



Waukesha County Fourth Program Year 2008 CAPER

The CPMP

Waukesha County

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

The grantee must submit an updated Financial Summary Report (PR26).

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GENERAL

Executive Summary

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

Program Year 4 CAPER Executive Summary response:

The fourth year Consolidated Annual Performance and Evaluation Report (CAPER) covers the 2008 Community Development Block Grant Program (CDBG) and the HOME Investment Partnership Program (HOME) and related activities for the period of January 1, 2008 to December 31, 2008. Waukesha County, as the federal grantee of funds, continued to implement its federally funded programs in accordance with program regulations with a primary goal of benefitting low and moderate income persons and households.

Waukesha County is proud to note that 36,995 persons/households directly benefitted from activities funded with CDBG and/or HOME funds, 14 public and non-profit facilities were rehabilitated or made more accessible in accordance with the Americans with Disabilities Act, 28 households received assistance for housing rehabilitation, 72 households received Downpayment Assistance for purchase of a home, 22 low and moderate income households received assistance through the Purchase / Rehabilitation Program, 2 businesses received low interest loans to create 15 low and moderate jobs, housing units for low and moderate income person and persons with disabilities were created and rehabilitated and land was acquired to develop new housing through Habitat for Humanity. All accomplishments will be more fully described in this document.

The county's new policy related to the drawdown of funds implemented in 2007 resulted in the highest expenditure and lowest carryover of funds in the CDBG program history. The HOME program also had its highest commitment of funds in its history.

Waukesha County continued to make modifications to its HOME program in response to a technical assistance report by Dennison Associates to improve both the administration and operation of the HOME program. Most significantly, all files and documents were successfully transferred to the Wisconsin Partnership for Housing Development from the previous program administration that went out of business.

Waukesha County continues to direct a substantial portion of its CDBG program toward three Neighborhood Revitalization Strategy Areas (NRSA) to provide directed benefits to residents, identify neighborhood needs, empower residents, provide economic opportunities and improve the quality of life in the three NRSA's.

Waukesha County began two important initiatives in 2008, the first working with a number of organizations, churches, businesses and interested citizens to develop a Housing Trust Fund to secure funding for the construction of affordable housing and the second to develop a Ten Year Plan to End Homelessness.

As the national housing and economic crisis broadened, staff continues to analyze the impact on the federal programs and Waukesha County's response to these difficult times. Waukesha County will continue to meet the needs of its low and moderate income residents as possible with the limited resources provided.

Finally, Waukesha County recognizes the assistance of Ms. Marcia Bergeson, HUD CPD Representative for many years, who retired in 2008, and Ms. Kathy Rosenkranz, clerical staff for her dedicated work, who passed away from cancer in 2008.

2008 CDBG Allocation

\$1,777,037	Total allocation
<u>1,445,174</u>	Grant award 2008
>\$275,863	Balance/deficit
<u>-45,682</u>	Prior year unallocated
230,181	
<u>-27,831</u>	Reprogrammed
202,350	
<u>202,350</u>	Program Income
0	

The 2008 CDBG grant award was \$56,008 less than 2007.

2008 HOME allocation

\$1,335,880	Allocation HOME
<u>14,405</u>	American Dream
\$1,350,285	Total allocation that was \$72,640 less than 2007

General Questions

1. Assessment of the one-year goals and objectives:
 - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
 - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
 - c. If applicable, explain why progress was not made towards meeting the goals and objectives.

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2. Describe the manner in which the recipient would change its program as a result of its experiences.
 3. Affirmatively Furthering Fair Housing:
 - a. Provide a summary of impediments to fair housing choice.
 - b. Identify actions taken to overcome effects of impediments identified.
 4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.
 5. Leveraging Resources
 - a. Identify progress in obtaining "other" public and private resources to address needs.
 - b. How Federal resources from HUD leveraged other public and private resources.
 - c. How matching requirements were satisfied.

Program Year 4 CAPER General Questions response:

ASSESSMENT OF ONE YEAR GOALS AND ACCOMPLISHMENTS:

- a. The CDBG program continued to exceed its Five Year Plan goals related to beneficiaries. As Waukesha County implemented its program there were in place a number of allocation criteria as follows:
 - i. An allocation to the City of Waukesha, a participating entitlement gets about 51% of its entitlement funds for projects which directly benefits the City. The balance of funds are allocated as part of the CDBG Board allocation which may or may not benefit City residents.
 - ii. Over the three years of an Urban County qualification period, a sum of \$450,000 (approximately 10%) of funds are allocated by formula to local participating municipalities who may use the allocation during any of the three qualification years.
 - iii. An allocation of funds is provided for Administration at a 70% CDBG 30% HOME ratio. Also included by HUD definition with Administration is Planning activities and Fair Housing (which may also be considered a Public Service). The total Administration may not exceed 20% of the grant plus 10% program income.
 - iv. The 4th restricted category is Public Services which generally provide direct benefit to persons and / or households. Public services may not exceed 15% of the grand award and 15% of Program Income.

The CDBG program exceeded its goals relative to the one year and five year HUD approved plans. The number of direct beneficiaries primarily for Public Service activities increased 5,300 or 29% between 2007 and 2008. A record 44% of funds were allocated for Public Services with a substantial portion of those funds directed at the three HUD approved Neighborhood Revitalization Strategy Areas (NRSA). The NRSA designation allows the allocation of CDBG funds to exceed 15% if the services are directed toward the resident of the NRSA. Waukesha County to our knowledge is the only grantee in Wisconsin

currently with approved NRSA designation. The Waukesha County Economic Development Corporation changed its loan service agent during 2008; however the volume of loans and jobs created were not affected. Waukesha County also committed a sizable amount of funding for public facilities for rehabilitation to non-profit facilities and compliance with the Americans with Disabilities Act. The CDBG funding for housing activities has decreased since 1998 when the HOME Investment Partnership Program was established. Housing Rehabilitation Assistance for both the City of Waukesha and Waukesha County rehabilitation programs continued along with some funding for special need housing rehabilitation. Waukesha County established both beneficiaries' goals and in compliance with federal regulations, also established one of three goals and objectives for each funded (I. e. performance measurements).

The HOME Investment Partnership Program, a cooperative venture (HOME CONSORTIUM) between four counties (Waukesha, Jefferson, Washington and Ozaukee) had another successful program year in terms of fund commitments. The HOME program described in detail in this report has four "core" programs including: 1. Downpayment Assistance 2. Housing Rehabilitation 3. Purchase/Rehabilitation and 4. Homebuyer Counseling. In addition, the grant requires a 15% of funds be allocated to HUD approved Community Housing Development Organization (CHDO) who owns, develops, manages or sponsors housing development. The HOME program provided financial assistance for Habitat for Humanity land acquisition, a special need group home renovation, acquisition of a property for occupancy by persons with a disability and gap financing for a Low Income Housing Tax Credit project. The 2008 program year exceeded most goals during a very difficult and extreme downturn in the housing market. As the national housing crisis and foreclosure rates soared, the HOME CONSORTIUM area was not immune to the negative aspects of the housing crisis. In fact, Waukesha County foreclosures exceeded 900 by the end of 2008 which was the fourth highest level in Wisconsin. Given the volatility of the housing market, the HOME program accomplishments were surprising. The Downpayment Assistance deferred loans increased slightly from 2007, the new Purchase/ Rehab program provided households seeking to non-code compliant property funds for both down payment assistance and housing rehabilitation to bring the house into code compliance.

The HOME program undertook a significant change in 2008, converting outstanding mortgage document from the previous Program Administration – Community Housing Initiative (CHI) to Waukesha County. This project was completed by the new Program Administrator, Wisconsin Partnership for Housing Development (WPHD).

- 1b. Following is a summary of **Public Service** activities funded under the three HUD goals and three objectives established as Outcome Measurements by HUD.

Waukesha County Fourth Program Year 2008 CAPER

Objective: 1 Create Suitable Living Environment

Outcome	Subgrantee	Beneficiaries
1. Availability / Accessibility	Youth Opportunities	1,265
	Collaborative Transportation	5,658
	Interfaith – Outreach	141
	La Casa – Clinic	217
	La Casa – Summer Food for Youth	343
	La Casa – Workforce Development	662
	Literacy Council	165
	Mental Health – 211 Helpline	7,034
	Parent Place	60
	Pregnancy Support Connection – Pregnancy Support	32
	Enlight	16
2. Affordability	CCWC – Clothes Closet	3,298
	Community Outreach Clinic	223
	Elmbrook Senior Taxi	201
	Lake Country Cares Cab	75
	Oconomowoc Silver Streak	523
	Menomonee Falls Bus	112
	Mukwonago – Seniors on the Go	70
	Muskego Senior Taxi	215
3. Sustainability	Catholic Charities – Parenting	22
	CCWC – Meals	618
	Waukesha Food Pantry	4,080
	Healthy Families	104
	Hebron House – Case Management	93
	RSVP	558
	St. Joe's Clinic	144
	Meals on Wheels	151
	Salvation Army – Feed the Kids	622
	Salvation Army – Meals	888
	Women's Center – Employment	233
	UW Extension – Farmers' Market	1,984
	UW Extension – Haertel Field	1,545
	UW Extension – Phoenix Heights	1,699
	UW Extension – Westside	930
	Waukesha Training Center – Food	946
	City of Waukesha Handicap Rec.	74
	City of Waukesha - Senior Coord.	829
	Care Center Operating	153
	Wisconsin Community Service	79
Women's Center Sexual Abuse	81	

Outcome	Subgrantee	Beneficiaries
	WOW Offender Employment	68

Objective: 2 Create Decent Affordable Housing

1. Availability / Accessibility	Hbc services	5
	Hebron House Emergency Shelter	66
	Jeremy House	34
	IndependenceFirst	45
	Richard's Place	12
	Salvation Army Lodge	193
	Women's Center – Sister House	81
	Linden Cherish	7

Objective: 3 Create Economic Opportunities

Outcome	Subgrantee	Beneficiaries
1. Availability / Accessibility	St. Aemillian Clubhouse	110
2. Affordability	La Casa Childcare	231
3. Sustainability	WCEDC	7
	Waukesha Training Center – Protect the Planet	8

1c. In 2008 considerable progress was made in the drawdown of CDBG funds. In fact, the County met its October 31st timeliness report with its lowest unexpended funds in history. The HOME program continues to meet HUD goals, but still needs improvement in the expenditure and drawdown of funds.

In particular the HOME program had a difficult 2008 meeting goals due to the national housing crisis. It is likely that some shift of HOME funds, new programs, or an increase in benefit may occur in 2009 unless the housing crisis is reversed.

2. Waukesha County through public comment and annual review by both the CDBG Board and HOME Consortium Board may modify its program funding and operation. Based on the Dennison Associates review, a number of administrative and operational changes to the HOME program have occurred and will continue to be modified to meet the report recommendations. Waukesha County anticipates a HUD staff monitoring review of administrative and operational changes in early 2009, which have been undertaken to meet the Dennison report recommendations.

