



**2020 - 2024**



**DANE COUNTY**  
CONSOLIDATED ANNUAL  
PERFORMANCE &  
EVALUATION REPORT  
YEAR 4: 2023



# Acknowledgements

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# 2023 Consolidated Performance & Evaluation Report (CAPER)

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## CR-05 - Goals and Outcomes

**Progress the jurisdiction has made in carrying out its strategic plan and its action plan.**

**91.520(a)**

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

Dane County has made significant progress in carrying out its 5-year strategic plan and 2023 action plan. During 2023, Dane County's Housing Access & Affordability Division increased staffing, which allowed for additional support for committee participation, technical assistance, research, and outreach. In addition, the County Executive has made housing a priority, increasing resources and financial support.

2023 is the 4<sup>th</sup> year of the 5-year consolidated plan. Dane County CDBG/HOME team continues to focus on priority areas of public services, mortgage assistance, home rehabilitation, economic development, and increasing affordable housing units. We are on track to meet our 5-year goals.

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

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

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$165,256.00 / CDBG-CV: \$69,798.67	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1200	1267	105.58%	283	338	119.44%
Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$0.00 / CDBG-CV: \$0.00	Homeless Person Overnight Shelter	Persons Assisted	0	0	100.00%	0	0	100.00%
Assure access to public services for LMI persons	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$0.00 / CDBG-CV: \$0.00	Homelessness Prevention	Persons Assisted	50	0	0.00%	0	0	100.00%

Expand economic opportunities for LMI persons	Non-Housing Community Development	CDBG: \$0.00	Facade treatment/business building rehabilitation	Business	0	0	100.00%	0	0	100.00%
Expand economic opportunities for LMI persons	Non-Housing Community Development	CDBG: \$560,000.00	Jobs created/retained	Jobs	80	171	213.75%	15	53	353.33%
Expand economic opportunities for LMI persons	Non-Housing Community Development	CDBG: \$560,000.00	Businesses assisted	Businesses Assisted	60	221	368.33%	30	126	420.00%
Improve public facilities/develop infrastructure	Non-Housing Community Development	CDBG: \$721,890.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6000	345	5.75%	200	241	120.50%
Improve public facilities/develop infrastructure	Non-Housing Community Development	CDBG: \$0.00	Facade treatment/business building rehabilitation	Business	5	1	20.00%	0	0	100.00%
Increase access to affordable quality housing	Affordable Housing	CDBG: \$0.00 / HOME: \$907,469.00	Rental units constructed	Household Housing Unit	15	14	93.33%	12	0	0.00%
Increase access to affordable quality housing	Affordable Housing	CDBG: \$0.00 / HOME: \$0.00	Rental units rehabilitated	Household Housing Unit	12	0	0.00%	0	0	100.00%

Increase access to affordable quality housing	Affordable Housing	CDBG: \$0.00 / HOME: \$120,000.00	Homeowner Housing Added	Household Housing Unit	12	4	33.33%	1	0	0.00%
Increase access to affordable quality housing	Affordable Housing	CDBG: \$335,507.57 / HOME: \$47,864.71	Homeowner Housing Rehabilitated	Household Housing Unit	160	103	64.38%	45	21	46.67%
Increase access to affordable quality housing	Affordable Housing	CDBG: \$0.00 / HOME: \$310,166.00	Direct Financial Assistance to Homebuyers	Households Assisted	60	52	86.67%	25	9	36.00%
Increase access to affordable quality housing	Affordable Housing	CDBG: \$0.00 / HOME: \$0.00	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	25	3	12.00%	0	0	100.00%

TABLE 1 - ACCOMPLISHMENTS – PROGRAM YEAR & STRATEGIC PLAN TO DATE

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

**Narrative**

The priorities identified in the 5-Year Consolidated Plan with corresponding percentages includes: Housing (25%); Economic Development (25%); Planning and Administration (20%); Public Services (15%); Public Facilities (10%); and Disaster Assistance (5% set-aside per fiscal year) – Dane County did not have an Urgent Need in 2023; therefore, no funds were expended.

Based on Table 1, Dane County is on track to meet the goals of the priority areas Economic Development, Planning & Administration, Public Services, and Public Facilities for the 5-year plan. In 2023, there was a delay in completing several of the benchmarks for housing rehabilitation and direct financial assistance to homebuyers due to unforeseen circumstances regarding loan and home offer approvals, rising materials costs, staffing capacity, contractor availability, etc. However, the Dane County CDBG team is providing additional technical assistance to the agencies awarded these funds in 2024. In addition, approximately \$600,000 of 2023 entitlement and program income funds is scheduled for approval in February 2024. These funds will contribute to the total amount expended for programs funded with 2023 funds.

