

# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

Dane County presents the following One-Year Action Plan for the expenditure of Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds expected to be received from the Department of Housing and Urban Development (HUD) for the period of January 1, 2024 through December 31, 2024.

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:

- Provide decent housing
- Providing a suitable living environment
- Expanding economic opportunities

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.

Four categories can be used to meet the LMI national objective:

1. Area benefit activities (LMA)
2. Limited clientele activities (LMC)
3. Housing activities (LMH) or
4. Job creation or retention activities (LMJ)

### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Dane County expects to receive approximately \$1.6 million annually from HUD through the CDBG and HOME programs over the course of the five-year Consolidated Plan. These funds, along with any program income earned and prior year resources, will be used to leverage other public and private resources in the housing, public facilities, public services, and economic development areas.

Our project areas include:

- Economic Assistance
- Major Home Rehabilitation
- Minor Home Rehabilitation
- Mortgage Reduction
- New Rental Construction (have to qualify as CHDO; 15% of HOME Funds)
- Public Facilities
- Public Infrastructure
- Public Services
- Rental Rehabilitation
- TBRA (Tenant-Based Rental Assistance) Program
- HOME ARP (American Rescue Plan) Program
- Fair Housing

Dane County issues annual Requests for Proposals for the funding categories listed above. Priorities are given to areas that show gaps in meeting goals or objectives during the prior years.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Dane County strives to continually improve the performance of its operations and those of its funded subrecipient agencies. We do this through informal conversations with subrecipients, or at monitoring visits. Projects and Goals are also evaluated during the Consolidated Plan process, when communities and service providers are surveyed; and we look at the final CAPER from year 5 of the Consolidated Plan. A detailed summary of the County's evaluation of past performance may be found in the Consolidated Annual Performance and Evaluation Report (CAPER) available on the County web site at: [cdbg.countyofdane.com/reports](http://cdbg.countyofdane.com/reports).

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

See Executive Summary section of Dane County's 2020-2024 Consolidated Plan for a full summary of the citizen participation and consultation process in the development of the full five year Consolidated Plan.

The County held a public hearing on March 28, 2023 to provide information to citizens about the CDBG and HOME programs; review activities identified in the Consolidated Plan; and solicit input on needs and priorities for the 2024 Annual Action Plan. A list of potential projects was shared, discussed, and action was then taken on identifying the requests for proposals (RFPs) that would be issued for potential funding in 2024. As part of citizen participation, one member of the public spoke at the meeting. The CDBG Commission approved the 2024 RFP categories at their publicly noticed meeting on April 17, 2023.

A public hearing was held at the November 14, 2023 CDBG Commission meeting to review activities identified for funding and the action plan for the 2024 program year. This was the second opportunity for citizen participation; and members of the public attended the meeting and submitted comments. The Commission approved the final funding recommendations on 2024 CDBG/HOME project proposals. Subsequently, on December 5, 2023, the CDBG Commission approved the revised funding recommendations as a developer had rescinded their funding allocation and the funds were disbursed among the remaining applicants.

A Notice of Document Availability and Public Hearing was published in a non-legal section of the WI State Journal prior to each public hearing. These notices and draft documents were also posted electronically on the Dane County CDBG website ([cdbg.countyofdane.com](http://cdbg.countyofdane.com)), and hard copies made available at the Housing Access and Affordability Division Office located at 210 Martin Luther King Jr. Blvd., Room 421, Madison, WI 53703.

Notices of the public hearings and information on the development of the Plan were sent to the 56 participating municipalities; past and presently funded sub-recipient agencies; local Chambers of Commerce; and to a database of local housing and community development organizations.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

There was one public comment at the March 28, 2023 CDBG meeting, which thanked the Commission for their support. There were 19 members from the public registered for the November 14, 2023 public hearing at the CDBG Commission meeting; and two written public comments were regarding the funding recommendations and annual action plan for the 2024 program year. The meeting minutes are attached herein.

Two comments were submitted and accepted from the public. One comment was in support of the funding recommendations for the 2024 plan year; and one comment only described disappointment in the process of scoring applications but was not opposed to any funding recommendations.

There were two members from the public registered for the December 5, 2023 - CDBG Commission meeting, but no public comment.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments were accepted.

All public comments from the March 28, 2023 and November 14, 2023 meetings that were submitted were accepted. One comment was in support of the funding recommendations; and one comment only described disappointment in the process of scoring applications.

## **7. Summary**

Dane County's 2024 Annual Action Plan reflects the coordinated efforts of County staff, a wide network of community stakeholders, County residents, Community Development Block Grant Commission members and the Dane County Board of Supervisors. Through priorities outlined in this Plan, the impact of federal funds received by the County will be maximized through a focused approach to addressing community needs and delivering services to low and moderate income residents. The goals and objectives of the Plan will improve the overall quality of life in Dane County over the next year by providing decent housing, suitable living environments, and expanding economic opportunities.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	DANE COUNTY	
CDBG Administrator		DCDHS- Housing Access and Affordability Division
HOPWA Administrator		
HOME Administrator		DCDHS- Housing Access and Affordability Division
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The CDBG Administrator and HOME Administrator roles are both part of the CDBG/HOME team, located in the Housing Access and Affordability Division of the Dane County Department of Human Services. This allows for coordinated and meaningful planning, program development, and funding decisions. The Dane County CDBG Commission has oversight over the CDBG/HOME Unit.

**Consolidated Plan Public Contact Information**

Cindy Grady, CDBG/RLF Administrator, [grady.cindy@danecounty.gov](mailto:grady.cindy@danecounty.gov), (608) 896-0710.

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

Consultation in the development of the Consolidated Plan was achieved through a variety of strategies including public hearings and meetings held throughout the County, surveys, meetings with community members and municipalities, and direct correspondence. All efforts were made to contact appropriate parties and obtain thorough input. These consultations, in conjunction with participation from citizens, provided the direction and scope for this Plan. Each year, in preparation for the Annual Action Plan, Dane County holds monthly public meetings and at least two public hearings, in which the community can attend and provide comments on the CDBG/HOME activities.

### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The Dane County Comprehensive Plan adopted October 18, 2007 (updated 2016) with extensive community input provides an overarching umbrella for the myriad of plans at the local municipality and County level. This plan includes overall goals for housing, transportation, utilities and public facilities, economic development, land use, and more. In addition, Dane County recently released its Regional Housing Study Strategic Action Plan 2024-2028. This plan incorporates Dane County’s CDBG/HOME and Housing Stability teams into the strategies as well as the implementation pieces throughout the next 5 years. Coordination between housing providers, government agencies, and mental health services will occur on a regular basis to implement the action items and activities.

Dane County CDBG/HOME unit will also administer the HOME-ARP funding this year, and part of that plan is to incorporate mental health and other service providers into the new housing developments.

Dane County coordinated with the City of Madison to conduct focus group meetings to gather input on the top community development needs in the greater Madison area. Information from various sources was collected from January 8, 2019 to March 1, 2019. The meetings were held at various locations throughout the County, and all meetings were accessible to persons with disabilities.

In 2024, Dane County continues 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 continues to participate in the Homeless Services Consortium on both the Funders and Service Providers

groups. Lastly, Dane County's Joining Forces for Families (JFF) employs social workers embedded in communities to provide direct services to individuals and families. The CDBG/HOME team connects with JFF on a quarterly basis to discuss housing and community needs, networking opportunities, and collaboration on projects.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Dane County Continuum of Care (CoC) also known as the Homeless Services Consortium (HSC) serves as the local decision-making body for federally funded homeless assistance programs, is comprised of a number of active committees, and operates an extensive network of partner agencies working together to prevent and end homelessness. The HSC manages Dane County's Point-in-Time Count of Homelessness (PIT), which provides a snapshot of people who are experiencing literal homelessness (living on the streets or in shelter) on a given night in the community. These reports, as well as, information on partner agencies and services available to help address the needs of individuals experiencing homelessness, are available on the HSC website at <https://www.danecountyhomeless.org/>.

The local homeless system of care is able to assess the needs of those experiencing homelessness in large part by using an approach known as Coordinated Entry (CE). CE is a process developed by the local CoC to ensure that people experiencing a housing crisis have fair and equal access to housing services and assistance. Households who are identified and assessed as those who are the most vulnerable in the community are served with assistance first. This includes individuals who have been sleeping in Emergency Shelter, outside, or in a vehicle, and have experienced long-term homelessness. Currently, the tool utilized in Dane County to identify and prioritize those individuals is called the VI-SPDAT or the Vulnerability Index Service Prioritization Decision Assistance Tool; however, the CoC is planning to transition to a new assessment in the near future.

The 2019-2020 annual report on homeless services presents data that is entered into the Homeless Management Information System (HMIS). HMIS collects real-time data from agencies that operate nearly all of the homeless programs in Dane County. The CoC's annual report, and data contained within it, are submitted to the Department of Housing and Urban Development (HUD). The full report can be accessed at <https://www.danecountyhomeless.org/annualreports>.

The Dane County Affordable Housing Development Fund (AHDF) was established in 2015. The purpose of the AHDF is to encourage the development of affordable housing throughout Dane County by using the fund as a means to leverage additional resources from project partners. Since its inception in 2015, the AHDF has awarded over \$41 million dollars to more than 30 projects, and supported the creation of 2547 affordable units in Dane County.

In 2023, more than \$10.8 million in County funds were awarded to eight affordable housing projects that will create 458 new affordable housing units; 410 of the new units will be in the City of Madison, and 48 of the units will be located outside the City of Madison in urban county consortium communities. These projects specifically target individuals and families on the Dane County Homeless Service Consortium's community by-name list.

The Dane County Fair Chance Housing Fund (FCHF) was established in 2023. The purpose of the FCHF is to expand affordable housing options for households in which at least one individual has been criminal justice involved; meaning a household member has been formerly incarcerated or currently under probation, parole, or extended supervision.

The 2023 Dane County Capital Budget has dedicated \$4 million to produce units for the Fair Chance Housing Fund. In addition, the 2024 GPR budget dedicated up to \$217,500 in operating funds for an applicant or applicant's agency partner to provide supportive services for tenants in awarded projects.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

N/A

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Madison/Dane County Continuum of Care
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Other government - Local Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Dane County CDBG/HOME team regularly meets and consults with the CoC, and other groups to share information and collaborate on project. Outcomes include data sharing, referrals, and funding consultation.

**Identify any Agency Types not consulted and provide rationale for not consulting**

All relevant agency types were consulted in the development of this Plan.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Homeless Services Consortium	A primary emphasis in Dane County is on housing first, meaning addressing the housing needs of individuals and families first, then addressing the underlying conditions that contribute to homelessness. Dane County, as part of the Continuum of Care, will continue the objectives outlined in the Homeless Services Consortium's Dane Forward: a Five-Year Plan to Prevent and End Homelessness. The overall goal is to provide support services for households at risk of homelessness to enable them to access and maintain stable housing.
Dane County Comprehensive Plan	Dane County Department of Planning and Economic Development	The Dane County Comprehensive Plan with extensive community input provides an overarching umbrella for the myriad of plans at the local municipality and County level. This plan includes overall goals for housing, transportation, utilities and public facilities, economic development, land use, and more.
Dane County Housing Authority Strategic Plan	Dane County Housing Authority	Dane County Housing Authority's mission is to promote and ensure safe, decent, and affordable housing for their participants, as well as provide owners and developers with an opportunity to rehabilitate and develop affordable housing.
Area Agency on Aging Plan 2022-2024	Dane County Department of Human Services - Area on Aging	The mission of the AAA of Dane County is to advocate for older adults and to enable them to maintain their full potential and enhance their quality of life; to affirm the dignity and value of older adults by supporting their choices for living in and giving to our community; and to create and promote opportunities for communication among the entire community.
Dane County Housing Needs Assessment	UW-Madison Dept. of Urban and Regional Planning	The report presents data on the housing demand, housing supply, and housing needs for Dane County and each of its municipalities. Actions to address issues identified in the report are incorporated into this Plan.
Regional Housing Study Strategic Action Plan 2024-	Dane County	The 5-year strategic plan incorporated community and government input and feedback and aligns with the work of the CDBG/HOME team, which will be part of the goals and action items and activities.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Map of Broadband Access in the U.S.	Federal Communications Division	Assessment of map to identify and address gaps in broadband coverage, specifically in rural areas of Dane County.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

Dane County works with 56 municipalities under a governmental cooperation agreement forming the Dane County Urban County Consortium. In 2023 the Consortium Cooperation agreement was renewed in order to continue as an Urban County with the participating municipalities. All participating units of local government were consulted in the creation of the plan. The Village of Marshall rejoined the Consortium in October 2023.

Dane County also works closely with the State of Wisconsin Division of Housing, Capital Area Regional Planning Commission, the Dane County Housing Authority, the Madison Region Economic Partnership, the UW-Madison Urban and Regional Planning Department, various Dane County Departments and Divisions, and the City of Madison Community Development Division. These collaborations and connections allow the CDBG/HOME team to maximize efforts to increase access to housing and improve economic stability.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

Development of the 2024 AAP included outreach to municipalities in the Dane County Urban County Consortium, local nonprofits, stakeholder organizations, neighborhood groups and residents, community funders, housing providers, community leaders and residents who access public services.

The entire process from RFP category selection, interviews, preliminary funding allocations, and final funding allocations, is held in a public setting where members of the public can attend and make a public comment. All meetings are recorded and available for public viewing.

The public comment period for the 2024 AAP began on March 28, 2023, when the CDBG Commission held a public hearing that including an item on the expected 2024 HUD funding; and then a subsequent meeting in which the members reviewed and approved the funding categories. Citizen Participation continued at the October 3, 2023 public meeting for input and recommendations on the 2024 Annual Action Plan and goal setting. Another public hearing for the 2024 Annual Action Plan and funded activities was held on November 14, 2023 at the CDBG Commission Meeting. A notice of public hearing and document availability was posted at the City-County building and electronically on the Dane County website, and published in a non-legal section of the Wisconsin State Journal on October 14, 2023. Finally, at the December 5, 2023 CDBG Commission meeting, 2024 projects and activities were again reviewed for changes, as one project opted out of receiving funding; and public comment was solicited through our public meeting process.

All comments from the public hearings and meetings were accepted.

## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
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1	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish, Hmong</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>The County held a public hearing on March 28, 2023 related to program performance, 2024 funding and project expectations; as well as a follow-up public meeting on April 17, 2023 to determine funding categories for the 2024 grant year and action plan. On October 3, 2023, a public meeting was held to make recommendations to the CDBG Commission on potential projects and activities to be funded in 2024. A list of potential projects for 2024 was shared and discussed. Action was then taken on identifying the activities, goals and projects that would</p>	<p>There were 19 registrants for the November 14, 2023 Public Hearing on Funding Recommendations; 2 written comments submitted during the 15-day public comment period; and 8 speakers during the meeting. All comments are included in the meeting minutes and attached herein.</p>	<p>All comments from the public were accepted. One comment was in support of the proposed funding recommendations; and one comment was not satisfied with the process, however, did not express opposition to the recommended funding and 2024 action plan.</p>	
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
			<p>be funded in 2024 at the November 14, 2023 Public Hearing and CDBG Commission meeting. There were 19 registrants for the public hearing, 2 written comments and 8 speakers. Finally, at the December 5, 2023 CDBG Commission meeting, the members voted on a final version of funding, as one agency opted out.</p>			

2	Public Meeting	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish, Hmong</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>The County held two workshops on April 10 and April 23, 2023 for anyone interested in learning more about the CDBG and HOME programs and to provide information on the funding application process. The workshops provided an overview of the programs and 2024 funding cycle, followed by Q/A and opportunity for participants to meet one-on-one with a staff member to discuss project-specific eligibility/application questions. The webinar was recorded and a copy of the presentation was posted to the Dane County CDBG</p>	None	N/A	
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
			website following the session.			

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

Dane County presents the Fifth Year Action Plan for the expenditure of Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds expected to be received from the Department of Housing and Urban Development (HUD) for the period of January 1, 2024 through December 31, 2024.

No less than 70% of funds are to be spent on activities that benefit low- to moderate-income persons. Spending on public service activities is limited to 15% of the program year allocation plus 15% of the preceding year's program income. Spending on planning/administration is limited to 20% of the current year allocation plus 20% of the current year program income. Program income includes any proceeds received by Dane County and/or its subrecipients directly generated from the use of CDBG/HOME funds, as well as, recaptured funds from loan payments, payoffs, and unexpected prior year funds. These funds are reallocated to eligible CDBG/HOME activities.

Dane County actively manages a CDBG Revolving Loan Fund (RLF) that was created to provide financing to businesses that create jobs for LMI persons in the County. In 2016, HUD enacted a new regulation that local RLF balances be counted towards the timeliness requirement; the grant allocation balance and program income balance (including RLF balance) for an entitlement community must be no greater than 1.5 times its annual grant allocation measured 60 days prior to the end of the program year. In an effort to remain compliant with the new timeliness requirement and to maximize the availability of CDBG funds on-hand, Dane County RLF funds are available for grants and loans to other CDBG eligible projects instead of being used exclusively for economic development projects.

Borrowers of the RLF submit monthly principal and interest payments to Dane County; these monthly payments are considered program income. RLF funds are kept in a distinct bank account and tracked separate from CDBG entitlement funds. The County uses up to 20% of the RLF program income received each year for planning and administrative expenses. The County may also use up to 15% of the RLF program income

received annually towards public service projects in the subsequent program year.

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,109,080	120,869	0	1,229,949	0	The expected amount available remainder of Con Plan is based off of Dane County's 2024 CDBG allocation. Because of the inconsistent amount of program income (PI) received each year, PI is not factored into the expected amount each year of the Con Plan, but will be reallocated (when available) to fill funding gaps on a year-to-year basis.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	539,621	186,364	0	725,985	0	The expected amount available remainder of Con Plan is based off of Dane County's 2024 CDBG allocation. Because of the inconsistent amount of program income (PI) received each year, PI is not factored into the expected amount each year of the Con Plan, but will be reallocated (when available) to fill funding gaps on a year-to-year basis.
Other	public - federal	Public Services Other	171,886	0	0	171,886	0	Program funding will be used this year to continue projects that respond to effects of coronavirus. We expect to utilize all funding.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Federal funds will be used to leverage other public and private resources in the housing, public facilities, public services, and economic development areas.

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

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).

CDBG Subrecipients also leverage funding from other non-federal sources, including private and foundation grants. In addition, a HOME grant recipient provides match for its project.

CDBG funds will be set aside and used to address urgent needs arising from a natural disaster, such as floods or tornados plus provide needed matching funds to access other forms of disaster assistance funding.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

N/A

**Discussion**

Expected resources for 2024 include CDBG, HOME, CDBG-CV, HOME-ARP, and RLF.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase access to affordable quality housing	2020	2024	Affordable Housing	Dane County Urban County Consortium	Housing Availability/ Affordability	CDBG: \$366,164 HOME: \$652,845	Rental units constructed: 6 Household Housing Unit Homeowner Housing Added: 3 Household Housing Unit Homeowner Housing Rehabilitated: 15 Household Housing Unit Direct Financial Assistance to Homebuyers: 6 Households Assisted
2	Expand economic opportunities for LMI persons	2020	2024	Non-Housing Community Development	Dane County Urban County Consortium	Economic Opportunity	CDBG: \$395,000	Jobs created/retained: 85 Jobs Businesses assisted: 115 Businesses Assisted
3	Assure access to public services for LMI persons	2020	2024	Homeless Non-Homeless Special Needs Non-Housing Community Development	Dane County Urban County Consortium	Public Services Accessibility	CDBG: \$187,451 CDBG-CV: \$171,886	Public service activities other than Low/Moderate Income Housing Benefit: 565 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Improve public facilities/develop infrastructure	2020	2024	Non-Housing Community Development	Dane County Urban County Consortium	Public Facilities and Improvements	CDBG: \$13,223	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 220 Persons Assisted
5	Strong Program Planning and Administration	2020	2024	Planning and Administration	Dane County Urban County Consortium	Planning and Administration	CDBG: \$221,816 HOME: \$53,962	
6	Urgent Need Response to Natural Disasters	2020	2024	Non-Housing Community Development Urgent Need	Dane County Urban County Consortium		CDBG: \$55,454	

**Table 6 – Goals Summary**

**Goal Descriptions**

1	<b>Goal Name</b>	Increase access to affordable quality housing
	<b>Goal Description</b>	Annual goal will be met through projects including housing rehabilitation, direct financial assistance to homebuyers, and new rental construction carried out by Habitat for Humanity of Dane County, LLC.; Project Home, Inc.; Movin' Out, Inc., Northpointe Development Corporation, and Northpointe Development II Corporation.