The change in mandatory expenditure of CDBG funds within 24 months proved to be an effective tool for increasing CDBG fund expenditures. A similar plan may need to be implemented to increase HOME expenditures. If CDBG and HOME grants continue to decrease, both the CDBG and HOME Boards will need to evaluate and analyze their funds allocation to meet demands and needs.

3a. Waukesha County to meet a HUD requirement completed its revised Impediments to Fair Housing. Most impediments identified impact housing choice as

the most significant barrier and are obstacles to fair housing. Following is a summary of identified obstacles.

- i.) HUD in its annual review noted that a lack of an approved Fair Housing ordinance as an impediment– while discrimination is prohibited under State and Federal law, a local Fair Housing ordinance would enhance the county commitment to Fair Housing.
- ii.) Lack of integration of municipal services, employment, transportation and affordable housing.
- iii.) Impediments as a result of zoning, land use, and building costs, which may restrict housing choice.
- iv.) Discrimination based on race, handicap or any protected class while difficult to identify on a communitywide scale does exist as shown by an identified number of complaints and allegations of discrimination processed by Metro Milwaukee Fair Housing.
 - a. The Metropolitan Milwaukee Fair Housing Council has maintained records on complaints and allegations of possible fair housing violations. The federal Fair Housing Equal Opportunity and State Civil Rights Division also maintain records on fair housing complaints.
- v.) Private lending practices primarily subprime loans have had a devastating effect on the housing market nationally. Waukesha County through its CDBG and HOME programs has taken pro-active steps to avoid predatory lending. All loan recipients must complete homebuyer counseling, no subprime loans will be allowed, no adjustable rate loans and no cash out subordination loans as examples of proactive steps.

3b. Waukesha County has reviewed the identified impediments and has begun to take pro-active steps to overcome the effects of the impediments. Besides continuing funding for the 20th consecutive year for the Metropolitan Milwaukee Fair Housing Council for education, information / referral and enforcement of fair housing laws, Waukesha County staff also attended the State Fair Housing Conference and the MMFHC 40th Anniversary celebration.

The Homebuyer Counseling program reinforced Fair Housing laws in its presentation, and CDBG funding was provided to IndependenceFirst to assist persons with disabilities obtain housing and to ensure that discrimination does not occur toward persons with disabilities.

County staff participated in the development of a countywide Smart Growth Plan and has continued its participation with the Waukesha Housing Action Coalition and the Housing Trust development.

Waukesha County through its Downpayment Assistance program works closely with lenders to ensure that homeowners are not exposed to subprime loans, excessive mortgage debt, and all subordinations are reviewed to ensure that revised terms are

to the benefit of the homeowner. At no time are adjustable mortgages or cash out subordination allowed.

Waukesha County also maintains a cooperative understanding with the Board of Realtors to ensure that red-lining and steering are prohibited, and housing choice throughout the four-county HOME area is promoted.

The Waukesha Smart Growth Plan encourage local zoning and land use modifications to accommodate the development of affordable housing creating additional housing choice for all individuals.

Waukesha County will continue to fund activities to assist households with Downpayment Assistance and Housing Rehabilitation Assistance and developed a new Purchase / Rehab program in 2008.

Finally, the HOME process will be modified so that applicants approved for funding will understand that funding may take longer to be received and contracts may be delayed until all HOME program requirements are in place and completed.

- a. Waukesha County continues to make efforts to reduce or eliminate impediments to fair housing choice. Some impediments which impede fair housing choices such as lending practices, possible real estate steering, and changes to local land use and zoning in cities and villages are not within the powers of Waukesha County to change.
 - i. Clearly national lending practices had a major impact on housing and the national economy in 2008. Subprime loans, speculative buying and questionable lending practices all contributed to Waukesha County having one of the highest numbers of foreclosures in the State (note: while the number of foreclosures was high, the actual percentage of homes in foreclosure was low). Waukesha County requires that all households seeking assistance through HOME or CDBG attend homebuyer counseling.
 - ii. Under State statues, Waukesha County has oversight of land use and zoning only in townships which often have strict rules on home construction due to their more rural nature, Department of Natural Resources (DNR) development restrictions and lack of sewer and water. Through the Smart Growth process, county staff encouraged local city and village staff to review their development policies to provide opportunities for affordable housing.
 - iii. The Metropolitan Milwaukee Fair Housing Council (MMFHC) funded with CDBG funds, continues to identify isolated cases of discrimination either through complaints or testing. Discrimination on a county-wide basis would be difficult to identify, but the county through MMFHC, Metropolitan Realtors

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- Association and local landlords provide resources for education and legal action to uncover and alleviate discriminatory practices.
- iv. The HUD FHEO office continues to encourage grantees to pass a Fair Housing Ordinance, Waukesha County is reviewing fair housing laws and will consider passage of a Fair Housing ordinance in 2009.
 - v. The high cost of land in Waukesha County is an impediment to the construction of affordable housing, staff will survey all municipalities to identify public land that could be developed into affordable housing.
 - vi. Waukesha County undertook a number of actions in 2008 to overcome effects of impediments. The CDBG program since its initial funding has provide an allocation of CDBG funds to the Metropolitan Milwaukee Fair Housing Council to undertake counseling, education, information, referral and when necessary, enforcement of fair housing laws. In 2008, MMFHC conducted six presentations to various groups/organizations; a total of 103 persons attended these presentations. In addition, MMFHC staff participated along with the county staff related to the Waukesha Housing Trust fund, Smart Growth Plan and Waukesha Housing Action Coalition. MMFHC documented 34 instances of technical assistance and 90 telephone referrals on fair housing issues. MMFHC also conducted presentations to the regional National City Real Estate Forum, WI Housing Conference and Common Ground Conference. Finally, MMFHC participated in efforts to deconcentrate poverty and create economically/racially integrated communities and engage in national fair lending efforts.
 - vii. Waukesha County requires that all households who receive HOME assistance attend Homebuyer Counseling which includes a fair housing component.
 - viii. Staff attended the State Fair Housing Conference, MMFHC annual event and State HOME for Everyone Conference.
 - ix. Waukesha County staff participated in, along with various other individuals, Smart Growth Planning, Waukesha Housing Action Coalition, Waukesha Trust Fund, AD-HOC Housing Mix meetings and met with staff from other municipalities to encourage fair housing practices.
 - x. Through the HOME subgrantees, individuals/households throughout the region are informed of homebuyer opportunities provided through HOME programs. Extensive outreach is conducted and information is shared with entities in other counties.
 - xi. The Metro Board of Realtors in June 2008 placed an article in its newsletter to all real estate agents regarding HOME programs available in the four county HOME area.
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- xii. The HOME program also conducted a lender seminar in each participating county on HOME programs and works closely with lenders to ensure that homebuyers are not exposed to subprime loans, excessive mortgage debts and that all subordinations are in the best interests of the homeowner.
 - xiii. Through the CDBG program, the county funded IndependenceFirst to provide housing counseling and identify housing opportunities for persons with disabilities. Waukesha County will continue to implement its programs and conduct its outreach to protect and inform households of fair housing/equal opportunity law and regulation.

4. Most CDBG goals were met since priorities had not changed significantly since the 5 Year Goals were established. The HOME program due to changes in the allocation of funds and less than expected funding for rental projects combined with the national and local housing crisis resulted in some unmet goals. In 2007, the HOME Board approved a Purchase/Rehab program to help homebuyers purchase affordable homes in need of rehabilitation. At the same time, the Board eliminated the set-aside of funds for local county projects. The tightening of the mortgage credit market and decreasing affordable housing stock resulted in a slight increase in Downpayment Assistance loans including HOME assistance under the Purchase / Rehabilitation program. As foreclosures increased the availability of housing increased, unfortunately the tightening and availability of mortgage financing particularly for households with lower credit scores, made homeownership difficult. The rental market also felt the affect of the housing market as financing for Low Income Tax Credit project financing dried up. In fact the Wisconsin Housing and Economic Development Authority lost its bond and finance authority completely by the end of 2008 due to the housing crisis.

The contracting for HOME projects was also delayed as the county revised its HOME contracts to meet the Dennison Report findings and also developed new mortgage, notes and land use documents to secure HOME funding. Should the national housing crisis continue, foreclosures increase and mortgage loans tightened more, housing efforts at affordable production will be more difficult to meet.

Waukesha County implemented in 2008 a 24 month fund drawdown on all CDBG funded projects which resulted in a significant decrease in unexpended funds and uncompleted activities.

The HOME Consortium approved two new CHDO agencies which helped increase the commitment of funds and will produce more housing units in the future under the CHDO funding (Washington County Habitat for Humanity and Movin' Out).

HUD continues to identify the lack of staff as a barrier to program administration which the county is reviewing.

Waukesha County also met with the new HUD-CPD Financial Manager, John Larsen in an effort to reconcile the county BAS system to the federal IDIS system to more easily compare the fiscal reporting. Some progress in this area has been made with the help of the county Department of Administration.

Waukesha County sent a senior attorney to HOME contract training and hired outside counsel to develop HOME compliant contracts mortgages, notes and land use restrictions which should meet HUD regulation.

The county CDBG Board in conjunction with the County Executive will reduce the number of funded activities to reduce the burden of work on staff.

Based on recommendations from HUD, Waukesha County will undertake some new outreach initiatives in 2009. These initiatives will be outlined in our 2010 CAPER.

- b. Both CDBG and HOME allocation in actual funding and in value of funds received has decreased for the past five years. Meeting all the underserved needs has become more difficult and in reality impossible to meet. Waukesha County works closely with other funding resources (United Way, etc) to identify the most critical underserved needs.
 - In 2008, Waukesha County completed the development of its Aging & Disability Resource Center (ADRC) to centralize assistance to those populations as well as transferring the case load to the State Family Care model of assistance. Waukesha County works closely with Community Cares and United Wisconsin to assess and provide resources to those populations.
 - CDBG staff continues to meet with its multi-collaborative partners in the development and funding of a “strategic alliance” fund to encourage agencies to consolidate services, partner, co-locate or merge to increase efficiency and effectiveness.
 - Continued as the only State grantee to have in place three Neighborhood Revitalization Strategy Areas to concentrate services and empower residents in those areas.
 - Encouraged the implementation of the “Accelerated SSI” processing program to assist persons with disabilities to obtain SSD funding and permanent housing.
 - At the encouragement of HUD, the county will decrease the number of activities it will fund and establish priorities to funding.
 - Continued to participate and implement Outcome Measurements for the CDBG program, participate in the development of a Housing Trust and implemented a 24 month spend-or-lose policy for CDBG activities.
 - Participated and funded the Waukesha Youth Collaborative, a coordinated group of agencies serving youth in the NRSA areas with oversight of activities through United Way.
5. Waukesha County, as the federally qualified grantee, receives direct entitlement funds through the Community Development Block Grant (CDBG)

and HOME Investment Partnership Program (HOME) as part of a four county consortium. In addition, a Waukesha County agency (Richard's Place) receives regional funding through the HOPWA, Housing Opportunities for Persons With Aids and through the State as a participant in the balance of State Emergency Shelter Grant (ESG) program. A number of Waukesha County agencies (such as the Hebron House and Richard's Place) participate and receive funding through the Continuum of Care process which provides funding for permanent housing (ten agencies received \$499,391 in Emergency Shelter Funds).