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

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

### 91.520(a)

	CDBG	HOME
White	417	10
Black or African American	280	2
Asian	8	1
American Indian or American Native	4	0
Native Hawaiian or Other Pacific Islander	0	0
<b>Total</b>	<b>709</b>	<b>13</b>
Hispanic	264	0
Not Hispanic	445	13

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

### Narrative

Dane County continues its efforts to promote the Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME) Program to the most underserved populations in Dane County, and has seen an upward trend in assistance to underserved populations over the course of the five-year Consolidated Plan.

The overall number of families assisted with CDBG and HOME funds increased to 724 in 2023. Of those families assisted with CDBG funds, 59.3% identified as being Hispanic. Persons who identified as being African-American / Black represented 39.5% of the persons who received CDBG assistance and 15.4% of persons who received HOME assistance.

However, in 2023, there was a decrease in the overall number of families assisted with HOME funds. Some agencies were funded for multiple program years, which resulted in a variation of beneficiaries served. The 13 families counted in the HOME program is a reflection of only those served in 2023. Additional technical assistance is being provided to the agencies that receive HOME funds so that we can ensure efficient use of program funds.

Lastly, additional outreach to municipalities and service providers was started in 2023 to expand outreach to more low- to moderate-income families, particularly to those populations that are underserved or that speak other languages.

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

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,787,957	1,165,774.99
HOME	public - federal	1,789,667	729,394.96
Other	public - federal	69,798	1,063,915.67

TABLE 3 - RESOURCES MADE AVAILABLE

### Narrative

The amount of CDBG and HOME resources made available as listed in Table 3 includes the 2023 entitlement allocations and 2023 program income received.

The amount of funds expended during the program year 2023 was captured from the IDIS Program Report 26 (PR26). The other funds expended in 2023 includes expenditures from the one-time CDBG-CV allocation Dane County received in 2021.

In 2023, 100% of the CDBG activity delivery costs were expended to directly benefit low- and moderate-income residents in the Dane County Urban County Consortium. Federal requirements mandate that at least 70% of CDBG funds be expended to benefit low- and moderate-income persons.

### Identify the geographic distribution and location of investments

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

TABLE 4 – IDENTIFY THE GEOGRAPHIC DISTRIBUTION AND LOCATION OF INVESTMENTS

### Narrative

There were 56 participating municipalities in the Dane County Urban County Consortium during the program year. For a list of participating municipalities, please see Appendix 1. During 2023, we made significant outreach efforts to municipalities in order to provide funding opportunity updates and increase awareness of CDBG and HOME activities and programs. Meetings with municipalities are being scheduled for 2024. One municipality, the Village of Marshall, rejoined the Dane County Urban County Consortium as of October 1, 2023.



## Leveraging

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

Federal funds are used to leverage other public and private resources in the housing, public facilities, public services and economic development areas of CDBG programs.

Examples of leveraging CDBG-funded projects include:

- **Badger Prairie Needs Network (BPNN)**: To support the Public Facilities project, BPNN leveraged CDBG funds with \$23,000 from EPIC, \$30,000 Alliant Energy Foundation, \$300,000 from Roots and Wings Foundation, \$20,000 from City of Verona and \$15,000 from City of Fitchburg.
- **Wisconsin Women's Business Initiative Corporation (WWBIC)**: To support the Economic Development project, WWBIC leveraged CDBG funds with \$10,000 from the Evjue Foundation for their bilingual programming; \$150,000 allocated from the U.S. Department of Treasury CDFI Fund; and \$150,000 from the U.S. Small Business Administration Office of Women's Business Ownership. WWBIC also receives funding from the Wisconsin Economic Development Corporation (approximately \$350,000 last fiscal year) to support business training and counseling.

Leveraging of HOME-funded projects subject to the HOME Match requirement are detailed in the tables below. All applicants for Dane County HOME funding must provide a description of other sources of funds received or expected to be received from outside sources, and why the proposed project could not move forward but-for the use of HOME funds from Dane County. Applications for HOME funding are scored in part from the applicant efforts to fundraise and leverage additional funding from outside sources.

An example of how Dane County HOME funds were leveraged with non-federal sources in 2023 included:

- **Habitat for Humanity of Dane County**: Leveraged the federal HOME dollars awarded under the homebuyer assistance program to provide 10 - 0% interest loans to low- and- moderate income households. As a result, in FY 2023, there was a total of match contributed at \$776,823.38.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	\$2,816,835.31
2. Match contributed during current Federal fiscal year	\$776,823.38
3 .Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$3,593,658.69
4. Match liability for current Federal fiscal year	\$0.00
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$3,593,658.69

TABLE 5 – FISCAL YEAR SUMMARY - HOME MATCH REPORT

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
Habitat – 970	10/12/2022	\$71,238.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,238.44
Habitat – 971	10/26/2022	\$92,974.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92,974.35
Habitat – 983	4/27/2023	\$86,527.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86,527.08
Habitat – 984	4/27/2023	\$86,674.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86,674.52
Habitat – 985	5/25/2023	\$75,796.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,796.12
Habitat – 986	5/25/2023	\$118,098.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$118,098.34
Habitat – 999	6/22/2023	\$92,963.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92,963.61
Habitat – 999	6/22/2023	\$15,480.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,480.40
Habitat – 1002	8/28/2023	\$98,481.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$98,481.72
Habitat - 1002	8/28/2023	\$38,588.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,588.80

