and under what terms the assistance will be provided.**

PY 2009 Community Development # 41 a. response:

The Dane County Department of Planning and Development receives CDBG funding for the Commercial Revolving Loan Fund. Fact sheets detailing the program guidelines may be found on the following web site: http://www.countyofdane.com/PLANDEV/community/cdbg/business_loan.asp All loans must be approved by the Revolving Loan Fund Committee, CDBG Commission, and County Board.

For the rehabilitation loan program, applications are processed on a first-come, first-serve basis. Details regarding the program may be found in the program standards included as an attachment to this document.

- 42. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons. **(Use of Table 2B or the Community Development Needs Table and Summaries Table is sufficient, additional narrative is not required)**

PY 2009 Community Development # 42 response:

Information is contained in the Community Development Needs Table and Summaries Table.

- 43. **An “urgent need” activity may be included in the action plan only if the jurisdiction certifies that the activity is designed to meet other community development needs having a particular urgency because existing conditions pose a serious and imminent threat to the health or welfare of the community and other financial resources are not available.**

PY 2009 Community Development # 43 response:

No urgent need activities are included in the 2009 Annual Action Plan.

HOME/ American Dream Down payment Initiative (ADDI)

NA

44. Describe other forms of investment not described in § 92.205(b).

PY 2009 Action Plan HOME/ADDI # 44 response:

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

45. Describe how HOME matching requirements will be satisfied?

PY 2009 Action Plan HOME/ADDI # 45 response:

According to the HOME final rule 24 CFR Part 92, Participating Jurisdictions (PJs) must provide a 25% non-Federal match for eligible HOME activities. Subrecipients that receive HOME funding are required to maintain and submit a log of all non-Federal match contributions. In addition, Dane County continues to have excess match (\$636,000) from prior Federal fiscal years available.

46. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.

PY 2009 Action Plan HOME/ADDI # 46 response:

Dane County will use the recapture provisions to recoup all or a portion of the assistance provided to homebuyers if the housing does not continue to be the principal residence of the family for the duration of the period of affordability. When the recapture requirement is triggered by a sale (voluntary or involuntary) of the housing unit and the net proceeds are not sufficient to recapture the full HOME investment plus enable the homeowner to recover the amount of the homeowner's downpayment and any capital improvement investment made by the owner since purchase, then Dane County will share in the net proceeds.

47. Describe the policy and procedures the PJ will follow to affirmatively market housing containing five or more HOME-assisted units.

PY 2009 Action Plan HOME/ADDI # 46 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.
48. Describe actions to be taken to establish and oversee a minority outreach program within the jurisdiction to ensure inclusion, to the maximum extent possible, of minority and women, and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking, underwriters, accountants, and providers of legal services, in all contracts, entered into by the PJ with such persons or entities, public and private, in order to facilitate the activities of the PJ to provide affordable housing under the HOME program or any other Federal housing law applicable to such jurisdiction.

PY 2009 Action Plan HOME/ADDI # 47 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 The County, through the Office of Equal Opportunity also continues to provide network and learning opportunities through the Minority Business Development Series which offers seminars aimed at supporting the entrepreneurial spirit in minority and women-owned businesses. In 2008, this included topics such as Growth Stages of Your Business, Marketing Yourself and Your Business on a Shoestring Budget, Small Business Success Stories, and Financing Your Dreams. Information on the series may be found at: <http://www.co.dane.wi.us/oeo/events.aspx#mbs> .

49. **NA** If you intend to use HOME funds for Tenant-Based Rental Assistance, describe the local market conditions that led to the use of the HOME funds for a tenant-based rental assistance program.

PY 2009 Action Plan HOME/ADDI # 48 response:

Not applicable.

50. **NA** If the TBRA program will target or provide preference for a special needs group, identify that group from the Consolidated Plan as having an unmet need and show that the preference is needed to narrow the gap in benefits and services received by that population?

PY 2009 Action Plan HOME/ADDI # 49 response:

Not applicable.

51. **NA** If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
- Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
 - Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
 - State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
 - Specify the required period of affordability, whether it is the minimum 15 years or longer.
 - Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
 - State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.

PY 2009 Action Plan HOME/ADDI # 50 response:

Not applicable.

52. **NA** If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
- Describe the planned use of the ADDI funds.
 - Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
 - Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

PY 2009 Action Plan HOME/ADDI # 51 response:

Dane County proposed to award its allocation of \$7,443 in ADDI funds to the Dane County Housing Authority for down payment assistance for first-time homebuyers.

Due to the small amount of funds, only the outreach activities currently undertaken by the Dane County Housing Authority will be utilized.

Housing counseling is provided to all persons receiving down payment assistance funds.