2	<b>Goal Name</b>	Expand economic opportunities for LMI persons
	<b>Goal Description</b>	Annual Goal will be met through the use of sub-recipient agencies including WWBIC to provide technical assistance to microenterprise businesses; the Latino Chamber of Commerce for the Transportation Business Development Accelerator Program; and the Madison Black Chamber of Commerce for the MBCC Means Business.
3	<b>Goal Name</b>	Assure access to public services for LMI persons
	<b>Goal Description</b>	The total amount of CDBG funds obligated for public services activities cannot exceed 15 percent of the annual grant allocation plus 15 percent of program income received during the prior year (24 CFR 570.201(e), 24 CFR 570.207).  Annual Goal will be met through services including the YW Transit program operated by the YWCA; Support Latinex Survivors of DV, SA, and HT administered by Unidos Against Domestic Violence; The Dane County Workforce Academy operated by Latino Academy of Workforce Development; the Dane County Outreach Program for GED/HSED Services administered by the Omega School; Affordable transportation operated by the Stoughton Affordable Transportation Program; The Bed Lady Program administered by Sunshine Place, Inc.; COVID-19 response programs administered Sunshine Place, Inc.; and Urban Triage’s Supporting Unhoused Youth program as a result of COVID-19.
4	<b>Goal Name</b>	Improve public facilities/develop infrastructure
	<b>Goal Description</b>	Annual goal will be met by Badger Prairie Needs Network and building capacity for their food warehouse.
5	<b>Goal Name</b>	Strong Program Planning and Administration
	<b>Goal Description</b>	Annual Goal will be met by the Dane County Human Services Department- Division of Housing Access and Affordability and the CDBG Commission through oversight and administration of the CDBG/HOME programs, including fair housing activities and submission of applications for federal programs.
6	<b>Goal Name</b>	Urgent Need Response to Natural Disasters
	<b>Goal Description</b>	Funds to be set aside and used to address urgent needs arising from a natural disaster, such as floods or tornados plus provide needed matching funds to access other forms of disaster assistance funding.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

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 allocation of funds for the following projects are closely aligned with the top housing and community development needs identified in the needs assessment and housing market analysis and through input contributed by stakeholders and citizens who participated in the development of the

Consolidated Plan.

## Projects

#	Project Name
1	Economic Assistance
2	Housing Rehabilitation
3	Home Ownership
4	Rental Development
5	Public Services
6	Public Facilities
7	Planning & Administration
8	Urgent Need / Disaster

**Table 7 - Project Information**

### **Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The primary obstacle to addressing underserved needs is lack of funds, as there was almost \$4.5 million in requests for funding in 2024 and less than half of that amount in expected funds available. The most qualified and eligible applicants were awarded funding based on their financial need for public funding and ability to address the high priority needs of the County determined in the Needs Assessment and Housing Market Analysis sections of the Consolidated Plan and of those needs identified by stakeholders and citizens who participated in the development of the Plan.

At least 15% of HOME funds must be used for specific activities undertaken by a special type of non-profit called a Community Housing Development Organization (CHDO). There were no CHDO applicants for 2024.

In 2024, Dane County plans to allocate \$150,000 in HOME funds to Habitat for Humanity of Dane County to undertake a homebuyer assistance program in accordance with 24 CFR 92.254.

All funding is contingent upon Federal action on these programs. The CDBG Commission recommends that if there are not sufficient funds available for the programs recommended for CDBG or HOME funding, that:

- Decreases will be made to comply with the federal caps on administration, Community Housing Development Organization (CHDO), and public services funds;
- Public services funds will receive an equal percentage reduction across the board;
- Funds available for reallocation, such as dollars unexpended from prior year contracts, will be

used to offset the cuts.

**AP-38 Project Summary**  
**Project Summary Information**

<b>1</b>	<b>Project Name</b>	Economic Assistance
	<b>Target Area</b>	
	<b>Goals Supported</b>	Expand economic opportunities for LMI persons
	<b>Needs Addressed</b>	Economic Opportunity
	<b>Funding</b>	CDBG: \$395,000
	<b>Description</b>	1) Wisconsin Women's Business Initiative Corporation (WWBIC) technical assistance to existing owners of micro-enterprise businesses and persons developing micro-businesses. 2) Madison Black Chamber of Commerce, MBCC Means Business Program. 3) Latino Academy of Workforce Development, Transportation Business Development Accelerator Program.
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	115 Businesses assisted. 85 jobs created or retained.
	<b>Location Description</b>	Urban County Consortium participating communities.
	<b>Planned Activities</b>	18C: Micro-enterprise business assistance.
<b>2</b>	<b>Project Name</b>	Housing Rehabilitation
	<b>Target Area</b>	
	<b>Goals Supported</b>	Increase access to affordable quality housing
	<b>Needs Addressed</b>	Housing Availability/ Affordability
	<b>Funding</b>	CDBG: \$141,164 HOME: \$87,845
	<b>Description</b>	1) Project Home, Inc. Minor Home Repair Program; 2) Project Home, Inc. Major Home Rehabilitation and Repair program
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	7 Minor Home Repair; 8 Major Home Rehabilitation
<b>Location Description</b>	Dane County Urban County Consortium communities	

	<b>Planned Activities</b>	Major Home Repair and Rehabilitation Loan Program (14A); Home Modification (14A); Minor Home Repair Grant Program (14A).
<b>3</b>	<b>Project Name</b>	Home Ownership
	<b>Target Area</b>	
	<b>Goals Supported</b>	Increase access to affordable quality housing
	<b>Needs Addressed</b>	Housing Availability/ Affordability
	<b>Funding</b>	CDBG: \$195,000 HOME: \$165,000
	<b>Description</b>	1) Habitat for Humanity of Dane County, LLC.- Homebuilding program; 2) Movin' Out, Inc.- Mortgage Reduction Assistance Program
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3 Households/Homebuilding; 6 Mortgage Assistance
	<b>Location Description</b>	Dane County Urban County Consortium communities
	<b>Planned Activities</b>	Mortgage Reduction Assistance (6) and New Housing Construction (3).
<b>4</b>	<b>Project Name</b>	Rental Development
	<b>Target Area</b>	
	<b>Goals Supported</b>	Increase access to affordable quality housing
	<b>Needs Addressed</b>	Housing Availability/ Affordability
	<b>Funding</b>	HOME: \$400,000
	<b>Description</b>	1) Northpointe Development Corporation - Uptown Hills; 2) Northpointe Development II Corporation Main Street Townhomes
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 6 rental units constructed and made available to LMI households
	<b>Location Description</b>	Uptown Hills, 5078 Haight Farm Road, Fitchburg WI 53711 Main Street Townhomes, 249 N Main Street, Oregon WI 53575

	<b>Planned Activities</b>	(6) Construction of Rental Housing.
5	<b>Project Name</b>	Public Services
	<b>Target Area</b>	Dane County Urban County Consortium
	<b>Goals Supported</b>	Assure access to public services for LMI persons
	<b>Needs Addressed</b>	Public Services Accessibility
	<b>Funding</b>	CDBG: \$187,451 CDBG-CV: \$171,886
	<b>Description</b>	1) UNIDOS Against Domestic Violence Inc. - Domestic & Sexual Violence Direct Service Provision; 2) Omega School, Inc. - Dane Outreach for GED/HSED Services; 3) YWCA Madison, Inc. - YW Transit; 4) Urban Triage Supporting Doubled-Up Unhoused Youth; 5) Latino Academy of Workforce Development - Dane County Workforce Academy; 6) Sunshine Place, Inc. - COVID-19 Response; 7)Urban Triage Supporting Unhoused - COVID-19 Response
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	220 Individuals assisted
	<b>Location Description</b>	Urban County Consortium communities
	<b>Planned Activities</b>	IDIS Matrix Codes: 05A, 05E, 05H, 05G, 05Z
6	<b>Project Name</b>	Public Facilities
	<b>Target Area</b>	Dane County Urban County Consortium
	<b>Goals Supported</b>	Improve public facilities/develop infrastructure
	<b>Needs Addressed</b>	Public Facilities and Improvements
	<b>Funding</b>	CDBG: \$13,223
	<b>Description</b>	Badger Prairie Needs Network Food Pantry Warehouse Capacity
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 9 LMI persons will be assisted by the sub-recipient agency. BPPN is leveraging other funding, and 2023 CDBG funds to service more LMI persons.

	<b>Location Description</b>	Dane County Urban County Consortium.
	<b>Planned Activities</b>	03 Public Facility or Improvements
<b>7</b>	<b>Project Name</b>	Planning & Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	Strong Program Planning and Administration
	<b>Needs Addressed</b>	Planning and Administration
	<b>Funding</b>	CDBG: \$221,816 HOME: \$53,962
	<b>Description</b>	Provide program planning, administration, support services, and fair housing activities. \$10,000 of the Planning/Administration budget has been specifically allocated to Fair Housing activities.
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	Dane County Urban County Consortium.
	<b>Planned Activities</b>	Planning (20); General Program Administration (21A); Fair Housing Activities (21D).
<b>8</b>	<b>Project Name</b>	Urgent Need / Disaster
	<b>Target Area</b>	
	<b>Goals Supported</b>	Urgent Need Response to Natural Disasters
	<b>Needs Addressed</b>	Disaster Assistance
	<b>Funding</b>	CDBG: \$55,454
	<b>Description</b>	Set aside funds to a TBD sub-recipient agency in case of a natural disaster or emergency situation
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A

	<b>Location Description</b>	Dane County Urban County Consortium.
	<b>Planned Activities</b>	TBD

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The Dane County Urban County Consortium, as of 2024, 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 are the major public agencies responsible for administering programs covered by the Annual Action Plan. For a list and map of the 56 participating municipalities, see Appendix 1.

There is no geographic preference for the allocation of 2024 CDBG and HOME funds. Funding is based geographically only in that an application is received from a participating municipality for a project primarily benefitting low-and-moderate income households that meets the priorities of the Consolidated Plan and is recommended by the CDBG Commission.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Dane County Urban County Consortium	100

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

As an urban county consortium, Dane County works on behalf of the 56 municipalities participating in the consortium agreement.

### **Discussion**

For a list of the 56 municipalities participating in the Dane County Urban County Consortium, see attachment in this report.

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

Per the recent Dane County Regional Housing Study Strategic Action Plan 2024-2028, cost burden in Dane County is high due to the severe housing shortage. One in four households in Dane County are housing-cost burdened, meaning they spend more than they can afford on housing costs. Over 40% of those households are considered “severely cost burdened”, meaning they spend more than half their income on housing costs (Census, HUD). Also, increased household demand and limited housing supply have resulted in increasing home prices and rents. From 2010 to 2022, the median home price in Dane County increased from \$226,000 to \$369,000. The \$181,000 price increase in median home values within Dane County far exceeded the \$123,000 increase in median home price observed statewide (Zillow, 2022).

In addition to housing cost burden, many owners struggle to make necessary major home repairs. The price per square foot of single family houses in Dane County has increased from \$114 in 2011 to \$168 in 2020 (see table in Con Plan section MA-15 for a year-by-year breakdown of housing costs since 2000). This makes purchasing a home difficult for low- and moderate-income families, and leaves many owners without the equity necessary to obtain a loan for major home repairs.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	24
Special-Needs	0
Total	24

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	6
Rehab of Existing Units	15
Acquisition of Existing Units	9
Total	30

**Table 10 - One Year Goals for Affordable Housing by Support Type**

### Discussion

Affordable housing continues to be a priority for Dane County. In 2024, Dane County anticipates using

\$652,845 in HOME funds and \$336,164 in CDBG funds to increase the supply and availability to affordable housing units for low and moderate income families, the elderly, and persons with disabilities. This goal will be met through a variety of activities including major and minor home repair projects, mortgage reduction programs, the production of a new housing unit, and tenant-based rental assistance.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

There are three public housing authorities in Dane County including the Dane County Housing Authority (DCHA), the DeForest Housing Authority, and the Stoughton Housing Authority.

The 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 the DCHA is the responsibility of a five-member citizen commission appointed by the Dane County Executive.

### **Actions planned during the next year to address the needs to public housing**

#### Improvements to physical condition of public housing properties-

DCHA commissioned a capital needs assessment of the 86 units of public housing in July of 2021 and has been working to address deferred maintenance and improve the physical condition of the housing stock. Capital funds from HUD as well as a grant of approximately \$2.5M from Dane County are available to continue making improvements. The REAC score for the property improved during a January 2022 HUD inspection and renovations are ongoing.

#### Establishment of a Public Housing reserve fund-

DCHA was eligible for and was awarded Shortfall Funding from HUD to allow the agency to build a reserve account to support the public housing properties. The balance of this account is currently over \$700,000 and continues to grow each month with the funds DCHA was awarded from HUD.

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

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

Eventually, DCHA's goal is to convert its public housing to a platform supported by project-based tenant protection vouchers, at that time, the residents would fall under the Authority's Housing Choice Voucher (HCV) Program, and additional opportunities will be available, such as HUD's Family Self Sufficiency (FSS) program. The FSS program is designed to encourage participants to either become employed or increase their earning potential through education and/or job training. In addition, program participants fund an escrow account with HAP savings that can be used as a down payment on

a home, a vehicle, debt reduction or other financial goals at program graduation.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

HUD issued a Draft Financial Assessment on 12/20/2019 as a result of their analysis of the Dane County Housing Authority's 2018 financials with the outline of a plan to remedy HUD's determination of DCHA's Troubled and Insolvent status. DCHA and Dane County entered into a formal Recovery Action Plan with HUD in July 2021 outlining steps to be taken to resolve the Troubled and Insolvent Status issues. Many of these steps have been completed, and DCHA is hopeful that it will be able to improve to a Standard rating within the next year.

DCHA did restructure staffing in the Housing Choice Voucher program in 2020 as a result of HUD's 2018 financial review and has operated that program more efficiently beginning in 2020.

In addition, Dane County has provided a \$3M grant to DCHA to assist with the public housing renovations, as well as to retire a state pension liability of approximately \$474,000 that dated back to 1981 when DCHA joined the state pension plan and then current employees were given credit for their past years of service. The balance was never fully retired and grew at a rate of 7% annually. This liability was repaid in 2022 using the grant funds from Dane County.

**Discussion**

The DCHA will promote diversity of public housing residents by attracting a variety of families of various socio-economic backgrounds to each of its public housing developments and encourage mixed-income developments by increasing its TBRA voucher utilization. DCHA will continue to collaborate with a wide array of partners to leverage external resources, diversify their funding base, operate at peak efficiency, and attract and retain experienced staff.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The Community Plan to Prevent and End Homelessness in Dane County was developed by the Homeless Services Consortium in 2006 and updated in 2011, 2016, and most recently in 2024. The Plan has four overarching goals:

1. Prevent homelessness in Dane County.
2. Support persons and families experiencing homelessness.
3. End homelessness in Dane County.
4. Advocate and Collaborate with local, state, and national partners.

The full plan is available on the Homeless Services Consortium web site at: [danecountyhomeless.org/governance](http://danecountyhomeless.org/governance).

In 2023, Dane County as part of the Continuum of Care, will continue the objectives outlined in A Community Plan to Prevent and End Homelessness in Dane County. Actions to address the needs of individuals and families with children who are at imminent risk of becoming homeless are enumerated in this plan.

At their June 7, 2012 meeting the County Board of Supervisors under Res. 20, 12-13 created the Homeless Issues Committee to explore issues of homelessness and their relationship to community service providers and resources within Dane County including, among other issues, public access to restrooms, showers, laundry, third party complaint systems, access to daytime storage of personal belongings, the ability to utilize public spaces free from harassment and other issues identified by community members.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **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, low vacancy rate, and increasing housing costs in the market. The Dane County Continuum of Care (CoC) also known as the Homeless Services Consortium (HSC) serves as the local decision-making body for federally funded homeless assistance programs, is comprised of a number of active committees, and operates an extensive network of partner agencies working together to prevent and end homelessness. The HSC manages Dane County's Point-in-Time Count of Homelessness (PIT), which provides a snapshot of people who are experiencing literal homelessness (living on the streets or in shelter) on a given night in

the community. These reports, as well as, information on partner agencies and services available to help address the needs of individuals experiencing homelessness, are available on the HSC website at <https://www.danecountyhomeless.org/>.

The local homeless system of care is able to assess the needs of those experiencing homelessness in large part by using an approach known as Coordinated Entry (CE). CE is a process developed by the local CoC to ensure that people experiencing a housing crisis have fair and equal access to housing services and assistance. Households who are identified and assessed as those who are the most vulnerable in the community are served with assistance first. This includes individuals who have been sleeping in Emergency Shelter, outside, or in a vehicle, and have experienced long-term homelessness. Currently, the tool utilized in Dane County to identify and prioritize those individuals is called the VI-SPDAT or the Vulnerability Index Service Prioritization Decision Assistance Tool; however, the CoC is planning to transition to a new assessment in the near future.

Through the use of a variety of publicly and privately funded programs in Dane County, homelessness for many households has been prevented. A number of Homeless Services Consortium agencies provide support services and financial assistance in the form of back rent and short-term rent subsidies for prevention activities. Housing mediation at Small Claims Eviction Court or directly between the landlord and tenant, as well as legal advocacy, help tenants remain in their housing avoiding an eviction and preventing homelessness for many.

In 2023, financial assistance and support services provided by the Homeless Services Consortium agencies will continue in 2024.

### **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. However, the local community does receive funding through the City of Madison to do similar programming. 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 Salvation Army's Single Women's Shelter, Family Shelter and Motel vouchers, and YWCA Family Shelter; Healing House, Briarpatch Youth Shelter, and winter family overflow hotel vouchers.

Transitional Housing Program (THP) and Permanent Supportive Housing (PSH): The following agencies

provide THP, PSH, Rapid Re-Housing (RRH), and Permanent Housing (PH):

Community Action Coalition - Dane County RRH – (HUD CoC); Supportive Services for Veteran Families (SSVF) – RRH; Focus Counseling - Focus on Housing – RRH and TBRA; Porchlight - HOSTS PSH (HUD CoC); Housing First Leasing – PSH (HUD CoC); Brooks Street – SROs PH; Truax and scattered site - PH

The Road Home (various PSH, RRH and PH & CoC); Society of St. Vincent de Paul; The Salvation Army RRH (HUD CoC), RRH, THP; Tellurian PSH (HUD CoC); United Way partnerships; YWCA SROs, PH, THP; and other Housing Initiatives (HUD CoC funded)

Safe Haven SRO – PHA list and map of federally assisted housing units in Dane County can be found in section MA-10 of the 2020-2024 Consolidated Plan.

**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**

As noted above, the Dane County Homeless Services Consortium (HSC) provides information, support, resources and data that assist homeless individuals and families in finding and transitioning to housing. In addition, the organizations list previously help to provide shelter, transitional housing, and rapid re-entry to housing for homeless persons. The Dane County HSC, in partnership with the Tenant Resource Center (TRC), uses a Coordinated Entry approach to help prevent homelessness for persons that are housing instable. Specifically, the County's Eviction Prevention Coordinated Entry Program is operated by the (TRC) and offers both walk-in, email, and telephone assistance. Eviction Prevention Coordinated Entry (CE) is the first point of access that people should contact if they have received a notice to vacate and are at risk of being evicted from their home. Through this intake system, Eviction Prevention CE staff will determine eligibility for assistance from several participating organizations and uses an assessment tool to determine vulnerability. If a person qualifies for eviction prevention services, this intake system allows those at risk of homelessness to access assistance which is coordinated from several different sources. Eviction Prevention CE services may include financial assistance, information about tenants' rights, mediation, referrals to an attorney who specialized in housing law, and short-term housing case management. TRC also leads the Eviction Diversion and Defense Partnership (EDDP), which aims to improve housing stability for Dane County tenants by providing housing support, housing counseling, court navigation, mediation services, and rental assistance. They also refer eligible tenants whose housing stability is at risk to partner attorneys who provide legal representation at no cost to tenants.

The Dane County Affordable Housing Development Fund (AHDF) was established in 2015. The purpose

of the AHDF is to encourage the development of affordable housing throughout Dane County by using the fund as a means to leverage additional resources from project partners. Since its inception in 2015, the AHDF has awarded over \$41 million dollars to more than 30 projects, and supported the creation of 2547 affordable units in Dane County.

In 2023, more than \$10.8 million in County funds were awarded to eight affordable housing projects that will create 458 new affordable housing units; 410 of the new units will be in the City of Madison, and 48 of the units will be located outside the City of Madison in urban county consortium communities. These projects specifically target individuals and families on the Dane County Homeless Service Consortium's community by-name list.

The list of Transitional Housing Programs (THP), Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), and Permanent Housing (PH) is mentioned in the prior question.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, 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).

Dane County administers Family Unification Program vouchers for households with children at risk of involvement in Child Protective Services, to reunify families, or for youth aging out of foster care. In 2023, Dane County approved the Fair Chance Housing Development Fund, which is designed to expand the housing options for households in which at least one individual has a record in the criminal justice system.

The Journey Home, a program operated by JustDane, works with individuals who are newly released from prison to find residency, employment, and support and resources, which helps them to avoid becoming homeless as they are returning to the community.

## **Discussion**

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. Young adults and the elderly are also at risk of becoming homeless. Per the Regional Housing Study Strategic Action Plan 2024-2028, there is a need for 13,300 additional rental

units affordable to households at or below 30% of Area Median Income. Many County and community partners are working to build capacity and implement policies and programs to support access to housing and affordable housing objectives. In addition, many social service organizations are providing critical assistance to vulnerable residents and first-time homebuyers.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

There is a tremendous variety across communities in Dane County in terms of housing needs, housing supply, housing costs, and affordable housing needs. Among the identified fair housing impediments from the 2011 Analysis of Impediments (AI) report, and more recently the 2016 AI Report/ Fair Housing Equity Analysis, were high housing costs, availability of affordable housing units, housing for seniors (particularly those in outlying areas), increasing owner cost burdens and the increased risk of foreclosure, and restrictive zoning/ land use regulations that may add significant cost to the construction of housing.

More recently, the Regional Housing Study Strategic Action Plan 2024-2028 identified from community surveys that "over 80% of respondents have experienced barriers that prevent them from living in their preferred housing type. Approximately 57% indicated their preferred housing type is too expensive. Nearly 37% cited the competitive housing market as a barrier." Dane County supports programs that offer down-payment assistance in order to reduce barriers.

