



# Dane County 2015-1019 Consolidated Plan

## 2018 Program Year CAPER

**DRAFT**

Promoting



**Decent Housing**



**Suitable Living Environments**



**Economic Development**

March, 2019

## CR-05 - Goals and Outcomes

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

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

2018 marked the fourth year of Dane County's Five-Year Consolidated Plan.

Highlights of 2018 included:

- Assisting 48 low- and moderate- income households with major and minor home repairs.
- Training and technical assistance provided to 42 micro-enterprise businesses.
- Provided downpayment assistance to 28 first-time homebuyers.
- Provided dental care to 77 low-income individuals.
- Funded a sub-recipient organization to carry-out fair housing services in the Urban County Consortium, including Investigation and Enforcement Services; Training and Technical Assistance; and, Education and Outreach Services.

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

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

Goal	Category	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1200	1923	160.25%	4630	614	13.26%

Goal	Category	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	Homeless Person Overnight Shelter	Persons Assisted	0	0				
Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	Homelessness Prevention	Persons Assisted	50	88	176.00%	25	0	0.00%
Expand economic opportunities for LMI persons	Non-Housing Community Development	Facade treatment/business building rehabilitation	Business	0	0		0	0	
Expand economic opportunities for LMI persons	Non-Housing Community Development	Jobs created/retained	Jobs	80	52	65.00%			
Expand economic opportunities for LMI persons	Non-Housing Community Development	Businesses assisted	Businesses Assisted	60	99	165.00%	37	20	54.05%

Goal	Category	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Improve public facilities/develop infrastructure	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6000	7131	118.85%			
Improve public facilities/develop infrastructure	Non-Housing Community Development	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	367				
Improve public facilities/develop infrastructure	Non-Housing Community Development	Facade treatment/business building rehabilitation	Business	10	5	50.00%	2	0	0.00%
Increase access to affordable quality housing	Affordable Housing	Rental units constructed	Household Housing Unit	15	9	60.00%	11	0	0.00%
Increase access to affordable quality housing	Affordable Housing	Rental units rehabilitated	Household Housing Unit	12	0	0.00%			
Increase access to affordable quality housing	Affordable Housing	Homeowner Housing Added	Household Housing Unit	12	23	191.67%	0	12	
Increase access to affordable quality housing	Affordable Housing	Homeowner Housing Rehabilitated	Household Housing Unit	160	131	81.88%	57	9	15.79%

Goal	Category	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Increase access to affordable quality housing	Affordable Housing	Direct Financial Assistance to Homebuyers	Households Assisted	60	43	71.67%	18	0	0.00%
Increase access to affordable quality housing	Affordable Housing	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0				
Urgent Need Response to Natural Disasters	Non-Housing Community Development Urgent Need	Buildings Demolished	Buildings	0	1		0	1	

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

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

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

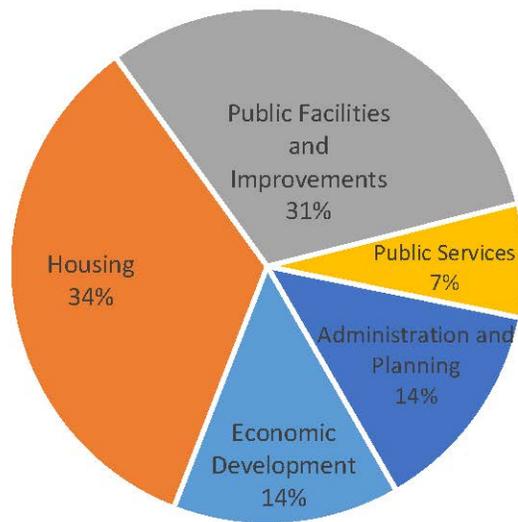
- Housing (25%)
- Economic Development (25%)
- Planning and Administration (20%)
- Public Services (15%)
- Public Facilities (10%)
- Disaster Assistance (5% set-aside per fiscal year)

Based on IDIS Expenditure Report PR-23, 34.1% of all CDBG funds expended in 2018 were for Housing assistance activities; 31.1% on Public

Facilities; 14.2% on Economic Development; 13.49% on Program Planning and Administration; and 7.1% on Public Services. The unspent 5% set aside for disaster assistance activities will be re-allocated and available for future use in the general entitlement fund.

Activity accomplishments for non-public service projects do not necessarily coincide with the activity funding year; therefore, the accomplishment and expenditure data for the 2018 program year includes expenditures of open projects from prior year Action Plans. The chart below provides a summary of expended funds in 2018 by program area.

### 2018 CDBG Expenditures



### 2018 CDBG Expended Funds

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

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

91.520(a)

	CDBG	HOME
White	597	26
Black or African American	223	15
Asian	16	3
American Indian or American Native	8	0
Native Hawaiian or Other Pacific Islander	1	0
<b>Total</b>	<b>845</b>	<b>44</b>
Hispanic	160	15
Not Hispanic	685	29

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

### Narrative

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

Persons who were considered African-American/ Black represented 26.4% of the persons who received CDBG assistance and 34.1% of the persons who received HOME assistance in 2018. Although persons who identify as Black/African-American in the Dane County Consortium represent 3.4% of the population, 37% of Black/ African-American families living in Dane County (including Madison) live at or below the poverty line (source: ACS 5-year estimates 2010-2014).

