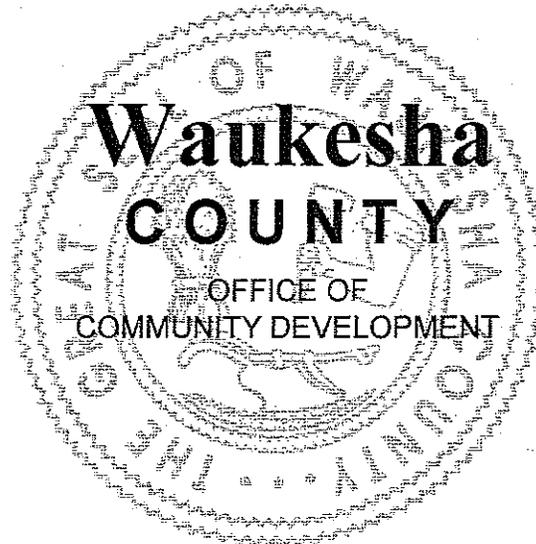


Daniel P. Vrakas  
County Executive

Glen Lewinski  
Coordinator



March 31, 2011

Ms. Maryvel Turman,  
CPD Representative  
US Department of HUD  
310 W. Wisconsin Avenue  
Suite 1380  
Milwaukee, WI 53203-2289

RE: CAPER – Waukesha County

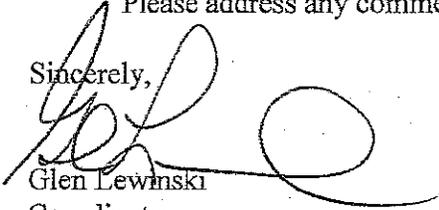
Dear Ms. Turman:

Attached for your review, comments and approval are three (3) copies of the 2010 Waukesha County Consolidated Accomplishment and Performance Evaluation Report (CAPER) submitted on March 31, 2011 to meet HUD regulatory requirements. The “hard” copies include a number of attachments. We have also sent to you electronically the CPMP tool, however, the CPMP tool does not include the attachments. If you need the attachments for the CPMP tool, we will need to scan and forward the attachments as separate documents.

Waukesha County will provide a public notice so citizens can review and comment on the CAPER and post the CAPER for viewing on the county website.

Please address any comments or questions to the CAPER to me.

Sincerely,

  
Glen Lewinski  
Coordinator

GL:dmd  
Enclosure

Cc: Ellen Nowak, Chief of Staff  
Sernoma Mitchell, Director CPD  
CDBG / HOME Board members

515 W. Moreland Blvd. AC320  
Waukesha, Wisconsin 53188  
Phone: (262) 548-7920 – Fax: (262) 896-8510  
TDD: (262) 548-7903  
[www.waukeshacounty.gov](http://www.waukeshacounty.gov)



# Waukesha County First Program Year 2010 CAPER

The CPMP Waukesha County

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).

## 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 5 CAPER Executive Summary response:

PY 2010 Action Plan Executive Summary:

1. Waukesha County has prepared its Consolidated Annual Performance and Evaluation Report (CAPER) covering the January 1 – December 31, 2010 program year in accordance with the US Department of Housing and Urban Development CPMP tool and format. The CAPER will cover primarily the two US Department of Housing and Urban Development (HUD) entitlement grants received by Waukesha County Community Development Block Grant Program (CDBG) and the HOME Investment Partnership Program (HOME). Since Waukesha County does not directly receive Emergency Shelter (ESG) or HOPWA Housing Opportunity for Persons with AIDS funds those programs are not described in detail in the CAPER.
2. Waukesha County received a 2010 CDBG grant of \$1,568,714, which was an increase of \$113,739 from 2009 and received a HOME grant of \$1,476,615, which was a decrease of \$14,696 from 2009. Waukesha County indirectly through either a State or regional allocation of funds to non-profit agencies receives funds through two other HUD grants – Emergency Shelter (EGG) and Housing Opportunities for Persons with AIDS.

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3. Waukesha County in 2010 continued to administer various other federal and state grants awarded to the county including:

CDBG-R	\$ 392,451
Neighborhood Stabilization Program (NSP)	\$1,312,575
CDBG Emergency Assistance Program (EAP)	\$4,380,000
Lead Hazard Control Grant (LHC)	\$ 120,000
TOTAL:	\$6,205,026

4. Waukesha County and its subgrantees with the exception of housing programs met or exceeded program goals and assisting persons/households in need. The greatest challenge for most subgrantees was meeting the needs of an increase in demand with limited resources due to the poor economy. Activities affected by the economy such as shelters, food program, medical/dental and stress related counseling were particularly hit with increases in demand. Business lending and housing programs were undertaken in 2010 with the opposite affect as demand decreased with the poor economy. Waukesha County was particularly disappointed, as it worked with developers to increase affordable housing, that none of the applicants for Low Income Housing Tax Credits received an allocation from the Wisconsin Housing and Economic Development Association in 2010. (The one application that received Tax Credits in Waukesha was not locally approved and continues in litigation).

All CDBG/HOME activities were progressing toward the five-year accomplishment goals.

5. In 2010, Waukesha County hired a consultant to undertake a study to analyze the current administration of the CDBG/HOME programs to determine the programs proper alignment within the County's organizational structure. Waukesha County, based on a HUD monitoring funding, began the development of a CDBG Policies and Procedures manual scheduled for completion by April 1, 2011.

## 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.

Waukesha County will provide with this document in a narrative description, through charts and utilizing the federal CPMP forms, the accomplishments for attaining the goals and objectives. While it is important that goals be met annually, it is equally important that the annual accomplishments be in conformance with the Five Year Comprehensive Plan. This 2010 Annual Plan is the initial year of the Five Year Consolidated Plan. Beneficiary data by HUD Outcome and Objective follows.

**Objective:** Create Suitable Living Environment    **Outcome:** Availability/Accessibility

Subgrantee	Activity	Accomplishments/Beneficiaries					
		2010	2011	2012	2013	2014	Total
Alano Club	Facility Renovations	*					
City of Waukesha	ADA Public Improvement	**					
City of Waukesha	Adaptive Recreation	92					
City of Waukesha	Sentinel Park	56					
Community Health Outreach	Prescription Assistance	501					
180° Juvenile Diversion	Court Intervention	28					
Healthy Families	Healthy Family Program	227					
Interfaith	RSVP-Rural Areas	28					
Parents Place	PPAC	69					
Pregnancy Support Connection	Counseling Services	29					
St. Joe's Clinic	Adult Dental Care	56					
St. Joe's Clinic	Prescription Assistance	84					
Town of Brookfield	ADA Accessibility	105					
Waukesha Dental Clinic	Dental Services	1480					
City of Waukesha	Senior Coordinator	1144					
La Casa de Esperanza	La Clinia	264					
City of Brookfield	Stage Coach Accessibility						
City of Brookfield	ADA Walkway	554					
City of Pewaukee	ADA Compliance	164					

**Objective:** Create Suitable Living Environment **Outcome:** Availability/Accessibility

Subgrantee	Activity	Accomplishments/Beneficiaries					
		2010	2011	2012	2013	2014	Total
Village of Big Bend	ADA Walkway	20					
Village of Eagle	ADA Walkway	29					
Village of Merton	ADA Accessible Door	28					
Village of North Prairie	ADA Play Equipment	25					
Village of Sussex	Recreation Scholarships	92					
Village of Sussex	ADA Park Improvements	147					
Village of Wales	ADA Park Improvements	34					
Town of Delafield	ADA Sound System	92					
Town of Summit	ADA Play Equipment	74					
Town of Waukesha	ADA Walkway	124					
Lutheran Social Services	Birth to Three Program	39					

Municipal projects providing accessibility were counted as 1% of the municipal population as beneficiaries.



**Objective:** Create Suitable Living Environment      **Outcome:** Sustainability

Subgrantee	Activity	Accomplishments/Beneficiaries					
		2010	2011	2012	2013	2014	Total
Richard's Place	HIV/Aids Hospice	10					
Caring Place	Meals on Wheels	138					
Salvation Army	Community Meals	937					
CCWC/Hope Center	Community Meals	905					
City of Waukesha	Opti-Cop Cameras	1					
UW Extension	NRSA Westside	834					
UW Extension	NRSA Phoenix Heights	666					
UW Extension	NRSA Haertel Field	505					
Family Services	Care Center	416					
Waukesha Food Pantry	Food Distribution	4168					
Hebron House of Hospitality	Emergency Shelter	146					
Hebron House of Hospitality	Jeremy House	35					
Interfaith	Outreach/Faith in Action	775					
Literacy Council	Tutoring Services	101					
Salvation Army	Emergency Shelter	172					
UW Extension	Farmer's Market	**					
Women's Center	Domestic Abuse Shelter	274					
Village of Sussex	Community Building	101					

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Woman's Center	Sexual Abuse Counseling	51					
Waukesha County DHHS	Crisis Respite Care	140					
DHHS/St. Aemilian's	Parent/Child Assessment	13					
DHHS/WI Community Services	Homebound Dentention	40					
DHHS/St. Charles	Educational Support	22					
Mental Health Association	211	5296					
Pregnancy Support Connection	Linden Cherish	6					
Waukesha Training Center	Food Distribution	129					
CCGW/Hope Center	Storage Facility	1					
Waukesha Co. Historic Society	Historic Bldg-Tuckpointing	1					
City of Waukesha	Historic Springs	1					
United Way	Youth Opportunities	762					
WI Community Services	Offender Employment	36					

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**Objective:** Provide Decent Affordable Housing **Outcome:** Affordability

Subgrantee	Activity	Accomplishments/Beneficiaries					
		2010	2011	2012	2013	2014	Total
WI Partnership for Housing Development	Housing Rehabilitation	7					
City of Waukesha	Housing Rehabilitation	1					
<b>Home Investment Partnership Program</b>							
WI Partnership for Housing Development	Housing Rehabilitation	10					
WI Partnership for Housing Development	Down payment Assistance	47					
WI Partnership for Housing Development	Purchase/Rehab	5					

**Objective:** Provide Decent Affordable Housing **Outcome:** Availability/Accessibility

Subgrantee	Activity	Accomplishments/Beneficiaries					
		2010	2011	2012	2013	2014	Total
Metro Milwaukee Fair Housing Council	Fair Housing						
Habitat for Humanity	Home Build	*					
WHEDA Tax Credit	Developer Assistance	*					
Richard's Place	Acquisition Plan	*					
Lutheran Social Services	St. Paul Development Plan	*					
Hebron House of Hospitality	Homeless Shelter Reconstruction	11-1-10 1					
<b>Home Investment Partnership Program</b>							
CHDO Reserve	To be determined	*					
WHEDA Tax Credit	Developer Assistance	*					

Note: \* activities not completed

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\*\* activities that beneficiaries not able to be counted

- b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.