- b. All CDBG programs are required to identify other resources which supplement CDBG funding. This reporting on the federal IDIS system showed that public and private resources either in the form of actual funds or volunteer services leveraged of minimum of \$10.00 for every CDBG dollar or \$15,000,000 in estimated private investment.
- c. Based on the federal exemption for match based on a Federally Declared Disaster, Waukesha County and the HOME Consortium is exempt from the match requirement for 2008 and 2009. Waukesha County did document the following HOME match in four areas: The City of Waukesha converted TIF funds (\$225,000) for housing rehabilitation, Hebron House of Hospitality through services and volunteer time at HOME funded rental units provided \$45,182 the Washington County Habitat for Humanity documented \$23,245 in volunteer time and the Ozaukee County Habitat for Humanity documented volunteer time and a \$50,000 business donation.

Managing the Process

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Program Year 4 CAPER Managing the Process response:

Waukesha County continued to manage the CDBG and HOME program in compliance with HUD regulations. However, based on the findings of the Dennison Report specific changes to the HOME program are underway. Some modifications are ongoing and some are in the process of implementation. The HOME program provides quarterly updates to HUD to review the progress of HOME changes being undertaken to address the Dennison Report.

Based on the Dennison Study, Waukesha County sent one of its Corporation Counsel staff to contract training to assist in the redesign of HOME contracts and has hired outside counsel to develop mortgage, notes and land use restrictions for recording each HOME activity. Waukesha County has also requested Technical Assistance from Urban Economic Development Associates to meet four identified areas of concern from the Dennison Study.

Waukesha County has implemented the HUD Outcome Measurements into its program administration and reporting. The Outcome Measurement and accomplishment are recorded within this document. Besides the final reporting of program accomplishments on the IDIS system, subgrantees report interim activity progress twice during the program year in addition to the final report. Due to limited staff time, interim accomplishment reporting is often not done in IDIS but final accomplishment reporting is completed in IDIS.

Waukesha County instituted in 2007 a required 24 month activity completion policy for the CDBG program, which increased project completion and drawdown dramatically. Waukesha County did approve two new Community Housing Development Organization (CHDO) – Washington County Habitat for Humanity and Movin’ Out to increase the HOME CHDO Reserve drawdown.

Citizen Participation

1. Provide a summary of citizen comments.
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

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

Program Year 4 CAPER Citizen Participation response:

Waukesha County provided citizens’ opportunities to comment on all aspects of the CDBG and HOME programs as required, including Public Notices, oral and written responses and open comment opportunities as part of each CDBG and HOME meeting agenda. Waukesha County will advertise for public comment on any program changes, revised allocations or new funded activities exceeding \$25,000 for public comment. All such activities are posted on the meeting agendas as “action” items.

Waukesha County held public hearings in March to obtain citizen comments related to HOME and CDBG needs, no CDBG comments were received (the CDBG staff did obtain and distribute to the CDBG Board comments received at the Dept. of Health and Human Services and the Dept. of Senior Services public hearings on needs), the

HOME Board did receive comments related to the continuation of local funding set-aside.

In September, the CDBG Board held a public hearing meeting to hear comments on the recommended allocation of 2009 funding. Representatives from the Metropolitan Milwaukee Fair Housing Council re-emphasized the need to continue and expand funding for fair housing to identify discrimination in housing. The Board received a letter from a Board member of the Pregnancy Network commenting on the Board funding process.

The only comments related to the HOME allocation were from program administrators of the local set-aside programs on the decision not to fund the participating county set-aside. This was a HOME Board decision to provide funding for the new Purchase / Rehabilitation program started in 2008.

Public Hearing notices are posted in Waukesha County as display advertisements in the official Waukesha County newspaper with copies forwarded to all community newspapers, municipal clerks for posting and to each funded subgrantee.

Monthly meeting agendas and Public Hearing notices for the HOME program are advertised in the official newspaper of each participating county, sent to the county clerk of each county for posting, and sent to other interested parties.

Institutional Structure

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

Program Year 4 CAPER Institutional Structure response:

Waukesha County has developed a number of institutional structures to identify needs, implementation, and provide advice to improve CDBG and HOME policies and procedures. Following is a list of institutional structures that have assisted in the development of CDBG and HOME policies and procedures:

- a. Workforce Development Board – staff is an appointed member of the three county (Waukesha, Ozaukee, Washington) workforce development board, which oversees federal workforce grants, workforce training, employee / employer training
2. Waukesha Youth Collaborative – a non-incorporated collaboration of 35 agencies, governmental entities, and businesses formed to network, identify community youth needs, and be pro-active to improve youth opportunities. Instrumental in the City of Waukesha being selected nationally as *One of the 100 Best Communities for Youth in America*.
3. United Way – participated in Community Impact committee and Basic Needs subcommittee, Strategic Alliance and share funding allocations to avoid duplication.

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4. Waukesha Housing Action Coalition, a group of agencies and individuals formed to develop and identify housing issues. Responsible for the development of Continuum of Care.
 5. Smart Growth Report – attended committee meetings related to the development of various sections of the State required Smart Growth Plan.
 6. Lender Relations – held meetings within each HOME participating county to inform lenders and realtors of housing programs.
 7. Staff also serves on the National Association for County Community and Economic Development (NACCED) Board of Directors since 2006.
 8. Staff participates in the efforts to develop a Housing Trust in Waukesha County.
 9. As indicated in this report the CDBG program in collaboration with three funding sources participates in a “strategic alliance” effort.

Monitoring

1. Describe how and the frequency with which you monitored your activities.
2. Describe the results of your monitoring including any improvements.
3. Self Evaluation
 - a. Describe the effect programs have in solving neighborhood and community problems.
 - b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
 - c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
 - d. Indicate any activities falling behind schedule.
 - e. Describe how activities and strategies made an impact on identified needs.
 - f. Identify indicators that would best describe the results.
 - g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
 - h. Identify whether major goals are on target and discuss reasons for those that are not on target.
 - i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

Program Year 4 CAPER Monitoring response:

1. Waukesha County has established a comprehensive monitoring procedure for both CDBG and HOME programs. Staff prepares a monthly status report for review by the respective CDBG and HOME Boards to determine primarily expenditure rates. All funded activities are required to submit two interim performance reports and a final performance report including demographic information on beneficiaries. During 2008 Waukesha County staff due to workload was unable to conduct on-site monitoring. Such monitoring will resume in 2009. Waukesha County is also financially monitored by internal audit conducted by the firm of Virchow – Krause.

2. During 2008, Waukesha County did not identify any projects that were not in compliance with federal regulations. Waukesha, as noted previously, instituted a new drawdown requirement requiring expenditure of funds within 24 months. Two local participating communities were unable to complete projects and returned funds – the Villages of Eagle and Merton. This policy resulted in a substantial increase in fund drawdown and project completion, including the completion or deletion of funds from projects beyond two years ago. Waukesha County also reduced considerably the amount of unspent program income with a significant commitment of economic development funding through the Waukesha County Economic Development Corporation.

3a. Waukesha County has established priorities for both the CDBG and HOME programs that respond to identified community needs and are implemented to reduce neighborhood and community problems. The CDBG and HOME programs with limited funding can not “solve” neighborhood and community problems, but can provide some assistance to households to meet specific problems. Since 1998, Waukesha County has been directing CDBG funds to eligible Neighborhood Revitalization Strategy Areas. Three areas have now received HUD approval as a NRSA. Over 40% of 2008 CDBG funds were allocated to serve these three neighborhoods. In addition, projects that serve countywide also benefit residents of these three neighborhoods. CDBG reporting has identified improvement in youth school attendance and performance, family stability, and neighborhood pride as a result of CDBG funded programs.

3b. Progress in meeting or resolving neighborhood and community needs is an on-going process. As with most social service activities it is difficult to document prevention projects in terms of short term progress. CDBG funded programs provide opportunities for individuals and families to benefit from participation and agencies document outcome measurement successes. Each funded program has made progress in meeting their specific performance goals. Cumulatively the projects have helped improve the neighborhood and community vision with an emphasis on client self-sufficiency, improved quality of life, improved neighborhood safety and economic stability.

3c. Since Waukesha County qualified along with its three participating counties in the HOME program, the amount of CDBG funds allocated to housing has decreased, yet housing benefit as a result of the HOME program funding has increased. Waukesha County efforts at providing decent housing, a suitable living environment, and expanded economic opportunities has had a significant impact for low and moderate income residents.

3d. In section 1b of this report, the HUD Outcome Measurements and Objectives were summarized by activities funded under each of the three objectives and outcomes. Clearly, the CDBG activities funded are most closely associated with “creating suitable living environment”. Forty-nine (49) activities provided direct benefit to over 15,000 persons / households who were served under this HUD

objective. This total did not include the estimated 10,000 residents of the three NRSA area activities coordinated through the UW Extension programming, or the 5,700 calls received and answered through the Mental Health 221 Information / referral helpline.

3e. Creating and expanding economic opportunities has been limited due to funding limitations. Economic Development funding was provided for job creation opportunities for persons with developmental disabilities and mental illness and indirect economic opportunities provided through childcare. Expanded business job creation through the Waukesha County Economic Development Corporation helped create 15 private sector jobs. Four agencies were provided funding for workforce assistance to increase individual employment opportunities.

Meeting the HUD objective for providing decent housing has been challenging in this difficult housing market. While the HOME program continues to emphasize homeownership and preservation of the existing housing stock, developing significant affordable housing with limited resources available has been difficult. Most housing requires significant resources for example \$225,000 was provided for a Low Interest Tax Credit gap financing rental rehab project and \$406,550 for purchase of land for development for an 811 project which accounted for a significant portion of available funds for development in 2008. Land was also acquired for future development by both the Washington and Jefferson Habitat for Humanity affiliates.

Seventy-two (72) homeowners received Downpayment Assistance to help with a purchase of a home and twenty-nine (29) homeowners received housing rehabilitation assistance to help maintain and improve their homes.

Perhaps the most significant aspect of the housing situation is that few homeowners who received CDBG or HOME assistance were caught in the current national housing foreclosure crisis. This can be attributed to the Homebuyer Counseling requirements and monitoring of mortgage loans so homebuyers did not get caught in the subprime lending problems.

3d. Because of the new policy on CDBG expenditures, no activities have been identified as behind schedule.

3e. All CDBG activities are required within their application to identify the activity benefit to the beneficiaries and the community need to be impacted. The final activity report includes activity outcome measurements, demographics, beneficiaries and the community need to be impacted.