### **Actions it planned 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**

Dane County has taken several actions to address the potential barriers to affordable housing. For rental units constructed using HOME funds, Dane County requires that developers enter into a land use restriction agreement that ensures that HOME units are designated for low-income households. The HOME units are also required to meet the requirements of 24 CFR §§92.251 through §§92.253 for at least 20 years (i.e., period of affordability) from the date upon which the HOME units are available for occupancy. To ensure that these and other requirements are met regardless of the property owner, the restriction are tied to the land and are binding upon future owners during the period of affordability.

Dane County also provides zero-interest, deferred loans for Mortgage Reduction Assistance and for Major Home Rehabilitation projects. The loans are subject to an affordability period and recapture. Recapturing enables the homeowner to not be restricted in the sale of the home, and thereby helps lower their barrier to acquiring new housing and building upward economic mobility for low- and moderate-income households.

Lastly, Dane County has allocated \$10 million to the Affordable Housing Development Fund (AHDF) to encourage the development of affordable housing throughout Dane County by using the fund as a

means to leverage additional resources from project partners.

Dane County will continue to fund a sub-recipient organization to perform fair housing services that address impediments identified in the Analysis of Impediments to Fair Housing Choice in Dane County.

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.

**Discussion:**

In 2023, Dane County used CDBG/HOME funds to help rehabilitate 21 existing owner-occupied housing units as a means to maintain affordable housing; promote homeownership for 9 LMI households by providing down payment and closing cost assistance to LMI families residing in Dane County outside of Madison. Dane County will continue to seek partner organizations to help launch a tenant-based rental assistance (TBRA) program to advance the goals of the Consolidated Plan and further address the affordable and fair housing needs of the Urban County Consortium.

Dane County anticipates using \$336,164 in CDBG funds and \$652,845 in HOME funds in 2024 to increase the supply and availability of affordable housing units for low- and moderate-income families, the elderly, and persons with disabilities. An additional \$10,000 of CDBG funds will be used specifically for fair housing activities in the Urban County Consortium.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

Dane County will engage in a variety of activities during the 2024 program year, which are intended to further local housing and community development goals.

### **Actions planned to address obstacles to meeting underserved needs**

Dane County will continue to provide assistance funding to private sector and non-profit organizations that support the goal of increasing the availability of affordable housing units as described in the Strategic Plan section of the 2020-2024 Consolidated Plan. This includes not only affordable housing units, but also ensuring that programs maintain mortgage reduction services. In addition, Dane County recently published a Regional Housing Study and Strategic Action Plan 2024-2025. Our office will work closely to align with the plan's goals and outcomes. Some of the underserved needs included a shortage of housing units, including rentals, and an increase in housing/rental costs.

Based on our Consolidated Plan, and Annual Action Plans, we are placing more of an emphasis on ensuring that housing is more accessible and affordable. Our division has also spearheaded tenancy addendums to prevent unnecessary evictions, as well as community education on landlord/tenants' rights.

Dane County also received additional funding for the Affordable Housing Development Fund, which will allow for new construction and increased housing units for low to moderate income families.

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 other impediments to housing. In 2024, 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.

### **Actions planned to foster and maintain affordable housing**

Affordable housing continues to be a priority for Dane County. In 2024, Dane County anticipates using CDBG and HOME funds to increase the supply and availability of affordable housing units for low and moderate income families, the elderly, and persons with disabilities. This goal will be met through a variety of activities including major and minor home repair projects, mortgage reduction programs, new

rental construction, rental rehabilitation, and tenant-based rental assistance.

### **Actions planned to reduce lead-based paint hazards**

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

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

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

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

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

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

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

### **Actions planned to reduce the number of poverty-level families**

In 2023, Dane County awarded over \$50,000 to five local organizations to help in their efforts for

reducing poverty through a program called “Partners in Equity Racial Equity and Social Justice Grants. The grants are intended to address systemic racial inequities in one of the following areas as it relates to criminal justice: health (including pandemic health related responses), education, employment, and criminal justice. One of the grant recipients is the Tenant Resource Center (with JustDane). The Tenant Resource Center and JustDane will implement practical strategies with Dane County to support housing stability for recently incarcerated individuals on probation or parole who are experiencing homelessness. The funds will be used to cover personnel costs to participate in the project, prepare outreach and educational materials, and provide direct assistance to households served by the project. Dane County also funds the Tenant Resource Center through other funding sources; and additional supporting housing resources and programs will help to reduce the number of poverty-level families. These will continue into 2024.

Other aspects of the County’s 2023 budget designed to help reduce the number of poverty-level families included \$6 million to the "Farm to Foodbank" program, a partnership with Dane County and Second Harvest, to connect local farmers with agencies who keep people fed. The County will also continue to provide another \$1.5 million to help The River Food Pantry grow and meet increasing demands. The \$7.5 million in the budget helps to eliminate food insecurity among low income and underserved communities.

### **Actions planned to develop institutional structure**

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. In 2023, Dane County’s Housing Access & Affordability Division has grown from 5 employees to 13 full-time employees. This is a result of Dane County’s commitment to improving the internal structures and capacity in order to meet the increasing demands of affordable housing and addressing the needs of those who are homeless or at risk of being homeless.

The Dane County Urban County Consortium, as of 2023, includes 56 participating municipalities representing slightly over 96% of the population outside the City of Madison. These cities, villages, and towns along with various departments in Dane County will be the major public agencies responsible for administering programs covered by the Consolidated Plan.

The Dane County Tamara D. Grigsby Office for Equity and Inclusion, created in 2016, furthers Dane County’s ongoing commitment to addressing racial, gender, and disabilities disparities. The creation of this office represents the County’s long-term commitment to addressing these issues and institutionalizing the work of raising awareness, eliminating disparities, and achieving equity. In 2015, The Government Alliance on Race and Equity conducted a Racial Equity Analysis of Dane County Government. That report recommended that Dane County, “create infrastructure for overall implementation of report recommendations by creating a new office for racial equity and social justice.” The Office for Equity and Inclusion has been charged with meeting many of the goals and

recommendations contained in the report. Specifically, the office is Dane County's agency in charge of Equal Opportunity, Affirmative Action, Contract Compliance, and Americans with Disabilities Act and Civil Rights Compliance functions. In addition, the office serves as a resource for all County departments around issues of equity, disparities, conflict resolution, and best practices.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

In 2024, 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.

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

The CDBG/HOME unit is within the Dane County Department of Human Services. We are continually connecting with other Divisions to leverage and promote services to low and moderate income families. In 2023, CDBG/HOME team engaged in more meaningful discussions with Joining Forces for Families (JFF). JFF has offices embedded within communities where social services resources may be needed the most. They offer direct support to families, and provide referrals to housing providers. The CDBG/HOME team is excited about this partnership with JFF, as it will help with outreach and information in the coming year.

### **Discussion:**

Through activities mentioned in this section, combined with recent Dane County efforts and strategy action plans, the CDBG/HOME team will be supporting projects that reduce barriers to housing and increase accessibility. We also plan to continue to collaborate and network with the Dane County Urban County Consortium, service providers, and community members in order to meet our goals.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

**Introduction:**

Dane County periodically receives additional funds in addition to the annual CDBG/HOME federal grant allocation in the form of program income (any proceeds received by Dane County and/or its subrecipients directly generated from the use of CDBG/HOME funds) and recaptured funds from loan payments, payoffs, and unexpended prior year funds. These funds are reallocated to eligible CDBG/HOME activities. CDBG regulations require that, at the end of each program year, grantees must determine whether they have excess program income on hand and return any excess to its line of credit.

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	120,869
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>120,869</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	55,454
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	95.00%

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

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

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

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, then Dane County will recapture the net proceeds, (if any).

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

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, then Dane County will recapture the net proceeds, (if any).

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Not applicable to 2024 HOME funding.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

N/A

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services

received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

N/A

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

N/A

Eligible Applicants: In the Mortgage Reduction and New Rental Construction categories, the eligible applicants must be nonprofits and/or developers that will serve households at or below 80% of the County Median Income. The eligible housing properties will be located in the Dane County Urban County Consortium.

Movin' Out Mortgage Reduction Program: In this particular program a preference is made to households with a family member with a disability.

Process for Soliciting and Funding Proposals: The process is a competition process that is managed through the Dane County Purchasing Department. The RFPs were released in April 2023 and were due on May 31, 2023. All proposals were evaluated to see if it met minimum requirements and were scored per the Scoring Criteria approved by the Dane County CDBG Commission. All applicants were invited to participate in an interview with the Application Review Team. All proposals were ranked by their average score and the Application Review team recommended funding based on the score of the project, and availability of funds. The Dane County CDBG Commission reviewed the recommendations and approved them accordingly. Once approved, these recommendations were routed within the Dane County Board process for final approval.



## Attachments

Citizen Participation Comments



Dane County

Minutes - Final Unless Amended by Committee

Community Development Block Grant (CDBG) Commission

Consider:

Who benefits? Who is burdened?

Who does not have a voice at the table?

How can policymakers mitigate unintended consequences?

Tuesday, March 28, 2023

5:00 PM

Hybrid Meeting: Attend in person at the City-County Building in Room 354; attend virtually via Zoom. See below for additional instructions on how to attend the meeting and provide public testimony.

Hybrid Meeting: Attend in person at the City-County Building in Room 354; attend virtually via Zoom. See below for additional instructions on how to attend the meeting and provide public testimony.

Interpreters must be requested in advance; please see the bottom of the agenda for more information.

Los intérpretes deben solicitarse con anticipación; consulte el final de la agenda para obtener más información.

Yuav tsuam tau thov txog cov neeg txhais lus hau ntej; thov saib hauv qab kawg ntawm qhov txheej txheem rau cov ntaub ntawv ntxiv.

Present 8 - RON JOHNSON, GODWIN AMEGASHIE, TERESITA TORRENCE, JEREMIAH DEGOLLON, KAREN CROSSLEY, TAYLOR BROWN, Supervisor DAVE RIPP, and MAUREEN McCARVILLE

Excused 1 - RICHARD OBERLE

A. Call To Order

The meeting was called to order at 5:00 p.m.

Staff and others present: Supervisor Patrick Downing (Dane County Board); Nic Mink, Andy Zeigler, and Shanna Pacifico (Seven Acres Dairy Company); Sandra Morris (Kick Sauce); Casey Becker, Peter Ouchakof, Joanna Cervantes, and Michelle Bozema (staff).

B. Public Comment on Items not on the Agenda

None.

C. Consideration of Minutes

Motion by Ripp, seconded by McCarville, to approve the minutes of the February 27, 2023 CDBG Commission meeting. Motion carried unanimously by a voice vote.

023  
JIN-005

MINUTES OF THE FEBRUARY 27, 2023 CDBG COMMISSION  
MEETING.

Attachments:

[REDACTED]

Approved.

**D. Presentations**

*Staff provided information to the public regarding the CDBG and HOME programs in accordance with Dane County's Citizen Participation Plan, including the expected amount of CDBG/HOME funds available; estimated amount of funds to benefit low- to moderate-income families; range of activities to be undertaken; plans to address displacement; and a review of the 2022 program year and CAPER.*

**E. Public Hearing**

*Chair Johnson opened the public hearing at 5:16 p.m.*

*An Nguyen, Loan Officer at the Wisconsin Women's Business Initiative Corporation (WWBIC), provided testimony thanking the Commission for their continued support, and summarized the accomplishments from WWBIC in 2022.*

*Chair Johnson closed the public hearing at 5:20 p.m.*

**F. Action Items**

2023  
ACT-002

LOAN BUSINESS PLAN REQUEST FROM SEVEN ACRES DAIRY  
COMPANY.

Attachments:

Members of the public providing testimony on 2023 ACT-002:

1. Supervisor Patrick Downing (Dane County Board), provided comment in support of 2023 ACT-002 noting that the site has been underused for years and that he is impressed with the operations and job creation of Seven Acres Dairy Company.
2. Nic Mink, owner, Seven Acres Dairy Company, provided comment in support of 2023 ACT-002. Mr. Mink addressed the concerns from Review Team members on the complexity of the project, and ensured the County that they have the capacity, skills, and manpower to continue successful operations of the project. He also noted the important environmental, economical, and tourism benefits the project brings to the local community.
3. Andy Zeigler, speaking on behalf and in support of Seven Acres Dairy Company, expressed his support of 2023 ACT-002 and stated the importance of the funding request to the business. He iterated the experience of the management team to lead the business, including his 20 years of experience in the hospitality industry.
4. Shanna Pacifico, Director of Operations for Seven Acres Dairy Company, spoke in support of 2023 ACT-002. She started working for the company in 2022, and has over 25 years of professional experience in the hospitality industry.

Upon discussion, Commissioner Amegashie, Chair of the Loan Review Team, summarized the applicant interview and stated his concerns that the public appears to be lobbying for approval of the loan. The Loan Review Team concluded that there was too much uncertainty in the income projections and financial feasibility of the loan request, and believes that the final funding determination should be made from the Review Team members who interviewed the applicant and are knowledgeable on the business financial documents.

Commissioner DeGallon, member of the Loan Review Team, echoed Amegashie's analysis and reiterated the in-depth review conducted by Loan Review Team members that lead to their decision.

Commissioner Brown, member of the Loan Review Team, reviewed the application material but was unable to attend the applicant interview, and stated her request for a formal underwriting report prior to voting in favor of the loan request.

Motion by Ripp, seconded by McCarville, to postpone the item until an underwriting report has been completed and the Loan Review Team is able to review the report and meet again in its entirety. Motion carried by a voice vote (Amegashie abstained).

**Postponed.**

**023**  
**ACT-001** 2022 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION  
REPORT (CAPER).

Staff summarized the 2022 Consolidated Annual Performance Evaluation Report (CAPER), stating that the County met the 2022 timeliness test conducted by HUD that ensures funds are being spent in a timely manner; and that programs are being administered in accordance with federal regulations per recent monitoring visits by the HUD field office staff.

Motion by McCarville, seconded by Ripp, to approve the 2022 CAPER. Motion carried unanimously by a voice vote.

**Approved.**

**G. Reports to Committee**

**023**  
**RPT-007** WWBIC Q4 2022 RLF LOAN REPORT.

Attachments: [\[REDACTED\]](#)

An Nguyen, Loan Officer for WWBIC, was available for questions on the attached WWBIC Q4 2022 RLF Loan Report. Due to time constraints, no questions were asked from Commission members.

**023**  
**RFS-002** 2024 CDBG/HOME FUNDING CYCLE

Due to time constraints, this report was not discussed; however, staff will email notable meeting dates and deadlines to the Commission members, and discuss the 2024 RFP process at the next Commission meeting.

**023**  
**RPT-003** HOME-ARP UPDATE

Staff will provide a status report on the HOME-ARP Plan at the next Commission meeting.

**023**  
**RPT-004** CDBG/HOME EXPENDED FUNDS REPORT.

Staff will report on the latest CDBG/HOME Expended Funds Report at the next Commission meeting.

**023**  
**RPT-005** CDBG-CV EXPENDED FUNDS REPORT.

Staff will report on the latest CDBG-CV Report at the next Commission meeting.



**RLF LOAN REPORT.**

*Staff will report on the latest RLF Loan Report at the next Commission meeting.*

**G. Future Meeting Items and Dates**

*April 17, 2023 at 5:00 p.m. (hybrid). Note- this is a change from the originally scheduled meeting on 4/18.*

**H. Adjourn**

*Motion by Crossley, seconded by McCarville, to adjourn. Motion carried unanimously by a voice vote, and the meeting adjourned at 6:15 p.m.*

*NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.*

*NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.*

*LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg pab hnub ua hauj lwm ua ntej yuav tuaj sib tham.*

*Contact: Peter Ouchakof, 283-1441. TDD/Call WI Relay 711.*



# Dane County

## Minutes - Final Unless Amended by Committee

### Community Development Block Grant (CDBG) Commission

Consider:

*Who benefits? Who is burdened?*

*Who does not have a voice at the table?*

*How can policymakers mitigate unintended consequences?*

Monday, April 17, 2023

5:00 PM

Hybrid Meeting: Attend in person at the City-County Building in Room 354; attend virtually via Zoom. See below for additional instructions on how to attend the meeting and provide public testimony.

**Hybrid Meeting: Attend in person at the City-County Building in Room 354; attend virtually via Zoom. See below for additional instructions on how to attend the meeting and provide public testimony.**

*Interpreters must be requested in advance; please see the bottom of the agenda for more information.*

*Los intérpretes deben solicitarse con anticipación; consulte el final de la agenda para obtener más información.*

*Yuav tsuam tau thov txog cov neeg bxhais lus hau ntej; thov saib hauv qab kawg ntawm qhov txheej txheem rau cov ntaub ntawv ntxiv.*

- Present** 6 - RON JOHNSON, TERESITA TORRENCE, JEREMIAH DEGOLLON, TAYLOR BROWN, Supervisor DAVE RIPP, and MAUREEN McCARVILLE
- Excused** 3 - GODWIN AMEGASHIE, RICHARD OBERLE, and KAREN CROSSLEY

#### A. Call To Order

*The meeting was called to order at 5:00 p.m.*

*Staff and others present: Joanna Cervantes and Peter Ouchakof (staff).*

#### B. Public Comment on Items not on the Agenda

*None.*

#### C. Consideration of Minutes

*Motion by McCarville, seconded by Ripp, to approve the minutes of the March 28, 2023 CDBG Commission meeting. Motion carried unanimously by a voice vote.*

[2023  
MIN-023](#)

MINUTES OF THE MARCH 28, 2023 CDBG COMMISSION MEETING.

Attachments: [03.28.23 CDBG minutes](#)

**Approved.**

#### D. Action Items

*McCarville nominated Johnson for Chair.  
Johnson withdrew his name from nomination.*

*Motion by DeGollon to nominate Brown as Chair.  
Ripp moved to close the nomination, seconded by DeGollon, and cast a unanimous  
ballot for Brown. Passed with unanimous approval, and Brown assumed position of  
Chair.*

*McCarville nominated Ripp for Vice Chair.  
Ripp nominated DeGollon for Vice Chair, with a call for nomination (three times). Ripp  
moved to close the nominations, and cast a ballot in favor of DeGollon. Passed with  
unanimous approval, and DeGollon assumed position of Vice Chair.*

*Staff summarized the 2024 RFP project areas noting a new Public Infrastructure  
category being issued this year; and reviewed the evaluation criteria and scoring  
categories.*

*Ripp asked for clarification on the past performance criteria pertaining to projects that are  
not shovel-ready, citing a past example of a delayed project. Staff stated that delays in  
the contracting process or project timeline could warrant a point reduction for future  
projects at the discretion of the Application Review Team.*

*Motion by Ripp, seconded by McCarville, to approve the 2024 CDBG/HOME RFP  
categories and Evaluation Scoring Criteria. Motion carried unanimously by a voice vote.*

[2023  
ACT-019](#)

ELECTION OF CHAIR AND VICE CHAIR.

[2023  
ACT-020](#)

2024 CDBG/HOME RFP CATEGORIES AND EVALUATION SCORING  
CRITERIA.

Attachments: [2024 RFP categories and Scoring Criteria](#)

Approved.

#### E. Presentations

[2023  
RPT-003](#)

HOME-ARP UPDATE

*Staff reported that the HOME-ARP Plan was approved by the HUD Field Office, and staff  
is coordinating with the City of Madison to develop a joint HOME-ARP RFP.*

#### F. Reports to Committee

[2023](#)  
[RPT-004](#) CDBG/HOME EXPENDED FUNDS REPORT.

Attachments: [CDBG - Expenditure Status Report April 2023](#)

[2023](#)  
[RPT-005](#) CDBG-CV EXPENDED FUNDS REPORT.

Attachments: [CDBG - Expenditure Status Report April 2023 - CV Grants](#)

[2023](#)  
[RPT-006](#) RLF LOAN REPORT.

Attachments: [04.17.23\\_RLF\\_report](#)

## G. Future Meeting Items and Dates

## H. Adjourn

*NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.*

*NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.*

*LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg pab hnuv ua hauj lwm ua ntej yuav tuaj sib tham.*

Contact: Peter Ouchakof, 283-1441. TDD/Call WI Relay 711.



# Dane County

## Minutes - Final Unless Amended by Committee

### Community Development Block Grant (CDBG) Commission

Consider:

*Who benefits? Who is burdened?*

*Who does not have a voice at the table?*

*How can policymakers mitigate unintended consequences?*

Tuesday, November 14, 2023

5:00 PM

Hybrid Meeting: Attend in person at the City-County Building in Room 357; attend virtually via Zoom. See below for additional instructions on how to attend the meeting and provide public testimony.

Hybrid Meeting: Attend in person at the City-County Building in Room 357; attend virtually via Zoom. See below for additional instructions on how to attend the meeting and provide public testimony.

#### A. Call To Order

Meeting was called to order at 5:02pm with a quorum present.

Staff Present: Susan Rauti, Corporation Counsel, Joanna Cervantes, Cindy Grady, Michelle Bozeman, Caleb Odorfer, Pedro Ruiz

Present 9 - RON JOHNSON, GODWIN AMEGASHIE, TERESITA TORRENCE, JEREMIAH DEGOLLON, TAYLOR BROWN, Supervisor DAVE RIPP, MAUREEN McCARVILLE, KATHERINE KAMP, and MARTIN LACKEY

#### B. Consideration of Minutes

[1023](#)  
[IIN-381](#)

10-3-2023 CDBG COMMISSION MINUTES

Attachments:

Motion was made by DeGollon and seconded by McCarville to approve the 10-3-2023 meeting minutes. No discussion and no opposition; motion passed unanimously.

[1023](#)  
[IIN-382](#)

10-27-2023 CDBG COMMISSION MINUTES

Attachments:

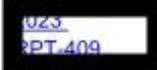
Motion was made by Johnson and seconded by Ripp to approve the 10-27-2023 meeting minutes. No discussion and no opposition; motion passed unanimously.