TABLE 6 – MATCH CONTRIBUTION FOR THE FEDERAL FISCAL YEAR

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
\$0.00	\$165,327.58	\$12,344.10	\$0.00	\$152,983.48

TABLE 7 – PROGRAM INCOME

<b>Minority Business Enterprises and Women Business Enterprises</b> – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Number	4	0	0	0	0	4
Dollar Amount	\$773,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$773,000.00
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Number	4	0	4			
Dollar Amount	\$773,000.00	\$0.00	\$773,000.00			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	\$0.00	\$0.00	\$0.00			

TABLE 8 - MINORITY BUSINESS AND WOMEN BUSINESS ENTERPRISES

<b>Minority Owners of Rental Property</b> – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

TABLE 9 – MINORITY OWNERS OF RENTAL PROPERTY

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition		
Parcels Acquired	0	0
Businesses Displaced	0	0
Nonprofit Organizations Displaced	0	0
Households Temporarily Relocated, not Displaced	0	0

Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

TABLE 10 – RELOCATION AND REAL PROPERTY ACQUISITION

DRAFT

CR-20 - Affordable Housing 91.520(b)

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

	ONE-YEAR GOAL	ACTUAL
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	83	30
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>83</b>	<b>30</b>

TABLE 11 – NUMBER OF HOUSEHOLDS

	ONE-YEAR GOAL	ACTUAL
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	13	0
Number of households supported through Rehab of Existing Units	45	21
Number of households supported through Acquisition of Existing Units	25	9
<b>Total</b>	<b>83</b>	<b>30</b>

TABLE 12 – NUMBER OF HOUSEHOLDS SUPPORTED

**Narrative**

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

The County recognizes access to affordable housing as a major concern and has listed this as a high priority area for CDBG and HOME funds. In 2023, Dane County awarded CDBG and HOME funds to an organization to promote home ownership for first-time homebuyers of low- to moderate-income. Dane County awarded CDBG and HOME funds to local organizations for owner-occupied home rehabilitation projects.

There are notable differences between the goals and outcomes for the number of households served in 2023. This is due to several reasons, which are being addressed in 2024. Although agencies were awarded funds for 2023, several of them were not able to start projects due to contract delays. For example, one agency funded to provide mortgage assistance is reserving funds for qualified families, but the down payment assistance is delayed due to the lack in approved home purchase offers and loans. Another example is that multiple agencies have expressed concerns on delay due to shortage of specialized contractors, staffing, and materials when engaging in construction and rehabilitation projects.

Rehabilitation materials are also costly and more difficult to obtain in a timely manner. Dane County CDBG & HOME staff are providing technical assistance to these agencies to prevent significant delays.

Lastly, there seemed to be a lack of applications for specific housing categories in our last RFP cycle. As a result, we will be doing additional outreach throughout Dane County, with emphasis on connecting with the Dane County Urban County Consortium members. While the impact may not be as visible in this current 2020 – 2024 Consolidated Plan, it may positively impact future consolidated plans ensuring that a wide range of eligible activities are funded.

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

Dane County will continue to revise and modify the Request for Proposal processes in order to encourage more agencies to apply for funding. We will also look at priority areas and where the potential gaps in funding exist. In addition, CDBG/HOME staff will more closely support and monitor funded agencies in order to ensure that timely reporting and spending occurs. By examining labor/material costs, challenges in staffing, and construction delays, we can also help agencies adjust their timelines and budgets. New federal regulations such as Build America Buy America (BABA), radon requirements, and NSPIRE, may also financially impact the programs and cause delays.

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

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	328	0
Low-income	204	9
Moderate-income	187	4
<b>Total</b>	<b>719</b>	<b>13</b>

TABLE 13 – NUMBER OF HOUSEHOLDS SERVED

**Narrative**

Agencies are doing more outreach to extremely low-income, low-income, and moderate-income families so they are aware of the services provided through CDBG/HOME grants. Some agencies have hosted webinars, workshops in libraries, and online trainings/presentations. Dane County’s Housing Stability Unit is in the same division as CDBG/HOME, and therefore we have been able to build a stronger partnership for resources, information and referrals. We are also planning joint outreach efforts in 2024. The CDBG/HOME unit also has a strong collaboration with the Dane County Housing Authority and the City of Madison, where we share information and engage in joint projects that serve low- to moderate-income families.

In early 2023, when Dane County released the CDBG/HOME RFPs, the team did additional outreach to existing grant recipients and other municipalities to build awareness on eligibility and allowable activities of the grants, so they could share information with their communities.