3f. Waukesha County requires all activities to describe their project outcome measurement and reviews the measurements against the HUD objectives and outcomes. Based on the HUD Outcome Measurements, the greatest activity benefit is Creation of Suitable Living Environment. All activities do meet one of the three HUD objectives.

The primary indicators to describe the results of CDBG and HOME funding are an increase in quality of life, provisions for economic opportunity and self-sufficiency, and safety of clients and the community as a whole. Quality of life issues are met through the various community services from shelters to food pantries, to free clothing, neighborhood NRSA programs, youth opportunities and the collaboration of agencies in meeting community needs. The provision of economic opportunities are met through various employment training programs, relationship with the Workforce Development Board, economic business loans creating employment opportunities for LMI persons and such public services as literacy programs, childcare, training for special need disabled persons, self-sufficiency programming and job placement. Safety of residents within the NRSA areas is a primary goal through such efforts as a neighborhood block clubs, police / youth group meetings, specific programs to eliminate family violence, child abuse and to train households to be better parents.

3g. The primary barrier to meet the majority of needs is the lack of resources to meet the demand for services or to continue services until the specific identified need is resolved. Some areas addressed using the federal funds allocation are larger regional or national issues such as affordable housing, health insurance, and transportation that can not be resolved with CDBG or HOME funds alone. Since CDBG or HOME funds cover only a portion of the resources to meet needs, identified needs must also be viewed within the context of the community as a whole meeting and resolving the causes of the households in need.

3h. The major goals identified were in general met during the program year given the available resources. It would be unrealistic to establish a goal to eliminate a specific need in the community, but identification of goals in specific areas have been established and have been met. The one area that goals were not met and which continues to be difficult is the development of affordable housing to meet the needs within the community. The housing development patterns that have occurred in the past and continue along with the gap in the cost of housing to income makes this a difficult goal to meet. Many of the impediments to affordable housing identified in this report continue, and the gap between housing cost and ability to pay seems to be growing. While the community continues to need and want service industry jobs, and other jobs that do not pay sufficient wages, for the cost of housing in Waukesha County in relation to wages is difficult to overcome.

3i. Discussions on many levels have been undertaken to address the affordable workforce housing needs without any significant results. The primary adjustment that may occur would be for the private sector to incur a shortage of workers to meet their demand due to the lack of affordable housing. Economic workforce issues may force employers and communities to evaluate the need for affordable housing, but the economic downturn in 2008 will delay any action in the near future.

Lead-based Paint

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

Program Year 4 CAPER Lead-based Paint response:

Waukesha County has developed, as part of its housing rehabilitation programs, a detailed lead paint policy and procedure that has been implemented for all households receiving housing rehabilitation assistance with emphasis on homes built prior to 1978. Each of the housing rehabilitation programs (City of Waukesha HRAP and Waukesha County, under contract through the Wisconsin Partnership for Housing Development, home inspector Whiteglove Inspections) employ State certified lead inspectors. Waukesha County has incorporated into its documentation all required lead paint brochures and homeowner / renter notification when providing either Downpayment Assistance or Housing Rehabilitation funding. The HOME Consortium through the Program Administrator (WI Partnership for Housing Development) also has worked with the health departments of each county to identify cases of high levels of lead in children and worked with the property owner to alleviate the lead exposure. An emphasis of the lead rehab program is identification of any chipping or peeling paint, which will indicate a probable lead problem and testing of window sills that have been identified nationally as a source point for lead exposure.

Housing Rehabilitation programs all require safe work practices relative to lead removal.

HOUSING

Housing Needs

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

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 4 CAPER Housing Needs response:

During 2008, Waukesha County, as the HUD grantee, with the support of the CDBG and HOME Boards has continued its efforts to meet the affordable housing needs throughout the four county area. The efforts have been challenging and difficult. Not only have the identified obstacles noted herein continued related to housing, but the national housing crisis has also had a negative impact on housing in the four county area. Since the qualification as a HOME grantee in 1998, the amount of funding directed toward housing using CDBG funding has decreased with the difference allocated through the HOME program. Waukesha County has recently completed its draft of its State required Smart Growth Plan housing chapter, which

summarizes housing conditions in Waukesha County (all participating counties have also completed their Smart Growth Plans).

As noted, housing activity for the two major HOME programs was similar in households benefitting as in 2007. The Homebuyer Assistance Program (a five year declining balance loan providing \$5,000 to eligible households) completed 72 loans in 2008 compared to 66 in 2007. The national housing crisis, tight mortgage lending, rising home values, and more importantly in the four county area a level household income for the past five years for households who are eligible for HOME assistance are just a few of the reasons for the slight increase. Since the HOME Consortium counties with the exception of Jefferson County are part of HUD Metro Milwaukee, maximum household income is based on Metro data, which is substantially lowered by the inclusion of the City of Milwaukee. All Homebuyer Assistance funds are provided through the HOME program and the program beginning in 2007 was administered by the Wisconsin Partnership for Housing Development (Note: WPHD also administers the Federal HOME Loan Downpayment Plus program, which provided a similar \$5,000 declining balance loan that for many households could be piggybacked on the HOME DPA assistance), \$450,000 in 2008 funds reserved.

The second “core” HOME program is Housing Rehabilitation. The HOME Board allocated \$300,000 for 0% deferred housing rehabilitation loans payable upon sale or transfer of Title. The maximum loan was \$20,000. In 2008, 29 loans using HOME funds were executed which was an increase of 2 from 2007. Homeowners were also able to receive Housing Rehabilitation loans at 5% simple interest through the CDBG program. In 2008, 16 CDBG loans were completed which was only ½ of the 2007 total of 32 loans. Although eliminated from funding in 2008, three of the four participating HOME counties continued to administer a localized housing rehab program from previously allocated funds. A total of five loans were made through the local housing rehabilitation programs.

The third “core” program which correlates to the Downpayment Program is Homebuyer Counseling. All eligible households seeking Downpayment assistance must attend to obtain a certificate of completion. The HOME program contracts with two agencies who serve specific counties:
Slinger Housing Authority – Washington and Ozaukee Counties
Hbc Services – Waukesha and Jefferson Counties

The Homebuyer Counseling agencies coordinate training sessions and also conduct one on one counseling. Payments are performance based with a \$1,000 payment for each closing. CDBG funds reimburse Hbc Services in Waukesha County at a minimal level of \$2,500 to help with counseling that does not result in a home purchase.

In 2008, the HOME Board changed its allocation of local county funding to a fourth “core” activity, Purchase/Rehab. This project provides both Downpayment assistance (\$5,000) with rehab funds up to (\$19,999) for a maximum of \$24,999) for purchase of a home in need of repairs to bring the home to code compliance within six months of closing. The Downpayment funds are similar to the first core DPA – 5 year

declining balance loan; the rehab portion is a 0% deferred payment until the home is sold or Title Transferred.

The HOME program also requires the allocation of a minimum 15% of funds for Community Housing Development Organization (CHDO Reserve) funds for activities developed, owned, managed or sponsored by qualified CHDO organizations. The HOME Consortium has three active CHDO organizations – Hebron House of Hospitality, Movin’ Out, Inc. and the Washington County Habitat for Humanity and two inactive CHDO organizations – Community Housing Initiative and South Central Community Action Coalition. In addition, both the Jefferson County and Waukesha County Habitat for Humanity organizations are receiving CHDO technical assistance and may soon qualify for CHDO status.

In 2008, the HOME Board committed HOME funds for the following activities:

Volunteers for America: Renovation of Group Home for seniors with disabilities jointly funded with CDBG funds of \$70,000 and HOME funds for \$172,650 – project underway.

Washington County Habitat for Humanity – land acquisition of four lots for development of single family homes \$130,000 total; lots \$45,000, \$44,900, \$41,100 – acquisition underway.

Hebron House of Hospitality – land and existing property acquisition, demolition of building for construction of eleven (11) units of rental housing under the HUD Section 811 funding – application rejected in 2008 to be resubmitted in 2009

Jefferson County Habitat for Humanity – land acquisition of three lots for future single family development, \$109,000, lots, purchase pending

General Capital – Oak Hill project – renovation of an existing senior rental housing project to fill gap financing for Low Income Tax Credit application (LIHTC), \$245,000 – LIHTC application in progress

Related to the Downpayment Assistance Program, Waukesha County contracts with the Slinger Housing Authority serving Washington and Ozaukee counties, and hbc services serving Waukesha and Jefferson counties for homebuyer counseling to include seminars, one-on-one counseling, and other homebuyer assistance. The Homebuyer Counseling agencies are paid on a fee basis for each loan closing. In 2008, \$100,000 was budgeted in anticipation of 100 closings; however, only 72 closings occurred. All eligible homebuyers will receive DPA assistance along with Homebuyer Counseling.

The HOME program also requires the allocation of funds (15% of the annual grant) for CHDO Community Housing Development Organization project management, development, or sponsorship of ownership or rental activities. Movin Out received CHDO Reserve funds (\$250,000) to identify, acquire and rehab properties for

occupancy by persons with disabilities. The Washington County Habitat for Humanity received an allocation of HOME funds for land acquisition - \$130,000.

The HOME Board also allocated CHDO operating funds \$10,000 to Movin Out to work with Department of Health and Human Services offices to identify need areas for housing persons with disabilities as part of the Movin Out CHDO Reserve allocation. CHDO Operating funds were also provided to three CHDO organizations to attend CHDO development / construction training. Finally, CDBG funds were awarded Cooperating Congregations of Waukesha for funding to replace windows at their rental units.

Three Waukesha County facilities received State Emergency Shelter Grant funds (Salvation Army, Women’s Center, Hebron House of Hospitality) \$147,960. Two facilities received on-going funding for shelters with supportive services (Jeremy House, and Richard’s Place, \$345,603) and three agencies Cooperating Congregations, Hebron House, and hbc services received \$77,000 in Transitional Housing Services funds, such as for rent assistance, utilities, mortgage, and operations.

Unfortunately, Linden Cherish, a facility for young pregnant single mothers was not re-funded after five years by the Department of Health and Human Services. The CDBG program did provide \$4,000 for this project.

The Waukesha County CDBG program also provided \$133,500 in operating funds for six shelters:

Salvation Army Emergency Homeless shelter for Men	\$12,500
Hebron House Emergency Homeless Shelter for Women and Families	\$65,000
Richard’s Place Transitional Housing for Persons with AIDS	\$11,500
Hebron House –Jeremy House hospice for persons with a Mental illness	\$10,500
Women’s Center – Sister House shelter for victims of domestic abuse	\$30,000
Pregnancy Support Connection – Housing for pregnant / single mothers	\$4,000

The Wisconsin Housing and Economic Development Authority (WHEDA) provides lending, guarantees, tax credits and grant activities to counties which are summarized below for each of the four participating counties.