**C. Public Hearing on the 2024 CDBG/HOME Funding Recommendations**

Joanna Cervantes gave an overview of the CDBG/HOME application and funding process. A competitive Request for Proposals (RFP) was released on May 1, 2023, and applications were due on June 30th. Six CDBG commissioners agreed to be on the Application Review Team (ART), however, four of them had emergencies or conflicts of interest and had to remove themselves from the committee. Two commissioners participated on the ART, which is the minimum number of participants required by Dane County Ordinance. The ART reviewed and scored the applications, and preliminary funding recommendations were presented and approved by the CDBG Commission at the October 3, 2023 meeting. Applicants were notified of the preliminary funding recommendations and were given notice of the public hearing to be held on November 14th.

Chair Brown stated that public comment would be limited to 3 minutes per person; no objections were received from the commission. Public Comment was opened at 5:18pm.

 11.14.2023 CDBG REGISTRATION REPORT  
Attachments: 

 11.14.2023 WRITTEN COMMENTS  
Attachments: 

Public Comment was closed at 5:38pm.

**D. Action Items**

Commissioner Lackey left the meeting at 5:43pm, prior to the motions.

- Present** 8 - RON JOHNSON, GODWIN AMEGASHIE, TERESITA TORRENCE, JEREMIAH DEGOLLON, TAYLOR BROWN, Supervisor DAVE RIPP, MAUREEN McCARVILLE, and KATHERINE KAMP

- Excused** 1 - MARTIN LACKEY

**1. 2024 CDBG/HOME FUNDING RECOMMENDATIONS**

Dave Ripp recused himself from participating in the discussion regarding 2024 CDBG/HOME Funding Recommendations.

[023](#)  
[RPT-393](#) 2024 CDBG-HOME FUNDING RECOMMENDATIONS

Attachments: [2024 CDBG-HOME Funding Recommendations DRAFT REV. 11.14.2023](#)

**Motion made by DeGollon and seconded by Torrence to accept the preliminary funding recommendations as presented for discussion.**

*Discussion on spreading the funds across as many applicants as possible and whether to give funding to agencies with more than one application. There was discussion on one developer getting \$200,000 for each of the two projects.*

*Brown noted that the ART scored each application individually based on the criteria approved by the commission. The commission can propose to set new criteria next year.*

*Brown noted in the funding recommendations that there is an overage in available funds in CDBG (\$13,222.74), and HOME (\$69,983.87). Brown noted a shortage of funds in CDBG Public Services (\$32,401.60) and CDBG CV (\$9.00).*

*Discussion to give overage of CDBG and HOME funds to the next applicants on the scored list, Badger Prairie Needs Network (CDBG) and Madison Development Corporation – Mill Apartments (HOME). The shortage of CDBG Public Services funds would be split to reduce the two lowest-scoring applicants on the list, Omega School and Urban Triage; and the shortage of the CDBG CV funds would be reduced from the bottom scoring applicant, Urban Triage.*

**Motion made by DeGollon to amend the funding recommendations and add \$13,222.74 in CDBG overage funds to Badger Prairie Needs Network and \$69,983.87 in HOME overage funds to Madison Development Corporation – The Mill Apartments; to reallocate shortage of \$32,401.60 in CDBG Public Services funds and reduce funding for both Omega School and Urban Triage by \$16,200.80 each; and to reallocate shortage of \$9.00 in CDBG CV funds and reduce funding for Urban Triage.**

**Motion was seconded by Kamp. Motion passes by voice vote.**

*Discussion on amending the motion by reducing the two HOME top-scoring projects of Northpointe Development Corporation – Uptown Hills and Northpointe Development II Corporation – Main Street Townhomes by \$50,000 each, and reallocating the \$100,000 to Madison Development Corporation – The Mill Apartments.*

Motion made by Amegashie to further amend the HOME funding recommendations by reducing Northpointe Development Corporation – Uptown Hills and Northpointe Development II Corporation – Main Street Townhomes by \$50,000 each, and reallocating the \$100,000 to Madison Development Corporation – The Mill Apartments which would receive a total of \$169,983.87. Motion was seconded by Torrence. Motion passes by voice vote.

2. Substantial Amendment to the 2023 Action Plan

**023**  
**ACT-221** SUBSTANTIAL AMENDMENT & FUNDING RECOMMENDATIONS

Attachments: [Redacted]

*Joanna gave background on the 2023 Action Plan and the Substantial Amendment. Some projects funded in the 2023 Action Plan were not viable and therefore the funds needed to be reallocated to the same program areas.*

*Based on motion to amend the 2024 Funding Recommendations, the Substantial Amendment to the 2023 Action Plan will not need to be revised because those projects were not affected.*

**Motion was made by McCarville to accept the Substantial Amendment to the 2023 Action Plan and seconded by Amegashie. Motion passes unanimously.**

**E. Reports to Committee**

1. CDBG EXPENDITURE STATUS REPORT – NOVEMBER 2023

**023**  
**RPT-396** CDBG EXPENDITURE REPORT - NOV 2023

Attachments: [Redacted]

*Joanna gave an update on the expenditure report for CDBG/HOME. We met HUD timeliness this year, and we are on track with spending.*

2. CDBG CV EXPENDITURE STATUS REPORT – NOVEMBER 2023

**023**  
**RPT-395** CDBG EXPENDITURE REPORT - NOV 2023 - CV GRANTS

Attachments: [Redacted]

*Two CDBG CV contracts have a balance and they are on track for spending.*

3. RLF Report – NOVEMBER 2023

[023](#)  
[RPT-394](#) 11-10-2023 RLF REPORT

Attachments: [\[REDACTED\]](#)

*There is one loan that is overdue. The business is resuming with payments this month.*

**F. Future Meeting Items and Dates**

*December 5, 2023 at 5pm*

**G. Such Other Business as Allowed by Law**

*Applicants of the CDBG/HOME funds can request to see their scores by submitting an open records request.*

**H. Adjourn**

**Motion was made by Amegashie and seconded by Torrence to adjourn at 6:35pm**



# Dane County

## Minutes - Final Unless Amended by Committee

### Community Development Block Grant (CDBG) Commission

Consider:

*Who benefits? Who is burdened?*

*Who does not have a voice at the table?*

*How can policymakers mitigate unintended consequences?*

Tuesday, December 5, 2023

5:00 PM

Hybrid Meeting: Attend in person at the City-County Building in Room 354; attend virtually via Zoom. See below for additional instructions on how to attend the meeting and provide public testimony.

#### A. Call To Order / Roll Call

Meeting was called to order at 5:03pm with a quorum present.

Staff Present: Joanna Cervantes, Cindy Grady, Michelle Bozeman, Caleb Odorfer, Pedro Ruiz

#### B. Consideration of Minutes

023  
MIN\_412

11-14-2023 CDBG COMMISSION MEETING MINUTES

Attachments:

Motion was made by DeGollon and seconded by Amegashie to approve the 11-14-2023 meeting minutes. No discussion and no opposition; motion passed unanimously.

MARTIN LACKEY arrived at 5:23pm

- Present** 7 - RON JOHNSON, GODWIN AMEGASHIE, TERESITA TORRENCE, JEREMIAH DEGOLLON, TAYLOR BROWN, Supervisor DAVE RIPP, and MARTIN LACKEY
- Excused** 2 - MAUREEN McCARVILLE, and KATHERINE KAMP

#### C. Presentations

1. Habitat for Humanity

[023](#)  
[RES-178](#) HABITAT FOR HUMANITY OF DANE COUNTY PRESENTATION

Attachments: [REDACTED]

*Steve Hanrahan gave a presentation and overview of Habitat for Humanity's current projects and partnerships with community organizations. Mr. Hanrahan was asked to provide the CDBG Commission with information when there are dedications or other events.*

2. Latino Academy of Workforce Development

[023](#)  
[RES-179](#) LATINO ACADEMY PRESENTATION

Attachments: [REDACTED]

*Margarita Avila and Julio Garcia gave a presentation on Latino Academy's services and opportunities for students, which include trainings, business development, mentorship, GED and CDL certifications, and partnerships with employers. There is a video embedded in the PowerPoint slides, which the Commission is encouraged to watch. When asked by the Commission if there are any gaps in services, the presenters indicated that there are current needs for instructors, resources, access to post- or secondary education, and tuition support. The Commission is invited to attend student graduations.*

3. Agency receiving Public Facilities grant funding

*There was no presentation by an agency receiving Public Facilities grant funding.*

**D. Action Items**

[023](#)  
[CT-225](#) 2024 CDBG COMMISSION MEETING SCHEDULE

Attachments: [REDACTED]

**Motion was made by Amegashie and seconded by DeGollon to accept the 2024 CDBG Commission Meeting Schedule. Motion passed unanimously.**

*Supervisor David Ripp recused himself from discussion and voting regarding the 2024 CDBG/HOME Revised Funding.*

[023](#)  
[CT-224](#)

## 2024 CDBG/HOME FUNDING REVISED RECOMMENDATIONS

Attachments: [024 CDBG-HOME Funding Recommendations DRAFT REV](#)  
[0.05.2023](#)

Joanna Cervantes gave an update on the funding recommendations. Madison Development Corporation (MDC) rescinded the \$169,983.87 in HOME funds, as the federal HUD regulations would be too much of an administrative burden at this time. The \$169,983.87 can either be reallocated to other HOME applicants or utilized in the next 2025 grant awards. Staff's recommendation is to review the Application Review Team's (ART) original funding recommendations.

**Motion made by Brown to reallocate the \$169,983.87 in the following manner: \$50,000 to Northpointe Development Corporation Uptown Hills; \$50,000 to Northpointe II Development Corporation Main Street Townhomes; \$15,000 to Movin' Out Mortgage Reduction; and \$54,983.87 to Project Home Major Home Rehabilitation.**

**Motion was seconded by DeGollon. Motion passes by voice vote.**

### E. Public Comment

[023](#)  
[PT-431](#)

## 12-05-2023 CDBG MEETING REGISTRATION

Attachments: [REGISTRATION FOR 12-05-2023 CDBG MEETING](#)

Chair Brown asked for public comment. Discussion followed public comment. It was suggested that at a future CDBG Commission meeting, the agenda includes: reviewing application scoring criteria and guidelines; and demonstrating how OpenGov works so that those interested in being on the ART can better understand the process.

### F. Reports to Committee

#### 1. 2024 CDBG Calendar Highlights

Cindy Grady gave an overview of several key items for 2024, including RFPs for CDBG/HOME and CHDO, and HOME-ARP. The CDBG/HOME team will also be starting the planning process for the 2025-2029 Consolidated Plan.

### G. Future Meeting Items and Dates

January 9, 2024 at 5pm

### H. Public Comment on Items not on the Agenda

None.

### I. Adjourn

**Agenda has been satisfied. Meeting adjourned at 6:05pm.**

**From:** [Robert Stechschulte](#)  
**To:** [HS CDBG Program Mail](#)  
**Cc:** [Sharon Mason-Boersma](#)  
**Subject:** 2024 CDBG/HOME Funding Recommendations -Stoughton Affordable Transportation Program  
**Date:** Sunday, November 5, 2023 10:08:02 AM

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**This Message Is From an Untrusted Sender**  
You have not previously corresponded with this sender.

As a volunteer driver and board member, I offer my comments and support for the Affordable Transportation Program proposed funding of \$10,000 for 2024. The Affordable Transportation Program in Stoughton meets an important and growing need for transportation to medical and other appointments for individuals who struggle to find and afford such transportation. The \$10,000 proposed funding for the Affordable Transportation Program in Stoughton will help assure we can meet this increasing need. Plans are in place to add additional drivers, which will result in increased mileage reimbursement expenses. Insurance and other costs are increasing, and we anticipate having to lease office space, which up to now has not been available to us. Thank you for considering this funding amount. It is very much needed and appreciated.

Bob Stechschulte



MADISON DEVELOPMENT CORPORATION  
550 WEST WASHINGTON AVENUE  
MADISON, WISCONSIN 53703

(608) 256-2799  
www.mdcorp.org

### Our Board of Directors

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**Dani Klitzka**  
**Josh Manthey**  
**Connor Schessler**  
**Tracy Sorum**  
**Vince Ventura**

### Past MDC Presidents

**Frank Staniszewski**  
**Roger Ganser**

Date: Thursday, November 9<sup>th</sup>, 2023

To: CDBG Commission

From: Lorrie Heinemann, President & CEO (MDC)

Re: MDC's The Mill Apartments CDBG Application  
Concerns with the Process / Scoring

Hello CDBG Commission Members:

Thank you for making HOME Funds available for Affordable Housing for projects in Dane County. MDC applied for funding for our 52-unit Mill Apartments in Middleton but it appears we will receive NO award. MDC, a non-profit, owns and manages 352 units of permanent affordable housing in Dane County.

We are writing to express our disappointment in the process\* used to score this year's HOME Fund awards as well as to request the \$200,000 of HOME Funds we applied for.

*\*Not in the people, Casey Becker was great to work with; very professional and responsive.*

First, the 5 criteria used for scoring were not specific. We would expect that DSCR, Rents by % AMI, LTC, LTV and "National Objectives" would be clearly defined and be aligned with Dane County's Plan 2020-2024. They were not.

Second: the Loan Committee Size needs to be fair.

The Committee had 2 "Scorers": J. DeGollon and T. Brown. The County in the past has included at least 5 reviewers. 5 makes sense with the highest and lowest scores being taken out. (Scores varied from 81 to 98 on the Mill and from 28 to 95 on the Legion Project – huge swings). Of further concern is that we were asked by the scorers what the minimum amount is we would take; we responded "any amount". This was unacceptable to the scorers, who pressed for an answer. We said \$300K (based on the 2022 awards\*\*) and shortly *afterwards* they made their recommendation to award **two** \$200K grants to one developer (\$400K) and zero to MDC.

Third: share the funding with multiple qualified developers. If the projects being reviewed all qualify (based on criteria) we suggest that both developers receive funding, rather than one getting over 60% of HOME funds in one year. Thus, our request for a \$200K award.

Sincerely,

*Lorrie Heinemann*  
e. [Lorrie@mdcorp.org](mailto:Lorrie@mdcorp.org)  
p. 608-535-4572

\*\*2022 HOME awards included \$600K + \$327K to one developer (60% of HOME funds), and the 2022 AHDF awarded another \$460K for the same project (total of \$1,060,000), plus another \$3.2 million of AHF for other projects for the same developer. Does it make sense to allow awards from both Dane County sources for a LIHTC project?

**Grantee Unique Appendices**



**Dane County Urban County Consortium**  
*(As of October 1, 2023)*

There are 56 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
Town of Blue Mounds	Town of Oregon
Village 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 Cottage Grove	Village of Shorewood Hills
Town of Cross Plains	Town of Springdale
Village of Cross Plains	Town of Springfield
Village of Dane	City of Stoughton
Town of Deerfield	City of Sun Prairie
Village of Deerfield	Town of Sun Prairie
Village of DeForest	Town of Vermont
Town of Dunkirk	City of Verona
Town of Dunn	Town of Verona
City of Fitchburg	Town of Vienna
Village of Maple Bluff	Village of Waunakee
Village of Marshall	Town of Westport
Town of Mazomanie	Village of Windsor
Village of McFarland	Town of York

Municipalities not participating in the Dane County Urban County Consortium in 2024:

- Town of Dane
- City of Edgerton
- Village of Mazomanie



## Citizen Participation Plan

(Adopted by the Steering Committee to the Dane County Housing and Development Partnership – February 23, 1999;  
amended by the Dane County CDBG Commission -May 22, 2008;  
amended by the Dane County CDBG Commission – June 28, 2012;  
amended by the Dane County CDBG Commission – February 27, 2014;  
amended by the Dane County CDBG Commission- May 5, 2020)

### Table of Contents

#### INTRODUCTION

- **OBJECTIVE 1:** Provide timely advance public notices about availability of required documents and public hearings.
- **OBJECTIVE 2:** Provide reasonable and timely access to information and records.
- **OBJECTIVE 3:** Hold public meetings and public hearings to obtain and respond to citizen views.
- **OBJECTIVE 4:** Provide opportunities for citizen participation in all stages of the process.
- **OBJECTIVE 5:** Coordinate with groups and individuals serving low-income populations.
- **OBJECTIVE 6:** Ensure that the Dane County Community Block Grant (CDBG) Commission provides oversight for the CDBG program.
- **OBJECTIVE 7:** Establish complaint procedures.
- **OBJECTIVE 8:** Establish procedures for changing the Citizen Participation Plan.

### Introduction

This Citizen Participation Plan contains Dane County's policies and procedures for public involvement in the Consolidated Plan process and the use of Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME). These guidelines are in conformance with Section 103(a)(3) of the Housing and Community Development Act of 1974, as well as, 24 CFR 91.105, the federal regulations governing public participation in the Consolidated Planning process. The Plan provides for and encourages public participation in the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, and the performance report.

The Plan provides for and encourages public participation, emphasizing involvement by low and moderate-income people. Dane County encourages the participation of all its residents, including minorities, limited English speaking persons, and persons with disabilities.

The primary purpose of the programs covered by the Citizen Participation Plan is to improve communities by providing: decent housing, a suitable living environment, and expanded economic opportunities – principally for low and moderate-income people.

**Objective 1: Provide timely advance public notices about availability of required documents and public hearings.**

**Strategy**

1. There shall be advance public notices once a federally required document is available, such as the proposed Annual Action Plan or five-year Strategic Plan, herein called the "Consolidated Plan," any proposed substantial amendment to the Action Plan or Consolidated Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER). All meetings and public hearings relating to the funds or planning process covered by this Citizen Participation Plan will be held in conformance with the Wisconsin Open Meeting Law, Section 19.81 et. Seq. Stats.

**Implementation**

1. Public notice will be given in the following forms:
  - a. Posted with the County Clerk and published in the *Wisconsin State Journal* as an official notice to the newspaper and as display advertisements in the non-legal section of the paper.
  - b. Notice will be given to organizations and agencies providing services and/or publishing newspapers and newsletters to lower income people and to any other news media or organization having filed a written request with Dane County for such notice.
  - c. Notices will also be posted on the Dane County web site: [cdbg.countyofdane.com](http://cdbg.countyofdane.com)
2. The notice will state the time, date, place, and subject matter of the meeting. An agenda of items to be considered will also be included.

**Objective 2: Provide reasonable and timely access to information and records.**

**Strategy**

1. Dane County will provide the public with reasonable and timely access to information and records relating to the data or content of the draft and final Consolidated Plan, Annual Action Plan, and CAPER. The public will be given reasonable access to records about any uses of CDBG and HOME dollars. All requests for open records will be answered in conformance with Wisconsin Public Records Law, Section 19.31-19.39.

**Implementation**

1. Standard documents to be made available include:
  - a. The proposed and final Annual Action Plans.
  - b. The proposed and final Consolidated Plan.
  - c. Proposed and final substantial amendments to either an Annual Action Plan or the Consolidated Plan.
  - d. Consolidated Annual Performance Evaluation Reports (CAPER)
2. Copies of standard documents will be provided to the public at no cost and as soon as practical without delay.
3. Standard documents will be available on the Dane County web site: [cdbg.countyofdane.com](http://cdbg.countyofdane.com)

4. Materials will be in a form accessible to persons with disabilities when requested.
5. Materials will be available in a format to assist limited English speaking persons.
6. All other documents related to the Consolidated Plan process and the use of program funds will be available to the public at the Dane County Department of Human Services (DHS)-Housing Access and Affordability Division office.

**Objective 3: Hold public meetings and public hearings to obtain and respond to citizen views.**

**Strategies**

1. Public hearings will be used as an official forum for obtaining the public's views and will address housing and community development needs, development of proposed activities, review of program performance and other items required by 24 CFR 91.105. The hearings will be held as required by the regulations. Any pertinent documents will be available from the Dane County DHS Housing Access and Affordability Division office, as well as, on the Dane County web site [cdbg.countyofdane.com](http://cdbg.countyofdane.com) at the time of the first published notice.
2. Public information meetings may be held at various locations in Dane County during the development of the Consolidated Plan and Annual Action Plan. The purpose of the meetings will be to inform community residents – especially low and moderate-income residents – of the stages of the planning process and to solicit ideas, input, and feedback.

Meetings and hearings will be noticed and conducted in conformance with the Wisconsin Open Meeting Law, Section 19.81 et. Seq. Stats.

**Implementation**

1. Public hearings and public information meetings will be held at locations accessible to and times convenient for low and moderate-income residents.
2. Notice of public hearings and public information meetings will be given in accordance with implementation guidelines under Objective 1. For public hearings, the display advertisement in the non-legal section of the *Wisconsin State Journal* shall be published at least 14 days prior to the public hearing.
3. A reasonable attempt will be made to notify organizations representing low and moderate-income people and request that they provide their members and constituents with meeting notices and information.
4. Special arrangements to accommodate persons with disabilities and people who are limited English speaking will be made upon request. All public hearings will be held at locations accessible to people with disabilities.

**Objective 4: Provide opportunities for citizen participation in all stages of the process.**

**Strategies**

1. Incorporate citizen participation and input into the following stages of the process:

- a. Identification of housing and economic/community development needs.
- b. Preparation of the Consolidated Plan and use of funds for the upcoming year.
- c. In the review of program performance and the development of the Consolidated Annual Performance Evaluation Reports (CAPER).
- d. Formal approval by the County Executive and Dane County Board of Supervisors of the final Consolidated Plan and Annual Action Plan.
- e. If it becomes necessary to change the use of the money already budgeted in an Annual Action Plan or change the priorities in the Consolidated Plan, a formal Substantial Amendment will be proposed, considered, and acted upon by the CDBG Commission and the County Board of Supervisors.