The CDBG grant for 2010 was an unexpected increase of \$113,739 from \$1,454,975 to \$1,568,714. Due to the county 23-month expenditure requirements, drawdowns for entitlement funds have been increasing annually. However, as noted in the 2010 HUD monitoring, program income primarily related to income from business loan payments (\$668,495 (2009 balance) + \$308,803 (2010 received) - \$412,667 (2010 expenditures) = \$564,631 balance available is too high according to HUD. The county is working on a policy to determine a reasonable available balance to have funds available for future business loans. Based on the county expenditure requirements, only \$611,380 of unexpended 2009/2010 funds remained at the end of 2010, of that total \$270,720 or 44% was unexpended local government project funds.

Besides the local government unexpended funds, the second area with the largest unexpended balance were the three Neighborhood Revitalization Strategy Areas. Based on the program year start-up in mid-year, the three NRSA coordination activities had an unexpended balance of \$68,783. In addition, to funds provided for NRSA coordination through the UW-Extension office, over 40% of CDBG funds were directed at the following NRSA areas:

<u>NRSA Neighborhood</u>	<u>Census Tracts</u>	<u>Block #'s</u>
Phoenix Heights	202700	1
	202800	4
Haertel Field	202700	2
	202302	3
Westside	203102	2,3
	203103	4

### Home Expenditure Summary

The 2010 HOME program grant \$1,476,615 was a \$14,696 decrease from the 2009 grant of \$1,491,311. This decrease had a minimal impact on activity funding, however, the national/local economic slump, which affected the housing market, had a major impact on specific HOME program activity. Following is a comparison between 2009 and 2010 activity and expenditures.

<u>Activity</u>	<u>2009 Loans</u>	<u>2010 Loans</u>	<u>2009 Expenditures</u>	<u>2010 Expenditures</u>
-----------------	-----------------------	-----------------------	------------------------------	------------------------------

Downpayment Assistance	79	47	394,600	243,376
Housing Rehabilitation	13	7	192,561	349,051
Purchase Rehabilitation	14	7	218,335	88,526

The unexpended available total of funds at the end of 2010 for the three "core" HOME activities was \$359,048. Besides the three "core" programs, the HOME Consortium also had available \$467,609 in CHDO Reserve funds, and \$345,647 in available unallocated funds, which are available to be committed in 2011.

The HOME Board made commitment of \$400,000 to developers in 2010 for projects seeking Low Income Housing Tax Credits unfortunately none of the projects received LIHTC allocations. The HOME Board also approved \$100,000 for a non-profit to acquire an existing property for housing persons with HIV/AIDS – the sale on hold. Finally, CHDO funds were committed to a non-profit to develop in conjunction with a private developer-housing unit for persons with the disability. This project did not receive local approval to proceed and is being investigated by the U.S. Justice Department and any HOME funding is on hold.

- c. If applicable, explain why progress was not made towards meeting the goals and objectives.

Waukesha County worked closely with developers to assist with gap financing for proposed Low Income Housing Tax Credit applications. Unfortunately, none of the four proposals submitted scored sufficiently to receive an allocation of LIHTC. One project in Waukesha that did receive tax credits and requested funding assistance did not obtain local approval and continues to be on hold for assistance. Goals for HOME core programs; DPA Housing Rehabilitation and Purchase/Rehabilitation were also less than expected due to the national housing crisis.

2. Describe the manner in which the recipient would change its program as a result of its experiences.

Waukesha County continues to review and assess its program to determine changes to improve and/or better meet community needs. Reorganization of the CDBG/HOME program will most likely occur in 2011 after completion of the consultant study.

3. Affirmatively Furthering Fair Housing:  
a. Provide a summary of impediments to fair housing choice.

Waukesha County, during its process for completing its 2010-2014 Five Year Consolidation Plan, conducted a number of focus group sessions including one

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related specifically to identifying impediments to Fair Housing and action steps that could be taken. Based on the Consolidated Plan, the participants in the focus groups identified the following impediments to Fair Housing:

- Complexity of obtaining political support for and commitment to affordable housing.
- Need to acquire commitment to affordable housing from the private sector.
- Lack of an adopted fair housing ordinance or ordinances.
- Few sources capable of financing affordable housing.
- Racial segregation
- Failure to acknowledge and identify the changing characteristics of the lower income population in Waukesha County.
- Negative public perception of fair housing and affordable housing.
- The cost of land and housing development in these counties.
- Restrictive effects of zoning and other land use regulations.
- County does not have the authority to implement provisions of the Comprehensive Development Plan in municipalities.

The following are barriers identified in the county Comprehensive Development Plan, which may or may not be similar to the barriers identified in the focus groups:

- High cost of land.
- A need for increased density.
- Densities driven more toward single-family (suburban) densities.
- Need for increased availability of affordable housing.
- Housing affordability needs to be based on projected job growth.
- Municipalities pushing for higher value development for tax base purposes.
- A lack of diverse housing stock in neighborhoods (i.e. two-family or more with single-family homes).
- A need for more energy and water efficient appliances and continued emphasis on green building concepts.
- A need for more education on storm water management and other infiltration techniques.
- A need for increased political support to decrease the cost of the land and utilities to achieve affordable housing.
- Few municipal caps on maximum housing size.
- A need for increased understanding regarding the connection between the housing and community and regional economics.
- A need for increased ethnic and racial diversity.

3 b. Identify actions taken to overcome effects of impediments identified.

- Waukesha County continued its participation with the Waukesha Housing Action Coalition, the Affordable Housing Task Force and the Southeastern Wisconsin Regional Housing Plan.
- Worked with developers to assist in the commitment of CDBG/HOME funds for Low Income Housing Tax Credit applications.

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- Continued to fund the Metropolitan Milwaukee Fair Housing Council for education, technical assistance and enforcement of Fair Housing laws.
- Expanded outreach to local officials in Oconomowoc and New Berlin, where affordable housing developments have been considered.
- Completed the NSP contract to stabilize neighborhoods
- Continued, as part of the regional housing plan, to gather and analyze housing data.
- Continued alliances with affordable housing advocates.
- Provided CDBG support for the reconstruction of the Hebron House homeless shelter and countywide overflow shelter.
- Worked through Waukesha Economic Development Corporation and WOW Workforce Board to increase the understanding of the relationship between employment and housing.
- Continued advocacy for positive change in policies that are detrimental to affordable housing.
- Hosted the Wisconsin Fair Housing Network conference at the Country Springs Hotel. CDBG provided a monetary contribution for the event.
- Declared by County Executive Proclamation April 2010 as Fair Housing Month in Waukesha County.
- County officials and/or staff met with the HUD FHEO staff and Fair Housing staff to increase understanding of Fair Housing requirements and obtain suggestions on fair housing actions to be taken.

4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.

In 2010, the national/local economy had a significant impact on meeting underserved needs. The county redirected funds to reconstruct a homeless shelter and for operation of an overflow homeless shelter for men. Waukesha County directed more funds for basic needs such as food, shelter and assistance to very low-income persons. Fortunately, no subgrantee closed its doors during 2010, although resources often did not meet demands. The county is analyzing 2010 data to determine if further funding modifications need to occur in 2011 as the economy continues to affect agencies and increase needs in certain areas.

5. Leveraging Resources

- a. Identify progress in obtaining "other" public and private resources to address needs.

Waukesha County requires that subgrantee applicants in their application for funding identify other resources received to leverage CDBG funding both for the agency and for the specific activity seeking funds. CDBG/HOME funding is provided generally as gap financing and is not intended to be the sole project resource. It is estimated that the CDBG agency leverage can range from 1:10 – 1:250 for each CDBG dollar provided. The range for activity leverage is estimated to range from 1:5 – 1:100 the difference being some agencies may undertake only a few activities while others may have an array of activities they implement.

The HOME program is similar in that HOME funding is generally considered gap financing. The exception to this is the Housing Rehabilitation program which may be the sole source of the rehab being undertaken. The Downpayment Assistance program leverages the private lender mortgage on a \$5,000 to average \$160,000 mortgage. HOME assistance to developers depends on the size of the project. The last HOME project leveraged \$245,000 of HOME funds to \$9,000,000 in purchase/rehabilitation of a 192 unit rental project.

With the exception of direct grant applications, Waukesha County relies primarily on subgrantees and developers to obtain private resources. The current economic crisis has reduced the ability of subgrantees to secure private resources and has seriously inhibited the economic development and housing sectors since lenders have reduced or tightened lending criteria. It is estimated that the CDBG activities generated at a \$15 million dollar

leverage and the HOME activities generated in mortgage dollars \$10,000,000 and development assistance of at least \$2,000,000.

Following is a list of other resources that were received, which may or may not leverage CDBG/HOME funding.

**Emergency Shelter Grant/Transitional Housing Program/Homeless Prevention Program:**

**State Shelter Subsidy Grant**

Hebron House \$52,335

**Homeless Prevention and Rapid Re-Housing Program  
(expires June 2011)**

Hebron House \$96,936  
Hope Center \$31,750  
Interfaith \$ 7,813  
Mental Health Association \$33,040  
Richard's Place \$45,492  
Salvation Army \$66,252

\*Note these funds were transferred to Hebron House to use for rent assistance, security deposit assistance and utilities.