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

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

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

Preventing homelessness has become an increasingly difficult issue in Dane County due to increasing barriers related to unemployment, low-paying jobs, limited subsidized housing units, 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.

### **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 Road Home Family Shelter; The Salvation Army's Single Women's Shelter, Family

Shelter and Motel vouchers, and Family Warming Shelter; Youth Services of Southern Wisconsin volunteer host homes; and YWCA Family Shelter.

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

#### Housing Initiatives

- Rental Assistance - PSH (HUD CoC funded)
- Housing Initiatives Permanent Housing for Chronically Homeless – PSH (HUD CoC)
- Scattered Site (Britta, Calypso, Dayton, Las Casitas, Stonebridge) – PH
- Veterans Transitional Housing Program (Spring Street)- THP
- Safe Haven SRO – PH

#### Porchlight

- HOSTS PSH (HUD CoC)
- Housing First Leasing – PSH (HUD CoC)
- Brooks Street – SROs PH
- Truax and scattered site - PH

#### The Road Home

- Foundations – PSH (HUD CoC)
- Housing & Hope – PSH
- Building Futures – RRH
- The Heart Room - RRH
- RISE - RRH
- Housing Stabilization - PH
- Moving Up – PH
- The Mainstream Voucher Program (MVP) – PH Section 8 subsidy vouchers
- Ace Apartment, The Breese Apartments, Tailor Place Apartments, and Fair Oaks Apartments – PH programs

#### Society of St. Vincent de Paul

#### The Salvation Army

- RISE – RRH (HUD CoC)
- Hearts of Hope (DV Bonus HUD CoC Funded starting 2024)
- DAWNS – RRH
- Holly House - THP

#### Tellurian

- PHP (Permanent Housing Program) Consolidation – PSH (HUD CoC)
- Transitional Housing Program - THP Community Based Residential Facility (CBRF)
- Willy Street SRO – PSH (HUD CoC)

#### United Way partnerships

#### YWCA

- SROs for women (Mifflin St) – PH



- Third Street program – although not labeled as THP, it provides temporarily housing for single moms with young children for a shorter period of time in PH
- Family Housing Stability Program (partnership with United Way) – Although not labeled THP or RRH, it is a short term program to provide case management and rental assistance temporarily.
- Empower Home partnerships with DAIS– This is labeled a transitional housing program or THP

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

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

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.

**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.

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

### **Actions taken to address the needs of 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 taken 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.

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

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.

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

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

Dane County 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.

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

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 convened a committee for the Regional Housing Study, which continues to focus on results of the 2019 Dane County Housing Needs Assessment. 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 2023, the \$10,000 fair housing services contract was awarded to the Milwaukee Metropolitan Fair Housing Council (MMFHC). The methods on which the services were provided by MMFHC include Investigation and Enforcement Services; Training and Technical Assistance; and, Education and Outreach Services. For a complete description of the actions taken and services provided by MMFHC in 2023, please see the answer to the final narrative question in this section.

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

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

Dane County requires, via the agreements with subrecipients, compliance with the Lead-Based Paint requirements set forth in 24 CFR Part 35. This includes meeting the requirements for notification,

identification and stabilization of deteriorated paint, identification and control of lead-based paint hazards, and identification and abatement of lead-based paint hazards. The Protect Your Family From Lead in Your Home pamphlet developed by the EPA, HUD, and the U.S. Consumer Product Safety Commission is also distributed.

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

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.

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

Dane County, as an urban county, is well positioned to coordinate the work of public, private, and non-profit organizations through which it will carry out the Consolidated Plan and Annual Action Plan. 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 taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

In 2023, Dane County continued to participate as a member of the Home Buyers Round Table of Dane County, Inc., a non-profit member organization whose mission is to promote and educate the Dane County community about home ownership. Members include housing industry representatives that believe home

ownership will increase family stability and financial security; stabilize and strengthen communities and neighborhoods; and generate jobs and stimulate economic growth.

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

The 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.

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

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

In 2023, Dane County contracted with the Milwaukee Metropolitan Fair Housing Council (MMFHC) / Fair Housing Center of Greater Madison (FHCGM) to provide fair housing services. Services provided included:

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

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

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

MMFHC and its satellite office, FHCGM, successfully met or exceeded all requirements of this contract that were within its control during this program year. Feedback received from recipients of fair housing education services and observations made by agencies such as the U.S. Department of Housing and Urban Development indicate that there is a continuous need for fair housing education and enforcement.

Support for fair housing education and enforcement should only continue to grow as the population of Dane County becomes larger and more demographically diverse.

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

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

The full report of housing services provided during the program year by MMFHC is attached as Appendix 2 to this CAPER.

## CR-40 - Monitoring 91.220 and 91.230

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

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

Subrecipients/activities were selected for on-site monitoring based on the results of the risk assessments conducted in 2023. The instrument considers the type of project, type of assistance (loan/grant), experience with CDBG/HOME programs, past performance staff experience and turnover, and recent problems.