18.9% of persons receiving CDBG assistance and 34.1% of persons receiving HOME assistance in 2018 identified as being Hispanic.

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

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	1,326,038	1,905,362
HOME	HOME	866,158	292,274
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

**Table 3 - Resources Made Available**

### Narrative

The amount of CDBG and HOME resources made available includes the 2018 entitlement allocations and 2018 program income received.

The amount expended during the program year 2018 includes expenditures of open projects from prior year Annual Action Plans.

### Identify the geographic distribution and location of investments

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

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

### Narrative

There are 56 participating municipalities in the Dane County Urban County Consortium. For a list of participating municipalities, please see Appendix 1.

## Leveraging

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

Federal funds are used to leverage other public and private resources in the housing, public facilities, public services, and economic development areas. Examples in 2018 included:

### **Sunshine Place**

Sunshine Place is the single point of access to social services for residents of the City of Sun Prairie. The organization is expanding their facility in order to address safety issues and to better serve low-income residents in the community. The total cost of the expansion was \$860,000 for a \$200,000 CDBG award; the remaining amount was leveraged with funding from private donations; a grant from the City of Sun Prairie; and fund raising efforts.

### **Latino Chamber of Commerce of Dane County**

The LCC Economic Development & Resource Center is a micro-business incubator. The Center works with Latino entrepreneurs from the Dane County Consortium member municipalities who plan to establish their businesses in one of those municipalities. Total cost of the activity was \$140,000 for a \$75,000 CDBG award; the remaining amount was leveraged with funding from Federal and State Grants, City of Madison, unsecured Private Donations and fund raising efforts.

Matching fund requirements, along with the needed documentation, are specified in the sub-recipient agreements. Matching funds include nonfederal cash sources; infrastructure; appraised land/real property; and site preparation, construction materials, and donated labor.

In November 2014, the Dane County Board of Supervisors approved a provision in the 2015 Capital Budget that established an Affordable Housing Development Fund (AHDF). The purpose of the AHDF is to encourage the development of affordable housing in Dane County by using the AHDF as a means to leverage additional resources from project partners. In implementing the AHDF, preference is given to affordable housing and homeless services facilities projects serving chronically homeless populations and other populations with significant housing barriers, including very low income families, persons with arrest and conviction records, the elderly, and the disabled. It is the intent of the County Board to appropriate \$2 million per year over four years in this fund, and at least 30% of the funding will be available for projects outside of the City of Madison boundaries over the four year period.

The Commercial Revitalization Revolving Loan Fund (CRLF) and Economic Development Revolving Loan Fund (ED-RLF) projects must leverage at least \$1 of non-federal funds for every \$1 of RLF funds. Based on the risk involved, leverage rates required by the CDBG Commission may be higher on working capital and improvements to real property. Non-federal funds include: personal funds advanced by the Borrower; loan funds contributed by a bank, credit union, or savings and loan; private foundation funds; angel investor funds; and other non-federal sources. Federal funds are defined as those originating from a federal source, such as the U.S. Department of Agriculture - Rural Development, U.S. Small Business Administration, and the Wisconsin Housing and Development Authority (WHEDA).

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	1,822,412
2. Match contributed during current Federal fiscal year	137,743
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	1,960,155
4. Match liability for current Federal fiscal year	70,306
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	1,889,849

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

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
758	02/22/2018	50,443	0	0	0	0	0	50,443
759	02/22/2018	46,898	0	0	0	0	0	46,898
762	04/19/2018	40,422	0	0	0	0	0	40,422

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
203,481	251,917	65	0	455,333

Table 7 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
<b>Sub-Contracts</b>						
Number	34	0	0	0	0	34
Dollar Amount	6,269,764	6,269,764	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	0	0	0			
Number	0	0	0			
<b>Sub-Contracts</b>						
Number	34	5	29			
Dollar Amount	6,269,764	1,802,941	4,466,823			

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

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

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

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

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

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

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	86	76
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>86</b>	<b>76</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	11	0
Number of households supported through Rehab of Existing Units	57	48
Number of households supported through Acquisition of Existing Units	18	28
<b>Total</b>	<b>86</b>	<b>76</b>

Table 12 – Number of Households Supported

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

The County recognizes affordable rental housing development as a major concern and has listed this as a high priority area for CDBG and HOME funds. In 2018, Dane County awarded HOME funds to two affordable, multi-family projects. These construction projects are not yet completed, and units in these projects are expected to become available in 2019 and 2020. Dane County also awarded HOME funds to an organization to carry out a tenant-based rental assistance program; however, the organization was

unable to move forward with the project due to staffing concerns and the funds will be reallocated to eligible HOME projects in 2019.

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

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

In 2016 and in 2017, Dane County awarded HOME funds to support a new tenant-based rental assistance program. Ultimately the subrecipient agency CAC was unable to move forward with the project due to unexpected staff turnover, and the funds will be reallocated to eligible HOME projects in 2019. The County also intends to create an open-ended RFP for affordable rental housing units while resources are available to allow applicants to submit proposals on a rolling-basis.