Wisconsin Community Services \$20,833  
NAMI \$44,891

**TOTAL \$347,007**

**Supportive Housing Program (11/1/2010 – 10/31/2011)**

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Hebron House/Jeremy House	\$116,535
Richard's Place	<u>\$247,396</u>
<b>TOTAL</b>	<b>\$373,931</b>

**American Recovery and Reinvestment Act**

**Path Funding** \$80,785 (7/10 - 6/11)  
Hebron House

**SOAR** \$25,248 (10/10/- 9/11)  
Hebron House

**2010-2011 Request ESG/THP/HPP**

Hebron House	\$32,708
HBC Services	\$11,146
Hope Center	\$14,274
Interfaith	\$ 7,121
MHA	\$15,179
NAMI	\$ 8,000
Pregnancy Support Connection	\$13,754
Richard's Place	\$34,960
St. Joseph's	<u>\$20,051</u>
<b>TOTAL</b>	<b>\$157,193</b>

**Emergency Shelter Grant/Transitional housing Program/Homeless Prevention Program**

Friends of Abuse Families	\$20,800
Hebron House	\$27,300
The Youth and Family Project	\$27,300
Legal Action	<u>\$ 7,800</u>
<b>TOTAL</b>	<b>\$83,200</b>

- b. How Federal resources from HUD leveraged other public and private resources.

Federal resources provide gap financing, assistance to meet client needs or used as leverage to secure other resources.

- c. How matching requirements were satisfied.

The HOME program met its matching requirements through donations of time and materials, volunteer hours, direct resources pledges or

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developer contributions. Waukesha County will provide documentation for the 25% match requirement for 2010. The HUD match form is attached for review as part of this CAPER.

Program Year 5 CAPER General Questions response:

## **Managing the Process**

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

Program Year 5 CAPER Managing the Process response:

Waukesha County has in place a CDBG Coordinator with 28 years of program management and administrative experience. A Program Assistant trained in all aspects of IDIS, performance reporting and fiscal oversight provides assistance. Staff oversight is provided through the County Executive Office, the County Board through the Executive and Finance Committee and direct oversight by the CDBG Board.

The HOME Board is similarly managed by the County Executive Office, County Board through the Executive and Finance Committees and by the appointed HOME Board. The HOME staff also receives technical assistance through a consultant contract with the Wisconsin Partnership for Housing Development. Both the Coordinator and Partnership staff have obtained Certification in HOME Program Administration.

The County will be developing a Policies and Procedures manual for the CDBG program based on a HUD Monitoring Finding. The county has also hired a consultant to analyze the program administration for a possible restructuring.

## **Citizen Participation**

Waukesha County followed federal requirements related to Citizen Participation publishing for public information in the official newspaper of the county the notice of Public Hearings for:

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- 1) Needs/Priorities
- 2) Availability of Application
- 3) Annual Plan
- 4) CAPER

Waukesha County also contracted with a consultant to undertake focus groups to obtain comments from residents and agencies.

1. Provide a summary of citizen comments.

Citizen comments from the focus groups were summarized in the 2010 Annual Plan and 2009 CAPER. No comments on either the CDBG/HOME programs, which could impact the programs, were heard at Public Hearings in 2010.

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 5 CAPER Citizen Participation response:

Following is a summary of the CDBG/HOME Year-End Financials as of 12/13/2010.

**CDBG**

Unexpended 2009 Balance	\$1,715,299.18
2010 Grant	\$1,568,714.00
2010 Program Income	\$ 427,225.70
2010 Expenditures	\$2,132,000.93
Unexpended Balance – end of 2010	\$1,579,237.95

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### HOME

Unexpended 2009 Balance	\$1,469,991.69
2010 Grant	\$1,476,615.00
2010 Program Income	\$ 144,472.64
2010 Expenditures	\$1,443,727.80
Unexpended Balance – end of 2010	\$1,647,351.53

Waukesha County provides funds for each participating municipality, which can be allocated in any of the three qualifying years. In 2010, 13 municipalities requested \$165,658 of the three-year \$450,000 municipal set-aside.

Besides this set-aside, the City of Waukesha through a merger agreement in 1993 with the county receives a set-aside allocation approximately one-half (\$240,000) of its entitlement if it had remained an entitlement city. This document identified three HUD approved Neighborhood Revitalization Strategy Areas which have concentrations of low and moderate-income persons and which residents receive directed services through the CDBG program. Almost 30% of the annual grant is directed at the residents of these three neighborhoods. No areas of Waukesha County have concentration of minority groups. A larger percentage of Hispanic residents reside in the Phoenix Heights NRSA.

### Institutional Structure

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

Program Year 5 CAPER Institutional Structure response:

Waukesha County continued in 2010 to participate and outreach to institutional structures to enhance existing programming and overcome gaps in the community institutional structure. Staff participated in various boards, committees, collaborations and coalitions that address various issues in the community, including:

- 1) WOW Workforce Development Board
- 2) United Way allocation committee
- 3) Strategic Alliance Fund
- 4) Housing Action Coalition
- 5) Affordable housing Committee
- 6) Waukesha youth Collaboration
- 7) National Association of County Community  
And Economic Development
- 8) WOW W-2 Steering Committee

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in addition to other groups involved in specific community issues.

Contracted subgrantees also held meetings with lenders and realtors to provide information on downpayment assistance and housing rehabilitation programs. A new housing task force to examine affordable housing in Oconomowoc and a group began discussing diversity in Waukesha also was formed.

No other institutional structures were formed or gaps in such structures identified related to CDBG/HOME funding.

## **Monitoring**

1. Describe how and the frequency with which you monitored your activities.

Waukesha County receives periodic accomplishment reports from subgrantees, which are reviewed to determine progress in meeting contractual goals. Waukesha County monthly balances its fiscal records in the BAS system to the federal IDIS/LOCCS system. Waukesha County has implemented a 23-month drawdown or lose expenditure policy, which has resulted in an increase in expenditure and timeliness reporting. The county in response to a HUD monitoring finding will conduct on-site monitoring of not less than twenty 2011 funded activities.

Waukesha County in each subgrantee agreement indicates which HUD Outcome and Objective the activity will accomplish in accordance with the following HUD Outcomes and Objectives.

### **Outcomes**

- 1) Availability/Accessibility
- 2) Affordability
- 3) Sustainability

### **Objectives**

- 1) Suitable Living Environment
- 2) Decent Housing
- 3) Economic Opportunities

Each CDBG applicant also attends a CDBG Board meeting where board members asks questions related to the application, prior accomplishments or other application issues. This provides board members an opportunity to meet applicant representatives and to learn more about the proposed activities.

Waukesha County also prepares a monthly status report on expenditures to determine activity progress.

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2. Describe the results of your monitoring including any improvements.

As previously noted, Waukesha County undertakes a monthly fiscal review of expenditures for the CDBG and HOME programs, obtains written interim reports from subgrantees (2 interim and one final) and will conduct on-site monitoring of at least twenty subgrantees annually to meet a HUD monitoring finding.

In 2010, Waukesha County received and reviewed all narrative monitoring reports and provided data into the IDIS system for all beneficiary client data. Waukesha County monitored on-site its two largest HOME rental projects. Based on a HUD monitoring finding, the county will undertake at least monitoring of twenty activities on-site in 2011.

Waukesha County responded to a HUD monitoring of the CDBG program in 2010, and will complete the identified monitoring follow-up in 2011.

3. Self Evaluation

- a. Describe the effect programs have in solving neighborhood and community problems.

Waukesha County has identified the three neighborhoods of highest low and moderate income households and developed programs as part of a HUD approved Neighborhood Revitalization Strategy Area plan. The Waukesha County UW Extension Office provides the coordination of activities in these neighborhoods including economic development, resident empowerment, safety and community/neighborhood growth and development. UW Extension efforts are described in details in the attachment to this plan. The extension also undertook in the Haertel Field a new coordination-planning group. Besides the UW Extension efforts, the CDBG program also funds 25 activities which directly benefit the residents of the NRSA neighborhood.

- b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.

Based on the data provided by funded subgrantees, compared to the HUD approved Five Year Consolidated Plan, and 2010 Annual Plan, Waukesha County is on schedule to meeting identified priority needs and specific objectives. Specific comparison is outlined throughout this CPMP tool.

- c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.

Waukesha County provided CDBG/HOME funding for homeless shelters, housing rehabilitation, downpayment assistance, through a purchase/rehab program and provided gap financing to developers to increase the supply of decent housing. Waukesha County provided economic opportunities through Waukesha Economic Development Corporation business loans to create low and moderate income jobs, The Waukesha Training Center/Easter Seals for employment opportunities for persons with developmental disabilities and indirectly by providing childcare so parents/caretakers can work.

- d. Indicate any activities falling behind schedule.

The only projects falling behind schedule are related to the national/local housing crisis and the failure of proposed housing developments to receive low income housing tax credits. Downpayment Assistance and Housing Rehabilitation both were 25-33% below estimates for 2010 due to a decrease in demand.

- e. Describe how activities and strategies made an impact on identified needs.

Waukesha County has identified the highest priority needs and activities and to the extent possible with the limits on resources, have resulted in a positive impact on the clients receiving services.

- f. Identify indicators that would best describe the results.

Clients who received services and benefits from CDBG activities indicated that their quality of life increased as a result of CDBG program assistance.

- g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.

Three primary barriers having a negative impact that occurred in 2010:

- 1) an increase in demand for specific services particularly for the most vulnerable as a result of the poor economy
- 2) the national/local housing crisis increased foreclosures on previously assisted households and decreased the demand for housing services.
- 3) the economic crisis also made loans from lenders more difficult for businesses and therefore also decreased the need for CDBG economic development gap financing.

- h. Identify whether major goals are on target and discuss reasons for those that are not on target.

Most public service activities met or exceeded goals, the economy had a negative impact on housing and job creation goals. The primary reason for a decrease in housing and economic development was tight lending and lack of demand resulting from the poor economy.

- i. identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

No new adjustments or improvements occurred in 2010.

Program Year 5 CAPER Monitoring response:

### **Lead-based Paint**

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

Program Year 5 CAPER Lead-based Paint response:

The Waukesha County housing rehabilitation and housing inspection process has in place written lead-based paint policies and procedures, homeowners are provided required lead paint brochures and all work is required to be performed in a lead safe manner. In 2010, Waukesha County received a \$120,000 Lead Abatement Grant from the State and identified a 44 multi-unit rental project in need of lead abatement, which may be funded in 2011 with State Lead Hazard Control funds.

Bids for the multi-unit and three additional properties have been released and are awaiting award. Waukesha County will ensure that a contractor working on lead abatement work are State lead certified.