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



- Contacting selected subrecipient(s) via telephone to explain the purpose of the visit and to arrange mutually convenient dates for the monitoring visit(s).
- Finalizing the monitoring plan/schedule for the current year.
- Sending formal notification letter 3 weeks in advance to confirm the date(s) and scope of monitoring; providing a description of information that will be reviewed; specifying the expected duration of the monitoring, which staff will be involved, the work space required, and members of the subrecipient's staff who will need to be available.
- Reviewing in-house materials and sending survey requesting fiscal information to the subrecipient (if fiscal will be monitored).
- Reviewing the subrecipient's file; IDIS data; and any other materials on hand to identify potential problem areas, as well as, areas of improved performance.
- Holding an entrance conference on-site with the subrecipient's director and appropriate fiscal and program staff to establish a clear understanding of the purpose, scope, and schedule of the monitoring.
- Documenting the information reviewed during the visit using the appropriate monitoring checklists and forms.
- Conducting an exit conference with key representatives of the subrecipient to: -Present preliminary results of the visit; -Provide an opportunity for the subrecipient to correct any misconceptions or misunderstandings; -Secure additional information from subrecipient staff to clarify or support their positions; and -For any deficiency noted for which there is agreement, to provide an opportunity for subrecipient staff to report on steps they are already taking to correct the matter.
- Drafting the monitoring letter specifying the findings and concerns.
- Following up with the subrecipient to resolve any findings or concerns.

In 2023, six CDBG/HOME-funded activities were selected for on-site monitoring (Agency; *Project Name*). The number of findings/concerns are listed below.

- Habitat for Humanity – *Mortgage Reduction*
  - No findings and no concerns.
- Project Home- *Minor Home Repair*
  - Two (2) findings and one (1) concern that were addressed.
  - Corrective actions were made.
- Boys & Girls Club of Dane County – *Public Facilities: The Sun Prairie Youth Center*
  - No findings and one (1) concern that was addressed.
  - Corrective actions were made.
- Madison Black Chamber of Commerce – *Economic Assistance*
  - No findings and six (6) concerns that were addressed.
  - Corrective actions were made
- YWCA Madison- *Public Services*
  - No findings and no concerns.
- Connecting the Dots with Mattie, Inc. – *Public Services CV*
  - No findings and no concerns.

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

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

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

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

A Notice of Document Availability and Public Hearing was published in the February 25, 2024 edition of the Wisconsin State Journal notifying the public of the March 19, 2024 public hearing and indicating that the draft version of the Consolidated Annual Performance Evaluation Report (CAPER) would be available on the Dane County CDBG/HOME web site beginning on February 26, 2024, as well as, hard copies available from the Housing Access and Affordability Office in the City-County Building, Room 421, 210 Martin Luther King Jr. Blvd., Madison, WI 53703.

A public hearing was held on March 19, 2024 to provide citizens with information regarding the program activities and accomplishments during the 2023 program year. The performance report identified for citizens the Federal funds made available to further the objectives and outcomes of the Consolidated Plan, the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, and the geographic distribution and location of expenditures. Information was also provided on the status of activities in 2023.

The March 19, 2024 Public Hearing was conducted as a hybrid meeting (both virtual and in-person options for attending the meeting were available). Comments on the 2023 CAPER were accepted electronically via email to [cdbg@countyofdane.com](mailto:cdbg@countyofdane.com) and during the virtual hearing on March 19<sup>th</sup>.

## CR-45 - CDBG 91.520(c)

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

There were no changes in program objectives. However, as we have seen in 2023, we will continue to focus on meeting annual goals for mortgage assistance and home rehabilitation by working more closely with the funded programs to ensure benchmarks are realistic. As additional technical assistance is provided, we will help the programs adjust and/or make modifications to the programs in order to meet the goals. All programs serve low- to moderate-income families, and there is clearly a need to continue the work. Other institutional challenges may need to be addressed as noted in the prior section: loan approval, finding adequate housing, and construction/materials availability and costs.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?** No.

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

## CR-50 - HOME 24 CFR 91.520(d)

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

Please list those projects that should have been inspected on-site this program year based upon the schedule in 24 CFR §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

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

1-4 units must be inspected at least once every 3 years;

5-25 units must be inspected at least once every 2 years; and

26 or more units must be inspected at least once annually.

In the second, third, and fourth quarters of 2023, Dane County inspected all eight rental housing projects (Elven Sted, Heritage, Limerick, Limestone, Madison & Main, Oak Ridge, Novation Senior Apartments, and Pheasant Ridge Apartments) by a third-party inspector and the CDBG/HOME Program Specialist. Project Home – NOAH project is charged with inspecting their units.