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

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	17	1
Low-income	12	3
Moderate-income	15	9
<b>Total</b>	<b>44</b>	<b>13</b>

**Table 13 – Number of Households Served**

**Narrative Information**

The County held two workshop sessions in March, prior to the release of the CDBG and HOME RFPs, to provide information to residents on how to qualify for funding and to encourage participation from new participants. The Dane County Housing Initiative (DCHI) was established in 2015 as a public-private partnership of elected officials, financial institutions, housing developers, and non-profit housing agencies to support and promote affordable and accessible housing in Dane County. Each year, DCHI hosts a Housing Summit to educate community officials and provide resources for residents.

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

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

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

Preventing homelessness has become an increasingly difficult issue in Dane County due to increasing barriers related to unemployment, low-paying jobs, limited subsidized housing units, and increasing housing costs in the market. In 2018 Dane County awarded \$36,000 in CDBG funds to the Community Action Coalition for South Central Wisconsin, Inc. (CAC) for homelessness prevention services. CAC administers the local Rentable Program which provides homeless prevention and rapid rehousing assistance for eligible low-income households. CAC focuses its services on participants with incomes at or below 30% of the CMI to ensure that those with the greatest needs receive assistance. While the program serves both individuals and families, priority is placed on serving families with children. Many of the households served are in rural areas and small towns, and face barriers such as lack of reliable transportation and un/underemployment. Many of the communities served have been affected by shrinking manufacturing base, which has led to the loss of many jobs that allowed families to be self-sufficient. Additionally, the vacancy rate outside the city of Madison limits, as of the last quarter in 2016, was below 3%. CDBG funds were used by the CAC homelessness prevention program in 2018 helped 30 households maintain safe, affordable housing and thereby avoid homelessness and the many problems associated with it.

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

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

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

Emergency shelter programs: Domestic Abuse Intervention Services; Porchlight's Men's Drop-In Shelter and Safe Haven; The Road Home Family Shelter; The Salvation Army's Single Women's Shelter, Family Shelter and Motel vouchers, and Family Warming Shelter; Youth Services of Southern Wisconsin volunteer host homes; and YWCA Family Shelter.

Transitional and supportive permanent housing programs: Community Action Coalition Home for Good program; Dane County Parent Council Hope House; Housing Initiatives Shelter Plus Care and scattered sites; Porchlight scattered site housing; The Road Home Housing & Hope; The Road Home /

YWCA Second Chance Apartment Projects; Society of St. Vincent de Paul Port and Seton House; The Salvation Army Holly House; Tellurian Transitional Housing, SOS, Permanent Housing programs and Willy Street SRO; Veterans Assistance Foundation Green Avenue; YWCA Third Street program; YWCA/The Salvation Army/The Road Home House-ability and Rapid Re-Housing programs; and YWCA/Domestic Abuse intervention Services Empower Home program.

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

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

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

Preventing homelessness has become an increasingly difficult issue in Dane County due to increasing barriers related to low unemployment, low-paying jobs, limited subsidized housing units, and increasing housing costs in the market. In 2018 Dane County awarded \$36,000 in CDBG funds to the Community Action Coalition for South Central Wisconsin, Inc. (CAC) for homelessness prevention services. CAC administers the local Rentable Program which provides homeless prevention and rapid re-housing assistance for eligible low-income households. CAC focuses its services on participants with incomes at or below 30% of the CMI to ensure that those with the greatest needs receive assistance. While the program serves both individuals and families, priority is placed on serving families with children. Many of the households served are in rural areas and small towns, and face barriers such as lack of reliable transportation and un/underemployment. Many of the communities served have been affected by shrinking manufacturing base, which has led to the loss of many jobs that allowed families to be self-sufficient. Additionally, the vacancy rate outside the city of Madison limits, as of the last quarter in 2016, was below 3%. CDBG funds used by the CAC homelessness prevention program in 2018 helped 30 households maintain safe, affordable housing and thereby avoid homelessness and the many problems associated with it.

Dane County also awarded \$12,627 in CDBG funds to the Tenant Resource Center in 2018. TRC teaches

clients about tenant-landlord laws, local resources, and thoughtful approaches to asserting their rights. The program is thorough and highly tuned to be accessible to those with many wide ranging levels of comprehension, systemic (mis)trust as well as legal and language literacy. This allows tenants to self-advocate in a way fully recognized by the law, and to be successful in keeping their housing stable. Dane County CDBG funds helped support this project and allowed TRC to dramatically expand its services and served 389 participants/families with housing needs.

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

### **Actions taken to address the needs of public housing**

2018 marked the eighth year of the FSS (Family Self Sufficiency Program) administered by the Dane County Housing Authority (DCHA) to encourage participants to either become employed or increase their earning potential through education or job training. The end result is for persons to leave the assisted housing program or reduce the amount of subsidy involved with their tenancy. In addition program participants fund an escrow account with HAP savings that can be used as a down payment on a home, a vehicle, debt reduction or other financial goals at program graduation. This program is conducted in partnership with the Community Action Coalition.

DCHA in partnership with Dane County Human Services is administering a Family Unification Program, which will assist eligible families that are in jeopardy of retaining or gaining custody of their children, and for whom adequate housing is an issue. There are 50 vouchers in this program and the program is currently accepting applications.