County	Program	Number	Loans
Waukesha	Single Family Home Loans	93	\$12,407,400
Ozaukee	Single Family Home Loans	27	\$3,568,000
Jefferson	Single Family Home Loans	21	\$2,368,300
Washington	Single Family Home Loans	76	\$9,483,300
Total:		217	\$27,827,000

The Section 8 voucher program is a rent subsidy for eligible households who pay 30% of their rent themselves and the balance is subsidized through the voucher. This program instructs the maximum rent which can be paid by bedrooms in the

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unit. While an extremely successful program, the waitlist to obtain voucher may exceed two years. Current vouchers available through federal appropriation:

Waukesha Housing Authority – 1,312

Horizon Management for Waukesha County – 75

Horizon Management for Ozaukee County – 100

West Bend Housing Authority – 244

South Central Community Action Jefferson County – 70

Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.
2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.
3. Describe efforts to address “worst-case” housing needs and housing needs of persons with disabilities.

Program Year 4 CAPER Specific Housing Objectives response:

Waukesha County, as part of its Five-Year Consolidated Plan established goals for meeting specific housing goals. These goals were compatible with the approved Continuum of Care.

Following are the specific categories, goals and accomplishments.

Category	Goal	Accomplishment
Emergency Transitional Housing	0	0
Permanent Supportive Housing	4	2+ +
Case Management *	11	93
Rent / Mortgage Assistance	55	45
New Construction Ownership	10	3*
New Construction Rental	0	0
New Construction Elderly	60	0
Rental Rehabilitation	10	0***
Downpayment Assistance	165	62
Housing Rehabilitation	48	16

* HOME funds were committed for land acquisition for construction of 9 units of housing through Habitat for Humanity.

+ + HOME funds were committed for land acquisition related to an 811 application which was not funded for 11 units of permanent rental housing for persons with disabilities.

*** HOME funds were committed to gap financing for rehabilitation to an elderly 62 unit rental housing seeking Low Income Housing Tax Credits (applied for in February 2009)

All projects will serve the needs of the very low income population if approved. Limited funding makes additional assistance for development difficult.

Waukesha County has in place housing for special need housing that exceeds most other areas, however, resources both additional housing and support services are limited. Generated cost savings by moving individuals from costly nursing home care to community housing with services is anticipated to provide the resources to meet the current wait list.

The Waukesha Housing Authority has a cooperative agreement with the construction training program at WCTC to convert public housing units into special needs housing. A public housing unit conversion was started in 2008 with completion scheduled in 2009 for pregnant single mothers.

Waukesha County exceeded its goals for meeting Section 215 goals in a number of specific categories including case management, rent/mortgage assistance, and commitment of funds for permanent supportive housing (Movin' Out and Hebron House of Hospitality), new construction (Ozaukee, Washington and Jefferson Habitat for Humanity) and rental rehabilitation (General Capital – Oak Hill project).

It should be noted that funds were committed for these projects; however, project approval is dependent on other factors.

A major shift in how persons with disabilities are served in all counties with the introduction of the State Family Care model. The State contracted with Community Care, who is responsible for providing health and housing to elderly and persons with disabilities. Waukesha County also realigned its departments serving elderly and disabled persons developing the Aging and Disability Resource Center. These two changes working cooperatively are responsible for evaluating all affected persons including waiting lists for services and providing health and housing assistance to eligible persons.

Besides these changes, Waukesha County has in place a Continuum of Care document that addresses "special needs" housing that was developed in coordination with agencies in Waukesha County. In 2008, Washington County contracted with Hebron House of Hospitality who also coordinates the Continuum of Care process in Waukesha County for Continuum of Care coordination.

The primary purpose of the State Family Care and the Continuum of Care is to reduce service and housing costs, provide opportunities for independent living and move clients from costly nursing homes to alternative living arrangements.

Waukesha County has met with the Wisconsin Housing and Economic Development Authority and a staff person serves on the HOME board to encourage them to support housing with emphasis on the very low income for rental unit development in the four county area.

Public Housing Strategy

1. Describe actions taken during the last year to improve public housing and resident initiatives.

Program Year 4 CAPER Public Housing Strategy response:

The Waukesha Housing Authority is ***Not*** identified as a troubled authority. With the exception of some HUD policy changes that affect the number of vouchers available and a lack of increases in vouchers the Housing Authority continues to operate efficiently. On a bi-annual basis, the Housing Authority reviews, contacts, and purges its Section 8 waiting list of households no longer interested in being on the waiting list. This purging of households on a short time basis reduces the waiting list to about two years instead of the usual five year wait.

The Waukesha Housing Authority schedules regular homebuyer counseling sessions with public housing tenants to encourage homeownership. The Housing Authority also participates in the County Continuum of Care process and has provided public housing units for conversion to group homes for AIDS / HIV persons, mentally ill, and in 2007 for severely disabled adults. The Housing Authority has an open application process so households can apply at any time. Unfortunately, as housing costs increase and more households have lower income, the subsidy to each household must increase, which reduces the number of vouchers that can be provided.

The Waukesha Housing Authority should be commended for its outreach and assistance to the minority population (excluding the Hispanic ethnic category), the percentage of minority households receiving assistance exceeds 35%, which is ten times (10x) the minority population in the County. Many of these households are past residents of Milwaukee County and show progress toward a more open housing pattern. The Housing Authority will need to monitor the number of voucher recipients who use the "portability" section of the voucher program and move back to Milwaukee after one year.

Meeting the needs of lower income households will become more difficult unless federal resources increase and reducing the subsidy amount will create financial difficulties for households receiving assistance.

Attached as requested by the ACLU (American Civil Liberties Union) are actions the Housing Authority has taken in the past year:

1. We maintain a website at www.whaonline.com that provides information on how to apply for our programs. Admittedly, the site could use some updating.

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2. There is a link on the HUD website for all housing authorities nationally that also directs people to our agency.
 3. We are registered at www.affordablehousingonline.com which also directs people to our agency.
 4. We have maintained the only continuously open waiting list in the metropolitan area since 1992. We receive a majority of our referrals from other housing agencies in the metro area, especially Milwaukee because the lists with those authorities are usually operating with a closed waiting list, so they refer people to use who contact them about applying for subsidized housing.
 5. We participate in the Waukesha Housing Action Coalition (WHAC), a community forum that meets monthly to disseminate information about housing and supportive services available in the community. I was the founding chair of the organization in the mid 1990's and I am presently a board member. The organization recently incorporated as a 501 (C) 3 non-profit to better coordinate application submission on behalf of the local consortium for ESG and COC funding.
 6. My organization was a founding member of the Waukesha County Landlord Association and I have continuously had a staff member attending the meetings and sometimes serving as a board member. The organization is a landlord outreach mechanism, but participating is made aware of our programs and sends clients our direction. The organization did have a newsletter for a while, edited by one of my staff members, but it has not issued one recently that I am aware of.
 7. We periodically meet with human services staff, usually by different division, to make staff aware of our programs so they can refer clients as needed. This does not happen on a scheduled basis, but only when a division requests it, or we request to speak to the division. The most recent meeting just happens to have with the Division of Child and Family Services. We maintain a small voluntary 10 Voucher Family Unification Program designed to keep families and children united and out of foster care. The next meeting is scheduled with staff at the mental health center in a couple of weeks to disseminate information on how referrals will be made to our new Shelter Plus Care program for homeless persons with Mental Illnesses.
 8. We also have a relationship with the Workforce Development Center and WCTC providing a building trades program and pending Youth Build Program, that also remains an active source of referrals to our agency.
 9. We have a Family Self-Sufficiency Program that we have entered into a contractual agreement and located the staff for the program at La Casa de Esperanza's administrative offices since 2004. This program ensures we have a connection to their Workforce programs located at that site, and serves as a referral source from the Hispanic community, which is a majority of the clients they serve.
 10. We have a relationship with Pregnancy Support Coalition, including a group home for teen and young women experiencing pregnancy and 8 transitional apartments. The Pregnancy Support Coalition works with pregnant teens and young women in Waukesha and Milwaukee Counties, including in the schools, and the staff there also make referrals to our programs, including the regular Section
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8 and public housing program not associated with special needs housing programs we offer for this population.

11. We maintain a Mainstream Voucher program for persons with disabilities receiving supportive services. Our partner case management providers have included: Hebron House of Hospitality, IndependenceFirst, Waukesha County Health and Human Services / Mental Health Center and The Salvation Army. All of these organizations have made referrals of disabled clients into the program.
12. Our new Shelter Plus Care program will serve homeless mentally ill clients and referrals will be homeless people referred through the shelter system. The intent of the program is to hook homeless clients residing at Jeremy House Safe haven with a Shelter Plus Care Voucher and services from the Mental Health Center Community Support Program (CSP). We expect the program to be operational some time this summer after contract execution with HUD.
13. We regularly do not advertise our programs through print media as this is rather expensive and not due to the high volume of applicants on our waiting list from the variety of sources I have mentioned. The last time I recall advertising was in 2001, when the economy was strong prior to 9/11 and our waiting lists were less than 6 months long.
14. We accept applications 5 days a week in our office. The applications are pre-numbered as an integrity control measure, so we do not mail applications to individuals unless they are disabled under a reasonable accommodation. We also require applications in our office to ensure they are complete and we are available to answer questions. This is a quality control measure as maintaining an open waiting list is time consuming and would be more so if we received a lot of incomplete applications via mail.

HOUSING AUTHORITY STATISTICS:

Current Vouchers: 1,312

Special Voucher Programs

Family Self-Sufficiency – voluntary program 100 household goal, currently 72 participants, administered by Kaiser/La Casa de Esperanza

Public Housing Incentive – Mainstream case management 75 households funded through local reserve funds

Family Unification – 10 households

Public Housing

Elderly 116 units, 152 scattered site units

42 special needs occupant units

Barriers to Affordable Housing

1. Describe actions taken during the last year to eliminate barriers to affordable housing.
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Program Year 4 CAPER Barriers to Affordable Housing response:

1. Land Use and Zoning Policies – Waukesha County worked with 29 municipal officials completing the Smart Growth plan required by the State (the balance of municipalities will complete their own plans for integration into the county plan). This process discussed in depth issues such as zoning and land use, the relationship between development, economic development, transportation and housing providing participants a better understanding of the comprehensive nature of development and decision making. A number of suggestions for future planning in the areas of transportation, economic development and affordable housing were outlined in the Smart Growth Plan. Waukesha County, under State law, does not control zoning and land use in cities and villages. The county will continue to work with local municipalities to encourage zoning and land use changes to alleviate the barriers to affordable housing. Most townships that the county can oversee policy are rural or under Department of Natural Resources regulation so barrier changes are not possible. In 2008, the SE Wisconsin Regional Planning Commission began the process and selection of participants to undertake a Regional Housing Study which will make recommendations on housing needs and solutions throughout the seven county Metro Milwaukee region. County staff participated in on-going discussions including meeting with the County Executive related to the development of a “land trust” in Waukesha including the identification of dedicated sources of revenue for the land trust. The county has met with employees and has attempted to expand relationships with employees to discuss the need for their workplace housing.
2. High Cost of Land – Waukesha County being a desirable place to reside, has seen the value and cost of land increase beyond affordable development. Subdivision lots often exceed \$80,000-\$100,000 which makes affordable housing prohibitive without considerable subsidies. The county will contact each municipality to identify municipal owned land or in-fill lots which may be less costly.
3. Lack of Skilled, Experienced Non-Profit Developer – Since Community Housing Initiative disbanded in 2007, the county does not have an experienced non-profit builder to develop affordable housing. Habitat for Humanity using volunteers has the capacity for only a few units per year. The county has had discussions with Common Bond, an experienced developer from Minnesota to encourage them to establish a development division in the Waukesha area.
4. Lack of Resources – Waukesha County receives over three times the number of requests for funding than funds available. In 2008, funding for the Metropolitan Milwaukee Fair Housing Council increased by \$2,500 to \$15,000, the only CDBG-funded agency to receive an increase in 2008. MMFHC provides information and referral, education and enforcement of Fair Housing Laws.
5. The HUD FHEO division has cited the Lack of Fair Housing Ordinance as a deficiency. Waukesha County is reviewing the laws and regulations to consider and ordinance for action related to a county-wide Fair Housing Ordinance. After a discussion with HUD, the enforcement provision of such an

ordinance can be dropped since enforcement is covered by State and Federal law.