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## **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 5 CAPER Housing Needs response:

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- 1) Given the extremely difficult housing market in 2010, Waukesha County efforts were significant although not always successful. CDBG funds (\$40,000) were provided for the reconstruction of the Hebron House of Hospitality homeless shelter for women and families. Additional funds were provided for an overflow homeless night shelter (\$25,000) for men as well as a homeless day shelter (\$20,000). Funds were also provided for the following shelters:

Hebron House emergency shelter for women/families	\$74,000
Jeremy House- homeless for the mentally ill	\$ 8,500
Women's Center for Victim of Domestic Abuse	\$27,000
Linden Cherish housing for single mothers & children	\$ 7,500
Salvation Army homeless shelter for men	\$10,500
Richard's Place hospice for HIV/AIDS patients	\$ 8,000

CDBG/HOME funds (\$150,000) were committed for the acquisition/rehab of a Property to convert/expand the shelter for persons with HIV/AIDS. This funding is currently on hold until additional funds can be obtained. Similarly, funds were committed (amount pending) for accessible units as part of a development which received Low Income Housing Tax Credits, but the project is on hold until local governmental approval. Waukesha County also met with four developers who submitted applications for Low Income Housing Tax Credits and committed \$400,000 in CDBG/HOME funds subject to a WHEDA allocation of LIHTC credits. Unfortunately, NONE of the applications received an allocation of Tax Credits.

Besides the fund commitments for developments, funds were committed for the following activities:

<b>Activity</b>	<b>Funding</b>	<b>Estimated</b>	<b>Beneficiaries</b>	<b>Actual</b>
<b>Downpayment Assistance</b>	<b>\$540,000</b>	<b>70</b>		<b>47</b>
<b>Housing Rehabilitation (HOME)</b>	<b>\$300,000</b>	<b>35</b>		<b>10</b>
<b>Housing Rehabilitation (CDBG)</b>	<b>\$ 55,000*</b>	<b>15</b>		<b>7</b>
<b>Purchase/Rehabilitation</b>	<b>\$200,000</b>	<b>11</b>		<b>5</b>

**\*Also transferred \$100,000 in program income for a total of \$155,000.**

Due to the deflated housing market, the estimated beneficiaries under each of these programs was below expectations.

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One project previously funded for 192 elderly rental unit rehabilitation began in 2010. Also, four Habitat for Humanity units were completed and two units started. Waukesha County also provided Habitat for Humanity \$7,500 for construction management for development of affordable housing and \$5,000 for Phase II of a Ten Year Plan to End Homelessness.

### 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.

The 5 Year Consolidated Plan outlined annual goals and cumulative housing goals for the 5-year period. The 5 Year/Annual Goals follow the HUD Objectives and Outcomes.

As identified in the 2010 Plan, the following goals and actual accomplishments follow:

Activity	Goal	Accomplishment
Housing Rehab	50	17
Downpayment Assistance	70	47
Purchase/Rehab	11	5
Rental Development units	65	192*
CHDO units	2	6

\*represents rehab of existing units, 5 of which are HOME assisted.

Analyzing the goals vs. accomplishments indicates a decrease in most housing activities. As noted in this report, the 2010 housing crisis had a significant impact on all levels and types of housing. Waukesha County figures for rental development would have been significantly higher if any of the four low-income housing tax credit applications had received an allocation of funds. Two projects proposed by non-profits (Hebron House, Richard's Place) are also on hold pending additional funding approval.

The HOME Consortium provided funding for six new housing units by the Washington Habitat for Humanity and completed two homes by the Washington Habitat for Humanity and three homes by the Jefferson Habitat for Humanity organization. (Some of the construction of these units was carried over from 2009).

Waukesha County, also through funding from the Neighborhood Stabilization Program, purchased/rehabbed and re-sold 2 of 3 homes (the third to be

Completed in 2011) in conjunction with the WI Partnership for Housing Development.

In addition, a foreclosure property was purchased/rehab and rented under NSP by Movin Out in Washington County.

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.

The 2010 Annual Plan included a Table outlining the Section 215 goals. Following is a comparison of goals to accomplishments.

	<b>Goal</b>	<b>Accomplishment</b>
<b>Rental Goals</b>		
Rehab of existing units	41	192*
Construction of new units	11	0
<b>Owner Goals</b>		
Production of new units	5	5
Rehab of existing units	40	17
Homebuyer Assistance	70	47

As noted in this report, 2010 was a very poor year for housing. Waukesha County increased its outreach efforts, met with developers/lenders and real estate groups, committed CDBG/HOME funds for housing projects, but the housing market had a negative impact on housing efforts. Only the five completed units by Habitat for Humanity in two counties resulted in goals being met. The 192 rental units to be rehabilitated were part of a 2009 Low Income Housing Tax Credit project that began in 2010. The new units to be constructed were anticipated to be a Section 811 housing for persons with disability project that did not receive funding. In addition, four projects which sought LIHTC funds did not receive funding.

Although the county housing rehab program is a 0% interest deferred loan, few households requested assistance.

3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

Program Year 5 CAPER Specific Housing Objectives response:

Waukesha County, besides its annual CDBG allocation for shelters, allocated funds for "worse-case" housing needs through a special allocation to Hebron House of Hospitality (\$40,000) for re-construction of its homeless shelter serving women and families, in addition, \$150,000 of CDBG/HOME funds were committed to Richard's Place for acquisition/rehab of an existing property pending the balance of funds being acquired for the acquisition/rehab (funds currently on hold), a commitment of CHDO HOME funds (\$406,000) related

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to an 811 application (which was not approved). The commitment of funds was extended so the applicant could find alternative construction funding and funds were considered to assist in the construction of 5-11 accessible units as part of CHDO funding for a large rental project that failed to receive local approval. Support was also provided for a new constructed project for 42 units for persons with disabilities, which is being held up for historical preservation reasons.

If all of these units had been constructed, 71 units of special needs housing would have been approved, however, due to various reasons NONE of the units were contractually undertaken.

## Public Housing Strategy

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

Program Year 5 CAPER Public Housing Strategy response:

The Waukesha Housing Authority consists of both a City and County oversight board. Besides the Waukesha Housing Authority, there are four (4) other housing authorities in the four county HOME consortium area.

NONE OF THE HOUSING AUTHORITIES ARE CLASSIFIED as troubled. All housing authorities are required to have prepared and submitted a Five Year Plan of Action. The Waukesha Housing Authority administers senior and scattered site housing, a section 8 voucher program and has converted some public housing units into group homes for special need populations.

The Waukesha Housing Authority in conjunction with a local homebuyer counseling agency conducts homebuyer counseling session to encourage public housing tenants to become homeowners. (The Slinger Housing Authority is contracted to perform homebuyer counseling in Washington and Ozaukee counties). The Waukesha Housing Authority also participates in the county Continuum of Care and contracts with La Casa de Esperanza to undertake a Family Self Sufficiency Program. The Waukesha Housing Authority has a strong outreach program to landlords and regional minority population.

The Waukesha Housing Authority has a website [www.whaonline.com](http://www.whaonline.com) and is also registered on line nationally.

The Waukesha Housing Authority during 2010 maintained an open waiting list although at times it exceeds two years. The Housing Authority participates and refers clients to local agencies including the Waukesha Housing Action Coalition, Waukesha County Landlord Association, Workforce Development Center, Pregnancy Support Connection (group home), and Richard's Place (group home). The authority has a Mainstream Voucher program for persons with a disability and a new Shelter Care Plus program.

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In 2010 using Public Housing Renovation funds, the Housing Authority purchased and renovated a fire station into new administrative office and converted the old offices into additional senior apartments.

## **Barriers to Affordable Housing**

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

Program Year 5 CAPER Barriers to Affordable Housing response:

Waukesha County in 2010 continued its efforts to eliminate the barriers to affordable housing. Waukesha County has in place an approved Comprehensive Land Use Plan, which outlines zoning, land use and other aspects of development. In 2010 Waukesha County, for the 20th year, contracted through CDBG with the Metropolitan Milwaukee Fair Housing Council to provide Fair Housing technical assistance, seminars, education and enforcement of fair housing laws. County staff continued support and participation in the Waukesha Housing Action Coalition and Affordable Housing Task Force. County staff met with officials in the City of New Berlin and Oconomowoc to discuss housing issues in their communities. The HOME Program Administrator and Homebuyer Counseling agencies met with lenders/realtors to describe CDBG/HOME programs and encourage lenders/realtors to inform eligible homeowners of the programs available to them and to encourage program participation. Waukesha County also made available to Milwaukee Homebuyer Counseling agencies brochures on CDBG/HOME to provide to clients to consider home purchases in the HOME participating counties.

Waukesha County officials met with developers considering application submittals for Low Income Housing Tax Credits and provided letters of support for four applicants. Waukesha County also pledged \$300,000 in HOME funds for successful LIHTC projects.

Waukesha County officials also met with representatives from the HUD Fair Housing Division to discuss fair housing issues and housing development in Waukesha County, which provided the county with suggestions for fair housing action.

Finally, Waukesha County hosted the 2010 Fair Housing Conference, provided a \$500 CDBG sponsorship and presented a proclamation from the County Executive declaring April 2010 as Fair Housing month in Waukesha County.

## **HOME/ American Dream Down Payment Initiative (ADDI)**

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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.

The HOME Consortium consists of four counties (Waukesha, Washington, Ozaukee and Jefferson) which by federal regulation qualify for entitlement funding with Waukesha County as the grantee. In 2010, the Consortium received a grant of \$1,476,615 and received \$144,472.64 in program income.

The HOME Board allocates funds based on HOME regulations, "core programs", and applications received.

### **REGULATORY ALLOCATION-ADMINISTRATION**

HOME regulations allow 10% for administration based on the grant award ( $1,476,615 \times .10 = \$147,662$ ) and 10% of non-recaptured program income ( $\$105,359 \times .10 = \$10,536$ ) for an administrative total allowed allocation of \$158,198. In 2010, the HOME Board allocated:

Waukesha County Administration	\$104,943
WI Partnership Program Administration	\$ 42,718*
	\$147,661

The WI Partnership for Housing Development contracts with Waukesha County to administer specific HOME programs, provide technical assistance and administrative assistance.