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

DCHA administers a small Home Ownership program that allows Section 8 Housing Choice Voucher holders to use their housing assistance to pay for a mortgage instead of rent. DCHA has historically capped participation at 11 households because of increased costs of homeownership as compared to rental and the current underfunding of the Section 8 program.

DCHA has submitted an application to HUD for the Rental Assistance Demonstration (RAD) program to convert units from the Public Housing program to Project Based Rental Assistance through the Section 8 program. Section 8 funding is more stable and will allow the DCHA to leverage equity in the housing for tax credit allocations for rehab.

Additionally, DCHA has increased affordable housing by acquiring units and reserving them for families at or below 60% of CMI, capping the rent at the Fair Market Rent and giving preference to Section 8 voucher participants. In late 2015, DCHA closed on 48 units in the Village of Marshall bringing this portfolio up to 98 units.

In 2017 DCHA preserved 54 units of USDA Rural Development housing in Verona, Deforest and Stoughton. The units were slated to be removed from the RD program and taken to market rate. DCHA's acquisition guaranteed the units would remain affordable for at least 30 more years and delivered \$2.8 million in rehabilitation. The units are set aside for elderly or disabled residents at or below 50% of AMI.

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

None of the public housing authorities in Dane County are deemed as troubled by HUD nor are they

performing poorly.

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

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

Dane County will continue to provide public assistance funding to private sector and non-profit organizations that support the goal of increasing the supply and availability of affordable housing units as described in the Strategic Plan section of the 2015-2019 Consolidated Plan.

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

Dane County will continue to fund a sub-recipient organization to perform fair housing services that address impediments identified in the A.I. In 2018, the \$10,000 fair housing services contract was awarded to the Milwaukee Metropolitan Fair Housing Council (MMFHC). The methods on which the services were provided by MMFHC include Investigation and Enforcement Services; Training and Technical Assistance; and, Education and Outreach Services. For a complete description of the actions taken and services provided by MMFHC in 2018, please see the answer to the final narrative question in this section.

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

The Dane County Housing Authority plans to convert the 86 units of Public Housing it owns under Rental Assistance Demonstration (RAD). 44 of the units will be converted to project-based rental assistance and the remaining units converted to Project Based Section 8 Vouchers to be used at a future development. The DCHA will continue to promote adequate and affordable housing by giving preference to families that have a rent burden (paying 50% or more of gross income for rent and utilities), displaced (according to HUD definition), and those living in substandard housing (according to HUD definition) which includes homeless. At least 40% of Public Housing residents are at or below 30% of the area medium income limit and 80% of new admitted families to the Section 8 program are at or below 30% of the area median income.

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

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

2018 marked the third year of the Dane County Affordable Housing Development Fund (AHDF). \$2 million was awarded to four affordable rental development projects and one re-entry/ transitional housing development project in Dane County that will be used to leverage other public and private funds in order to address affordable housing concerns that continue to persist in the County.

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

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

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

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

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

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

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

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

group presentations upon request to local clinics and providers.

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

On May 23, 2013, the Dane County Board of Supervisors passed Ordinance Amendment 6 amending Chapter 15 of the Dane County Code of Ordinances and creating the 11-member Dane County Poverty Commission. As noted by County Board Chair, John Hendrick, “Addressing poverty is the most critical issue facing the County. Providing programs and initiatives to end poverty not only helps individuals reach their full potential, but also prompts community renewal and stability.” The first meeting of the Poverty Commission was August 19, 2013, and the Commission continued to meet monthly in 2016 to address the needs of poverty-level families in Dane County.

Other programs in Dane County that seek to reduce the number of poverty level families include:

- Early Childhood Initiative (ECI)
- Family Unification Program (FUP)
- Head Start
- Welfare to Work

A description of the programs listed above can be found in section SP-70 of the 2015-2019 Consolidated Plan.

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

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

Dane County, specifically the Office of Economic and Workforce Development is the lead agency responsible for overseeing the development of the plan for the Dane County Urban County Consortium.

The Dane County Urban County Consortium, as of 2018, includes 56 participating municipalities representing slightly over 94% of the population outside the City of Madison. These cities, villages, and towns along with various departments in Dane County will be the major public agencies responsible for administering programs covered by the Consolidated Plan.

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

In 2018, Dane County continued to participate as a member of the Home Buyers Round Table of Dane County, Inc., a non-profit member organization whose mission is to promote and educate the Dane County community about home ownership. Members include housing industry representatives that believe home ownership will increase family stability and financial security; stabilize and strengthen

communities and neighborhoods; and generate jobs and stimulate economic growth.

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

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

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

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

In 2018, Dane County contracted with the Milwaukee Metropolitan Fair Housing Council (MMFHC)/ Fair Housing Center of Greater Madison (FHCGM) to provide fair housing services. Services provided included:

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

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

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

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

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

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

Please see Attachment 2 for a full description of actions taken to overcome the effects of impediments to fair housing choice in Dane County in 2018.

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

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

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

Subrecipients/activities were selected for on-site monitoring based on the results of the risk assessments conducted in 2018. The instrument considers the type of project, type of assistance (loan/grant), experience with CDBG/HOME programs, past performance, staff experience and turnover, and recent problems.

In 2018, 5 of 28 (18%) open activities had on-site monitoring. Please see the table attached to this question for a list of specific activities and agencies that were monitored.