Housing Opportunities for People with AIDS NA

**If not using the CPMP Tool: Complete and submit Table 1B.*

**If using the CPMP Tool: Complete and submit Needs Table/HOPWA.*

53. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.

PY 2009 Action Plan HOPWA # 53 response:

54. Specify the one-year goals for the number of low-income households to be provided affordable housing using HOPWA funds for short-term rent, mortgage, and utility payments to prevent homelessness; tenant-based rental assistance, units provided in housing facilities that are being developed, leased, or operated.

PY 2008 Action Plan HOPWA # 54 response:

55. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.

PY 2008 Action Plan HOPWA # 55 response:

56. Identify the method for selecting project sponsors (including providing full access to grassroots, faith-based and other community organizations).

PY 2008 Action Plan HOPWA # 56 response:

57. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

PY 2008 Action Plan HOPWA # 57 response:

Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.



CDBG/HOME/ADDI PROGRAM POLICY AND PROCEDURES MANUAL

SUBJECT: CDBG HOUSING REHABILITATION – DEFERRED PAYMENT LOANS PROGRAM STANDARDS

HUD CDBG Policy:

Types of Assistance – 24CFR570.202 (b):

CDBG funds may be used to finance the following types of rehabilitation activities, and related costs, either singly, or in combination, through the use of grants, loans, loan guarantees, interest supplements, or other means for buildings and improvements..

1. Assistance to private individuals and entities, including profit making and nonprofit organizations, to acquire for the purpose of rehabilitation, and to rehabilitate properties, for use or resale for residential purposes;
2. Labor, materials, and other costs of rehabilitation of properties, including repair directed toward an accumulation of deferred maintenance, replacement of principal fixtures and components of existing structures, installation of security devices, including smoke detectors and dead bolt locks, and renovation through alterations, additions to, or enhancements of existing structures and improvements, abatement of asbestos hazards (and other contaminants) in buildings and improvements that may be undertaken singly, or in combination;
3. Loans for refinancing existing indebtedness secured by a property being rehabilitated with CDBG funds if such financing is determined by the recipient to be necessary or appropriate to achieve the locality's community development objectives;
4. Improvements to increase the efficient use of energy in structures through such means as installation of storm windows and doors, siding, wall and attic insulation, and conversion, modification, or replacement of heating and cooling equipment, including the use of solar energy equipment;
5. Improvements to increase the efficient use of water through such means as water savings faucets and shower heads and repair of water leaks;
6. Connection of residential structures to water distribution lines or local sewer connection lines;
7. For rehabilitation carried out with CDBG funds, costs of:
 - a. Initial homeowner warranty premiums;
 - b. Hazard insurance premiums, except where assistance is provided in the form of a grant; and
 - c. Flood insurance premiums for properties covered by the Flood Disaster Protection Act of 1973, pursuant to Sec. 570.605.
8. Costs of acquiring tools to be lent to owners, tenants, and others who will use tools to carry out rehabilitation;
9. Rehabilitation services, such as rehabilitation counseling, energy auditing, preparation of work specifications, loan processing, inspections, and other services related to assisting owners, tenants, contractors, and other entities, participating or seeking to participate in rehabilitation activities authorized under this section, under section 312 of the Housing

- Act or 1964, as amended, under section 810 of the Act, or under section 17 of the United States Housing Act of 1937;
10. Assistance for the rehabilitation of housing under section 17 of the United States Housing Act of 1937; and
 11. Improvements designed to remove material and architectural barriers that restrict the mobility or accessibility of elderly or severely disabled persons to buildings and improvements eligible for assistance under paragraph (a) of this section.

PURPOSE

The primary objective of Title I of the Housing and Community Development Act of 1974, as amended, is the development of viable urban communities. This is achieved by: providing decent housing, providing a suitable living environment, and expanding economic opportunities. This activity meets the national objective of benefiting low-and-moderate-income persons.

This program meets the Dane County Consolidated Plan priority of encouraging the rehabilitation of low-income, single-family, owner-occupied housing units.

ELIGIBLE BORROWERS

- a. Eligible borrowers must own and occupy the home to be rehabilitated.
- b. Eligible borrowers must meet the Department of Housing and Urban Development (HUD) income requirements for low-and-moderate income households at the time of application. Verification of income will be required.
- c. Applicants must be considered in good financial standing with all entities that hold a lien or mortgage on the property to be rehabilitated. Applicants will be requested to provide permission to verify employment, mortgages, deeds of trust, savings accounts, credit accounts, and all other information necessary to complete an application for a housing rehabilitation loan. Applicants showing any probability of foreclosure or bankruptcy may be determined ineligible for the program.