### **REGULATORY ALLOCATION – CHDO RESERVE**

The HOME regulations require that at least 15% of annual grant funds ( $\$1,476,615 \times .15 = \$221,493$ ) be set-aside for projects undertaken by qualified Community Housing Development Organizations (CHDO). The CHDO organization must be the owner, developer, manager or sponsor of the project. In 2010, the HOME Consortium considered a request from Movin Out for \$555,000 in CHDO funds. The Board could not act on the request because the project had not received local approval.

### **2010 ALLOCATION – "CORE PROGRAMS"**

The HOME Consortium based on identified needs and priorities established through public input allocated funds in 2010 for the following "core projects" which are administered by contract by the WI Partnership for Housing Development.

### **DOWN PAYMENT/CLOSING COST ASSISTANCE (DPA)**

The HOME Board in 2010 allocated \$540,000 for the DPA program which included a \$5,000 declining balance loan forgiven after five years, required homebuyer

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counseling paid for each closing to homebuyer counseling agencies at \$1,000 per closing plus administration fees.

	<b>GOAL</b>	<b>ACTUAL CLOSINGS</b>
<b>2010 DPA</b>	<b>70</b>	<b>47</b>

Due to the poor housing market, the number of closings did not meet the goal for the first time in history.

### **HOUSING REHABILITATION**

Waukesha County through the WI Partnership for Housing Development administers two housing rehabilitation programs:

- 1) CDBG was a 5% simple interest deferred loan payable upon sale or transfer of title, the CDBG Board modified the terms in 2010 to be comparable to the
- 2) HOME housing rehabilitation loan, which is a 0% deferred loan payable upon sale or transfer of title.

The change was made so that a payment system would not need to be put in place that would have been more costly to implement than revenues generated.

The maximum HOME rehabilitation loan is \$24,999 and requires that the property be brought to code compliance. The CDBG rehabilitation loan is restricted to \$10,000 and can be approved for specific improvements without code compliance. The two loans can be piggybacked for a total of \$34,999.

Due to the poor housing market, high employment, uncertain employment and other economic factors, the number of housing rehabilitation loans completed in 2010 was less than estimated.

<b>2010 Housing Rehabilitation Loans</b>	<b>Goal</b>	<b>Accomplishments</b>
<b>CDBG</b>	<b>15</b>	<b>7</b>
<b>HOME</b>	<b>35</b>	<b>10</b>

### **PURCHASE/REHABILITATION PROGRAM**

This program is a combination of the Down payment Assistance and Housing Rehabilitation program which is used to assist a low and moderate income homebuyer whose property to be purchased needs rehabilitation work to be brought up to code.

As previously noted home purchases due to the economy were down and therefore these program goals were not met.

<b>Purchase/Rehabilitation</b>	<b>Goal</b>	<b>Accomplishment</b>
<b>2010</b>	<b>11</b>	<b>5</b>

### **HOME CORE EXPENDITURES 2010**

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<b>PROJECT</b>	<b>ALLOCATED</b>	<b>SPENT</b>	<b>AVAILABLE</b>
DPA	<b>\$540,000</b>	<b>343,376</b>	<b>196,624</b>
Housing Rehab	<b>\$300,000</b>	<b>249,051</b>	<b>50,949</b>
	<b><u>\$200,000</u></b>	<b><u>88,525</u></b>	<b><u>111,475</u></b>
	<b>\$1,040,000</b>	<b>\$680,952</b>	<b>\$359,048</b>

American Dream Down Payment (ADDI)

No funds were received by Waukesha County under the ADDI program in 2010.

### **OTHER HOME ACTIONS 2010**

The HOME Board worked closely with both private developers, CHDO organizations and not for profit agencies to provide assistance to meet low and moderate housing needs.

- a. A 2009 Tax Credit project to rehabilitate 192 elderly rental properties began rehabilitation (\$245,000) in 2010.
- b. A 2009 CHDO allocation of (\$210,000) for land acquisition to construct six new homes by Washington County Habitat for Humanity began in 2010 with two homes underway.
- c. Provided (\$100,000) commitment to Richard's Place, a Waukesha non-profit as leverage funds for the purchase of an existing property for occupancy by persons with HIV/AIDS (on hold pending additional funding).
- d. Extended a commitment of funds to Hebron House of Hospitality for land acquisition/demolition and construction of new rental units for homeless persons with disabilities. (project did not receive a 811 grant for the project and is seeking alternative sources of funds).
- e. Committed \$400,000 in funds to assist applicants seeking Low Income Housing Tax Credits. None of the four applicants received an allocation of tax credits.
- f. Placed on hold a CHDO request to assist 11 accessible rental units in a Tax Credit approved project until local approval is obtained for the project to be constructed.

### **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.

Attached to this report is the HUD 40107-A Match Report for 2010. The HOME Consortium was exempt from reporting in 2008-09 as a result of A Presidential Disaster Declaration.

### **3. HOME MBE and WBE Report**

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Waukesha County

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- a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).

Also attached is form 40107 related to MBE/WBE reporting.

4. Assessments

- a. Detail results of on-site inspections of rental housing.

In conformance with the HOME monitoring requirements, staff conducted monitoring of the two largest rental projects, both properties met compliance requirements without any major findings.

- b. Describe the HOME jurisdiction's affirmative marketing actions.

Waukesha County has in place a written affirmative action marketing plan which through media, brochures (in both Spanish and English), outreach to partners (lenders and real estate agents), postings in participating jurisdictions and required marketing plans from developers.

- c. Describe outreach to minority and women owned businesses.

It is Waukesha County policy not to refer clients to contractors to avoid any appearance of steering or discrimination. The only references provided are for rehabilitation work that may require a State licenses or certification to perform the work. Waukesha County encourages the use of minority and women owned businesses, but rely on the owner to obtain contractor bids. Where Waukesha County bids for contractors related to a Request for Proposals, county bid procedures are followed.

Program Year 5 CAPER HOME/ADDI response:

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.

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Waukesha County in 2010 provided six shelters (operating funds \$135,500) including homeless shelters, domestic abuse, and a shelter for single woman and their child. CDBG funds provided shelter for a total of 643 households. In addition, out of cycle funding (\$40,000) was provided to Hebron House of Hospitality for reconstruction of its homeless shelter.

Besides direct funding of shelter operating, CDBG funds for food/nutrition, transportation, medical/dental and counseling services indirectly served homeless persons and prevented other households from becoming homeless. Childcare funded for LMI and special need households allow parents/caregivers to work, receive a paycheck and avoid homelessness.

The most important homeless need is an improved economy, providing employment opportunities for persons who are able to work, obtain employment and thereby reduce homelessness. Continuous funding is needed for shelter operating, day shelter, an overflow shelter particularly for winter months and counseling/case management services for homeless persons who have a mental illness, alcohol/drug abuse problems, domestic abuse or other personal/family problems.

Beside needs for persons currently homeless, funds are needed for prevention programs to help households avoid homelessness. The current housing crisis has also had an impact on homelessness first due to foreclosures resulting in poor loans and extending into unemployed households who could not afford their mortgages.

The cost for a new shelter space is prohibitive for both the initial cost for a shelter but also the continuing operating costs to maintain a shelter.

2. Identify actions to help homeless persons make the transition to permanent housing and independent living.

In 2010, Waukesha County provided transportation funds to the Waukesha Transportation Collaborative providing bus passes, gas vouchers or cab fare for homeless persons to apply for employment or to get to work. Outside of CDBG funding, the Women's Center has transitional housing for victims of domestic abuse, the Pregnancy Support connection has transitional housing for single parent household and Hebron House provides counseling services to homeless households and places homeless households in permanent housing.

3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 5 CAPER Homeless Needs response:

Waukesha County did not directly receive federal resources from a HOMELESS Super NOVA. Waukesha County participates in the state Continuum of Care allocations and

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Waukesha County

First Program **Year**

**2010 CAPER**

funding directed to the homeless NOFA submitted by the State. In 2010, the following indirect funding was received in Waukesha County.

**Emergency Shelter Grant/Transitional Housing Program/Homeless Prevention Program:**

**State Shelter Subsidy Grant**

Hebron House \$52,335

**Homeless Prevention and Rapid Re-Housing Program  
(expires June 2011)**

Hebron House \$96,936

Hope Center \$31,750

Interfaith \$ 7,813

Mental Health Association \$33,040

Richard's Place \$45,492

Salvation Army \$66,252

\*Note these funds were transferred to Hebron House to use for rent assistance, security deposit assistance and utilities.

Wisconsin Community Services \$20,833

NAMI \$44,891

**TOTAL \$347,007**

**Supportive Housing Program (11/1/2010 - 10/31/2011)**

Hebron House/Jeremy House \$116,535

Richard's Place \$247,396

**TOTAL \$373,931**

**American Recovery and Reinvestment Act**

**Path Funding** \$80,785 (7/10 - 6/11)

Hebron House

**SOAR** \$25,248 (10/10/- 9/11)

Hebron House

**2010-2011 Request ESG/THP/HPP**

Hebron House \$32,708

HBC Services \$11,146

Hope Center \$14,274

Interfaith \$ 7,121

MHA \$15,179

NAMI \$ 8,000

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Waukesha County

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Pregnancy Support Connection	\$13,754
Richard's Place	\$34,960
St. Joseph's	<u>\$20,051</u>
<b>TOTAL</b>	<b>\$157,193</b>

**Emergency Shelter Grant/Transitional housing Program/Homeless Prevention Program**

Friends of Abuse Families	\$20,800
Hebron House	\$27,300
The Youth and Family Project	\$27,300
Legal Action	<u>\$ 7,800</u>
<b>TOTAL</b>	<b>\$83,200</b>

**Homeless Prevention and Rapid Re-Housing Program**

**Specific Homeless Prevention Elements**

1. Identify actions taken to prevent homelessness.

Program Year 5 CAPER Specific Housing Prevention Elements response:

As previously identified in this report, Waukesha County directed funding for homeless shelters (\$135,500) and provided a special out of cycle allocation (\$40,000) to reconstruct the original Hebron house Shelter on Main Street. CDBG funds provided to the Transportation Collaborative are used to assist homeless persons using bus passes, gas vouchers or taxi service to seek employment or reach employment on a temporary basis. CDBG funds also assisted the homeless day shelter at CCGW/Hope Center with a safe and warm place to stay during the weekday. CDBG funds also funded two evening meal programs providing a hot meal six evenings (Monday - Saturday) for homeless households. Other projects such as counseling programs, medical/dental and employment/daycare indirectly assisted homeless persons by providing direct service to prevent homelessness.