### Implementation

1. Identifying Community Challenges, Needs, and Strategic Objectives
  - a. Community challenges, needs, and strategic objectives will be developed in consultation with citizens and organizations representing citizens (especially low and moderate-income people) through local meetings, opportunity for written comment, and posting on the County web site. Input will also be solicited from participating municipalities.
  - b. Public hearings focusing on needs will occur annually before the draft Annual Action Plan is published for comment, so that the needs identified can be considered by the County and addressed in the draft Annual Action Plan.
2. The Consolidated Plan and Annual Action Plan
  - a. Annually, Dane County will provide the public with an estimate of the amount of CDBG funds it expects to receive in the upcoming year, along with a description of the types of activities that can be funded with these resources based on the objectives outlined in the Consolidated Plan. A standard application will be used to solicit applications for these resources.
  - b. Dane County will work to minimize the extent to which low and moderate-income people will be displaced from their homes as a result of the use of these federal dollars. If displacement occurs when utilizing funds governed by this Plan, the County will comply with the federal regulations of the Uniform Relocation Act and Section 104 (d) regarding displacement and relocation.
  - c. All potential applicants for funding are encouraged to contact County staff for technical assistance before completing an application.
  - d. County staff will assist any organizations and individuals representative of low and moderate-income people who are interested in submitting a proposal to obtain funding for an eligible activity.
  - e. Dane County will notify the public when the proposed Consolidated Plan and Annual Action Plan are available and copies will be made available to the public as soon as practicable. In addition, copies will be available at the locations specified above in Objective 2.
  - f. Efforts will be made to provide complete copies of the proposed Consolidated Plan and Annual Action Plan to low and moderate-income persons.

- g. A public hearing on the proposed Annual Action Plan will be conducted and careful consideration will be given to all comments and views expressed by the public, whether given as oral testimony at the public hearing or submitted in writing during the review and comment period. The final Annual Action Plan will have a section that presents all comments and explains why any comments were not accepted.
- h. Copies of the final Annual Action Plan and a summary of it will be made available to the public.

3. Amendments to the Consolidated Plan and Annual Action Plan

- a. The Consolidated Plan and Annual Action Plan will be amended any time there is: a change in one of the priorities presented on the HUD-required Priority Table; a change in the use of money to an activity not mentioned in the final Annual Action Plan; or a substantial change in the purpose, location, scope, or beneficiaries of an activity. The public will be notified whenever there is an amendment.
- b. The following will be considered "substantial" amendments:
  - i. A change in the amount of program money from one activity to another such that the funding level of either activity would change by more than 10 percent.
  - ii. The elimination of an activity originally described in the Annual Action Plan.
  - iii. The addition of an activity not originally described in the Annual Action Plan.
  - iv. A change in the purpose of an activity, such as a change in the type of activity or its ultimate objective, for example, a change in a construction project from housing to commercial.
  - v. A meaningful change in the location of an activity.
  - vi. A 50 percent or greater change in the type of characteristics of people benefiting from an activity, including:
    - (1) The HUD-recognized income levels.
    - (2) Race or ethnicity
    - (3) Renter or homeowner
  - vii. A 20 percent decrease in the number of low or moderate-income people benefiting from an activity.
  - viii. A change in the scope of an activity such that there is a 20 percent increase or decrease in the amount of money allocated to an activity.
- c. There will be reasonable notice of a proposed substantial amendment so that residents will have an opportunity to review and comment on it. Notice will be made according to the procedures described earlier with the addition of the following procedures specifically for substantial amendments:
  - i. A detailed written description of the proposed substantial amendment will be made available to the public.
  - ii. The public has 30 days to review the proposed substantial amendment.
  - iii. In preparing a final substantial amendment, careful consideration will be given to all comments and views expressed by the public, whether given as oral testimony at the public hearing or submitted in writing during the review and comment period. The final substantial amendment will have a section that presents comments and explains why any comments were not accepted.

**Objective 5: Coordinate with groups and individuals serving low-income populations to obtain input on the Consolidated Planning process.**

**Strategy and Implementation**

Dane County will seek input on priorities, goals, and objectives from a variety of organizations, committees, and commissions, including, but not limited to: Joining Forces for Families (JFF), Dane County Housing Authority, area nonprofit agencies, and federal and state housing and community development agencies.

The County will make a special effort to include input from limited English speaking populations and from persons with disabilities.

**Objective 6: Ensure that the Dane County Community Development Block Grant (CDBG) Commission provides oversight for the CDBG program.**

**Implementation**

1. The CDBG Commission is a 13-member body appointed by the County Executive to two year terms. Membership of the Commission will consist of:
  - a. 2 Dane County Board Supervisors representing districts wholly outside the City of Madison;
  - b. 9 members representing Dane County Consortium participating communities; and
  - c. 2 at-large citizen members.
2. The responsibilities of the Commission are to:
  - a. Advise on and approve the Citizen Participation Plan;
  - b. Provide input on the Consolidated Plan, Annual Action Plan, and CAPER, and any proposed amendments;
  - c. Advise the County Executive and Dane County Board of Supervisors on the types of programs and projects to be funded consistent with the goals, objectives, and priorities set forth in the Consolidated Plan;
  - d. Oversee the process in which contracts for CDBG and HOME services are awarded on a competitive basis;
  - e. Evaluate performance of contractors performing funded activities;
  - f. Oversee cooperation agreements between Dane County and participating local jurisdictions;
  - g. Provide input and evaluation on the implementation of the CDBG and HOME programs; and
  - h. Evaluate housing and community development policy related to CDBG and HOME.

3. The Commission will meet on a regular basis. The time and place of meetings can be obtained by contacting the Dane County DHS Housing Access and Affordability Division office or at the Dane County legislative site at: <https://dane.legistar.com/Calendar.aspx>
4. Support of the Commission will be provided by staff of the Dane County DHS Housing Access and Affordability Division.

**Objective 7: Establish complaint procedures.**

**Strategy and Implementation**

Written complaints from the public related to the Consolidated Plan and its associated funding sources should be sent to the Dane County DHS Housing Access and Affordability Division office and will receive a substantive, written reply from the Office within 15 working days where practical.

**Objective 8: Establish procedures for changing the Citizen Participation Plan**

**Strategy and Implementation**

This Citizen Participation Plan can be changed only after the public has been notified of an intent to modify it, and only after the public has had 30 days to review and comment on proposed substantive changes to it.

If conditions exist such that the federal government recommends expediting the 30 day public comment period requirement, than the 30 day public comment period will be waived to coincide with the recommendations set forth at the federal level.

**Schedule A: CDBG  
(Scope of Services)  
Metropolitan Milwaukee Fair Housing Council (MMFHC)  
Fair Housing Services**

**ELIGIBLE ACTIVITY**

Each activity funded under this Agreement must meet the eligibility requirements of Section 105 under Title I of the Housing and Community Development Act of 1974 as amended. SUBRECIPIENT will provide fair housing outreach information to housing consumers, social service agency staff, neighborhood organizations, community centers or other appropriate groups. This activity is eligible under 24 CFR § 570.206(c) Fair housing activities.

**COMPLIANCE WITH NATIONAL OBJECTIVES**

Under 24 CFR 570.200 (a) (2), the COUNTY must certify that the projected use of funds under section 106 of Title I of the Housing and Community Development Act of 1974 has been developed so as to give maximum feasible priority to activities which will carry out one of the national objectives of benefit to low-and-moderate-income families or aid in the prevention or elimination of slums or blight. The projected use of funds may also include activities that the COUNTY certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs.

The SUBRECIPIENT certifies that the activit(ies) carried out under this Agreement will meet the national objective under 24 CFR § 570.208 (d)(4) in which CDBG funds expended for planning and administrative costs under 24 CFR § 570.206 will be considered to address the national objectives

**DESCRIPTION OF SERVICES**

- A) Enforcement Services - MMFHC will make its complaint intake, counseling, and investigative services available to persons who believe that they have experienced illegal discrimination. MMFHC staff will advise such persons on the provisions of fair housing law and available sources of remedy. As appropriate, MMFHC staff will conduct investigations utilizing testing and make referrals to attorneys and/or administrative agencies. MMFHC will report numbers of complaints and the protected class bases of complaints, as well as disposition of cases. As appropriate, MMFHC will review statistics on the resolution of fair housing complaints, well as disposition of cases, as appropriate.
- B) 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. Technical assistance will include, but not be limited to, clarification on fair housing laws, information on legal or administrative interpretation of the laws and the nature and extent of housing discrimination, demographic data and compliance issues. In addition, MMFHC will provide 60 instances of information and referral services for clients who have non-fair housing inquiries. MMFHC will report the number of instances of technical assistance and information and referral services.
- C) 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. FHCGM staff will also distribute fair housing educational materials, which will include information regarding all protected classes in the Dane County Fair Housing Ordinance, to a minimum of 6 organizations on a minimum of 12 occasions. MMFHC will report on the presentations' locations and number of people in attendance, and will report on instances of fair housing educational material distribution. FHCGM participates in numerous informal partnerships to ensure that fair housing services are readily available to all Dane County residents. For example, nearly 20 other Dane County organizations are providing in-kind support to MMFHC's current HUD grants and have agreed to refer clients to FHCGM, help recruit fair housing volunteers and more.

**LOCATION/TARGET AREA OF SERVICES**

Services will be provided in locations that are in or easily accessible to residents of the 56 communities participating in the Dane County Urban County Consortium.

**TIME OF PERFORMANCE**

Services provided under this Agreement shall be provided within the following time limits: January 1, 2024- December 31, 2024.

**PROJECT SCHEDULE/MILESTONES**

Projects must submit invoices quarterly (at the minimum) to the Program Specialist. Invoices are due no later than the 10<sup>th</sup> of the month following the end of the quarter. In addition, Projects must complete required beneficiaries reports on a quarterly basis. It is expected that Projects meet quarterly service and expenditure benchmarks. Failure to submit quarterly reports and invoices may result in non-compliance.

Key Events	Date to be Completed
Quarter 1: 25% of beneficiaries and invoices due	April 10, 2024
Quarter 2: 50% of beneficiaries and invoices due	July 10, 2024
Quarter 3: 75% of beneficiaries and invoices due	October 10, 2024
Quarter 4: 100% of beneficiaries and invoices due	January 10, 2025

**PERFORMANCE INDICATOR(S)**

The following levels of service will be provided:

Public Service Activities

Indicator	Annual Goal
Number of people assisted.	150
Of those, number of people with new access to service.	
Of those, number of persons with improved access to a service.	

Dane County will disburse the final 10% of the contract awarded funds at such time that the MMFH can demonstrate completion of the performance indicators listed above.

**PERSONS TO BE SERVED**

**Target Population**

- As all participants in the housing market are impacted by fair housing issues, SUBRECIPIENT will target consumers and providers of housing who reside in, or are relocating to, a community that is participating in the Dane Urban County Consortium, as well as, social service agencies or other organizations that serve communities participating in the Dane Urban County Consortium. While attempting to reach a cross-section of housing market participants, SUBRECIPIENT will make efforts to provide fair housing information to underserved populations including, but not limited to, persons of color, households with children and persons with disabilities.

**Eligibility Guidelines**

- Agencies that provide housing services and consumers of housing who reside in municipalities participating in the Dane County CDBG Program.

**Income Documentation Required**

- Beneficiary Self-Certification forms are collected to gather the household’s income at the time of application.

**Marketing of Program/Service**

- Distribute fair housing written informational materials that incorporate information on federal, state and local Dane County fair housing laws.
- Provide fair housing outreach information to housing consumers, social service agency staff, neighborhood organizations, community centers or other appropriate groups. Outreach information materials will be distributed by December 31, 2024. The outreach information materials will be distributed to locations accessible to those residing in jurisdictions participating in the Dane County Urban County Consortium or at agencies/organizations that provide services to participating jurisdictions

**Referral/Application Process**

- Based on an initial determination of whether the inquiry is of a type which SUBRECIPIENT handles, SUBRECIPIENT shall accept from members of the public complaints of housing discrimination, as defined in COUNTY's Fair Housing Ordinance. SUBRECIPIENT shall maintain and staff a local office at all times during the term of this Agreement.

**Capacity/Waiting List**

N/A

**SERVICE METHODS**

**Services to be Performed and how Services are to be Provided**

- Enforcement Services - MMFHC will make its complaint intake, counseling, and investigative services available to persons who believe that they have experienced illegal discrimination. MMFHC staff will advise such persons on the provisions of fair housing law and available sources of remedy. As appropriate, MMFHC staff will conduct investigations utilizing testing and make referrals to attorneys and/or administrative agencies. MMFHC will report numbers of complaints and the protected class bases of complaints, as well as disposition of cases. As appropriate, MMFHC will review statistics on the resolution of fair housing complaints, well as disposition of cases, as appropriate.
- 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. Technical assistance will include, but not be limited to, clarification on fair housing laws, information on legal or administrative interpretation of the laws and the nature and extent of housing discrimination, demographic data and compliance issues. In addition, MMFHC will provide 60 instances of information and referral services for clients who have non-fair housing inquiries. MMFHC will report the number of instances of technical assistance and information and referral services.
- 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. FHCGM staff will also distribute fair housing educational materials, which will include information regarding all protected classes in the Dane County Fair Housing Ordinance, to a minimum of 6 organizations on a minimum of 12 occasions. MMFHC will report on the presentations' locations and number of people in attendance, and will report on instances of fair housing educational material distribution. FHCGM participates in numerous informal partnerships to ensure that fair housing services are readily available to all Dane County residents. For example, nearly 20 other Dane County organizations are providing in-kind support to MMFHC's current HUD grants and have agreed to refer clients to FHCGM, help recruit fair housing volunteers and more.

**Length of Service**

- All services performed pursuant to the AGREEMENT shall be completed by the time limits set forth herein and the entire project shall be completed no later than December 31, 2024.

**Procurement –**

- **MBE/WBE** - Procurement will be minimal under this activity. SUBRECIPIENT will take affirmative steps to use small, minority-owned and women-owned businesses when possible. COUNTY'S Office of Equal Opportunity maintains a directory of MBE/WBE businesses at [http://countyofdane.com/oeo/pdf/targeted\\_business\\_directory.pdf](http://countyofdane.com/oeo/pdf/targeted_business_directory.pdf), which should be used as a reference source.
- **Build America, Buy America Act (BABA)**  
N/A

**Fair Housing**

- SUBRECIPIENT will display the HUD Equal Opportunity poster at its offices. This can be obtained by accessing the HUD website at <http://hud.gov/offices/fheo/library>.

**Section 3**

N/A

**LEVERAGE**

*Description of funds and expected amounts that will be leveraged for this project.*

See Schedule B below

**REPORTING REQUIREMENTS**

Omega will submit the listed reports on a quarterly basis. Reports will be due on the 10<sup>th</sup> of the month following the end of the quarter:

- CDBG-Expense Report
- Beneficiary Data Report Form(page 1-2)
- Dane County Self-Certification Beneficiary Report
- Any other forms as requested

***A total of 75% of beneficiaries AND invoices must be reported by October 10, 2024.*** Failure to submit timely reports and/or failure to meet milestones for Quarter 1 and 2 will result in the requirement on the agency to provide a mitigation plan to meet the 75% requirement.

**Schedule B**  
**Regular Budget**

Line Item	Total Activity Budget	CDBG-Funded Activity Costs
<b>A. Personnel</b>		
Salaries	\$75,505	\$6,870
Taxes	\$5,786	\$526
Benefits	\$6,966	\$622
Subtotal Personnel	<b>\$88,257</b>	<b>\$8,018</b>
<b>B. Capital Costs</b>		
Acquisition Costs		
Construction (including permits)		
Fees (architect, engineering, impact)		
Subtotal Capital		
<b>C. Operating</b>		
Insurance	794	72
Professional Fees		
Audit	1,390	126
Data Processing		
Postage, Office, and Program Supplies	\$2,549	\$232
Equipment/Furnishings		
Depreciation		
Telephone	\$297	\$27
Training/Conference	\$709	\$65
Food/Household Supplies		
Auto Allowance/Travel	\$1,823	\$166
Vehicle Costs		
Other 1: Transportation Subcontract		
Other 2: General Administration	\$3,775	\$344
Subtotal Operating	<b>\$11,337</b>	<b>\$1,032</b>
<b>D. Space</b>		
Rent	\$9,327	\$849
Utilities	\$1,433	\$101
Maintenance		
Mortgage Interest, Depreciation		
Property Taxes		
Subtotal Space	<b>\$10,760</b>	<b>\$950</b>
<b>E. Special Costs</b>		
Assistance to Individuals		
Subtotal Special Costs		
<b>TOTAL</b>	<b>\$110,354</b>	<b>\$10,000</b>

## CDBG Allowable Activity Costs

Item	Activity Related Costs
<b>a. Activity Hard Costs</b>	
1. These are detailed in the program standards and defined under 24 CFR 570.201, 202, 203, and 204. Depending on the activity this may include: acquisition; disposition; clearance and remediation activities; acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements; public services; homeownership assistance; economic development, etc.	X
<b>b. Activity Personnel Costs</b>	
2. Staff and overhead costs <b>DIRECTLY</b> related to carrying out the activity specified in 24 CFR 570.201-204, such as providing direct services to consumers, work specifications preparation, loan processing inspections, and other services related to assisting potential clients, owners, tenants, and homebuyers. This may include staff time spent supervising staff who are carrying out the activities specified in 24 CFR 570.201-204 when that time is spent addressing a direct consumer, service, or property issue. It does not include supervisory time spent on such functions as employee evaluations.	X
<b>c. Related Soft Costs/Operating Costs</b>	
3. <b>PUBLIC SERVICES ONLY:</b> Operating and maintenance expenses associated with public service activities, interim assistance, and office space for program staff employed in carrying out the CDBG program. <sup>1</sup> 24 CFR 570.207 (b) (2)	X
4. Architectural, engineering, or related professional services required to prepare plans, drawings, specifications, or work write-ups.	X
5. Costs to process and settle the financing for a project, such as a private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorneys fees, private appraisal fees, and fees for an independent cost estimate, builders or developers fees.	X
6. Costs of a project audit.	X
7. Costs to provide activity related information services, such as affirmative marketing and fair housing information to prospective homeowners and tenants.	X
8. Impact fees that are charged to all projects within Dane County.	X
9. Environmental Reviews.	X
<b>d. Relocation costs for persons displaced by the project.</b>	
10. Relocation payments – replacement housing payments, moving expenses, and payments for reasonable out-of-pocket costs incurred in the relocation of persons.	X
11. Other relocation assistance – staff and overhead costs directly related to providing advisory and other relocation services to persons displaced by the project, including timely written notices to occupants, referrals to comparable and suitable replacement property, property inspections, counseling, and other assistance necessary to minimize hardship assistance.	X

<sup>1</sup> For example the use of CDBG funds to pay the allocable costs of operating and maintaining a facility used in providing a public service would be eligible under 570.201 (e), even if no other costs of providing such a service are assisted with such funds. 24 CFR 570.207 (b) (2).

## Grantee SF-424's and Certification(s)

### CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

  
\_\_\_\_\_  
Signature of Authorized Official

6/28/2024  
\_\_\_\_\_  
Date

Dane County Executive  
\_\_\_\_\_  
Title

## Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2022,2023, 2024 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.