RIGHT TO FINANCIAL PRIVACY ACT OF 1978 NOTICE

The Department of Housing and Urban Development (HUD) has a right of access to financial records held by any financial institution in connection with the consideration or administration of the rehabilitation loan for which the borrower applied. Financial records involving the transaction will be available to HUD but will not be disclosed or released to another Government agency or Department without the borrower's consent except as required or permitted by law.

ELIGIBLE PROPERTIES

- a. Existing owner-occupied, single-family, residential properties containing one dwelling unit.
- b. Manufactured housing is eligible when such housing constitutes part of the community's permanent housing stock. (24 CFR 570.202 (a) (5)).
- c. Property must be located in one of the 54 participating municipalities of the Dane County Urban County Consortium.

- d. Total debt secured by the property, including the CDBG-funded loan, cannot exceed 95% of the after rehabilitation value of the property.
- e. An appraisal is required.
- f. The after-rehabilitation value of the property may not exceed \$223,250.

ELIGIBLE WORK ITEMS

Any approved exterior rehabilitation is eligible. Interior code-related work is allowed, provided that all exterior code-related work is addressed first.

Eligible Work Items

- ◆ Abatement of asbestos hazards
- ◆ Chimney repair or replacement or flue liner replacement
- ◆ Code repairs and upgrades for plumbing, heating, or electrical systems
- ◆ Exterior painting
- ◆ Foundation repair
- ◆ Gutter and downspout repair or replacement
- ◆ Wall and attic insulation
- ◆ Plumbing fixture repair or replacement
- ◆ Porch repair or reconstruction (including concrete stairs and stoops), including ramps for ADA accessibility
- ◆ Removal and replacement of deteriorated, hazardous concrete, excluding garage slab replacement
- ◆ Roof repair or replacement
- ◆ Installation of security devices, including smoke detectors and dead bolt locks
- ◆ Siding repair or installation of new siding to increase energy efficiency
- ◆ Replacement of stove or refrigerator to increase energy efficiency
- ◆ Window and door repair or replacement including storm doors

Rehabilitation does not include:

Installation of luxury items, such as a swimming pool;

Costs of equipment, furnishings, or other personal property not an integral structural fixture, such as: a window air conditioner; or a washer or dryer (but a stove or refrigerator is allowed);

Labor costs for homeowners to rehabilitate their own property.

General

- a. Property owners must agree to correct all code items in accordance with the applicable local (city/village/town) housing and property maintenance code.
- b. Work may not begin until the environmental review requirements at Part 58 are met and the County has given notice to proceed.
- c. There must be an initial inspection conducted that details the work to be done. The participant file must contain a Work Write-Up and Cost Estimate that addresses the issues raised in the initial inspection.

- d. Any work, which disturbs a painted surface, must include lead testing and lead safe work practices.
- e. Three bids, at a minimum, are required from **qualified** contractors for the work items to be covered by the loan funds.
- f. All contractors are to be cleared through the HUD listing for debarred and suspended participants (24 CFR 570.506 and 85.3) prior to awarding of contract for work.
- g. Local building permits must be taken out for the work. If a permit is required, the building official should sign off on the permit indicating that the work was completed.
- h. Work should be inspected prior to paying the contractor.
- i. The owner or his/her authorized representative must approve each payment.
- j. Change orders must be documented and approved by the owner.
- k. There is to be a final inspection of the work by program participant staff that documents whether the work appears to correct the deficiencies noted in the initial inspection and whether all items were completed as specified in the work write-up.
- l. There must be documentation to show the contractor provided the appropriate lien releases.

LOAN TERMS AND AMOUNTS

- a. The minimum amount of loan funds for rehabilitation work is \$3,000 and the maximum is \$24,999.
- b. The rate on the loan is 0%.
- c. The County shall be provided with a Mortgagee's Title Insurance Policy satisfactory to the County, in the amount of the rehabilitation loan, and issued by a title insurance company licensed in the State of Wisconsin.
- d. The loan shall become immediately due and payable to the County upon the occurrence of any of the following:
 - i. Title to, or equitable ownership in the property is transferred to any party other than the surviving spouse of the borrower(s), if any; or
 - ii. The borrower(s) vacate the property; or
 - iii. The borrower(s) default in meeting any of the terms and conditions of the loan; or
 - iv. The borrower(s) refinance with cash-out.
- e. The borrower(s) must provide security for a housing rehabilitation loan in the form of a mortgage or other loan security instrument. In the case of multiple ownership, the signature of every titleholder to the property will be required on each instrument that evidences or secures the loan.
- f. The borrower(s) must agree to maintain the property in decent, safe, sanitary, and sound condition during the term of the housing rehabilitation loan.
- g. The borrower(s) must maintain property insurance on the property as required, during the term of the loan and list Dane County as a Mortgagee.

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