Finally, Waukesha County provided CDBG funds for phase II of its 10 Year Plan to End Homelessness. To undertake this phase, matching funds need to be found.

**Emergency Shelter Grants (ESG)**

Waukesha County does not directly receive ESG funding, therefore reporting is not required.

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).
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Waukesha County

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**2010 CAPER**

2. Assessment of Relationship of ESG Funds to Goals and Objectives
  - 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.

#### Homeless Discharge Coordination

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.

- b. 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 5 CAPER ESG response:

## 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

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Waukesha County

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- 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.

In 2010, Waukesha County continued to meet community needs related to the Five Year Consolidated Plan providing funding to seventy-six activities with the 2010 allocation of funds \$1,568,714 and seven additional out of cycle activities. Included in the total of 83 activities were 28 municipal activities (including 10 in the City of Waukesha). Local participating municipalities receive a three-year allocation of funds which coincides with the three-year federal entitlement period and which can be used in any of the three-year entitlement period. The City of Waukesha receives a separate annual allocation based on a merger agreement in 1993. Besides the entitlement grant, Waukesha County also received a \$427,225 in program income (PI) most of the PI was from business loan repayments.

Although HOUSING is the #1 CDBG priority, CDBG funding for housing activities has been decreasing since the county, with its partner counties, became a HOME program grantee in 1998. In 2010, a total of \$187,500 was committed to housing. Of that total, \$180,000 including \$100,000 of program income was allocated for Housing Rehabilitation and \$7,500 for a Habitat for Humanity development. The CDBG Board also committed, but did not disburse, \$50,000 for acquisition/rehab of an existing property for conversion into rental housing for persons with HIV/AIDS with release of funds subject to additional resources being obtained. The funds are on hold.

Waukesha County also received through the State allocation, Neighborhood Stabilization Program funds which were used for the acquisition, rehabilitation and resale of three foreclosed properties, acquisition, rehabilitation and rental of a duplex for occupancy by disabled persons and acquisition demolition and construction of eleven new homes on the site of a foreclosed YWCA property.

A second priority of funding that was reduced in 2010 was for **Economic Development**. Based on a monitoring by HUD and availability of program income from previous loans, a reduced allocation of \$50,000 was provided to the Waukesha County Economic Development Corporation. WCEDC completed 2 loans in 2010 to:

<b><u>Easter Seal of Southeast Wisconsin</u></b>	<b><u>\$200,000</u></b>
<b><u>Business Sustainability</u></b>	<b><u>\$205,000</u></b>

to create 7 low and moderate income jobs.

In 2010, WCEDC generated \$ 308,803 in program income. A third loan to Easter Seal for its Protect the Planet recycling center for \$10,000 was approved, although due to business losses, Protect the Planet closed in 2010.

The largest allocation of 2010 CDBG funds was to **Public Services** including those public services directed at HUD approved Neighborhood Revitalization Strategy

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Areas (NRSA). Although HUD regulation restrict public services to 15% of the grant and program income, the amount of public services is considerably greater since NRSA public services are not counted toward the 15% cap.

Following by category of service, funding and beneficiaries by activity are the 2010 public services (note: activities designated as NRSA due not count toward the cap).

### Shelters Activities

<u>PS/NRSA</u>	<u>Activity Name</u>	<u>Funding</u>	<u>Beneficiaries</u>
PS	Hebron House/Emergency Shelter	\$74,000	146
PS	Hebron House/Jeremy House	\$ 8,500	35
PS	Pregnancy Support/Linden Cherish	\$ 7,500	6
PS	Richards Place/HIV-AIDS Hospice	\$ 8,000	10
PS	Women's Center/Domestic Abuse Shelter	\$27,000	274
PF	Hebron House/Shelter Reconstruction *since November 1, 2010	\$40,000	*13
PS	Salvation Army/Emergency Shelter (Salvation Army/Food & Nutrition Activities)	\$10,500	172
NRSA	Caring Place/Meals on Wheels	\$ 4,500	138
NRSA	Hope Center/Community Meals	\$30,000	905
NRSA	Food Pantry/Food Distribution	\$13,000	4,168
NRSA	Salvation Army/Community Meals	\$18,500	937
NRSA	Easter Seals/Food Distribution	\$10,000	129

### Medical/Dental Activities

<u>PS/NRSA</u>	<u>Activity Name</u>	<u>Funding</u>	<u>Beneficiaries</u>
NRSA	LaCasa de Esperanza/La Clinica	\$ 9,500	264
NRSA	St. Joe's/Prescription Assistance	\$10,500	84
NRSA	St. Joe's/Adult Dental Care	\$ 5,000	56
NRSA	Waukesha Dental Clinic/Child Dental	\$14,000	1480
PS	Community Outreach/Medication Assist.	\$ 7,000	501
PF	Community Health Center/equipment	\$10,000	*

### Transportation

NRSA	Collaborative Transit/Agency Transit Ser.	\$ 7,000	469
PS	Elmbrook/Senior Taxi	\$10,000	134
PS	Muskego/Senior Taxi	\$15,000	96
PS	Menomonee Falls/Senior Bus	\$10,000	67

### Neighborhood Development

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NRSA	Haertel Field	\$45,000	505
NRSA	Phoenix Heights	\$45,000	666
NRSA	Westside	\$40,000	834
PS	Sentinel Park	\$ 8,000	56
PS	Sussex Community Bldg. Senior Activities	\$ 5,000	88
NRSA	Interfaith/Faith in Action	\$11,500	775
PS	Waukesha/Senior Rec. Coordinator	\$13,000	1144
PS	Interfaith/Senior Resources	\$ 6,500	28

**Youth/ Childcare**

NRSA	United Way/Youth Opportunities	\$ 90,000	762
PS	Sussex/Recreation Scholarships	\$ 2,000	92
NRSA	La Casa de Esperanza/Childcare	\$ 53,000	486
NRSA	180° Juvenile Diversion Court Intervention	\$ 6,500	28
PS	Waukesha/Adaptive Recreation	\$10,000	92
PS	DHSS/Crisis Respite Care	\$20,000	140
PS	WI Community Services/Homebound Det.	\$ 5,500	40
PS	St. Charles/Educational Support	\$ 5,500	22
NRSA	LSS/Special Need Childcare	\$15,000	43
PS	LSS/Birth to Three Program	\$	39

**Abuse Counseling/Services**

<u>PS/NRSA</u>	<u>Activity Name</u>	<u>Funding</u>	<u>Beneficiaries</u>
NRSA	CARE Center	\$ 9,500	416
NRSA	Healthy Families	\$17,500	227
NRSA	Parents Place/PPAC	\$ 7,000	69
NRSA	Women's Center/Sexual Abuse Serv.	\$ 8,250	51

**Individual/Family Services**

NRSA	Literacy Council/mentoring	\$ 5,000	101
PS	Health Association/211	\$ 7,000	5296
PS	Pregnancy Support/Counseling	\$ 5,000	29
PS	St. Aemilian's/Parent-Child Interaction	\$ 9,500	13
PS	WI Community Services/Offender Empl.	\$25,000	36

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Based on the information provided by the agencies implementing the 2010 funded public services, all activities are making progress to meeting annual and Five Year accomplishment goals.

Following is a summary of public service allocation and expenditures for 2010:

<u>Category</u>	<u>Allocation</u>	<u>% of grant</u>	<u>Expenditures</u>
Public Services	274,500	17.5%	259,889
NRSA Public Services	370,250	23.6%	223,620
Youth Opportunities	90,000	5.7%	46,115

The public service percentage exceeded 15% because additional 15% of program income was included in the total.

The fourth (4<sup>th</sup>) area of CDBG community development was **PUBLIC FACILITIES AND IMPROVEMENTS**. Most activities in this category are undertaken through an allocation of funds to local participating municipalities who in most instances use the funds to increase accessibility in accordance with the American's with Disability Act. Municipalities can use their allocation in any of the three-year qualification period; those listed below were funded in 2010. Following are the PUBLIC FACILITIES and IMPROVEMENT activities funded in 2010. Waukesha County, in the absences of specific beneficiaries, uses a figure of 1% of a community population who will benefit from a project which purpose is to increase accessibility.

<u>Project</u>	<u>Funding</u>	<u>Eligibility</u>
Alano Club facility renovations	\$ 2,000	non-profit facility
Hope Center storage facility	\$10,000	non-profit facility
City of Brookfield Accessibility Play Equipment	\$20,000	local ADA recreation project
City of Brookfield walkway	\$5,414	local ADA mobility project
City of Pewaukee ADA Facility upgrade	\$16,494	local ADA project
City of Waukesha street Reconstruction	\$34,750	NRSA area
City of Waukesha Opti-Cop	\$30,000	NRSA safety area
Town of Delafield sound system	\$ 9,259	ADA hearing disabled
Town of Summit ADA Play Equip.	\$ 7,475	ADA recreation project
Town of Waukesha ADA walkway	\$12,477	ADA mobility project
Village of Big Bend ADA walkway	\$ 2,026	ADA mobility project
Village of Eagle ADA walkway	\$ 2,984	ADA mobility project
Village of Merton accessible door	\$ 2,877	ADA accessibility project
Village of North Prairie play Equip.	\$ 2,539	ADA recreation projects
Village of Sussex ADA park	\$ 3,720	ADA recreation project

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Village of Wales ADA park                      \$ 3,476                      ADA recreation project

Non-profit facilities must serve low and moderate-income persons to have funds approved for facility construction, rehabilitation or improvements. Local municipal projects improving access for persons with disabilities are eligible under the HUD presumed benefit for disabled persons and the American With Disabilities Act. Only four of the Public Facilities projects were completed in 2010.

A fifth (5<sup>th</sup>) community development category funded in 2010 was **HISTORIC PRESERVATION**. Three activities related to historic preservation were funded in 2010 and one previously funded activity continued to spend down funds. Following are the 2010 historic preservation activities.