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

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

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

Please see table below for a list of monitored activities and commonalities noticed in the monitoring results.

### 2018 Monitored Activities

AGENCY	ACTIVITY
Project Home	Major Rehabilitation
Project Home	Minor Home Repair
Movin' Out	Minor Home Repair
Latino Chamber of Commerce	Business Development Center
Stoughton United Ministries	Affordable Transportation Program

There have been some commonalities noticed in the monitoring results such as ensuring that appropriate income and rent limits are being documented in household files. This is being addressed by providing technical assistance to property management staff. Staff has also provided additional technical assistance regarding compliance with Section 504 of the Rehabilitation Act of 1973.

Another commonality noticed in the monitoring results is ensuring that appropriate income verifications are being completed and retained. This is being addressed by providing technical assistance and specific income verification forms to sub-recipients and requiring them to provide this information to the appropriate CDBG Program Specialist prior to reimbursement for services.

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

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

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

- All meetings publically noticed and open to the public.

- 3 Public Hearings each year: 1) Review and feedback of CAPER, 2) Solicit input on priorities for upcoming funding cycle, and 3) Feedback and input on funding recommendations prior to Commission approval projects.
- Notice of Public Hearings and document availability of draft reports prior to submission to HUD posted in local newspaper, posted on website, and emailed to outreach lists.
- Meetings held in handicapped accessible locations.
- Meeting locations change throughout the year to various locations around the Urban County Consortium.
- Noted on all meeting agendas is the name and phone number of the person to contact if anyone from the public needs an interpreter, translator, materials in alternate formats, or other accommodations to access the meeting, service, activity, or program.
- Applications for housing, and the resulting units, to be assisted with CDBG and HOME funds are reviewed to assure that the housing is fully available to all residents of the community, regardless of race, color, national origin, gender, handicap, or familial status.

A Notice of Document Availability and Public Hearing was published in the February 24, 2019 edition of the Wisconsin State Journal notifying the public of the March 26, 2019 public hearing and indicating that the draft version of the Consolidated Annual Performance Evaluation Report (CAPER) would be available on the Office of Economic & Workforce Development web site beginning on February 24, 2019, as well as, with hard copies available from the Office of Economic Development at the City-County Building, Room 421, 210 Martin Luther King, Jr. Blvd., Madison, WI 53703.

A public hearing was held on March 26, 2019 to provide citizens with information regarding the program activities and accomplishments during the 2018 program year. The performance report identified for citizens the Federal funds made available to further the objectives and outcomes of the Consolidated Plan, the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, and the geographic distribution and location of expenditures. Information was also provided on the status of activities in 2018. There were no public comments received on the draft 2018 CAPER and no members of the public present to speak at the March 26, 2019 public hearing (*pending*).

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

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

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

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

No

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

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

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

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

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.

In 2018, four rental housing projects (Pheasant Ridge Apartments, Middleton Senior Apartments, Elven Sted, and Madison & Main) were inspected by the CDBG/HOME Program Specialist. Project Home – NOAH project is charged with inspecting their units. No issues were detected during inspections.

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

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:

1. 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);
2. Requirements and practices each owner must adhere to in order to carry out affirmative marketing procedures and requirements;
3. 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);
4. Addresses the items in CFR 92.351.

### **Refer to IDIS reports to describe the amount and use of program income for projects,**

## **including the number of projects and owner and tenant characteristics**

In 2018, Dane County received \$183,228.41 in CDBG program income and \$227,142.96 in HOME program income. Program income on-hand is paid out to projects before entitlement funds for new and existing projects.

CDBG funds supported 63 households through affordable housing efforts in 2018. Out of the 63 households, 53 identified as being White, 7 as African-American/Black, 2 as Asian, and 1 as Asian & White. 4 households identified themselves as Hispanic.

HOME funds supported 13 households through affordable housing efforts in 2018. Out of the 13 households, 8 identified as being White, 3 as African-American/Black, 1 as Asian, and 1 as Other Multi-Racial. 4 households identified themselves as Latino. 1 of the households had incomes between 0-30% AMI; 3 of the households between 30-50% AMI; 5 households between 50-60% AMI; and 4 households between 60-80% AMI.

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

In 2018, Dane County undertook the following activities to foster and maintain affordable housing:

- Provided mortgage reduction assistance to 28 first time homebuyers.
- Assisted 48 low-and-moderate-income households with major and minor home repairs.
- Provided housing counseling to 389 participants and their families.
- Funded a sub-recipient organization to carry-out fair housing services in the Urban County Consortium, including Investigation and Enforcement Services; Training and Technical Assistance; and, Education and Outreach Services.
- Served as one of the sponsors of the Home Buyer's Round Table (<http://homebuyersroundtable.org>). The Home Buyers Round Table is a non-profit membership organization that is comprised of representatives from the private sector, non-profit groups and local government who share a common goal of promoting homeownership through education. The organization focuses primarily on first time home buyers and low to moderate-income families. The Home Buyers Round Table sponsors community home buyer classes, a website filled with valuable resources, and a membership committed to meeting the needs of those interested in pursuing homeownership.
- Awarded funding for the Affordable Housing Development Fund to six (6) affordable rental development projects.