A summary of the issues that were detected during the inspection were floor deterioration, repair or replacement of floor transitions, repair or replace weather stripping and locks on windows, repair or replace door locks, replacement of door on cabinet, repair or replace cracked window pane, one unit had a leaking sink, one unit had missing drawers, and one unit had a cracked toilet seat. All units that failed the Housing Quality Standards (HQS) inspection report were required to fix the items and a subsequent HQS inspection confirmed failed units were now in compliance.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 24 CFR 91.520(e) and 24 CFR 92.351(a)**

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

- Methods for informing the public, owners, and potential tenants about Federal fair housing laws and their fair housing policy (e.g., use of commercial media, use of community contacts, use of the Equal Housing Opportunity logo or slogan in press releases, solicitations to owners, and written communication);
- Requirements and practices each owner must adhere to in order to carry out affirmative marketing procedures and requirements;
- Procedures to be used by owners to inform and solicit applications from persons in the housing market area who are not likely to apply for the housing without special outreach (e.g., use of community organizations, places of worship, employment centers, fair housing groups, or housing counseling agencies);
- Addresses the items in CFR 92.351.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

In 2023, Dane County received \$199,437 in CDBG program income and \$248,437 in HOME program income. Program income on-hand is paid out to projects before entitlement funds for new and existing projects.

CDBG funds supported 394 households through affordable housing and community development efforts in 2022. Out of the 394 households, 312 (79.2%) identified as being White, 67 (17.0%) as African-American/Black, 10 (2.4%) as Asian, 3 (0.8%) as American Indian or American Native, and 2 (0.5%) as Native Hawaiian or Other Pacific Islander. 214 of the 394 (54.3%) households identified themselves as Hispanic.

Of the 48 households assisted through housing affordability projects, 16 were Extremely Low-Income (0-30% AMI); 12 were Low-Income (30-60% AMI); and 18 were Moderate-Income (60-80% AMI).

HOME funds supported 27 households through affordable housing efforts in 2022. Out of the 27 households, 19 (70.4%) identified as being white, 7 (25.9%) as African-American/Black, and 1 (3.7%) as Asian. 0 out of 27 (0.0%) of the households identified themselves as Hispanic.

**Describe other actions taken to foster and maintain affordable housing. 24 CFR 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 24 CFR 91.320(j)**

In 2023, Dane County undertook the following activities to foster and maintain affordable housing:

- Provided mortgage reduction assistance to 9 first-time homebuyers.
- Assisted 21 low-and-moderate-income households with major and minor home repairs.
- Provided housing counseling to 9 participants and their families.
- Served as one of the sponsors of the Home Buyer's Round Table (<http://homebuyersroundtable.org>). The Home Buyers Round Table is a non-profit membership organization that is comprised of representatives from the private sector, non-profit groups and local government who share a common goal of promoting homeownership through education. The organization focuses primarily on first time home buyers and low to moderate-income families. The Home Buyers Round Table sponsors community home buyer classes, a website filled with valuable resources, and a membership committed to meeting the needs of those interested in pursuing homeownership.
- Funded a sub-recipient organization- Metropolitan Milwaukee Fair Housing Council (MMFHC) - to carry-out fair housing services in the Urban County Consortium. Services included Investigation and Enforcement Services; Training and Technical Assistance; and, Education and Outreach Services. Specific accomplishments in 2023 included:
- Conducted intake of 9 complaints of illegal housing discrimination, based on 13 protected classes. 7 of these complaints have been closed; 2 remain open with ongoing assistance being provided.
- Case management services provided to individuals on a total of 27 occasions.
- Conducted 2 fair housing presentations with 41 individuals in attendance.
- Distribution of written materials to 15 organizations and agencies serving Dane County.
- Referral of non-Fair Housing related inquiries on 16 occasions to individuals with non-fair housing related questions or concerns.

CR-58 – Section 3

**Identify the number of individuals assisted and the types of assistance provided**

<b>Total Labor Hours</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0	0	0	0	0
Total Section 3 Worker Hours	0	0	0	0	0
Total Targeted Section 3 Worker Hours	0	0	0	0	0

TABLE 14 – TOTAL LABOR HOURS

<b>Qualitative Efforts - Number of Activities by Program</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0	0	0	0	0
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0	0	0	0	0
Direct, on-the job training (including apprenticeships).	0	0	0	0	0
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0	0	0	0	0
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0	0	0	0	0
Outreach efforts to identify and secure bids from Section 3 business concerns.	0	0	0	0	0
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0	0	0	0	0
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0	0	0	0	0
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0	0	0	0	0
Held one or more job fairs.	0	0	0	0	0
Provided or connected residents with supportive services that can provide direct services or referrals.	0	0	0	0	0
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0	0	0	0	0
Assisted residents with finding child care.	0	0	0	0	0
Assisted residents to apply for, or attend community college or a four year educational institution.	0	0	0	0	0
Assisted residents to apply for, or attend vocational/technical training.	0	0	0	0	0
Assisted residents to obtain financial literacy training and/or coaching.	0	0	0	0	0
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0	0	0	0	0
Provided or connected residents with training on computer use or online technologies.	0	0	0	0	0
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0	0	0	0	0
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0	0	0	0	0
Other.	0	0	0	0	0

TABLE 15 – QUALITATIVE EFFORTS - NUMBER OF ACTIVITIES BY PROGRAM

**Narrative**

Dane County did not fund any Section 3 projects in 2023.