6. Not In My Back Yard (NIMBY) – While generally not expressed verbally, an underlying attitude toward affordable housing is that it is necessary and supported, however do not develop it in my neighborhood. Affordable housing is perceived as a negative influence, will reduce housing values and bring in undesirable households. These perceptions while unwarranted cause officials to reject affordable housing due to these perceptions and attitudes. Increasing knowledge and understanding of the public and officials through presentations to church and civic groups and presentations by housing advocates will hopefully change local perceptions and attitudes.

HOME/ American Dream Down Payment Initiative (ADDI)

1. Assessment of Relationship of HOME Funds to Goals and Objectives
 - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
2. HOME Match Report
 - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.
3. HOME MBE and WBE Report
 - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
4. Assessments
 - a. Detail results of on-site inspections of rental housing.
 - b. Describe the HOME jurisdiction's affirmative marketing actions.
 - c. Describe outreach to minority and women owned businesses.

Program Year 4 CAPER HOME/ADDI response:
No American Dream funds were received in 2008.

2008 was the 10th year of HOME entitlement funding for the HOME Consortium, a four county (Waukesha, Washington, Ozaukee and Jefferson) partnership which includes 101 of 105 municipalities in the four county area. Waukesha County is the entitlement grantee for the HOME Partnership Investment Program (HOME). The HOME CONSORTIUM is governed by a twelve member board, comprised of equal three person representation by each participating county (each county also appoints an alternative should the regular member not be able to attend a meeting).

While Waukesha County had administrative, fiscal, monitoring and compliance responsibility; daily operational administration for many of the HOME programs is

undertaken by contract by the Wisconsin Partnership for Housing Development (WPHD). The contract to WPHD is awarded through a Request for Proposal every three years – 2008 is the second of the current three year agreement.

The 2008 HOME grant was \$1,350,285, a decrease of \$72,640 from the 2007 grant. Following is a summary of 2008 HOME allocation and expenditure:

ACTIVITY	ALLOCATION	EXPENDITURE
Administration (PJ)	\$92,378	\$92,378
Technical Assistance	\$41,210	\$42,764.17
CHDO Reserve	\$200,382	\$407,000
Housing Rehabilitation	\$279,000	\$288,488.04
Downpayment Assistance/ Homebuyer Counseling	\$429,000	\$487,535.60
Purchase/Rehab	\$293,910	\$513,713.52
Entitlement Projects		\$533,750
ADDI American Dream	\$14,405	\$14,405

This funding included \$14,405 in ADDI American Dream funds, a decrease of \$21,247 from 2007.

NOTE: The totals reflect carryover funds from previous years, program income received and transfers of funds between projects.

FUNDING OVERVIEW:

Program Administration (PJ) is funding for Waukesha County as the program grantee.

Technical Assistance is funding for the Wisconsin Partnership for Housing Development

CHDO Reserve is a program requirement to set-aside a minimum of 15% of funds for projects which are owned, developed, managed or sponsored by an approved Community Housing Development Organization (CHDO).

In 2008, the HOME Board approved a major shift in funding from an allocation of funds to each participating county (local set aside) to the Purchase / Rehabilitation program which provides both Downpayment Assistance, Homebuyer Counseling and Housing Rehabilitation funds to a household purchasing a home which needs to be rehabilitated to code approved level as part of the purchase. A maximum \$24,999 per household is allowed.

The 2008 national housing crisis had an impact on HOME accomplishments. As foreclosures increased, credit for eligible households tightened reducing the number of home sales. As employment became more uncertain, households were more

reluctant to invest in housing rehabilitation, therefore production numbers in both these programs was below annual goals.

The HOME program continued to amend its program in response to the Dennison Associates program review in 2008. This included establishing written policies and procedures, developing rehabilitation / code standards and revising contract documents.

Additionally, these programs moved all files and modified contract documents as a result of the previous Program Administration – Community Housing Initiative going out of business.

The HOME Board continues to emphasize homeownership as a means for LMI households to gain wealth through home equity building. Although nationally and locally the housing market was experiencing a crisis due to increasing foreclosures, the number of Downpayment Assistance (DPA) deferred loans provided increased by six to 72 from the 2007 goal of 66. The DPA program continued as a five year declining balance loan satisfied after the 5th year.

*American Dream funds accounted for benefit to three (3) First Time Homebuyers.

The HOME program utilizes the recapture provision for recovery of funds which requires repayment of net proceeds should a property be sold.

The second core HOME program is Housing Rehabilitation. This is a 0% deferred loan, payable upon sale or transfer of Title with a maximum loan of \$20,000. The total number of housing rehabilitation loans completed dropped in 2008 from 2007 from 32 to 29. Included in the total were loans made through carryover local set-aside rehab efforts and the “core” housing rehabilitation program. Besides the drop in rehab numbers through the local set-aside, the reason for the decrease is unknown considering that the loans do not carry any interest, are not amortized and are payable only upon sale or transfer of Title.

A third core program requirement is homebuyer counseling associated with the Downpayment Assistance provided. Two homebuyer agencies (Slinger Housing Authority serving Washington and Ozaukee counties and Hbc Services serving Waukesha and Jefferson Counties) provide both group homebuyer counseling seminars and one on one counseling. Agencies are paid on a successful fee for performance basis for each closing. The agencies are paid \$1,000 for a home purchase by an eligible household who completes counseling. A total of 72 closings occurred in 2008.

The final of four “core” funded programs in 2008 was the new Purchase/Rehab program. An eligible household could obtain a \$5,000 DPA loan and up to \$19,999 in rehab funds for a total of \$24,999 to purchase a home and rehab it to code standards. A total of 22 households received Purchase/Rehab assistance in 2008.

In 2008, the HOME Board committed funds using both CHDO reserve funds and program income and unallocated funds for a number of projects.

- A. Movin' Out (CHDO Reserve) \$250,000 – This non-profit agency purchase a side-by-side property, completed renovations and provides low rents for persons with disabilities in conjunction with the Washington county Department of Health and Human Services. The balance of committed funds (\$89,500) will be used for purchase of another property.
- B. Washington County Habitat for Humanity (CHDO Reserve) \$157,000 – Funding was provided for purchase of four lots for development and sale to Habitat for Humanity eligible low income households.
- C. Jefferson County Habitat for Humanity (PI) \$109,000 – Funding was provided for the purchase of three lots for development and sale to eligible low income households.
- D. General Capital – Oak Hill Senior Apartment (PI) \$245,000 – Funds were committed to this project for profit to purchase and renovate an existing senior rental property using Low Income Housing Tax Credits to be applied for in 2009.

- 1. The HOME Match Report is attached
- 2. Home MBE/WBE Report HUD 40107 is attached
- 3. All properties based on inspections met HOME requirements
- 4. The HOME programs affirmative action marketing included the following actions:
 - a. The Program Administration along with the Homebuyer Counseling agency held a lender meeting in each participating county and provides continuous outreach to lenders so all eligible households are informed of HOME programs.
 - b. Both Homebuyer Counseling agencies advertise through local newspapers in each of the participating counties
 - c. The Metro Board of Realtors included an article on the HOME program in one of their monthly newsletters that are distributed to all realtors in the Metro area
 - d. Articles on programs are placed in select newspapers monthly to inform the public of programs
 - e. Brochures in English and Spanish are distributed to homebuyer agencies in Milwaukee
 - f. One Homebuyer agency has bilingual staff and conducts seminars in both English and Spanish
 - g. The HOME CONSORTIUM maintains an up-to-date website at www.homeconsortium.com
- 5. The HOME CONSORTIUM does not discriminate in its subcontracting to WBE/MBE businesses. To avoid steering of homeowners, no list of businesses is maintained for households seeking housing rehabilitation contractors. Waukesha County is considering providing the names of MBE/WBE businesses who have successfully participated in the program.

HOMELESS

Homeless Needs

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

1. Identify actions taken to address needs of homeless persons.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 4 CAPER Homeless Needs response:

1. In 2008, the CDBG Board approved \$7,500 to begin the evaluation, seek public input and begin the development of a Ten Year Plan to End Homelessness. The initial RFP was revised when matching funds could not be secured. The initial study phase will provide a good base for continuing the process and complete the planning. It is expected that the initial phase will be completed by May 1, 2009 to include recommendations on how to proceed. Hopefully, the regional housing study being undertaken by the Southeastern Wisconsin Regional Planning Commission will compliment this initial phase and include concerns related to homelessness in its study. Waukesha County agencies have also developed a written Continuum of Care which is reviewed and updated annually and used for State funding under the State Emergency Shelter and Permanent Shelter for Homelessness funding. The Waukesha CDBG program has identified "shelters" as a priority in its allocation process.

HOMELESS SHELTERS FUNDED IN 2008:

Hebron House – Emergency Shelter
Hebron House – Jeremy House
Richard's Place – Supportive Living
Salvation Army – Emergency Lodge
Pregnancy Support Connection – Linden Cherish Place
Women's Center – Sister House

Waukesha County does not receive direct Emergency Shelter Grant funds, but participates in the State allocation of such funding. The following agencies in Waukesha receive ESG funding – Hebron House of Hospitality, Salvation Army, The Women's Center, Jeremy House and Cooperating Congregations of Greater Waukesha. In addition, Friends of Abused Families (West Bend) receives ESG funds. All funded agencies participate in the State Point of Service computer reporting system.

Unfortunately, in 2008 one shelter (Linden Cherish) after five years lost its funding from the federal Department of Healthy and Human Services. United Way and

community support also provide resources for shelters directly or for programs which prevent homelessness including but not limited to:

Food & nutrition programs, case management, disability & elderly programs, transportation and personal family activities outlined in this report. The county also funds alcohol and drug abuse programs, employment and temporary assistance programs to avoid households from becoming homeless.