## APPENDIX 1

### Dane County Urban County Consortium

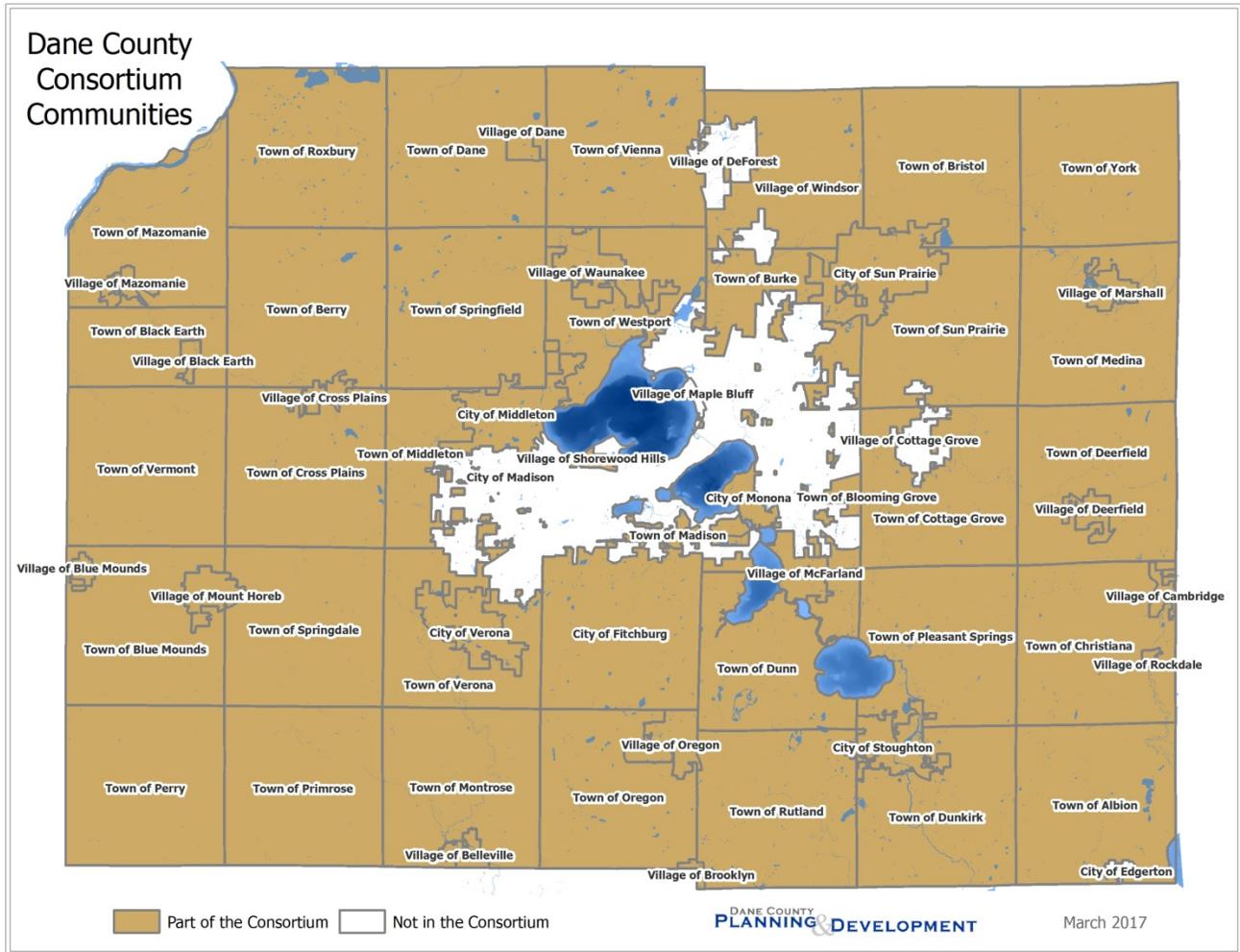
There are 56 participating municipalities in the Dane County Urban County Consortium. These municipalities include:

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

Municipalities not participating in the Urban Consortium:

- City of Edgerton
- Village of Cottage Grove
- Village of Deforest
- Village of Maple Bluff

# Map 1: 2018 Dane County Urban County Consortium



## APPENDIX 2

**Final Report**  
**2018 Fair Housing Services**  
**Fair Housing Center of Greater Madison**  
January 1 – December 31, 2018

DRAFT

**Submitted by:**  
Megan Wanke  
Administrator – Administrative Services  
Metropolitan Milwaukee Fair Housing Council  
759 North Milwaukee Street, Suite 500  
Milwaukee, WI 53202

## INTRODUCTION

Under the terms of Community Development Block Grant Agreement Number 13491, the Metropolitan Milwaukee Fair Housing Council (MMFHC) provided a range of fair housing services to Dane County through a satellite office, the Fair Housing Center of Greater Madison (FHCGM). Per the Agreement, services include fair housing enforcement activities, technical assistance, and education and outreach activities; each of these areas is described in more detail in subsequent sections of this report.

## ENFORCEMENT SERVICES

### I. Complaint Intake and Counseling Services

During the fourth quarter of the contract period, MMFHC conducted intake of five (5) complaints of illegal housing discrimination. During the entire 2018 contract year, MMFHC conducted intake of a total of 27 complaints of illegal housing discrimination in Dane County, based on a total of 36 protected classes.