Appendix 1



**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

**Final Report**  
**2023 Fair Housing Services**  
**Fair Housing Center of Greater Madison**  
January 1 – December 31, 2023

**Submitted by:**  
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## INTRODUCTION

Under the terms of Community Development Block Grant Agreement Number B-22-UC-55-0003, the Metropolitan Milwaukee Fair Housing Council provided a range of fair housing services to Dane County through its satellite office, the Fair Housing Center of Greater Madison (FHCGM). Per the Agreement, services include fair housing enforcement activities, technical assistance, and education and outreach activities; each of these program areas are described in more detail in subsequent sections of this report.

## ENFORCEMENT SERVICES

### I. Complaint Intake and Counseling Services

During the 2023 grant year, MMFHC conducted intake of nine (9) complaints of illegal housing discrimination under the terms of this contract. These nine (9) complaints were based on a total of 13 protected classes, as outlined in the table below.

Protected Class	No. of Complaints
Disability	4
Race	3
Receipt of Rental Assistance	2
Sex	3
Status as a Victim of Domestic Abuse, Sexual Assault, or Stalking	1

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

Seven (7) of these complaints have been closed; two (2) complaints remain open and ongoing assistance is being provided to these complainants. All complainants received technical assistance regarding their fair housing rights under applicable federal, state, and local fair housing laws, as well as technical assistance specific to the nature of their complaint.

For example, technical assistance provided to complainants thus far in the program year included information regarding protections for individuals alleging retaliatory termination of tenancy or eviction, the elements of a request for a reasonable modification or accommodation in housing, and potential fair housing issues related to tenant screening policies and occupancy restrictions in rental housing.

In addition, MMFHC provided two (2) of these complainants with its *Toolkit for Requesting Reasonable Accommodations in Housing*, and one (1) complainant with its *Toolkit for Requesting Reasonable Modifications in Housing*. MMFHC's *Toolkits* include an informational booklet outlining the definitions, elements, and common types of reasonable accommodations and modifications, as well as the steps involved in making such requests of a housing provider. The *Toolkits* also include sample letters that housing consumer can use as templates for making requests for accommodations or modifications, as well as templates that can be used by medical professionals, social workers, or other parties to provide necessary documentation to accompany the consumer's request. Finally, the *Toolkits* include a fair housing resources page, with contact information for relevant agencies and organizations and links to relevant guidance from HUD and the Department of Justice concerning accommodations and modifications.

## **II. Case Management Services**

Under the terms of this contract, MMFHC provided comprehensive case management services in response to complaints. MMFHC staff provide technical assistance on fair housing laws and remedies, advise clients of their options to pursue administrative or judicial remedy for possible violations of fair housing laws, coordinate case status meetings, and provide assistance to attorneys.

During the 2023 contract period year, MMFHC provided case management services to individuals on a total of 27 occasions. This counseling occurred either in place of taking a complaint, prior to the closing of a complaint file, or as a precursor to an offer of assistance in filing a complaint.

Case management services offered to complainants during the 2023 contract year included technical assistance regarding federal, state, and local laws protecting individuals on the bases of disability and race; state and local protections on the bases of lawful source of income and receipt of rental assistance; complainants' rights to file administrative complaints with federal, state, and local enforcement bodies; and referrals to multiple resources that may be able to assist complainants who are facing both fair housing and non-fair housing issues.

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

represented by counsel, assisting them in making more informed decisions throughout the administrative and/or legal process.

## **EDUCATION AND OUTREACH SERVICES**

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

As part of the contracted activities, FHCGM was to conduct two (2) fair housing presentations to consumer groups, social service agencies, community-based organizations, and/or civic, neighborhood, faith-based organizations in Dane County. FHCGM conducted two (2) presentations under the terms of this contract in 2023, thus meeting the annual goal for this program activity. A total of 41 individuals were in attendance, as outlined below.

On April 22, 2023, FHCGM conducted a fair housing presentation for attendees of the Stoughton Community Networking Conference, a free event attended by area residents and representatives of numerous organizations and agencies providing housing, employment, and transportation services in the community. Thirty-three (33) individuals were in attendance.

On September 14, 2023, FHCGM conducted a fair housing presentation for the staff of the Dane County Housing Authority. Eight (8) individuals were in attendance.

These presentations covered the following topics:

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

In addition, FHCGM staff were available to respond to follow-up inquiries from audience members.

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

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

As part of the fulfillment of this contract, FHCGM was to distribute updated outreach materials that incorporate information on federal, state, and local fair housing laws, as well as FHCGM's programs and services. These materials include FHCGM's *Know Your Rights* protected classes flyers, *Red Flags of Housing Discrimination* flyers, and *Fight Back!* brochures. Together, these items provide a comprehensive overview of fair housing issues and how victims of unlawful housing discrimination can seek assistance.