\_\_\_\_\_  
Signature of Authorized Official

6/28/2024

\_\_\_\_\_  
Date

Dane County Executive

\_\_\_\_\_  
Title

**OPTIONAL Community Development Block Grant Certification**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

  
\_\_\_\_\_  
Signature of Authorized Official

6/28/2024  
Date

Dane County Executive  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

  
\_\_\_\_\_  
Signature of Authorized Official

6/28/2024  
Date

Dane County Executive  
Title

**APPENDIX TO CERTIFICATIONS**

**INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

**Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text" value="Dane County"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="39-5005684"/>	* c. UEI: <input type="text" value="N7DYJMKQ9MH7"/>	
<b>d. Address:</b>		
* Street1: <input type="text" value="City-County Building, Room 421"/>	Street2: <input type="text" value="210 Martin Luther King, Jr. Blvd."/>	
* City: <input type="text" value="Madison"/>	County/Parish: <input type="text" value="Dane"/>	
* State: <input type="text" value="WI: Wisconsin"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="53703-3340"/>	
<b>e. Organizational Unit:</b>		
Department Name: <input type="text" value="Human Services"/>	Division Name: <input type="text" value="Housing Access &amp; Affordability"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Joanna"/>	
Middle Name: <input type="text"/>	* Last Name: <input type="text" value="Cervantes"/>	
Suffic: <input type="text"/>	Title: <input type="text" value="Human Services Manager"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="608-949-4975"/>	Fax Number: <input type="text"/>	
* Email: <input type="text" value="Cervantes.Joanna@danecounty.gov"/>		

Application for Federal Assistance SF-424	
<p><b>* 9. Type of Applicant 1: Select Applicant Type:</b></p> <input type="text" value="B: County Government"/> <p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/> <p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/> <p>* Other (specify):</p> <input type="text"/>	
<p><b>* 10. Name of Federal Agency:</b></p> <input type="text" value="Housing and Urban Development"/>	
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <input type="text" value="14.218"/> <p>CFDA Title:</p> <input type="text" value="Community Development Block Grants"/>	
<p><b>* 12. Funding Opportunity Number:</b></p> <input type="text" value="14.218"/> <p>* Title:</p> <input type="text" value="Community Development Block Grants"/>	
<p><b>13. Competition Identification Number:</b></p> <input type="text"/> <p>Title:</p> <input type="text"/>	
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <input type="text"/> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div>	
<p><b>* 15. Descriptive Title of Applicant's Project:</b></p> <input type="text" value="Formula grant funding allocation for the Dane County Urban County Consortium - Community Development Block Grant program."/>	
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>	

Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant <input type="text"/>	* b. Program/Project <input type="text"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>17. Proposed Project:</b>	
* a. Start Date: <input type="text" value="01/01/2024"/>	* b. End Date: <input type="text" value="12/31/2024"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<input type="text" value="1,109,080.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="1,109,080.00"/>
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix: <input type="text"/>	* First Name: <input type="text" value="Janie"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Kuhn"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="County Executive"/>	
* Telephone Number: <input type="text" value="608-266-5616"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="Kuhn.Janie@danecounty.gov"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="6/28/2024"/>

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
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* a. Legal Name: <input type="text" value="Dane County"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="39-5005684"/>	* c. UEI: <input type="text" value="N7DYJMKQ9MH7"/>	
<b>d. Address:</b>		
* Street1: <input type="text" value="City-County Building, Room 421"/>	Street2: <input type="text" value="210 Martin Luther King, Jr. Blvd."/>	
* City: <input type="text" value="Madison"/>	County/Parish: <input type="text" value="Dane"/>	
* State: <input type="text" value="WI: Wisconsin"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="53703-3340"/>	
<b>e. Organizational Unit:</b>		
Department Name: <input type="text" value="Human Services"/>	Division Name: <input type="text" value="Housing Access &amp; Affordability"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Joanna"/>	
Middle Name: <input type="text"/>	* Last Name: <input type="text" value="Cervantes"/>	
Suffic: <input type="text"/>	Title: <input type="text" value="Human Services Manager"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="608-949-4975"/>	Fax Number: <input type="text"/>	
* Email: <input type="text" value="Cervantes.Joanna@danecounty.gov"/>		

Application for Federal Assistance SF-424	
<p><b>* 9. Type of Applicant 1: Select Applicant Type:</b></p> <input type="text" value="B: County Government"/> <p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/> <p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/> <p>* Other (specify):</p> <input type="text"/>	
<p><b>* 10. Name of Federal Agency:</b></p> <input type="text" value="Housing and Urban Development"/>	
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <input type="text" value="14.239"/> <p>CFDA Title:</p> <input type="text" value="Home Investment Partnership Program"/>	
<p><b>* 12. Funding Opportunity Number:</b></p> <input type="text" value="14.239"/> <p>* Title:</p> <input type="text" value="Home Investment Partnership Program"/>	
<p><b>13. Competition Identification Number:</b></p> <input type="text"/> <p>Title:</p> <input type="text"/>	
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <input type="text"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Add Attachment</span> <span>Delete Attachment</span> <span>View Attachment</span> </div>	
<p><b>* 15. Descriptive Title of Applicant's Project:</b></p> <input type="text" value="Formula grant funding allocation for the Dane County Urban County Consortium - Home Investment Partnership program."/>	
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Add Attachments</span> <span>Delete Attachments</span> <span>View Attachments</span> </div>	

Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant <input type="text"/>	* b. Program/Project <input type="text"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>17. Proposed Project:</b>	
* a. Start Date: <input type="text" value="01/01/2024"/>	* b. End Date: <input type="text" value="12/31/2024"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<input type="text" value="539,621.26"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="539,621.26"/>
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix: <input type="text"/>	* First Name: <input type="text" value="Janie"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Kuhn"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="County Executive"/>	
* Telephone Number: <input type="text" value="608-266-5616"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="Kuhn.Janie@danecounty.gov"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="6/28/2024"/>

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2025

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**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
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18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE County Executive
APPLICANT NAME Dane County, WI	DATE SUBMITTED 6/28/2024

SF-424D (Rev. 7-97) Back

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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE County Executive
APPLICANT NAME Dane County, WI	DATE SUBMITTED 6/28/2024

SF-424D (Rev. 7-97) Back

# DANE COUNTY URBAN COUNTY CONSORTIUM

## HOME - American Rescue Program (HOME-ARP) Allocation Plan

County of Dane, Department of Human Services  
Division of Housing Access & Affordability



D A N E C O U N T Y

Community Development Block Grant  
Home Investment Partnerships

**For Submission to the U.S. Department of Housing and Urban Development.**

APPROVED by CDBG Commission: February 27, 2023

APPROVED by Dane County Board: March 16, 2023

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## HOME-ARP Allocation Plan

All sections in this plan, including questions and tables, reflect the requirements for the HOME-ARP allocation plan, as described in Notice CPD-21-10: Requirements of the Use of Funds in the HOME-American Rescue Plan Program. References to “the ARP” mean the HOME-ARP statute at section 3205 of the American Rescue Plan Act of 2021 (P.L. 117-2).

### Executive Summary

The Dane County Urban County Consortium (“Dane County” also referenced as “County”) will receive funding in the amount of \$2,255,364 under the HOME American Rescue Program (HOME-ARP) from the U.S. Department of Housing and Urban Development (HUD) to help create affordable housing and services for people experiencing or at risk of experiencing homelessness. The funds were appropriated under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended (42 U.S.C. 12701 et seq.) (“NAHA”) and the American Rescue Plan Act of 2021.

HOME-ARP is a special allocation of the HOME Investment Partnerships Program (HOME) intended to support activities that assist individuals or households who are homeless, at risk of homelessness and other vulnerable populations (referred to as ‘qualifying populations’), including:

- Homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a));
- At-risk of homelessness, as defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1));
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, as defined by the Secretary;
- In other populations where providing supportive services or assistance under section 212(a) of the Act (42 U.S.C. 12742(a)) would prevent the family’s homelessness or would serve those with the greatest risk of housing instability;
- Veterans and families that include a veteran family member that meet one of the preceding criteria.

Below is a list of four eligible activities that HOME-ARP funds can be used for that were identified by HUD:

- Production or Preservation of Affordable Housing
- Tenant-Based Rental Assistance (TBRA)
- Supportive Services, including services defined at 24 CFR 578.53(e), homeless prevention services, and housing counseling.
- Purchase and Development of Non-Congregate Shelter. These structures can remain in use as non-congregate shelter or can be converted to: 1) emergency shelter under the Emergency Solutions Grant program; 2) permanent housing under the Continuum of Care; or 3) affordable housing under the HOME program.

This Allocation Plan describes how Dane County will utilize its \$2,555,364 HOME-ARP award to assist Qualifying Populations and includes the following:

- A summary of the consultation process and results of upfront consultation;
- A summary of comments received through the public participation process and a summary of any comments or recommendations not accepted and the reasons why;
- A description of HOME-ARP qualifying populations within the jurisdiction;
- An assessment of unmet needs of each qualifying population;
- An assessment of gaps in housing and shelter inventory, homeless assistance and services, and homelessness prevention service delivery system;
- A summary of the planned use of HOME-ARP funds for eligible activities based on the unmet needs of the qualifying populations;
- An estimate of the number of housing units for qualifying populations the PJ will produce or preserve with its HOME-ARP allocation; and
- A description of any preferences for individuals and families in a particular qualifying population or a segment of a qualifying population.

### Consultation

In accordance with Section V.A of the Notice (page 13), before developing its HOME-ARP allocation plan, Dane County consulted with the following groups:

- CoC(s) serving the jurisdiction's geographic area,
- homeless service providers,
- domestic violence service providers,
- veterans' groups,
- public housing agencies (PHAs), City of Madison PHA and Dane County PHA
- public agencies that address the needs of the qualifying populations, and
- public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities.

### Summary of Consultation Process

**Describe the consultation process including methods used and dates of consultation:**

Dane County, in partnership with the City of Madison's Community Development Division, consulted and obtained feedback from the required public and private agencies as part of the HOME-ARP allocation plan. On May 27, 2022, an email survey was sent to consult with various agencies focusing on government, service providers, and individuals with lived experience which included all providers identified in Section V.A. of the Notice (page 13). A total of 111 responses were received on June 10<sup>th</sup>, with most responses provided by direct service providers. In addition, on July 14<sup>th</sup>, a total of 26 public and private agencies were invited to participate in a direct focus group. On August 3<sup>rd</sup>, the focus group met with a total of nineteen (19) public and private agencies.

Organizations Consulted

**List the organizations consulted:**

The table below includes feedback provided to Dane County staff. Agencies were consulted in accordance with Notice CPD-21-10. The Dane County staff met with the following stakeholders:

- CoC(s) serving the jurisdiction’s geographic area,
- homeless service providers,
- domestic violence service providers,
- veterans’ groups,
- public housing agencies (PHAs),
- public agencies that address the needs of the qualifying populations, and
- public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities.

Agency/Org Consulted	Type of Agency/Org	Method of Consultation	Feedback
<b>Homeless Services Consortium of Dane County</b>	Continuum of Care serving Jurisdiction	Focus Group Consultation	<p>The CoC discussed that there are not enough units in the community to support the need. There is potential for funding sources to help with rent but not sufficient amount of units available. The participant also urged for adding supportive services to current properties, ideally in an effort to move them to a housing first model.</p> <p>The participant shared that the community needs more engagement among landlords. Their hope was that funds could be used to improve landlord communication.</p>
<b>Porchlight, Inc.</b>	Homeless Service Provider / Agency Serving Veterans	Online Survey	<p>Porchlight is a nonprofit organization that operates an emergency shelter for men, transitional housing for veterans, a day shelter for adults with mental illness, housing-related emergency assistance and operates 350 units of affordable housing across 26 sites. This service provider was invited to the Focus Group</p>

			<p>Consultation but did not participate. In their individual response to the email survey collected on May 31, 2022, a representative of Porchlight indicated a stronger preference for tenant-based rental assistance and new supportive housing. The respondent also indicated that gaps in supportive services existing in the community included access to AODA and mental health services as well as employment counseling. Other unmet needs (other than supportive services) include bus ticket assistance and gas vouchers.</p>
<b>Briarpatch Youth Services, Inc.</b>	Homeless Service Provider	Focus Group Consultation	<p>This service provider agreed that there is a need for more units of housing, especially for singles. Another population that needs housing choice are 17-year olds and those exiting the foster care system. Funding for supportive services is needed, including case management, housing navigation and rental assistance. This provider also shared that housing with access to child care services is a great need in the community.</p>
<b>Mach OneHealth</b>	Homeless Service Provider	Focus Group Consultation	<p>Mach OneHealth provides street and encampment outreach and offers health screenings through its clinic program. Mach OneHealth also operates the City of Madison's sheltered campground.</p> <p>This service provider shared that there are so many people to serve and not enough housing units to meet the demand. The community especially needs units managed by property managers or service providers who will reduce barriers for people. As for the population with the greatest need, Mach OneHealth urged that the greatest</p>

			need is for singles households without children. As a homeless service provider, they recognize that there is a substantial group of chronically homeless and those that need significant social services to stay housed.
<b>Middleton Outreach Ministry (MOM)</b>	Homeless Service Provider	Focus Group Consultation	The participant was surprised by the information presented in the meeting showing a higher need for units catering to singles than families. Their organization has a lot of difficulty housing large families, especially families with 3 or more children. The participant also agreed that more funding for supportive services was needed.
<b>The Salvation Army of Dane County</b>	Homeless Service Provider	Focus Group Consultation	No feedback provided.
<b>Lutheran Social Services (LSS)</b>	Homeless Service Provider	Focus Group Consultation	This service provider agreed that there is a need for more units of housing, especially large units for large families. LSS also shared that it is quite difficult to find property managers who will rent to people with barriers.
<b>UNIDOS Wisconsin</b>	Domestic Violence Service Provider	Focus Group Consultation	No feedback provided.
<b>Domestic Abuse Intervention Services (DAIS)</b>	Domestic Violence Service Provider	Focus Group Consultation	The participant agreed that more housing was needed. The biggest challenge for this service provider is in serving large families. DAIS also shared that their case managers are trained to provide trauma informed care and work with clients on health and safety issues, not necessarily housing. There is a need for more case managers and housing navigation. In the end, this participant urged that whoever will run the housing programs funded with this HOME-ARP funding, they need to understand trauma informed care.

<p><b>William S. Middleton Memorial Veterans Hospital – HUD VASH Housing Program</b></p>	<p>Public agency addressing the needs of veterans</p>	<p>Focus Group Consultation</p>	<p>The contributor recognized that money is available to help the supply of affordable housing but there are not enough units to meet needs. As they work with VASH, veterans are generally single and so smaller units are needed. There are not enough units for people under the age of 55 years old. There is also a need for more accessible units and those that meet universal design.</p> <p>For supportive services, they recommended placing support services into existing properties that serve the qualifying population. The contributor also encouraged more case managers at properties. They also encouraged new units of housing to be built near new or existing medical clinics.</p>
<p><b>Community Development Authority (CDA)</b></p>	<p>Public Housing Authority (PHA)</p>	<p>Focus Group Consultation</p>	<p>The CDA agreed more units of housing was needed in the community. As a PHA, it is difficult for households to find units for the voucher program. The stakeholder was surprised by the gaps analysis presented to them in the meeting presentation showing larger gaps of available housing for singles, rather than families. They shared that the data might not show the true landscape.</p> <p>On supportive services, the participant agreed that they were needed. They shared that projects built around existing services, like libraries and senior centers, are impressive, create a sense of community and help people stay in their homes.</p>

			Another CDA participant suggested to prioritize a mission driven, nonprofit developer for HOME-ARP funds. They would like to see a developer partner that understands the population needing to be served and will reduce barriers to entry accordingly.
<b>Dane County Housing Authority (DCHA)</b>	Public Housing Authority (PHA)	Focus Group Consultation	The participant shared that they are working with 45 families with EHV's from HUD. Families have more funding in the first few years. For singles, they are on their own. This shows the gap in services for single households. For families, a big challenge has been finding units for large families (5-6 children).
<b>Public Health – Madison and Dane County (PHMDC)</b>	Public agency addressing the needs of the qualifying population	Focus Group Consultation	PHMDC, when asked about supportive services, suggested that an increase to tenant education in regards to tenant rights and navigating the 'system' was needed. An example was how to submit complaints to building inspection, public health and what the process is. On the other side, education among property owners/managers on what to expect if they are inspected by a governmental agency and how to best serve residents is also needed. The big goal from this participant is to increase relationships between tenants and owners/managers. From their work, this is an area that needs to be improved.
<b>Urban Triage</b>	Private agency addressing the needs of the qualifying population	Focus Group Consultation	This participant agreed that more units of housing was needed in the community. As for the target population, they saw a need for both housing for individuals and families. For services, they shared that housing stability services were

			important and needed. When asked for additional feedback, the participant urged for more engagement among community members that are more likely to live in the housing that is built. Affordable housing development should focus on the humanity of the people who will live in it once completed.
<b>Fair Housing Center of Greater Madison</b>	Civil Rights & Fair Housing	Focus Group Consultation	<p>The participant shared that there is a need for larger units with three-to-four bedrooms. Another need is for developers and any property managers developing housing through this HOME-ARP program is to be knowledgeable of fair housing, ideally constructing units that are accessible to all. The participant also encouraged any housing development using these funds to function as a pro-integration study. They encouraged the County to award points or place priorities for funding that allow for that integration.</p> <p>For services, the participant referenced the Joining Forces for Family (JFF) program and encouraged HOME-ARP funds to fund these case workers as they are embedded into the community.</p>
<b>Tenant Resource Center</b>	Civil Rights & Fair Housing	Focus Group Consultation	No feedback provided.
<b>City of Madison Department of Civil Rights</b>	Civil Rights & Fair Housing	Online Survey	This stakeholder was invited to the Focus Group Consultation but did not participate. In their individual response to the email survey collected on June 2, 2022, a representative indicated a strong preference for Tenant-Based Rental Assistance (TBRA) as a priority. For gaps in supportive services, the respondent

			<p>commented that there is a need for critical support or a “plan B” for tenants where homelessness is imminent. Many tenants in marginalized communities are on a month-to-month lease and the law requires a landlord to only provide 30 days’ notice prior to not renewing a tenants’ lease. In their experience, this notice is not enough time for tenants with intersectional, marginalized identities in protected classes (receive Section 8, are victims of domestic abuse, are single with children, person of color, English as not a primary language, etc.). In their experience this isn’t enough time for the County to determine whether a landlord had legitimate business reasons to not renew a tenant or if the non-renewal was unlawful. A solution is needed.</p> <p>The respondent also indicated that there is a substantial need for tenant and landlord mediation services. The current system is overburdened. This respondent disagreed that HOME-ARP funds should be used for a Hotel Conversion strategy or new affordable housing. Instead, the respondent encourages TBRA, supportive services and non-congregate shelter.</p>
<b>Movin’ Out, Inc.</b>	Private agency addressing the needs of people with disabilities	Focus Group Consultation	<p>Movin’ Out agreed that there is a need for more units, especially properties with permanent supportive housing. As a housing developer, they shared that their properties with supportive housing (30% AMI units) has interest lists hundreds of people long. They also shared that there is a tremendous need for units for large</p>

			<p>families. Their townhome units at a recently completed project were first to get leased up.</p> <p>Movin' Out shared that as a developer who integrates permanent supportive housing units within their projects, that they are consistently pushing back against forces pushing them to produce 100% supportive housing developments. In their view, an integrated housing model is more successful for the project and the tenants.</p> <p>For supportive services, Movin' Out agreed with others in the group that funds for case management were needed.</p> <p>When asked if they had additional feedback, Movin' Out shared that construction costs have created large gaps for affordable housing projects in the current environment. Construction contingencies are gone and some tax credit projects are stalled. There is a need for additional resources to get these projects finished. They also shared that climate change is a huge issue. Residents need to have safe and energy efficient places to live.</p>
<b>Aging and Disability Resource Center (ADRC)</b>	Public agency addressing the needs of people with disabilities	Focus Group Consultation	<p>The highest need identified by this participant other than long-term care is for available housing. They consider the lack of available housing as an unmet need. Regardless of the target population, they encourage new units to be ADA compliant or ensure that at least a select number of units are accessible.</p>

**The following organizations were invited to consultation session but did not participate:**

- Catholic Charities (homeless service provider, and addresses the needs of the qualifying population);
- Tellurian, Inc. (homeless service provider, and addresses the needs of the qualifying population);
- Dane County Veterans Service Office (private agency that serves the needs of veterans, and addresses the needs of the qualifying population).

**Feedback Received**

**Summarized feedback received and results of upfront consultation with these entities:**

Feedback received from both the email survey and the focus group indicates a strong support for the development of new affordable housing. Supportive services also had broad support; however, many of the public and private agencies consulted expressed significant challenges locating housing units for their clients.

**Action Plan Public Contact Information**

Peter Ouchakof, CDBG/RLF Administrator  
608-283-1441 / [Ouchakof.peter@countyofdane.com](mailto:Ouchakof.peter@countyofdane.com)

**Public Participation**

In accordance with Section V.B of the Notice (page 13), Dane County provided for and encouraged citizen participation in the development of the HOME-ARP allocation plan. Before submission of the plan, Dane County provided residents with reasonable notice and an opportunity to comment on the proposed HOME-ARP allocation plan of **no less than 15 calendar days**. Dane County followed its adopted requirements for “reasonable notice and an opportunity to comment” for plan amendments in its current citizen participation plan. In addition, Dane County held **at least one public hearing** during the development of the HOME-ARP allocation plan and prior to submission.

Dane County made the following information available to the public:

- The amount of HOME-ARP the PJ will receive, and
- The range of activities the PJ may undertake.

Throughout the HOME-ARP allocation plan public participation process, Dane County followed its applicable fair housing and civil rights requirements and procedures for effective communication, accessibility, and reasonable accommodation for persons with disabilities and providing meaningful access to participation by limited English proficient (LEP) residents that is identified in the current citizen participation plan as required by 24 CFR 91.105 and 91.115.

#### Public Participation Process

**Describe the public participation process, including information about and the dates of the public comment period and public hearing(s) held during the development of the plan:**

- **Date(s) of public notice: 1/27/2023**
- **Public comment period: start date – 1/27/2023 end date – 2/26/2023**
- **Date(s) of public hearing: 10/25/2022**

**Describe the public participation process:**

An email survey was sent out on May 27, 2022, to various list serves with a focus on government, service providers and individuals with lived experience which included all providers identified in Section V.A. of the Notice (page 13) within the Dane County Urban County Consortium. The survey collected 111 responses when the survey closed on June 10, 2022, mostly from direct service providers. On July 14, 2022, an invite to a focus group was sent to twenty-six public and private agencies. On August 3, 2022, the focus group met with nineteen agencies.