City of Brookfield – Historic Coach House Accessibility/Improvements	\$30,000
City of Waukesha – Historic Springs renovation	\$30,000
Waukesha County Historic Museum tuck pointing	\$30,000

In addition, the City of Waukesha continued its Landmark Painting and Repair program to rehab residential historic properties with unspent 2009 funds. The City of Waukesha and Waukesha County projects are completed, the Brookfield project is scheduled for 2011.

A sixth (6<sup>th</sup>) community development category funded in 2010 is **Slum & Blight Removal**. This activity relates to improvements to local businesses including signage, awnings and façade improvements, which eliminated the negative appearance of the property, and lead to improved economic opportunities. All slums & blight activities are publicly announced through local landmark/historic commissioner meetings.

The following two projects were categorized as Slum & Blight:

City of Waukesha – BID Business Improvement	\$20,000
Village of Butler – Slum & Blight Removal	\$ 3,966

Five properties received grants in the City for property improvements. The Village of Butler is negotiating with a property owner to acquire and demolish a blighted property.

The final community development category is **Administration and Planning**. By HUD regulations, this category is restricted to 20% of the annual grant and program income. Besides the CDBG administrative staff (Coordinator, Program Assistant, and ½ time clerical) which was budgeted at \$213,300, the administration also included two separate activities:

Fair housing which was contracted to the Metropolitan Milwaukee Fair Housing Council for education, outreach, and enforcement of fair housing laws. A second activity was an effort along with the United Way and two foundations to form a STRATEGIC ALLIANCE fund to encourage the merger, partnership, collaboration of non-profit agencies. Due to lack of non-profit interest, funding in 2010 was deleted although some funds remain for future alliance action.

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Three planning activities were funded in 2010. The Waukesha County UW Extension Office developed a Neighborhood Revitalization Strategy Board, which was funded (\$29,250) to develop a coordinated NRSA planning effort between residents and partner agencies to develop a comprehensive neighborhood plan for one of the NRSA areas. Hebron House of Hospitality was provided \$5,000 of funds to be leveraged with other funds to complete Phase II of a Ten Year Plan to End Homelessness. The project is on hold until additional resources are found. The last planning activity was to complete Village Centre planning in the Village of Menomonee Falls – plans are underway.

- b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.

As indicated in this report, the amount of CDBG funds allocated for housing has been decreasing since 1998 when the county, with its participating county partners, began receiving HOME funds. In 2010, Waukesha County made a concerted effort to assist in the development of affordable housing pledging \$150,000 in CDBG funds to developers who receive an allocation of Low Income Housing Tax Credits. These CDBG funds would have been combined (250,000) with HOME funds to assist developers; unfortunately, none of the four proposed LIHTC projects received an allocation of tax credits.

The CDBG Board also pledged \$50,000 along with \$100,000 of HOME funds to a local agency serving HIV/AIDS persons seeking to purchase an existing (Lawrence Center) facility for conversion into transitional and permanent housing. This project is on hold pending the agencies ability to raise additional resources.

Housing rehabilitation funds were provided to the City of Waukesha (\$25,000) to complete the rehab of existing homeowner loans. The City Housing Rehab program may no longer be viable after 2010, since repayment revenues have decreased substantially to a level that does not support staff or loan activity. The Waukesha County CDBG Housing Rehab program is administered similar to the HOME rehab program by the WI Partnership for Housing Development. \$155,000 was allocated for CDBG housing rehab, which is used to meet non-code compliance rehab or in conjunction with HOME funds for projects exceeding \$20,000. Ten loan commitments were executed in 2010, which was consistent with established goals. Finally, CDBG funds (\$7,500) were allocated for project oversight for the development of a side-by-side duplex to be constructed by Habitat for Humanity in conjunction with a Neighborhood Stabilization Program grant. Construction to occur in 2011.

Although the end results toward meeting goals for providing affordable housing were not met, the efforts to assist developers and agencies to meet goals were made with the accomplishments out of Waukesha County ability to control.

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- c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.

Each CDBG activity, which directly benefits a person/household, provides data on race and income, which is put into the IDIS system. Based on cumulative non housing totals of all 2010 activities reported,

- 23,315 persons with incomes <=30% of median were served.
- 12,086 persons 31-50% of median were served.
- 2,777 persons 51-80% of median were served.
- 38,178 low and moderate incomes were served.
- 836 non-LMI were served.

Based on cumulative housing totals for 2010 activities

<u>Owners</u>	<u>Renters</u>	<u>Income level</u>
3	16	<= 30% of median
10	42	31-50% of median
9	3	51-80 % of median
22	61	Total LMI
3		non-LMI

The racial composition of persons benefitting for housing follows:

White	85	Hispanic	21	Black	1
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The racial composition of persons benefitting for non-housing activities follows:

White	34,298 (87.7%)
Black	3,840 ( 9.8%)
Asian	626 ( 1.6%)
American Indian/Alaskan Native	238 ( .6%)
Multi Racial	88 ( .2%)
Hispanic	8,909 (22.8%)

Total

Based on our analysis of the beneficiary data both income and racial, the CDBG activities exceeded goals and met regulatory requirements.

## 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 because of its experiences.

Based on a 2010 HUD monitoring Waukesha County will be preparing by March 31, 2011 a CDBG Policies and Procedures manual for review and submission

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to HUD. The county has begun a consultant study of the possible reorganization of CDBG/HOME administration for consideration in 2011.

3. Assessment of Efforts in Carrying Out Planned Actions

- a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.

As an entitlement, county Waukesha County receives a direct annual grant based on its continued qualification for CDBG/HOME funds. Staff also administers a Lead Hazard Mitigation, emergency Assistance, Neighborhood Stabilization and CDBG-R grant.

- b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.

All certifications for consistency were reviewed in relation to the Consolidated Plan and if consistent with the CP, the Community Development Coordinator signed off on the certification.

- c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.

Waukesha County did not willfully hinder, through any actions, Consolidated Plan implementation.

4. For Funds Not Used for National Objectives

- a. Indicate how use of CDBG funds did not meet national objectives.

Based on our review of activities, all activities, with the exception of historic preservation activities, met a national objective.

- b. Indicate how did not comply with overall benefit certification.

Historic preservation does not necessarily meet a benefit, which can be calculated in the 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.

Waukesha County did not undertake an activity which resulted in displacement.

- 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.

N/A

- c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.

N/A

- 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.

The Waukesha County Economic Development Corporation is located in the Waukesha Workforce Development Center and all jobs created by CDBG loans are posted on the Workforce Development job website. Business by contractual requirement must be given consideration to low and moderate income persons when hiring for newly created jobs.

- b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.

See the attachment to this report which describes each loan and the jobs created.

- 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.

As indicated in 6a of this section, the Waukesha County Economic Development Corporation is located in the Waukesha Workforce Development Center, which provides clients job skill development opportunities, education opportunities, and an array of work related assistance some businesses (none funded with CDBG funds) received specialized worker training grants to enhance worker skills. No jobs were identified as needing special skills, education or work experience within businesses funded with CDBG economic development funds.

- 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.

Although a number of activities were assisted to serve clients who reside in Neighborhood Revitalization Strategy Areas, all activities required that clients

funded with CDBG funds were in fact low and moderate income. Some public facilities may benefit non-LMI clients, however, the activities were undertaken with the intent to benefit low and moderate income persons.

No activities were funded with the exception of HUD approved Neighborhood Strategy Areas specifically based on location. As noted, public facilities undertaken to improve accessibility are by nature approved as assisting persons with disabilities in accordance with the Americans With Disabilities Act.

8. Program income received in 2010

- 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.

City of Waukesha (CDBG) Housing Rehabilitation	\$ 59,337.23
Waukesha County (CDBG) Housing Rehabilitation	\$ 59,085.03
Waukesha county Economic Development Corporation	\$308,803.44
HOME Recapture Funds	\$ 39,113.40
HOME Program Income	\$105,359.14

HOME recaptured funds were received from Downpayment Assistance payment balances if households did not live in the property for five years.

HOME program income was repayment of Housing Rehabilitation loans or Developers repayment of loans.

- b. Detail the amount repaid on each float-funded activity.

Waukesha County has NO float loan activities.

- c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.

No other repayments were received.

- d. Detail the amount of income received from the sale of property by parcel.

No income was received from the sale of property.

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; N/A  
b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported; N/A  
c. The amount returned to line-of-credit or program account; and N/A  
d. Total amount to be reimbursed and the time over which the reimbursement is to be made, if the reimbursement is made with multi-year payments. N/A

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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.

No float loans are outstanding.

- b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.

See the attached list to this report for outstanding loans.

- 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.

See the attached list to this report for outstanding deferred loans.

- 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.

See the attached list for foreclosure loan losses.

- 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.

No current parcels are owned by the grant. One parcel purchased by Hebron House of Hospitality is being held pending approval of financing for construction of affordable units on the site.

11. Lump sum agreements

- 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.

Waukesha County does not have a lump sum agreement nor has it received a lump sum payment.

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.

Waukesha County has three housing rehab programs.

- 1) City of Waukesha, which has a variable interest rate based on household income.
- 2) Waukesha County CDBG Housing Rehab, which had a 5% simple interest rate until changed in November 2010 to a 0% deferred rate to comply with new RESPA rules.
- 3) HOME Consortium HOME Housing Rehab which is a 0% deferred loan.

The City program 2010 allocation of funds was for administration (\$25,000) of on-going loans only. As program income (\$59,337) has continued to decrease, the continued operation of a City of Waukesha Housing Rehabilitation program is being considered to be eliminated. Only one new loan was processed in 2010 although staff also worked on lead and EAP property inspection.

The CDBG Housing Rehab program administered by the WI Partnership for Housing Development has a two-fold purpose

- a) to compliment the HOME Housing Rehab program when cost of rehab exceeds \$24,999
- b) to undertake specific rehab that does not require total code compliance. Seven loans were completed in 2010.
- c) The HOME rehab maximum loan is \$24,999 and requires the house to be brought up to code. Ten (10) loans were made in 2010.

- b. Provide the total CDBG funds involved in the program.

The City allocation was \$50,000 in CDBG funds, the County allocation was \$150,000 in CDBG funds, and the HOME allocation was \$300,000.\*

\*additional Housing Rehab was also included in the \$200,000 Purchase/Rehab allocation.