The protected class bases of these complaints are as follows:

Protected Class	No. of Complaints During the Fourth Quarter	No. of Complaints During Entire Contract Year
Disability	2	9
Familial Status	-	1
Gender Identity	-	3
Lawful Source of Income	1	1
National Origin	-	1
Race	2	9
Religion	-	2
Section VIII Rent Assistance	-	6
Sex	-	2
Sexual Orientation	-	2
<b>Total</b>	<b>5</b>	<b>36</b>

(Note: Due to the complex nature of illegal housing discrimination, complainants may allege discrimination based on multiple protected classes, so the number of complaints received may be less than the total number of allegations by protected characteristic.)

One (1) of these complaints remain open, and additional assistance is being

provided to this complainant. Twenty-six (26) of these complaints have been closed as of the date of this report.

One (1) complaint was successfully resolved in July 2018. An individual filed a complaint with MMFHC alleging that she had been denied the opportunity to rent an apartment in Oregon due to her receipt of Section VIII Rent Assistance. The complainant was told that the housing provider did not accept Section VIII for any of their units, and wanted to make sure that future applicants were not turned away as well. MMFHC conducted intake of this complaint, provided the complainant with technical assistance on protections under the Dane County Fair Housing Ordinance, and assisted the complainant in filing an administrative complaint with the Dane County Corporation Counsel (DCCC). In response to the complaint, DCCC advised the housing provider that their existing policy was illegal under local law and warned against continuing this practice in the future.

An additional complaint was successfully resolved in December 2018. An individual filed a complaint with MMFHC alleging that the condominium complex where she lives had levied fines and placed a lien against her condominium, claiming that she was violating complex rules by hanging a small handicapped parking sign next to her parking spot. MMFHC conducted intake of this complaint, provided the complainant with technical assistance as to her rights under federal, state, and local fair housing laws. MMFHC formally referred this complaint to an attorney with Disability Rights Wisconsin, who provided pro bono services to this individual. After attorney intervention, the condominium complex agreed to rescind the fines, remove the lien on the condominium, and install a permanent, larger handicapped parking sign near the client's space at the association's expense.

All of these 27 complainants received technical assistance. Technical assistance pertained to the complainants' rights with respect to familial status under the federal, state, and local fair housing laws, and the US Department of Housing and Urban Development and State of Wisconsin Equal Rights Division administrative enforcement process.

## **II. Case Management Services**

As part of this grant, MMFHC provided comprehensive case management services. As part of its case management activities, MMFHC provides technical assistance on fair housing laws, advises clients of options in pursuing administrative or judicial remedy for possible violations of fair housing laws, coordinates case status meetings, and provides assistance to attorneys. During the fourth quarter of the grant period, MMFHC did not provide any instances of case management to complainants. During the entire contract year, MMFHC provided case management services to individuals on a total of 22 occasions. This counseling occurred either in place of taking a complaint, prior to the closing of a complaint file, or as a precursor to an offer of assistance in filing a complaint.

Case management services offered to complainants during the 2018 contract year included technical assistance regarding federal, state, and local laws protecting individuals on the bases of disability, race, religion, and receipt of a Section VIII Housing Choice Voucher; their rights to file administrative complaints with federal, state, and local enforcement bodies; and referrals to multiple resources that may be able to assist complainants who are facing both fair housing and non-fair housing issues.

These services yielded multiple benefits to the complainants provided with technical assistance during the contract period, particularly to individuals who are not familiar with the administrative or judicial process. First, MMFHC access to information on pleadings, briefs, conciliations, settlements, and awards, as well as legal reporting services and research studies, benefited complainants with regard to understanding the increasing complexity of the nature of housing discrimination. Second, with multiple filing options available, complainants are better able to make informed decisions regarding the options with which they are most comfortable. Third, when complaints were referred to other agencies, ongoing communication was maintained with complainants who were not represented by counsel, assisting them in making more informed decisions throughout the administrative and/or legal process.

## **EDUCATION AND OUTREACH SERVICES**

### **III. Fair Housing Presentations**

As part of its contracted activities, FHCGM conducted the following six (6) presentations for a total of 82 attendees during the 2018 contract year. All six (6) of these presentations occurred in the first three quarters of the contract period; FHCGM did not conduct any additional presentations during the fourth quarter of the contract period.

On January 18, 2018, FHCGM conducted a presentation for the area branch North Central States Regional Council of Carpenters, a union representing carpenters, interior systems professionals, millwrights, and pile drivers throughout Dane County. Twenty (20) people were in attendance.

On January 23, 2018, FHCGM conducted a presentation for a group of 30 Dane County case management professionals. As case managers are often very involved in their clients' daily lives and challenges, disseminating information to these individuals about fair housing protections and MMFHC's programs and services often results in more accurate and frequent client referrals.

On February 2, 2018, FHCGM conducted a presentation for staff of the Cambridge branch of Joining Forces for Families. Joining Forces for Families is a community-based supportive service managed by the Dane County Department

of Human Services. Four (4) people were in attendance.

On February 14, 2018, FHCGM conducted an additional presentation for staff of the Stoughton branch of Joining Forces for Families. Eleven (11) people were in attendance.

On March 13, 2018, FHCGM conducted a presentation for the Latino Children and Families Council, an organization dedicated to assisting Latino families throughout Dane County. Fourteen (14) people were in attendance.