In addition to email surveys and the consultation process, the Dane County encouraged public participation in the development of its HOME-ARP Allocation Plan through the following:

- The draft plan was made available for review via electronic notification to various entities including residents, agencies, developers, other funding sources, and government entities through several community distribution lists and within the Dane County Urban County Consortium.
- The draft plan was posted on the Dane County website ([www.cdbg.countyofdane.com](http://www.cdbg.countyofdane.com)). Paper copies were made available for review upon request.
- Notice of public hearing was published in the Wisconsin State Journal.
- Notice of public hearing was published at the Dane County website ([www.cdbg.countyofdane.com](http://www.cdbg.countyofdane.com)).
- Notice of public hearing was published at the Housing Access & Affordability Division website (<https://www.dcdhs.com/Economic-Aid-Healthcare-Housing-and-Jobs/Housing-Access-and-Affordability>)
- During its allocation plan development, Dane County held a virtual public hearing on Tuesday, October 25, 2022 to invite the public to both attend the public hearing and to provide residents an opportunity to comment on the proposed HOME-ARP funds. During this public hearing, there were no registrants and no comments were provided.
- Dane County held a secondary public hearing on Monday, February 27, 2023. On January 27, 2023, Dane County published a Notice of Public Hearing (Notice) inviting the public to attend the public hearing scheduled for February 27, 2023 as an opportunity to comment on the draft HOME-ARP Allocation Plan and the public hearing scheduled for the Substantial Amendment to the FY 2021 Annual Action Plan. The published notice also informed the public where copies of the draft HOME-ARP Allocation Plan may be available for review. Written comments were accepted throughout the comment period and oral and written comments were accepted during the public hearing. The 30-day comment

period expired on February 26, 2023. **There were no public comments received within the public comment period.**

#### Efforts to Broaden Public Participation

##### **Describe efforts to broaden public participation:**

In addition to the standard public participation procedures we have used in the past, Dane County employed the following strategies to broaden public participation:

- Dane County posted all Notices of Public Hearing in both English and Spanish, the two most commonly spoken languages in Dane County.
- Dane County held the public hearing in a hybrid model (in-person and virtually), to ensure all who wanted to attend were able to, without facing transportation and/or accessibility barriers.
- Dane County engaged with the local CoC, as a method to receive feedback from individuals with lived experience.
- Dane County worked with other partners like the City of Madison to expand and maximize awareness of the HOME-ARP funds and plan.

#### Summary of Comments and Recommendations Received through the Public Participation Process

##### **Summarize the comments and recommendations received through the public participation process either in writing, or orally at a public hearing:**

No comments and recommendations received through the public participation.

#### Summary of Comments or Recommendations Not Accepted and Explanation of Why

##### **Summarize any comments or recommendations not accepted and state the reasons why:**

There were no comments and recommendation to accept.

#### Needs Assessment and Gaps Analysis

In accordance with Section V.C.1 of the Notice (page 14), Dane County evaluated the size and demographic composition of **all four** of the qualifying populations within its boundaries and assessed the unmet needs of each of those populations. In addition, Dane County identified any gaps within its current shelter and housing inventory as well as the service delivery system. Dane County used current data, including point in time count, housing inventory count, or other data available through CoCs, and consultations with service providers to quantify the individuals and families in the qualifying populations and their need for additional housing, shelter, or services.

#### Size and Demographic Composition of Qualifying Populations

***Describe the size and demographic composition of qualifying populations within the PJ's boundaries:***

**Homeless as defined in 24 CFR 91.5**

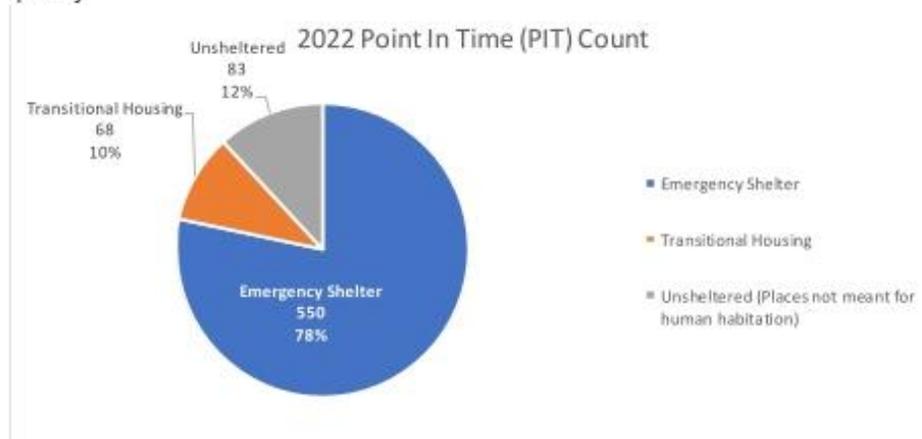
HUD defines 'homeless' as:

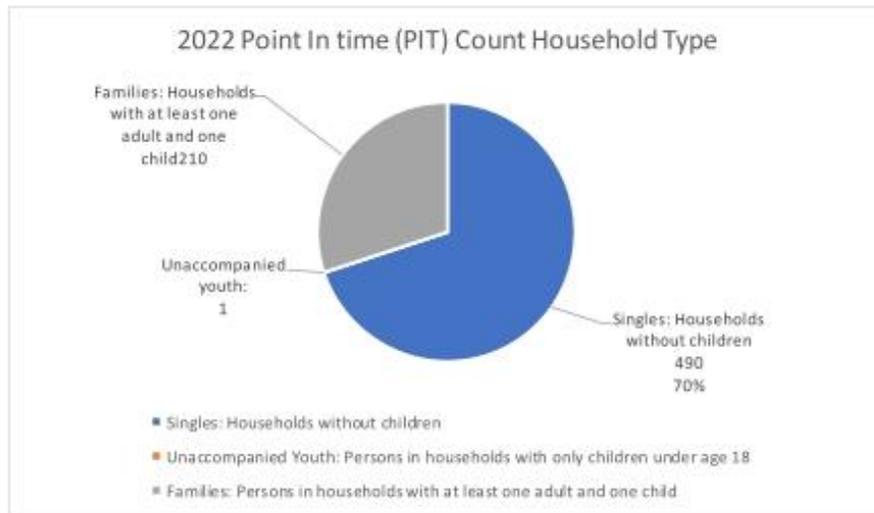
- 1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - i. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - ii. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organization or by federal, state, or local government programs for low-income individuals); or
  - iii. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- 2) An individual or family who will imminently lose their primary nighttime residence, provided that:
  - i. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - ii. No subsequent residence has been identified; and
  - iii. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;
- 3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - i. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - iii. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - iv. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood

abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history or incarceration or detention for criminal activity, and a history of unstable employment; or

- 4) Any individual or family who:
  - i. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
  - ii. Has no other residence; and
  - iii. Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

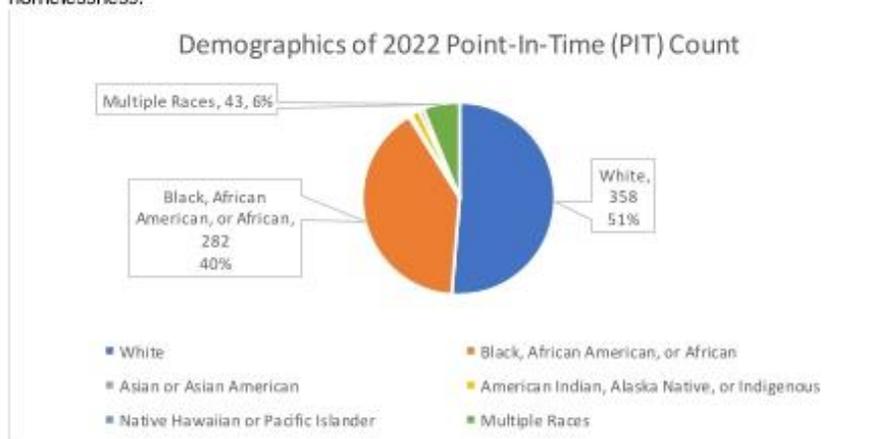
Using the January 2022 Point in Time (PIT), 701 people were identified as experiencing homelessness. Of the 701 people identified, 409 persons were in single or couple households. A total of 210 persons made up 64 families experiencing homelessness. The PIT count only includes people in shelters, transitional housing, and unsheltered locations. People who are doubled up, self-paying for motel/hotel nights and those in institutions are not counted and are difficult to quantify.





A chronically homeless individual is defined as a person with a disability who has been continuously homeless for one year or more or has experienced at least four episodes of homelessness in the last three years where the combined length of time homeless is those occasions is at least 12 months. During the January 2022 PIT count, 169 persons were considered chronically homeless.

People of color are considerably overrepresented among the homeless population compared to the overall Dane County population. While accounting for 5.5% of the Dane County population, Blacks, African Americans, or Africans accounted for 40% of all people identified as experiencing homelessness.



According to FY2021 Annual Homeless Data, there were 2,135 people who were served in shelters and transitional housing programs. Of this population, 56% of adults who used emergency shelter or transitional housing in had at least one disabling condition.

The Wisconsin Department of Instruction tracks occurrences of reported homelessness among school aged children in the State. During the 2020-2021 school year, the Madison Metropolitan School District (MMSD), identified 716 students who experienced homelessness at any time during the school year. The vast majority of homeless students, 680 minors, were in the physical custody of a parent or legal guardian. 36 students were unaccompanied. The majority of students experiencing homelessness were living in settings that are not tracked by the point-in-time (PIT) count. The district reported 443 students whose primary nighttime residence at some point throughout the school year was in a Doubled-Up environment. Doubled-Up as defined in McKinney-Vento refers to shared living arrangements due in-part to economic hardship or housing loss. Moreover, 146 students who experienced homelessness during the 2020-2021 school year used hotel and motels as their primary nighttime residence, 100 students stayed in shelters or transitional housing programs and 27 students were unsheltered.

In the Sun Prairie Area School district, a total of 173 students were identified as experiencing homelessness at any time during the school year. The vast majority of homeless students, 153 minors, were in the physical custody of a parent or legal guardian. 20 students were unaccompanied. Similarly, like the MMSD, the majority of students experiencing homelessness were living in settings that are not tracked by the point-in-time (PIT) count. The district reported 443 students whose primary nighttime residence at some point throughout the school year was in a Doubled-Up environment.

Primary Nighttime Residence	Madison Metropolitan School District	Sun Prairie Area	Middleton-Cross Plains Area	Verona Area
Doubled-Up	443	114	54	54
Hotel/Motel	146	29	7	5
Shelter and Transitional Housing	100	29	0	9
Unsheltered	27	1	0	1

Source: Wisconsin Department of Instruction, WISEdash 2020-2021.

**At Risk of Homelessness as defined in 24 CFR 91.5**

HUD defines 'at risk of homelessness' as:

- 1) An individual or family who:
  - i. Has an annual income below 30 percent of median family income for the area, as determined by HUD;
  - ii. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "Homeless" definition in this section; and
  - iii. Meets one of the following conditions:
    - A. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
    - B. Is living in the home of another because of economic hardship;
    - C. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
    - D. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
    - E. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
    - F. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
    - G. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;
- 2) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
- 3) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

<b>Table 2</b>	
<b>Income Distribution Overview</b>	<b>Renter</b>
Household Income <= 30% HAMFI	24,755
<b>Housing Problems Overview</b>	<b>Renter</b>
Household has at least 1 of 4 Housing Problems	42,300
<b>Severe Housing Problems Overview</b>	<b>Renter</b>
Household has at least 1 of 4 Severe Housing Problems	23,645
<b>Housing Cost Burden Overview</b>	<b>Renter</b>
Cost Burden <=30%	51,580
<b>Income by Housing Problems &lt;=30%HAMFI</b>	<b>Renter</b>
Household has at least 1 of 4 Housing Problems	21,395
<b>Income by Cost Burden</b>	<b>Renter</b>
Household Income <= 30% HAMFI	21,295
Source: CHAS 2015 - 2019	

Eviction filings can also help shape the qualifying population who are at the imminent risk of losing their housing. The Wisconsin Department of Administration Eviction Data Project tracks eviction filings and judgements across all counties in Wisconsin. The most current data available shows that from January to August of 2022, Dane County saw 968 eviction filings. 3.2% of these filings resulted in a judgement. Dane County works with the Tenant Resource Center, a housing justice organization that serves low-income households at-risk of homelessness, provide eviction prevention and mediation services to households facing eviction.

**Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD in the Notice**

For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.

**Domestic violence**, which is defined in 24 CFR 5.2003 includes felony or misdemeanor crimes of violence committed by:

- 1) A current or former spouse or intimate partner of the victim (the term "spouse or intimate partner of the victim" includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship);
- 2) A person with whom the victim shares a child in common;

- 3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- 4) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; or
- 5) Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating violence** which is defined in 24 CFR 5.2003 means violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. The length of the relationship;
  - b. The type of relationship; and
  - c. The frequency of interaction between the persons involved in the relationship.

**Sexual assault** which is defined in 24 CFR 5.2003 means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

**Stalking** which is defined in 24 CFR 5.2003 means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1) Fear for the person's individual safety or the safety of others; or
- 2) Suffer substantial emotional distress.

**Human Trafficking** includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as:

- 1) Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- 2) Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Quantifying victims who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking is difficult and underreported. Data sources that can help shape the size of this population comes from our homeless service providers, advocacy organizations and local law enforcement.

- 2021 annual data of people experiencing homelessness who were tracked through the system found that out of 2,135 people, 9% (191 people) identified themselves as a domestic violence survivor and currently fleeing. Moreover, 18% (382 people) identified themselves as a domestic violence survivor but were not currently fleeing or their fleeing status was unknown.
- A total of 701 people were identified as experiencing homelessness during the 2022 point-in-time count. During the census, 48 out of 570 adults responded that they were experiencing homelessness because they are currently fleeing domestic violence, dating

violence, sexual assault or stalking. This question was only asked to people who were over the age of 18.

**Table 3: Adult Survivors of Domestic Violence**

Additional Homeless Populations	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Adult Survivors of Domestic Violence	36	11	0	1	48

Source: 2022 Point-in-Time (PIT) Count – 1/26/2022

Domestic Abuse Intervention Services (DAIS) who operates the only domestic violence shelter in Dane County reported through its 2020 annual report that it received 8,399 phone calls through its help-line, served 223 individuals through case management, housed 238 adults and children through their shelter program and served 742 people through legal advocacy.

UNIDOS is a non-profit serving the Latinx and immigrant community affected by domestic violence and sexual assault in Dane County. UNIDOS operates the only bilingual 24/7 helpline in Dane County. In 2022, UNIDOS received approximately 1500 calls through the helpline and assisted 250 clients with various services, including case management, legal advocacy, and individual counseling. Ninety-five percent (95%) of clients served self-identified as Hispanic/Latino, 72% as immigrant/refugee/asylum seekers, and 68% reported a household income of 0-30% of the annual median income.

**Other populations requiring services or housing assistance to prevent homelessness and other populations at greatest risk of housing instability, as defined by HUD in the Notice Other Populations** where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family’s homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

- 1) **Other Families Requiring Services or Housing Assistance to Prevent Homelessness** is defined as households (i.e., individuals and families) who have previously been qualified as “homeless” as defined in 24 CFR 91.5, are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.
- 2) **At Greatest Risk of Housing Instability** is defined as household who meets either paragraph (i) or (ii) below:

- a. has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs);
- b. has annual income that is less than or equal to 50% of the area median income, as determined by HUD, **AND** meets one of the following conditions from paragraph (iii) of the “At risk of homelessness” definition established at 24 CFR 91.5:
  - i. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
  - ii. Is living in the home of another because of economic hardship;
  - iii. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
  - iv. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
  - v. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
  - vi. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
  - vii. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

Income Range	Number of Households
Under 30% AMI	6,339
Between 30% and 50% AMI	1,932
Between 50% and 80% AMI	538
Total	8,810

Source: Dane County ERA Data Set September 1, 2021 to January 27, 2023

**Households at greatest risk of housing instability**

Households who are at greatest risk of housing instability are defined as households with incomes less than or equal to 30% of AMI and paying more than 50% of monthly household income toward housing costs. Table 5 shows that 17,320 households are identified as having severe cost burdens by paying more than 50% of monthly household income towards housing costs.

As the HUD Area Median Family Income increases the number of households substantially decreases in those that are identified as having a cost burden more than 50%. The practitioners in Dane County shared that households with incomes less than or equal to 30% of AMI and pay more than 50% of monthly household income towards housing costs have predominantly been at the

greatest risk of housing instability. With limited amount of affordable housing units for the households earning at or below 30% of AMI has led to the overpayment of housing costs despite the limited income. Table 8 shows that there is a gap analysis of 100 units that would need to serve the households at or below 30% of AMI. This significant gap has led Dane County to set up preferences with first serving households that are experiencing homelessness being identified through our local Continuum of Care (CoC), then serving other populations within the referral list such as those at imminent risk of homelessness, those fleeing domestic violence, dating violence, stalking, sexual abuse, or human trafficking, or those whose homelessness could be prevented with service provision.

	Cost burden > 30%	Cost burden > 50%	Total
HH Income less-than or equal to 30% HAMFI	21,295	17,320	24,755
HH Income >30% to less than or equal to 50% HAMFI	13,475	2,540	18,535
HH Income >50% to less-than or equal to 80% HAMFI	4,640	320	20,455

**Data Sources:** 1. Comprehensive Housing Affordability Strategy (CHAS) (2015-2019)

**Veterans and Families that include a Veteran Family Member** that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.

According to 2021 American Community Survey estimates, there were 21,442 veterans in Dane County. Approximately 4,901 veterans had some form of a service-connected disability and 698 veterans had incomes below the poverty level. The median income in the past 12 months (in 2021 inflation-adjusted dollars) a veteran’s household is estimated to earn on average \$57,310 which would be within the low-to-moderate income threshold. As of February 27, 2023, a household of one person in Dane County earning at or below \$62,600 would be identified as being within the low-to-moderate income threshold. The median income for a veteran household is within the 80% limit for the Madison, WI HUD Metro Area.

Approximately 494 veterans are unemployed in Dane County. In the 2022 Point-in-Time (PIT) count, approximately 42 persons were in veteran households that identified as being homeless. The Point-in Time count does not capture all household types as there may be veterans that are double-d-up homeless and would not be captured in the PIT count. The 42 persons would account for 0.20% of the veteran population in Dane County being recorded as homeless. Veterans that are experiencing homelessness and are at or below 30% AMI would be able to receive preference based on the household’s income level.

#### Unmet Housing and Service Needs of Qualifying Populations

##### **Describe the unmet housing and service needs of qualifying populations:**

Dane County has grown in a rapid pace over the last 15 years. Much of the growth has occurred around renter households and those earning very high incomes. The effect of this trend is that there is high tension and competition within the housing market, and supply has not kept up with demand. According to the U.S. Census Bureau in Dane County there's a total of 216,022 housing units with only a vacancy of 12,272. The vacancy percentage of all housing units is 5.68%. While there is a robust construction of new housing, the vacancy rate in Dane County is still far below healthy levels.

The ownership market applies further pressure in Dane County's rental market. New home construction is not only unaffordable to the median renter household, but to the median household overall. In 2022, a total of 1,241 single family permits were acquired in Dane County. Recent interest rate environments, high construction and land costs, and a lack of supply have increased barriers to access. This causes households who would enter the ownership market to continue to rent, applying further market pressure on renter households who can't afford to make the leap into owning.

While Dane County needs more housing options available to households of all incomes, Dane County has made it a high priority to specifically increase the number of rental units for households at the lowest end of the economic spectrum – at or below 30% AMI. Table 6 listed below will display the 'Housing Inventory and Gaps Analysis for Homeless Populations' highlighting the variances within the gaps analysis and Table 7 will display the 'Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) Inventory' stressing the needs in Dane County. According to Table 8 there's a total gap of 675 affordable units that are needed to support households at or below 50% AMI, of which, there's a total of 100 units as the gap showing the need for households at or below 30% AMI. High construction and material costs, increases in the cost of financing and other factors have made these units impossible to build without a deep subsidy. Moreover, the Dane County's Affordable Housing Development Fund, which provides soft debt to Low-Income Housing Tax Credit projects, requires that projects include integrated supportive housing for households at or below 30% of AMI.

Integrated supportive housing is ideal for households that are exiting RRH programs or who are homeless but only require light services to maintain their housing. As such, the HOME-ARP Allocation Plan budget accounts for the cost of supportive services and non-profit operating costs to provide the services to the tenants of the affordable housing units. According to the Urban Institute, the events of 2020 dramatically impacted nonprofits that led to a severe decrease in primary revenue streams and volunteer human resources. Given Dane County's robust number of nonprofits in our community (both small and large) and the feedback received by our community practitioners, it was quite evident the need to support the nonprofit delivering the supportive service by also providing \$15,000 in operating costs. This amount will help offset additional

expenses that the nonprofit would incur and in return would allow the nonprofit to leverage the funding to secure additional funding to support the activity.

A review of the current inventory of emergency shelter, transitional housing, rapid rehousing and other permanent housing programs to data from the annual 2021 Point-in-Time count shows that gaps persist among both households with and without children. However, the largest gaps were among adult only households. Table 6 below shows that there is a gap of 1,180 beds or 1,350 units to serve homeless adults compared to the gap of 135 beds or 26 units for homeless family households with children. Tables 6-8 exemplify why Dane County is in an emerging need to develop more affordable housing units in Dane County.

Within the development of the affordable housing, during the consultation phase, it was evident that the need to serve households that are homeless, particularly those at or below 30% AMI, have the greatest need and limited amount of resources available to assist them. One particular nonprofit said during the focus group that they have funding available to help offset the costs of rent but are unable to find affordable units in Dane County to serve this population. Other nonprofits echoed the same sentiment that the need is so large in Dane County that many families that are homeless often have to wait a long period of time before they are able to find a unit that they are able to afford. As previously mentioned above, the gap of 675 affordable units has placed a significant strain with our current housing market which has led to a significant amount of families being overburden with housing costs. With all the quantitative and qualitative data provided, Dane County has decided to give a preference with first serving households that are experiencing homelessness being identified through our local Continuum of Care (CoC), then serving other populations within the referral list such as those at imminent risk of homelessness, those fleeing domestic violence, dating violence, stalking, sexual abuse, or human trafficking, or those whose homelessness could be prevented with service provision.