In addition, FHCGM distributed various informational brochures and flyers regarding specific forms of housing discrimination and common fair housing issues faced by vulnerable populations. These materials provide information regarding expanded federal protections on the bases of sexual orientation and gender identity/expression, fair housing issues faced by individuals experiencing or at risk of homelessness, familial status discrimination and reasonable occupancy policies for rental units, fair housing protections for recipients of rental assistance, and reasonable accommodations related to service and assistance animals in housing.

During the 2023 program year, FHCGM distributed a total of 1,621 fair housing informational materials on a total of 19 occasions. FHCGM provided outreach materials to 15 organizations and agencies providing services throughout Dane County, and distributed materials at an additional four (4) community events.

Organizations and agencies that received informational materials during the 2023 contract year included:

1. Centro Hispano (Sun Prairie)
2. Dane County Housing Authority (Monona)
3. Disability Rights Wisconsin (Monona)
4. Fitchburg Senior Center (Fitchburg)
5. Joining Forces for Families (Sun Prairie)
6. Monona Community Center (Monona)
7. Monona Senior Center (Monona)
8. Reach Dane (Fitchburg)
9. Sankofa Behavioral & Community Health (Monona)
10. St. Stephen's Lutheran Church – Food Pantry Program (Monona)
11. Sunshine Place (Sun Prairie)
12. The Colonial Club (Sun Prairie)
13. Waunakee Neighborhood Connection (Waunakee)
14. Waunakee Senior Center (Waunakee)
15. YWCA (Madison)

In addition, FHCGM participated in the following four (4) Dane County community events and distributed fair housing informational materials to attendees:

1. Disability Pride Festival (Madison)
2. Madison Juneteenth Celebration (Madison)
3. Reentry Service Fair (Madison)
4. Stoughton Area Community Networking Conference (Stoughton)

Outreach materials were distributed in multiple languages, including English, Spanish, Hmong, Somali, and Arabic.

## **TECHNICAL ASSISTANCE SERVICES**

### **V. Technical Assistance**

As a part of this contract, FHCGM was to provide direct assistance, consultation, and specific information on fair housing laws to housing consumers, housing providers, social service agencies, government entities, businesses, civic groups, faith-based organizations, educational institutions, and professional trade groups in Dane County.

MMFHC’s provision of comprehensive technical assistance to fair housing complainants was described separately in an earlier section of this report. MMFHC also provided a total of four (4) additional instances of technical assistance during the 2023 contract year, as outlined in the table below.

<b>Date</b>	<b>Type of Technical Assistance</b>
8/8/2023	Provided technical assistance to a Stoughton housing advocate regarding potential reasonable accommodations related to hoarding behaviors in rental properties.
8/15/2023	Provided technical assistance to a housing consumer in Fitchburg regarding lawful source of income protection under the Wisconsin Open Housing Law, local protections for recipients of rental assistance, and enforcement options available to individuals under these laws.
9/25/2023	Provided technical assistance to a Monona housing provider regarding service and assistance animals as a reasonable accommodation on the basis of disability.
9/29/2023	Provided technical assistance to an attorney in Sun Prairie regarding service and assistance animals as a reasonable accommodation on the basis of disability.

Technical assistance can include clarification of fair housing laws, information on legal and administrative interpretations of fair housing laws, information on the nature and extent of housing discrimination and residential segregation, demographic data, and other topics as appropriate.

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

Under the terms of this contract, FHCGM provided housing information and referral services on 16 occasions to individuals with non-fair housing related inquiries during the 2023 contract year. FHCGM maintains an extensive list of community resources and refers callers to the appropriate agency for their particular issue.

These 16 non-fair housing inquiries included questions on evictions, leases, repairs or code violations, security deposits, subsidized housing, and tenants' rights. FHCGM assisted persons with non-fair housing inquiries by making referrals to entities such as the Aging and Disability Resource Center of Dane County, Catholic Charities, the Community Action Coalition of South Central Wisconsin, Legal Action of Wisconsin, Movin' Out, and the Wisconsin Department of Agriculture, Trade and Consumer Protection, among others.

## **VII. Conclusion**

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

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

In addition, through fair housing presentations, technical assistance, and dissemination of fair housing and lending information, Dane County residents are armed with knowledge of fair housing and lending laws, how to recognize and respond to discriminatory housing practices and how to file a housing discrimination complaint. This is a long-term benefit that will extend beyond the scope of the grant, ensuring equal housing opportunities countywide. Moreover, as a result of these activities, housing providers are made aware of the provisions of local, state and federal fair housing law and assisted in complying

with the law. In sum, the activities performed by MMFHC and its satellite, FHCGM, under the terms of this grant help create a more open, equitable housing market for all Dane County residents.