On June 22, 2018, FHCGM conducted a presentation for Oregon Area Senior Center staff. The Senior Center provides support and services designed to assist older adults in remaining independent as long as possible. Two (2) people were in attendance.

These six (6) presentations covered the following topics:

- MMFHC/FHCGM's mission, programs, and history
- Purposes and provisions of local, state, and federal fair housing laws
- Contemporary forms of illegal discrimination in the housing market
- Red flags that may indicate the presence of illegal housing discrimination, predatory lending or mortgage rescue scams
- Remedies available to people who have experienced illegal housing discrimination
- How complaints of illegal discrimination are investigated

In addition, FHCGM staff were also available to respond to follow-up inquiries from audience members. A total of 189 fair housing informational materials were distributed to attendees of these presentations.

Presentations to housing consumers and staff who serve consumers extend the reach of fair housing information and services, and effectively increase the capacity of the host organizations to provide essential services to their clients, members or constituents. In turn, the clients, members or constituents of these groups are better able to understand their fair housing rights and empowered to seek legal remedy if they experience a violation of fair housing laws.

#### **IV. Distribution of Written Materials**

As part of the fulfillment of this contract, FHCGM staff distributed updated outreach materials that incorporate information on federal, state, and local fair housing laws and services offered through FHCGM. These outreach materials included FHCGM's *Know Your Rights* protected classes flyers, *Red Flags of Housing Discrimination* flyers, and *Laws and Remedies* brochures. Together, these items provide a comprehensive overview of fair housing issues and how

victims of unlawful housing discrimination can seek assistance.

During the fourth quarter of the contract period, FHCGM distributed a total of 100 fair housing informational materials on five (5) occasions. During the entire 2018 contract year, in addition to the materials distribution that occurred during the presentations outlined in the previous section, FHCGM distributed a total of 290 fair housing informational materials on twelve (12) occasions.

Materials were distributed to the following organizations: Dane County Aging and Disability Resource Center (Madison); Dane County Jail Housing Case Management (Madison); Joining Forces for Families - Leopold/Post Road Branch (Fitchburg); Joining Forces for Families – DeForest Branch (DeForest); Joining Forces for Families – Oregon/McFarland/Monona/Belleville Branch (Oregon); Joining Forces for Families – Verona Branch (Verona); Joining Forces for Families – Middleton Branch (Middleton); Middleton Outreach Ministry (Middleton); Middleton Youth Center (Middleton); Waunakee Public Library (Waunakee); Waunakee Senior Center (Waunakee); and the Waunakee Village Center (Waunakee).

## TECHNICAL ASSISTANCE SERVICES

### V. Technical Assistance

As a part of this contract, FHCGM is required to provide direct assistance, consultation, and specific information on fair housing laws to individuals, as well as to government, business, civic, religious, educational, and professional trade groups in Dane County.

During the 2018 contract year, three (3) instances of technical assistance were provided, as outlined in the table below. All of these instances of technical assistance occurred in the first three quarters of the contract year; MMFHC did not conduct additional technical assistance during the final quarter of the 2018 contract period.

Date	Type of Technical Assistance
5/31/2018	Provided technical assistance to a housing provider in Deerfield regarding reasonable occupancy policies in compliance with federal, state, and local fair housing laws.
7/26/2018	Provided technical assistance to a DeForest housing provider regarding the definition of harassment under the fair housing laws.
7/31/2018	Provided technical assistance to a Waunakee housing provider regarding legal screening criteria for rental applicants.

Under this contract, technical assistance was provided to Dane County, its

residents, and housing providers and social service agencies that conduct business in Dane County. Technical assistance can include clarification of fair housing laws, information on legal and administrative interpretations of fair housing laws, information on the nature and extent of housing discrimination and residential segregation, demographic data, and other topics as appropriate.

## **VI. Referral of Non-Fair Housing Related Inquiries**

Under the terms of this contract, FHCGM provided housing information and referral services on two (2) occasions during the fourth quarter of the contract period. During the entire 2018 contract year, FHCGM provided such referral services on a total of 20 occasions to individuals with non-fair housing related inquiries during the 2018 contract period. FHCGM maintains an extensive list of community resources and refers callers to the appropriate agency for their particular issue.

These 20 non-fair housing inquiries included questions on evictions, leases, repairs or code violations, security deposits, subsidized housing, tenants' rights and financial assistance. FHCGM assisted persons with non-fair housing inquiries by making referrals to organizations such as the Tenant Resource Center, Access to Independence, Dane County Housing Authority, Legal Action of Wisconsin, their alder, and the Wisconsin Department of Agriculture, Trade and Consumer Protection.

## **VIII. Conclusion**

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

The activities conducted under this grant ensure the provision of comprehensive fair housing services to the residents of Dane County in several ways. For instance, through the MMFHC Enforcement Program, high-quality complaint intake, counseling, and investigative services are offered to complainants. Without this type of assistance, housing discrimination is far more likely to go undetected, and complainants' ability to achieve legal remedies is severely compromised. Furthermore, complaint intake and counseling provided under this grant inform complainants of all available options for legal remedy, assisting them in making decisions that will result in the best possible outcome for their individual circumstances.

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

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