Introduction/Base Demographics

	Current Inventory					Homeless Population				Gap Analysis			
	Family		Adults Only		Vets	Family HH (at least 1 child)	Adult HH (w/o child)	Vets	Victims of DV	Family		Adults Only	
	# of Beds	# of Units	# of Beds	# of Units	# of Beds					# of Beds	# of Units	# of Beds	# of Units
Emergency Shelter	354	106	481	465	0								
Transitional Housing	66	17	64	64	24								
Permanent Supportive Housing	401	122	422	422	181								
Rapid Rehousing (RHH)	357	104	171	171	7								
Other Permanent Housing	454	122	399	399	6								

Sheltered Homeless		367		1,350		63 HH	399 HH	38 HH	47				
Unsheltered Homeless						1 HH	81 HH	1 HH	1				
<b>Current Gap</b>						64 HH	480 HH	39 HH	48	135	26	1,180	1,350

Data Sources: 1. Point in Time Count (PIT); 2. Continuum of Care Housing Inventory Count (HIC); 3. Consultation

Housing Intervention	Existing Stock on Point-in-Time	Number of Units Available Annually through Turnover	Annual Needs Based on Assumptions	Annualized Over/(Under) Units
Permanent Supportive Housing (PHS) - Families	131 units	13 units	39 units	(26 units)
Permanent Supportive Housing (PHS) - Individuals	450 beds	45 beds	180 beds	(135 beds)
Rapid Rehousing (RRH) & Other Permanent Housing Programs – Families	129 units	182 units	170 units	12 units
Rapid Rehousing (RRH) & Other Permanent Housing Programs – Individuals	364 beds	151 beds	1,196 beds	(1,045 beds)

	Current Inventory	Level of Need	Gap Analysis
	# of Units	# of Households	# of Households
Total Rental Units	93,190		
Rental Units Affordable to HH at 30% AMI (At-Risk of Homelessness)	21,295		
Rental Units Affordable to HH at 50% AMI (Other Populations)	13,475		
0%-30% AMI Renter HH w/ 1 or more severe housing problems (At-Risk of Homelessness)		21,395	
30%-50% AMI Renter HH w/ 1 or more severe housing problems (Other Populations)		14,050	
<b>Current Gaps</b>			(675)

Data Sources: 1. American Community Survey (ACS); 2. Comprehensive Housing Affordability Strategy (CHAS) (2015-2019)

Gaps within the Current Shelter, Housing Inventory, and Service Delivery System

**Identify any gaps within the current shelter and housing inventory as well as the service delivery system:**

All emergency shelters are physically located in the City of Madison and serves the Dane County Population. See data listed below relevant to the shelter and housing inventory as well as the service delivery system.

### Service Delivery System

The homeless services system is categorized by tenant support, prevention, crisis response and permanent housing. Dane County's investment in tenant supports include housing counseling, fair housing services and housing stabilization. Housing counseling includes funds for counseling, outreach and education of fair housing. Housing stabilization services provide legal services to qualifying households who are at risk of losing their housing. Moreover, the investment in prevention strategies include rental assistance to avoid evictions, legal aid to support households who are within the eviction court system, and diversion programs that aim to quickly house families and women who are experiencing homelessness.

Almost half of Dane County's investment in the homeless services system is in crisis response. This includes funding the Dane Continuum of Care (CoC) Coordinated Entry program as well as the Homeless Management Information System (HMIS). Other activities under crisis response include street outreach, housing navigation, transportation, employment, healthcare, transitional housing and shelter.

### Shelter Inventory

The emergency shelter inventory, which also includes seasonal shelter options and motel vouchers, is 843 beds and 595 units. Facilities include the Beacon Day Center, a day-time shelter available to individuals and households experiencing homelessness where basic needs and wellness can be addressed and can connect individuals and households to support services. The City of Madison also has a dedicated family shelter and a family and women's shelter. One gap in the system has been with the men's shelter. To improve shelter facilities available to homeless men, the City of Madison has invested significantly in the development of a temporary men's shelter and a much larger project to build the first purpose built men's shelter in the City of Madison. The distribution of emergency shelter and transitional housing inventory are illustrated in Table 9 below.

**Table 9: Shelter Inventory**

Category	Total Year-Round Beds		Total Year-Round Units	Only Children (under 18) and Veterans		Seasonal and Overflow		Total
	HH with Children	HH without Children		Only Children Beds	Veteran Specific Beds	Seasonal Beds	Overflow	
Emergency Shelter, Seasonal Shelter, Motel Vouchers (HMIS & non-HMIS)	354	481	106	8	0	0	33	843 B / 595 U
Transitional Housing and Transitional	66	64	17	0	24	0	0	154 B / 105 U

Living (HMIS & non-HMIS)								
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Moreover, in 2021 the City also opened a temporary sheltered campground for people experiencing homelessness. The users of the facility are housed in 30 small climate controlled modular housing structures with electricity and heat. The campground also includes sheltered bathroom facilities and a small building that houses meeting room space and on-site staff. The temporary sheltered campground was developed in response to the COVID-19 pandemic and for persons who are experiencing homelessness and not using the shelter system. The chronic shortage of affordable housing in Madison continues to make it difficult for many to find housing. The sheltered campground is intended to provide safe, short-term places for people to stay until they are connected to housing. The sheltered campground helps fill a gap in services available to individuals and households who are not served by Madison's shelter system. For example, shelters are not able to accommodate couples without children and they do not work for persons who have difficulty being around large groups of people, many of whom have extensive trauma histories and/or may be in crisis.

Priority Needs for Qualifying Populations

**Identify priority needs for qualifying populations:**

As concluded from consultation with service providers who work with the qualifying populations as well as the gaps and needs assessment, the priority needs identified are the development of permanent supportive housing available to households at or below 30% AMI and supportive services available to help households maintain their housing. Feedback received from the consultation process indicates strong support for the development of new permanent supportive affordable housing and support services. Service providers who serve the qualifying populations prioritized getting new units of housing built to alleviate demand. Table 8 highlights the immediate need of 675 affordable units to serve the households at or below 50% AMI, of which 100 units are needed to serve households at or below 30% AMI.

One particular nonprofit said during the focus group that they have funding available to help offset the costs of rent but are unable to find affordable units in Dane County to serve this population. Other nonprofits echoed the same sentiment that the need is so large in Dane County that many families that are homeless often have to wait a long period of time before they are able to find a unit that they are able to afford. As previously mentioned above, the gap of 675 affordable units has placed a significant strain with our current housing market which has led to a significant amount of families being overburden with housing costs. With all the quantitative and qualitative data provided, Dane County has decided to give a preference with first serving households that are experiencing homelessness being identified through our local Continuum of Care (CoC), then serving other populations within the referral list such as those at imminent risk of homelessness, those fleeing domestic violence, dating violence, stalking, sexual abuse, or human trafficking, or those whose homelessness could be prevented with service provision.

#### Determination of the Level of Need and Gaps in the Shelter and Housing Inventory and Service Delivery Systems Based on the Data Presented in the Plan

##### **Explain how the PJ determined the level of need and gaps in the PJ's shelter and housing inventory and service delivery systems based on the data presented in the plan:**

The needs and gaps presented above were identified after reviewing all available resources to assist households experiencing homelessness and households at-risk of homelessness. These include:

- Point-in-Time (PIT) Count
- American Community Survey
- Homeless Management Information System (HMIS) data
- Comprehensive Housing Affordability Strategy (CHAS) data
- WISEdash Public Portal – Wisconsin Department of Public Instruction.

Data specific to every qualifying population was not always readily available. However, the County analyzed all available data and combined it with qualitative information gathered through the consultation phase with housing providers and service agencies that work with the qualifying populations. This multi-layered approach gives Dane County confidence that our proposed activities represent the best use of HOME-ARP funds to meet existing needs and gaps.

#### HOME-ARP Activities

##### **Describe the method(s) that will be used for soliciting applications for funding and/or selecting developers, service providers, subrecipients and/or contractors:**

Dane County will distribute HOME-ARP funds through a Request for Proposal (RFP) process. Dane County will seek proposals from interested entities with the capacity and interest to implement projects/activities supporting the HOME-ARP eligible activities serving the Qualifying Populations (QP's). The County will seek proposals that will serve HOME-ARP eligible populations and address the following priority activities:

- **Affordable Rental Housing for qualifying populations/households, and/or**
- **Supportive Services in conjunction with a HOME-ARP affordable housing project (provided the individuals are not already receiving these services through another program).**

Notice of the RFP will be shared with all entities engaged throughout the consultation process, posted to the County website ([www.cdbg.countyofdane.com](http://www.cdbg.countyofdane.com)) and in the Dane County's Purchasing Division website ([www.danepurchasing.com](http://www.danepurchasing.com)) and via a public press release. Interested parties will be provided an opportunity to ask written questions and seek clarification about the HOME-ARP program, the RFP, or the application process.

Dane County will allocate its HOME-ARP funds to new affordable housing development projects to increase the supply of rental housing for the qualifying populations. The County aims to allocate \$1,617,059.40 of its HOME-ARP allocation to develop new units of permanent supportive housing. In addition, the County recognizes that supportive services are necessary to support the qualifying population as they transition out of homelessness. The need for supportive service dollars, especially around case management, was a main theme in the County's consultation with

service providers and other agencies that work with the qualifying populations in accordance with Notice CPD-21-10. Another main theme was how limited operating dollars can be for nonprofits and the ability to fund \$15,000 of operating dollars will help offset expenses.

**Describe whether the PJ will administer eligible activities directly:**

Dane County intends to administer its HOME-ARP funding directly, and dependent on the outcome of procurement processes, in partnership with the City of Madison to increase the development of affordable rental housing.

***If any portion of the Participating Jurisdiction's HOME-ARP administrative funds are provided to a subrecipient or contractor prior to HUD's acceptance of the HOME-ARP allocation plan because the subrecipient or contractor is responsible for the administration of the Participating Jurisdiction's entire HOME-ARP grant, identify the subrecipient or contractor and describe its role and responsibilities in administering all of the Participating Jurisdiction's HOME-ARP program:***

Not applicable. Dane County has not provided any administrative funds prior to HUD's acceptance of the HOME-ARP allocation plan.

Use of HOME-ARP Funding

	Funding Amount	Percent of the Grant	Statutory Limit
Supportive Services	\$ 285,000.00		
Acquisition and Development of Non-Congregate Shelters	\$ 0.00		
Tenant Based Rental Assistance (TBRA)	\$ 0.00		
Development of Affordable Rental Housing	\$ 1,617,059.40		
Non-Profit Operating	\$ 15,000.00	0.67 %	5%
Non-Profit Capacity Building	\$ 0.00	0.00 %	5%
Administration and Planning	\$ 338,304.60	15.00 %	15%
<b>Total HOME ARP Allocation</b>	<b>\$ 2,255,364.00</b>		

HOME-ARP funding has not yet been allocated to a specific project. In order to fully utilize HOME-ARP funding, Dane County may reduce the amount of funding allocated to administrative and planning activities if it is determined that this funding is not needed to fully support the administration of the HOME-ARP Program. In the event funding for administrative and planning activities is reduced, it will be redirected to supportive services or development of affordable rental housing.

Dane County has designated \$15,000 to be used by the nonprofit that will be providing the supportive services. Recognizing the limited resources in securing operation dollars, the \$15,000 will help offset expenses that the nonprofit incurs as it operates the \$285,000 in supportive

services. This specific designation is very small as it only accounts for 0.67% of the total grant which is well below the statutory limit of 5%.

#### Method for Distributing HOME-ARP in Accordance with Priority needs

##### **Describe how the PJ will distribute HOME-ARP funds in accordance with its priority needs identified in its needs assessment and gap analysis:**

Through the needs assessment and the gap analysis, the community stakeholders identified that the development of affordable rental housing units was the top of the priority. With examples shared, it was evident that families who are homeless, specifically those at or below 30% AMI, are at the greatest need to be served. There is other sources of funds available to pay for the cost of their rent but there are no sufficient affordable units in Dane County to meet the needs of this population. Table 8 listed above highlighted a gap of 100 affordable units to meet the demand of households at or below 30% AMI. With all the quantitative and qualitative data provided, Dane County has decided to give a preference with first serving households that are experiencing homelessness being identified through our local Continuum of Care (CoC), then serving other populations within the referral list such as those at imminent risk of homelessness, those fleeing domestic violence, dating violence, stalking, sexual abuse, or human trafficking, or those whose homelessness could be prevented with service provision.

Dane County intends to allocate the HOME-ARP funds to new affordable housing development projects to increase the supply of rental housing for the qualifying populations. Dane County will distribute \$1,617,059.40 of its HOME-ARP allocation to develop new units of permanent supportive housing, \$285,000.00 to a nonprofit that will provide supportive services, and \$15,000.00 to cover operating expenses through the administration of the supportive services. Dane County intends to fund a developer and a nonprofit organization that are able to meet the needs of the qualifying populations and most importantly those that were identified as preferences. Both the developer and the nonprofit organization selected will show a strong track record of developing and providing similar services. It is extremely important that the nonprofit understands how to work with the qualifying populations and their specific needs that may arise throughout.

The \$1,617,059.40 HOME-ARP funds allocated to the development of affordable rental housing will be used for capital costs and funds allocated to supportive services will be offered to the project to support the qualifying population served through the activity. The County will not be able to identify project-based rental subsidy to reduce rents to affordable levels for the qualifying population. Due to the complex needs of the qualifying population, the County will allow its HOME-ARP funds to fully capitalize the cost of each HOME-ARP unit created to reduce debt and operating costs.

In addition to the funds mentioned above, Dane County intends to utilize \$338,304.60 in the administration and planning of the HOME-ARP activity, of which is within the 15% statutory limit allowed. These funds will allow Dane County to properly account for staff time spent in the administration and planning of the HOME-ARP activity.

**Describe how the characteristics of the shelter and housing inventory, service delivery system, and the needs identified in the gap analysis provided a rationale for the plan to fund eligible activities:**

In Dane County there is a deficit in permanent housing programs, particularly for non-family households as illustrated in Table 7, provides for the County's rationale to concentrate its HOME-ARP allocation on the development of new housing units with supportive services to serve the qualifying populations.

### HOME-ARP Production Housing Goals

#### Housing Production and Supportive Service Goals

**Estimate the number of affordable rental housing units for qualifying populations that the PJ will produce or support with its HOME-ARP allocation:**

Dane County anticipates that its HOME-ARP funds will produce 4-5 units of housing. Due to the increasing costs of development, Dane County took a conservative approach to estimate that the per-unit cost of development landing between \$250,000 and \$300,000 per unit.

**Describe the specific affordable rental housing production goal that the PJ hopes to achieve and describe how the production goal will address the PJ's priority needs:**

Dane County will fund one housing development with its HOME-ARP allocation. Per HOME-ARP requirements, the per-unit subsidy cap has been removed to provide flexibility in financing units targeting the qualifying populations. Dane County anticipates covering the majority of the cost to construct the units identified above to reduce the need to carry debt on HOME-ARP units. This strategy allows HOME-ARP units to carry much lower rents without a needed subsidy. The balance of Dane County's HOME-ARP allocation will provide supportive services to these units to help stabilize the project over its first several years.

### Preferences

A preference provides a priority for the selection of applicants who fall into a specific QP or category (e.g., elderly or persons with disabilities) within a QP (i.e., subpopulation) to receive assistance. A preference permits an eligible applicant that qualifies for a Dane County-adopted preference to be selected for HOME-ARP assistance before another eligible applicant that does not qualify for a preference. A method of prioritization is the process by which Dane County determines how two or more eligible applicants qualifying for the same or different preferences are selected for HOME-ARP assistance. For example, in a project with a preference for chronically homeless, all eligible QP applicants are selected in chronological order for a HOME-ARP rental project except that eligible QP applicants that qualify for the preference of chronically homeless are selected for occupancy based on length of time they have been homeless before eligible QP applicants who do not qualify for the preference of chronically homeless.

Please note that HUD has also described a method of prioritization in other HUD guidance. Section I.C.4 of Notice CPD-17-01 describes Prioritization in CoC CE as follows:

“Prioritization. In the context of the coordinated entry process, HUD uses the term “Prioritization” to refer to the coordinated entry-specific process by which all persons in need of assistance who use coordinated entry are ranked in order of priority. The coordinated entry prioritization policies are established by the CoC with input from all community stakeholders and must ensure that ESG projects are able to serve clients in accordance with written standards that are established under 24 CFR 576.400(e). In addition, the coordinated entry process must, to the maximum extent feasible, ensure that people with more severe service needs and levels of vulnerability are prioritized for housing and homeless assistance before those with less severe service needs and lower levels of vulnerability. Regardless of how prioritization decisions are implemented, the prioritization process must follow the requirements in Section II.B.3. and Section I.D. of this Notice.”

In accordance with Section V.C.4 of the Notice (page 15), Dane County intends to give a preference to one or more qualifying populations or a subpopulation within one or more qualifying populations for any eligible activity or project.

- Preferences cannot violate any applicable fair housing, civil rights, and nondiscrimination requirements, including but not limited to those requirements listed in 24 CFR 5.105(a).
- Dane County will comply with all applicable nondiscrimination and equal opportunity laws and requirements listed in 24 CFR 5.105(a) and any other applicable fair housing and civil rights laws and requirements when establishing preferences or methods of prioritization.

**Identify whether the PJ intends to give preference to one or more qualifying populations or a subpopulation within one or more qualifying populations for any eligible activity or project:**

Dane County establishes a preference for households experiencing homelessness as defined in Section 3205 of the American Rescue Plan Act of 2021. Dane County may use its HOME-ARP funds to assist in funding the construction of units to be permanent supportive housing and preference households currently literally homeless. If there are no eligible households referred from the local Continuum of Care the units may move to a referral wait list of households at imminent risk of homelessness, those fleeing domestic violence, dating violence, stalking, sexual abuse, or human trafficking, or those whose homelessness could be prevented with service provision.

Dane County will ensure that selected projects comply with all applicable fair housing, civil rights, and nondiscrimination requirements, including but not limited to requirements listed in 24 CFR 5.105(a). In accordance with federal and Wisconsin Fair Housing laws, no housing or services will be denied to persons based on race, color, family status, disability, sex, national origin, religion, marital status, ancestry, source of income, sexual orientation, age and the status as a victim of domestic abuse, sexual assault or stalking.

**If a preference was identified, explain how the use of a preference or method of prioritization will address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or subpopulation of qualifying population, consistent with the PJ's needs assessment and gap analysis:**

As detailed in the needs assessment, Dane County has significant shortages of housing for households in each of the HOME-ARP qualifying population or subpopulation of the qualifying population. The shortage of housing units is most apparent for individuals and families experiencing homelessness, particularly those who are chronically homeless. Dane County prioritizes strategies to create safe, stable, affordable homes. The HOME-ARP funds will likely contribute to one development, to be solicited by an RFP process. There will be a preference for households who are homeless, prioritized by their VI-SPDAT score. While there will be a preference for people experiencing homelessness, who may themselves fall into other qualifying population categories, HOME-ARP units would not exclude any qualifying population or subpopulation of the qualifying population from a waitlist.

#### Referral Methods

Dane County will require a project or activity to use CE along with other referral methods (as provided in Section IV.C.2.ii) or to use only a project/activity waiting list (as provided in Section IV.C.2.iii) if:

1. the CE does not have a sufficient number of qualifying individuals and families to refer to the PJ for the project or activity;
2. the CE does not include all HOME-ARP qualifying populations; or,
3. the CE fails to provide access and implement uniform referral processes in situations where a project's geographic area(s) is broader than the geographic area(s) covered by the CE

**Identify the referral methods that the PJ intends to use for its HOME-ARP projects and activities. PJ's may use multiple referral methods in its HOME-ARP program. (Optional):**

Referral methods that the PJ intends to use for HOME-ARP rental housing will include coordinated entry as Dane County is implementing a preference for households experiencing homelessness. Qualifying populations that are not served through coordinated entry will be served through other referral methods including a waitlist that is developed through coordination with service providers who serve the qualifying population. Units will be held open for a period of 30 days when a vacancy arises for referrals from coordinated entry. If a referral is unsuccessful, applicants on the waiting list will be selected in chronological order.

**If the PJ intends to use the coordinated entry (CE) process established by the CoC, describe whether all qualifying populations eligible for a project or activity will be included in the CE process, or the method by which all qualifying populations eligible for the project or activity will be covered. (Optional):**

Not all qualifying populations eligible for a HOME-ARP project are included in the coordinated entry (CE) process. In an effort to provide access to all qualifying populations, a project or activity waitlist will be utilized by the HOME-ARP rental project as they will be required to work with agencies that serve the qualifying populations that are not served by CE.

**If the PJ intends to use both a CE process established by the CoC and another referral method for a project or activity, describe any method of prioritization between the two referral methods, if any. (Optional):**

Dane County will implement a preference for households experiencing homelessness. Dane County plans to use the CE process to refer potential tenants into HOME-ARP funded units. If the CE process is not successful in filling a HOME-ARP unit, the waitlist will be used in a chronological order.

**Limitations in a HOME-ARP rental housing or NCS project**

Dane County does not intend to limit eligibility for HOME-ARP rental housing project to a particular qualifying population or specific subpopulation.

**HOME-ARP Refinancing Guidelines**

Dane County will not use its HOME-ARP funds to refinance existing debt secured by multifamily rental housing.

**Administration of HOME-ARP Activities**

As the Participating Jurisdiction, Dane County intends to administer the HOME-ARP and activities on behalf of the Dane County Urban County Consortium. As it relates to non-administrative activities under the HOME-ARP, Dane County intends to enter into project-specific agreements with entities engaging in the eligible activities with qualifying populations.