2. Waukesha County provides CDBG funding for case management services to assist persons/households overcome problems and secure permanent housing. Both Hebron House of Hospitality and the Women's Center provide transitional housing for persons leaving homeless shelters prior to assisting them find permanent housing.

CDBG staff participates with United Way on a committee which was created in response to an identified community impact providing assistance to achieve Financial Stability.

Hebron House of Hospitality has been a State leader in the administration of an "accelerated SSI program" and agencies in Waukesha participate along with WE Energies in a pilot program which forgives unpaid energy payment balance if the client meets payment goals and attends financial/energy classes.

La Casa de Esperanza through the Waukesha Housing Authority administers a Family Self Sufficiency program which provides services to help a household become self-sufficient.

The CDBG staff is an appointed member of the county Workforce Development Board which oversees the operation of the Workforce Development Center. The CDBG program funds four agencies who provide workforce development or training opportunities.

Women's Center assistance to women, particularly those who have been a victim of domestic abuse with employment assistance (\$3,500)

La Casa de Esperanza which provides bilingual job training with employment assistance \$10,000

St. Aemillian Clubhouse which provides job training for persons with a mental illness \$2,500

Waukesha Training Center – Protect the Planet which operates a recycling business providing permanent jobs for persons with a developmental disability, \$43,000

Waukesha County Economic Development Corporation which provides low interest business loans which will create low income employment opportunities

3. No new federal super NOFA resources were obtained. Two agencies, Richard's Place (\$229,068) a hospice for persons with HIV/AIDS and Jeremy House (\$163,901) a shelter for persons with mental illness receive State permanent shelter funding.

Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.

Program Year 4 CAPER Specific Housing Prevention Elements response:
Following is a summary of specific homeless prevention elements:

Since all households are a major illness, layoff or unanticipated crisis removed from homelessness, almost all CDBG funding can be viewed as preventing homelessness.

- a. Food / Nutrition programs allow households to better manage limited resources and provide nutritious food or meals
- b. Shelters, while serving homeless persons, also provide case management to stabilize household lives and provide assistance to locate permanent housing when households are stabilized
- c. Workforce programs which provide employment assistance, training and placement
- d. Case Management services to maintain household stability
- e. Family Support counseling programs which result in better parents
- f. Childcare which allows parents to work while their children are in a safe, nurturing environment

CDBG funds also assist the 211 helpline which provides information and referral on all services in the county. Eight agencies received Emergency Shelter Prevention funds from the State with total funding of \$276,768.

Emergency Shelter Grants (ESG)

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives

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- a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
 - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources
 - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
 4. State Method of Distribution
 - a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.
 5. Activity and Beneficiary Data
 - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
 - b. Homeless Discharge Coordination
 - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
 - c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Program Year 4 CAPER ESG response:

Waukesha County does not receive direct Emergency Shelter Grant funds, but participates in the State allocation of such funding. The following agencies in Waukesha receive ESG funding – Hebron House of Hospitality, Salvation Army, The Women’s Center, Jeremy House and Cooperating Congregations of Greater Waukesha. In addition, Friends of Abused Families (West Bend) receives ESG funds. All funded agencies participate in the State Point of Service computer reporting system.

COMMUNITY DEVELOPMENT

Community Development

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

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
 - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
 - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
 - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
 2. Changes in Program Objectives
 - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.
 3. Assessment of Efforts in Carrying Out Planned Actions
 - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
 - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
 - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.
 4. For Funds Not Used for National Objectives
 - a. Indicate how use of CDBG funds did not meet national objectives.
 - b. Indicate how did not comply with overall benefit certification.
 5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
 - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
 - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
 - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
 6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
 - a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
 - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
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- c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.
7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
 - a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.
 8. Program income received
 - a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
 - b. Detail the amount repaid on each float-funded activity.
 - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
 - d. Detail the amount of income received from the sale of property by parcel.
 9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
 - a. The activity name and number as shown in IDIS;
 - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
 - c. The amount returned to line-of-credit or program account; and
 - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
 10. Loans and other receivables
 - a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
 - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
 - c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
 - d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
 - e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.
 11. Lump sum agreements
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- a. Provide the name of the financial institution.
 - b. Provide the date the funds were deposited.
 - c. Provide the date the use of funds commenced.
 - d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.
12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year
- a. Identify the type of program and number of projects/units completed for each program.
 - b. Provide the total CDBG funds involved in the program.
 - c. Detail other public and private funds involved in the project.
13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies
- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Program Year 4 CAPER Community Development response:
Waukesha County annually establishes its Community Development priorities, community goals and objectives and identifies community needs and allocates to the greatest extent possible its annual funding to meet these criteria:

The CDBG funding consists of five funding categories:

1. In accordance with an agreement with the City of Waukesha to merge the City and County entitlement programs in 1993, a portion of CDBG funds (\$260,000 in 2008) were set-aside for specific City of Waukesha activities (the City maintains its own CDBG Board for allocation purposes and activities if eligible are automatically approved and included in the County Annual Plan).
2. During each three years of the Urban County qualification periods, the CDBG Board (2008 being the first year) provides a set-aside (\$450,000) to be allocated by formula to each participating municipality. The allocated funds may be used by the municipality in any of the three years of the current qualification period (2008, 2009, 2010).
3. The CDBG regulations allow 15% of grant funds to be allocated annually for Public Services activities. This category does not include public services serving Neighborhood Revitalization Strategy Residents.
4. Administration which under HUD regulations also includes planning activities and may include Fair Housing activities.
5. A sub category of public services are activities determined to serve residents of the three approved Neighborhood Revitalization Strategy Areas (NRSA). These activities while eligible as Public Services are not counted towards the 15% maximum Public Services funding.
6. All other eligible categories of eligible funding which are not restricted by regulations.

The CDBG Board has established funding category priorities which may or may not be reflected in the allocation process since allocations are based on applications submitted.

The CDBG staff publishes by display advertisement a Notice of Application Availability and also notifies each previous applicant of the application availability and timeline for submittal. For 2008, the period for application submittal was Marcy 4, 2007 – May 6, 2007.

1b. As indicated in this document, Waukesha County has transferred most housing activities from CDBG funding to the HOME program. The CDBG program continues to fund two rehabilitation programs and will fund specific housing renovation projects. In 2008, the CDBG program jointly funded with HOME funds the renovations of a group home serving senior disabled persons but CDBG funds have not been concentrated on meeting affordable housing goals.

1c. Waukesha County has reviewed demographic and income data provided by subgrantee activities and determined that 96% of its activities served low and moderate income households. Projects approved based on compliance with the Americans with Disabilities Act were approved based on the “presumed benefit” and no income data was available.

2a. Waukesha County did not identify any changes in program objectives in 2008. Due to the number of activities funded, and the directive to reduce the number of activities discussed during 2008, the Board in the future will fund fewer activities which may impact program objectives.

3a. Waukesha County, in conjunction with local non-profit agencies, pursued State Emergency Shelter Grant funds, Supportive Housing funds and Regional HOPWA funds to supplement CDBG funding. Specific housing activities were also complimented by WHEDA Low Income Housing Tax Credits. Although ineligible due to a Technical error, an application for federal 811 funding was also requested (will be resubmitted in 2009).

3b. Waukesha County reviews all requests for Certification of Consistency by reviewing both the Annual Plan and 5 Year Consolidated Plan prior to signing off on a letter of consistency.

3c. Waukesha County did not implement any actions, policies or procedures that would hinder Consolidated Plan implementation.

4a. Waukesha County allocated funds for two planning activities which indirectly met national objectives by including affordable housing and economic develop into the plans being developed.

4b. Waukesha County was in compliance with the overall benefit certification.

5. Waukesha County did not have any activities which involved acquisition, rehabilitation or demolition of occupied real property. The HOME board committed funds for acquisition which might have involved demolition and relocation, but did not receive Section 811 funding.

6a. The Waukesha County Economic Development Corporation in 2008 changed contractors who provide loan service documentation. All businesses receiving assistance are required to post job opportunities at the Waukesha Workforce Development Center which is a State-wide job site. If jobs are union based, the union will be contacted regarding the job opening.

6b-c. Attached to this document is an individual business loan summary including job data.

7a. Each project subgrantee is required to maintain individual records on clients served which documents household income, household demographics and for NRSA activities, the address of the client beneficiary.

8a. Program income received in 2008:

Rehabilitation/Development	\$59,938.37
City Rehabilitation	\$31,521.38
WCEDC	\$240,485.89 (economic development)
HOME	\$127,909.31

9. No adjustments were made, no outstanding Float Loan balances.

10. Outstanding receivables – CDBG

City of Waukesha Housing Rehabilitation	\$1,873,247
Waukesha County Economic Development Corp	\$1,319,396
Waukesha County Housing Rehabilitation	\$798,772

HOME-

Housing Rehabilitation	\$1,957,929
*Downpayment Assistance	\$994,700

Housing Development

*The Downpayment Assistance is a declining balance loan with repayment declining 20% annually for a five year term.

11. Waukesha County had a \$5,000 lump sum drawdown returned to the county in 2008. Generally, lump sum drawdowns are prohibited.

12. Waukesha County through subgrantees operates three loan programs, two using CDBG funds and one using HOME funds. Waukesha County Housing Rehab deferred 2-4% loan payable upon sale or transfer of Title. City of Waukesha Amortized 0-5% loan, 0% deferred loan, HOME Housing Rehab 0% loan deferred payment until home is sold or Title transferred, HOME Local County Housing

Rehab grants funds for VLI households, programs were eliminated at the end of 2008.

13. Waukesha County, since 1999 has approved Neighborhood Revitalization Strategy Areas. The Haertel Field NRSA was approved in 1999, Phoenix Heights in 2000, and the latest NRSA, Westside, in 2007. Coordination for planning purposes is conducted by the Waukesha County UW Extension Office which also prepares the NRSA plans for approval. A total of \$45,000 was allocated for each NRSA coordination and \$555,031 in other public services expenditures occurred in 2008.

A written narrative on each NRSA is attached to this document. Besides individual funding activities to support NRSA residents, a separate allocation of \$102,000 was provided for NRSA youth activities for 1. After school, 2. Recreational, and 3. Safe places as determined by the Waukesha Youth Collaborative, a 35 member organization. Over 1,250 youth participated in programs funded as youth opportunities.

HOUSING SUMMARY

Housing since the inception of the CDBG program in 1989 has been the highest priority. However, since the approval of the HOME program in 1998, the amount of CDBG funding directed toward housing has decreased significantly.

Following are the CDBG Housing allocations for 2008:

AGENCIES	ACTIVITY	FUNDING
Cooperating Congregations	Rental Units, Window Replacement	\$6,000
Hbc Services	Homebuyer Counseling Seminars	\$2,500
WI Partnership	Housing Rehabilitation	\$75,000
City of Waukesha	Housing Rehabilitation	\$90,000

*An additional \$150,000 in program income from repayment of housing rehabilitation loans was allocated in addition to the \$75,000 in 2008 funds.