- c. Detail other public and private funds involved in the project.

No private funds are leveraged with CDBG/HOME funds as part of the approved loans.

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 5 CAPER Community Development response:

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Waukesha County has three HUD approved Neighborhood Revitalization Strategy Areas (NRSA) designated as (Phoenix Heights, Haertel Field and Westside) all NRSA neighborhoods are located in the City of Waukesha.

Each of the three areas has an approved Five Year Plan which describes actions which will be taken over a five year period to improve the NRSA.

In 2010 the CDBG program provided \$45,000 to each NRSA for actions and coordination of activities which were subcontracted through the Waukesha County UW Extension Office. Attached to this report is a detailed narrative of NRSA activities undertaken by the UW Extension Office identifying five areas of action.

1. Housing and public improvements
2. Resident empowerment
3. Economic opportunities
4. Safety
5. Community building

In addition to the direct NRSA activities undertaken by the UW Extension Office, the CDBG program funded CBO organizations to provide services directed at residents of the three NRSA neighborhoods. Agencies were required to document the benefits to the NRSA residents funded with CDBG funds. Twenty two activities were funded in 2010 which directly impacted NRSA residents.

### **Antipoverty Strategy**

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

Program Year 5 CAPER Antipoverty Strategy response:

As indicated in the Consolidated Plan only 2.1% of the 2000 population were considered in poverty, however, in actual numbers over 13,000 households were in poverty. The economic downturn in the past few years most likely increased these figures. The Workforce Development Center, a multi-agency center providing a variety of services to unemployed/underemployed persons, is the primary resource to assist persons in poverty. Waukesha County receives emergency W-2 funding, THP/HHP emergency funding and all CDBG funded food programs, childcare, counseling and other services also assist households in poverty. Waukesha County also has in place specific activities to assist persons in poverty. Three agencies have directed workforce assistance (Women's Center, St. Aemilian's and La Casa de Esperanza). The Waukesha Housing Authority administers a Family Self Sufficiency Program through La Casa de Esperanza, Hebron House of Hospitality administers a program to expedite Social Security Disability application eligibility; a special program with WE Energies to eliminate payment in arrears in conjunction with budget planning is implemented in Waukesha County, and finally to reduce

recidivism of offenders, CDBG funds were provided for an offender employment program.

A number of counseling programs teaching budget counseling, job training and providing referrals to assistance programs through the county 211 information referral services.

## 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 5 CAPER Non-homeless Special Needs response:

Waukesha County has implemented a number of actions to address non-homeless special needs including housing for victims of domestic abuse, dual diagnosed persons with mental illness, single parents and housing for persons with developmental disabilities. Many non-homeless actions such as food programs, counseling programs, and employment programs reach non-homeless needs to avoid homelessness. HOME funds were committed to expand housing for persons with disabilities, HIV/AIDS and mental illness.

### Specific HOPWA Objectives

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

Waukesha County does not directly receive HOPWA funding. Regional HOPWA funding is received by Richard's Place.

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;

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- 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. Those 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
      - (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 5 CAPER Specific HOPWA Objectives response:

## OTHER NARRATIVE

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

Program Year 5 CAPER Other Narrative response:

Attachments are not included in the CPMP document, but are available in hard copy.

## Housing and Community Development Activities

Activity	Needs	Current	Gap	5-Year Quantities										Cumulative									
				Year 1		Year 2		Year 3		Year 4		Year 5		Goal	Actual								
				Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual								
01 Acquisition of Real Property 570.201(a)			0																				
02 Disposition 570.201(b)			0																				
03 Public Facilities and Improvements (General) 570.201(c)	65	15	50	7	9	7	7	7	7	7	7	7	7	7	7	7	7	7	7	35	9		
03A Senior Centers 570.201(c)			0																				
03B Handicapped Centers 570.201(c)			0																				
03C Homeless Facilities (not operating costs) 570.201(c)			0																				
03D Youth Centers 570.201(c)			0																				
03E Neighborhood Facilities 570.201(c)	22	18	4	0	0	1	0	0	1	0	1	0	0	0	0	0	0	0	0	2	2	0	
03F Parks, Recreational Facilities 570.201(c)	25	20	5	6	5	6	6	6	6	6	6	6	6	6	6	6	6	6	6	30	5		
03G Parking Facilities 570.201(c)			0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
03H Solid Waste Disposal Improvements 570.201(c)			0																				
03I Flood Drain Improvements 570.201(c)			0																				
03J Water/Sewer Improvements 570.201(c)			0																				
03K Street Improvements 570.201(c)	40	30	10	10																			
03L Sidewalks 570.201(c)	50	40	10	4	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0			4	3
03M Child Care Centers 570.201(c)			0																				
03N Tree Planting 570.201(c)			0																				
03O Fire Stations/Equipment 570.201(c)			0																				
03P Health Facilities 570.201(c)			0																				
03Q Abused and Neglected Children Facilities 570.201(c)			0	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1			5	0
03R Asbestos Removal 570.201(c)			0																				
03S Facilities for AIDS Patients (not operating costs) 570.201(c)	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0
03T Operating Costs of Homeless/AIDS Patients Programs	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			5	0
04 Clear-up and Demolition 570.201(d)			0																				
04A Clean-up of Contaminated Sites 570.201(d)			0																				
05 Public Services (General) 570.201(e)			0	30	45	30	30	30	30	30	30	30	30	30	30	30	30	30	30			140	45
05A Senior Services 570.201(e)			0	1000	990	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000			9000	990
05B Handicapped Services 570.201(e)	900	750	150	20	85	15	15	15	15	15	15	15	15	15	15	15	15	15	15			70	85
05C Legal Services 570.201(e)	550	250	300	20	0	20	20	20	20	20	20	20	20	20	20	20	20	20	20			75	0
05D Youth Services 570.201(e)	1500	500	1000	150	956	200	150	150	150	150	150	150	150	150	150	150	150	150	150			700	956
05E Transportation Services 570.201(e)	1200	850	350	50	1150	45	45	45	45	45	45	45	45	45	45	45	45	45	45			190	1150
05F Substance Abuse Services 570.201(e)	0	0	0																				
05G Battered and Abused Spouses 570.201(e)	600	450	150	20	85	20	15	15	15	15	15	15	15	15	15	15	15	15	15			71	85
05H Employment Training 570.201(e)	720	400	320	35	0	35	30	30	30	30	30	30	30	30	30	30	30	30	30			140	0
05I Crime Awareness 570.201(e)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0
05J Fair Housing Activities (if CDBG, then subject to 570.201(e))	45	10	35	5	25	5	5	5	5	5	5	5	5	5	5	5	5	5	5			25	25
05K Tenant/Landlord Counseling 570.201(e)	0	0	0																				
05L Child Care Services 570.201(e)	500	320	180	30	150	25	25	25	25	25	25	25	25	25	25	25	25	25	25			110	150





<b>Project Name:</b>	Purchase/Rehab		
<b>Description:</b>	<b>IDIS Project #:</b>	2010-14-23	<b>UOG Code:</b> WI559133 WAUKESHA COUNTY

<b>Location:</b> Enter location, address, zip codes, census tracks, or other elements that will help to identify the location of the project.HOME Consortium area	<b>Priority Need Category</b> <b>Select one:</b> Owner Occupied Housing ▼
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<b>Expected Completion Date:</b> 12/31/2005	<b>Explanation:</b> Funding is provided to assist 1st time homebuyers with housing rehabilitation required for the purchase of an existing home.
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<b>Objective Category</b> <input type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	<b>Specific Objectives</b>									
<b>Outcome Categories</b> <input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability	<table border="1"> <tr> <td>1</td> <td>Increase the availability of affordable owner housing</td> <td>▼</td> </tr> <tr> <td>2</td> <td>Improve the quality of owner housing</td> <td>▼</td> </tr> <tr> <td>3</td> <td>Improve access to affordable owner housing</td> <td>▼</td> </tr> </table>	1	Increase the availability of affordable owner housing	▼	2	Improve the quality of owner housing	▼	3	Improve access to affordable owner housing	▼
1	Increase the availability of affordable owner housing	▼								
2	Improve the quality of owner housing	▼								
3	Improve access to affordable owner housing	▼								

<b>Project-level Accomplishments</b>	10 Housing Units ▼	<b>Proposed</b>	4	Accompl. Type: ▼	<b>Proposed</b>	
		<b>Underway</b>			<b>Underway</b>	
		<b>Complete</b>	3		<b>Complete</b>	
	Accompl. Type: ▼	<b>Proposed</b>		Accompl. Type: ▼	<b>Proposed</b>	
		<b>Underway</b>			<b>Underway</b>	
		<b>Complete</b>			<b>Complete</b>	
	Accompl. Type: ▼	<b>Proposed</b>		Accompl. Type: ▼	<b>Proposed</b>	
		<b>Underway</b>			<b>Underway</b>	
		<b>Complete</b>			<b>Complete</b>	

<b>Proposed Outcome</b>	<b>Performance Measure</b>	<b>Actual Outcome</b>
increase the opportunities for homeownership	number of units of housing assisted for ownership	

14A Rehab; Single-Unit Residential 570.202 ▼	14I Lead-Based/Lead Hazard Test/Abate 570.202 ▼
14G Acquisition - for Rehabilitation 570.202 ▼	Matrix Codes ▼
13 Direct Homeownership Assistance 570.201(n) ▼	Matrix Codes ▼

<b>Program Year 1</b>	HOME ▼	<b>Proposed Amt.</b>	200,000	Fund Source: ▼	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>	200,000		<b>Actual Amount</b>	
	Fund Source: ▼	<b>Proposed Amt.</b>		Fund Source: ▼	<b>Proposed Amt.</b>	
		<b>Actual Amount</b>			<b>Actual Amount</b>	
	Accompl. Type: ▼	<b>Proposed Units</b>	9	Accompl. Type: ▼	<b>Proposed Units</b>	
		<b>Actual Units</b>	5		<b>Actual Units</b>	
	Accompl. Type: ▼	<b>Proposed Units</b>		Accompl. Type: ▼	<b>Proposed Units</b>	
		<b>Actual Units</b>			<b>Actual Units</b>	