Following are the HOME Housing allocation for 2008. All funds are administered through the WI Partnership for Housing Development with the exception of CHDO Reserve funds which are allocated based on individual applications which were described in detail in the HOME section of this report.

CHDO Reserve	\$213,000
Housing Rehabilitation	\$300,000
Downpayment Assistance/Homebuyer Counseling	\$450,000
Purchase/Rehab	\$315,000

Economic Development Summary

Agency	Project	Funding
Waukesha County	Business Loans	\$65,000

Economic Development Corporation

Waukesha Training Center	Protect the Planet – equipment	\$43,000
City of Muskego	Revolving Business Loans	\$32,301
City of Waukesha	Façade Improvements	\$15,000

Also note that in 2008 (WCEDC) received \$240,485 in program income and allocated \$252,603. A detailed description of each loan is attached to this report which describes the job creation requirements and actual jobs created.

The Waukesha Training Center – Protect the Planet is a recycling HUD approved independent business of the Training Center employing persons with developmental disabilities, which employed an additional two workers with the equipment purchased.

PUBLIC SERVICES SUMMARY

As noted previously in this report, Public Services include activities counted toward the 15% Public Services cap and those activities which are considering Public Services serving residents of the three NRSA which are not counted toward the Public Services cap.

Public Services counted toward the 15% cap:

AGENCY	ACTIVITY	FUNDING	BENEFICIARIES
Hebron House	Emergency Shelter	\$65,000	66
Hebron House	Jeremy House	\$10,500	13
Hebron House	Richard’s Place	\$11,500	12
Salvation Army	Emergency Lodge	\$12,500	193
Pregnancy Support	Linden Cherish	\$4,000	7
Women’s Center	Sister House	\$30,000	81
Elmbrook Sr. Taxi	Sr. Taxi Service	\$8,000	63
Lake Country Cares	Elderly/Disabled	\$5,000	75
Cab	Transit		
Menomonee Falls Bus	Senior Bus Service	\$12,500	112
Mukwonago Senior	Senior Taxi Service	\$8,500	70
Taxi			
Muskego Senior Taxi	Senior Taxi Service	\$19,000	215
Oconomowoc Silver	Vehicle	\$11,000	523
Streak	Replacement		
Community Outreach	Medication	\$9,000	130
Health Clinic	Assistance		
IndependenceFirst	Housing Assistance	\$3,000	45
	for Disabled		
Pregnancy Support	Pregnancy Support	\$6,000	32
ARCh	---	\$5,000	54

City of Waukesha	Sentinel Park	\$7,150	37
		\$227,650	

Public Services NOT counted towards 15% serving NRSA:

AGENCY	ACTIVITY	FUNDING	BENEFICIARIES
Caring Place	Meals on Wheels	\$5,500	151
CCWC	Outreach Meals	\$31,000	618
Wauk. Food Pantry	Food Pantry	\$12,000	4,080
La Casa de Esperanza	Summer Food Prg.	\$15,500	343
Salvation Army	Feed the Kids	\$3,250	622
Salvation Army	Meals	\$15,500	888
Wauk. Training Ctr	Job Training/Food Distribution	\$11,000	2,020
Interfaith Network	Collaborative Transportation	\$9,000	5,658
La Casa de Esperanza	La Clinica	\$14,500	217
St. Joe's Clinic	RX Payment Assistance	\$11,000	144
Wauk. Youth Collaborative	Youth Collaborative	\$102,000	1,265
La Casa de Esperanza	Workforce Development	\$10,000	662
St. Aemillian's	Spring City Clubhouse	\$2,500	110
Women's Center	Employment Prg	\$3,500	233
Catholic Charities	Supported Parenting	\$5,000	22
CCWC	Clothes Closet	\$1,500	3,293
Family Services	CARE Center	\$5,000	463
Healthy Families	Healthy Families	\$32,000	104
Hebron House	Case Management	\$14,000	93
Interfaith	Outreach	\$15,000	141
Interfaith	Volunteer Prg	\$10,500	558
La Casa de Esperanza	Child Care	\$35,000	231
Literacy Council	Literacy Outreach	\$3,000	165
Mental Health Association	211	\$3,500	7,034
PPAC	Parents Place	\$8,500	60
Enlight	Strengthen Juv. Families	\$8,500	16
WI Comm. Services	Justice Restoration	\$2,500	79
UW-Extension	Farmers Market	\$3,000	2,020
UW-Extension	Haertel Field	\$45,000	1,545
UW-Extension	Phoenix Heights	\$45,000	1,699

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UW-Extension	Westside	\$45,000	930
City of Waukesha	Adaptive Rec.	\$11,000	68
City of Waukesha	Senior Coordination	\$12,000	889

Waukesha County has categorized Public Services in a number of specific service areas. Following is a summary of activities and funding of public services by category:

CATEGORY	# OF ACTIVITIES FUNDED	FUNDING
Food/Nutrition Shelters	8	\$96,750
Medical/Health Services	6	\$133,500
Youth Collaborative	3	\$34,500
Workforce	1	\$102,000
Housing	3	\$16,000
Family/Individual Service	5	\$173,500
Elderly	13	\$164,650
Legal/Justice	3	\$37,500
NRSA Coordination	2	\$11,000
Transportation	3	\$135,000
	7	\$73,000

PUBLIC FACILITIES WHICH WERE IMPROVED/RENOVATED WITH CDBG FUNDS IN 2008:

AGENCY	ACTIVITY	FUNDING
Alano Club	Meeting Rm renovation	\$5,192
This facility serves persons in recovery programs.		
Boys & Girls Club	Cabin Repairs	\$5,000
Purchase of roofing repairs for recreational Camp Whitcomb-Mason		
Family Services Care Ctr	Exterior Wood replaced	\$25,000
This facility conducts evaluations of children in sexual abuse cases.		
*Lutheran Social Services (cancelled)	Adult Day Care	\$23,500

Agency returned funds when activity was eliminated from construction budget.

Public Improvements include, but are not limited to accessibility improvements, streets, sidewalks, lighting or other improvements to public facilities.

MUNICIPALITY	PROJECT	FUNDING
City of Waukesha	Street Resurfacing	\$27,000

Waukesha County Fourth Program Year 2008 CAPER

	Automatic Door Installation	\$2,800
	Traffic Signal	\$10,050
	Skate Park Equipment	\$30,000
City of Oconomowoc	Accessible Walkway	\$21,278
Town of Eagle	Accessible Park Path	\$4,546
Town of Lisbon	Accessible Park Path	\$13,139
Town of Mukwonago	Accessible Play Equipment	\$8,980
Town of Vernon	Sound System	\$10,705
Village of Dousman	Accessible Door Installation	\$2,942
Village of Nashotah	Park Safety Play Area Chips	\$2,000
Village of Pewaukee	Accessible Equipment	\$13,881

Public Facility improvements must meet the regulations and compliance with the Americans with Disabilities Act (ADA) which move from one identified location to another without a mobility problem. The City of Waukesha skate park equipment is a local neighborhood park located in a NRSA making it CDBG eligible.

Administration / Planning restricted to 20% of grant

Waukesha County	Program Administration	\$223,324
Waukesha County	Strategic Alliance	\$15,000
Metro Milwaukee Fair Housing Council	Fair Housing	\$15,000
City of New Berlin	Smart Growth Planning	\$57,687
Village of Menomonee Falls	Master Planning	\$20,000

HISTORIC PRESERVATION

City of Waukesha	Historic Springs	\$5,000
Waukesha Historic Museum	Exterior Tuckpointing	\$50,529
City of Waukesha	Landmark Paint & Repair	\$10,000

Antipoverty Strategy

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

Program Year 4 CAPER Antipoverty Strategy response:
Waukesha County, through the CDBG program, Department of Health and Human Services and partnering with non-profit agencies, businesses, United Way and other resources has taken a comprehensive approach to its antipoverty strategy. The current national economic crisis has placed a greater burden on households and the

number of households on the verge of poverty due to unemployment and other household crisis.

The Waukesha Workforce Development Center provides comprehensive services from 13 agencies to assist persons find or improve their employment to avoid poverty. In addition, the CDBG funded La Casa de Esperanza and the Women's Center for employment assistance programs to help individuals secure employment, and also funded St. Aemillian's Clubhouse which trains persons with mental illnesses for future employment. CDBG funds also supports the Waukesha Training Center which maintains permanent jobs for persons with a developmental disability at its Protect the Planet facility. Finally, CDBG funds provide low interest business loans through the Waukesha County Economic Development Corporation, which creates job opportunities for low and moderate income persons. Many public service activities such as case management, daycare, transportation and counseling programs all play a role in preventing poverty.

The CDBG staff has also been involved in a number of initiatives related to reducing and/or eliminating poverty. The Waukesha Housing Authority through La Casa de Esperanza funds a Family Self-Sufficiency Program.

The United Way, through its community impact initiatives, has begun a Financial Stability program.

Hebron House of Hospitality administers an Accelerated Social Security Disability program helping persons obtain SSD benefits.

The Mental Health Association operates a 211 information / referral hotline which identifies resources to avoid poverty.

WE Energy in conjunction with local agencies has developed a pilot energy forgiveness and energy information program.

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

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

Program Year 4 CAPER Non-homeless Special Needs response:

Waukesha County has prepared a Consolidated Plan and completed a Continuum of Care both which describe non-homeless special needs. CDBG funding compliments County Health and Human Services, Aging and Disability Resource Center, State

Emergency Shelter grants, and other community resources. Some non-homeless special need projects include; the 211 Information and Referral system, case management provided both with CDBG funding and indirectly by CDBG agency funding of Hebron House of Hospitality, Interfaith Caregiving network, Richard's Place, Salvation Army, and the Women's Center. A number of agencies provide services to a particular special needs include: transportation, child care, meals programs, medical assistance and recreational programs.

Supportive services related to specific housing grants include services for persons with mental illness, developmental disabilities, HIV / AIDS, domestic abuse and single mothers and their children.

Specific HOPWA Objectives

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

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
 - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
 - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
 - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
 - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
 - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
 - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
 - a. Grantee Narrative
 - i. Grantee and Community Overview
 - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services

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- (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
 - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
 - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
 - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
 - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
- ii. Project Accomplishment Overview
 - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
 - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
 - (3) A brief description of any unique supportive service or other service delivery models or efforts
 - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
 - iii. Barriers or Trends Overview
 - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
 - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
 - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
 - i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
 - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 4 CAPER Specific HOPWA Objectives response:

Waukesha County participates in the regional HOPWA grant awarded through Milwaukee County. Richard's Place which has a transitional housing home and a permanent home for persons with HIV / AIDS receives funding.

OTHER NARRATIVE

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

Program Year 4 CAPER Other Narrative response:

