

Executive Summary

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

1. Introduction

Waukesha County and the HOME Consortium, which includes Jefferson, Ozaukee, Washington, and Waukesha Counties, have prepared this 2018 Annual Plan to detail specific activities to carry out the 2015—2019 Consolidated Plan’s priorities and goals. This Plan outlines priorities by which the County’s Community Development Block Grant (CDBG) Program and the HOME Consortium’s HOME Investment Partnership (HOME) Program funds will be used over the next year. It provides guidance on the investment of HUD dollars, as well as other federal, State, and local funding dollars.

2. Summarize the objectives and outcomes identified in the Plan

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

Strategic priorities identified in this Consolidated Plan are identified below:

Housing

- *Housing Rehabilitation* Extend the useful life of existing affordable housing through weatherization, repair, and rehabilitation programs.
- *Housing Affordability* Support the development of affordable rental and owned housing, including projects located near job centers that will be affordable to service employees and other low-wage members of the workforce. Support homeownership opportunities for households throughout the HOME Consortium through downpayment assistance.
- *Homelessness & Homelessness Prevention* Assist persons who are homeless through the development and rehabilitation of transitional and permanent housing. Assist households at risk of homelessness with short-term rental payment and other assistance.

Public Services

- Fund projects that provide supportive services to low and moderate income household as well as persons with special needs, specifically including transportation assistance to low income households.
- Fund projects that provide supportive services and shelter to persons who are homeless.

- Support efforts to develop a social service collaborative to coordinate the work of social service organizations, disseminate news and information, and eliminate duplication of effort.

Public Facility & Infrastructure Improvements

- *Public Facility Improvements* Fund public facility improvements that benefit low income households and persons, and persons with special needs to include senior centers, neighborhood facilities, youth centers, childcare centers, health facilities, handicapped centers, homeless facilities, abused and neglected children facilities, parks to include community gardens, recreational facilities, and other facilities not listed here.
- *Infrastructure Improvements* Fund non-housing community development proposals that eliminate a threat to public health and safety to include water/sewer improvements, flood /drainage improvements, sidewalks, street improvements including streetscaping, sidewalks, and lighting, beautification projects/tree planting, and other improvements not listed here.

Economic Development

- Provide assistance to businesses to create and/or retain jobs for low and moderate income persons.
- Support business development in mixed-use environments with access to affordable and/or accessible housing.

Neighborhood Revitalization Strategy Areas (NRSAs)

- Provide focused funding to the three NRSAs within the City of Waukesha. Encourage a mix of strategies for revitalization in the NRSAs including economic development, housing development, public services, and facilities improvements

3. Evaluation of past performance

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

Each year, Waukesha County and the HOME Consortium reports progress in meeting the five-year and annual goals in a Consolidated Annual Performance Evaluation Report (CAPER). The CAPER is submitted to HUD within ninety (90) days after the start of the new program year. Copies of the most recent CAPER are available for review at the Waukesha County Community Development Division. Waukesha County consistently meets its goals and priorities.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Citizen participation was achieved through several methods during the development of the Annual Plan. Citizens are always welcome to attend the monthly HOME and CDBG Board meetings, which are posted and public, and have an agenda item for a public comment period.

On May 10 and 11, the CDBG Board met in a public meeting to review applications for funding, and to listen to agencies document need in the community. On June 7, the CDBG Board met in a public meeting to approve the draft allocation for 2018 CDBG funds. On May 18, 2017, the HOME Board met in a public meeting to hear public comments and approve a draft allocation for the 2018 HOME funds.

Waukesha County held a 30 day public comment period (June 13—July 12, 2017) to obtain public comments relating to community needs and funding priorities for the year 2018 annual allocations. The public comment period and public hearing date were posted on the community development website and published in the local paper. The public hearing was held June 28, 2017. The CDBG Board met July 12 in a public meeting to review comments and finalize the 2018 CDBG funding. The HOME Board met July 20 in a public meeting to review comments and finalize 2018 HOME funding.

Waukesha County completed a draft of the Annual Action Plan narrative and posted the Plan for citizen comments on the County website and published the notice in the local paper. The thirty day comment period was held from October 10 to November 8, 2017. A public hearing was held on October 26, 2017. No comments were received. Finally, when HUD released actual funding award allocations for 2018, the CDBG and HOME Boards revised the Annual Plan and allocations, and had a public comment period from May 25, 2018 to June 24, 2018, with a public hearing meeting on June 7, 2018. One comment was received.

5. Summary of public comments

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

One public comment was received for the 2018 Annual Plan. A representative from Hope Center, Inc, attended the June 7, 2018 public hearing to thank the CDBG Board for its 2018 awards.

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

All comments were accepted.

7. Summary

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

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

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

Agency Role	Name	Department/Agency
Lead Agency	WAUKESHA COUNTY	
CDBG Administrator		
HOME Administrator		
ESG Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source. The Waukesha County Department of Parks and Land Use – Community Development Division administers CDBG funds for Waukesha County and is the lead agency for the HOME Consortium, which includes Jefferson, Ozaukee, Washington, and Waukesha Counties.

Consolidated Plan Public Contact Information

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

1. Introduction

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

Waukesha County participates in a Continuum of Care called the Housing Action Coalition (a local continua that is part of the Balance of State Continuum of Care) that seeks to address and meet the needs of homeless populations through the provision of permanent, transitional, and emergency housing, supportive services, and methods to accurately capture the number of homeless individuals. Waukesha County does not receive or manage the ESG funds—the Housing Action Coalition is the recipient of ESG. However, many agencies that meet the needs of homeless populations receive CDBG funding, including emergency shelters, shelters for women and families, organizations that provide food and nutritional assistance, agencies that provide case management and supportive services, and health and medication assistance. The Community Action Coalition for South Central Wisconsin, Inc. (CAC) and the Supportive Services for Veteran Families (SSVF) programs operate in Waukesha and Jefferson Counties and supply services, such as, assistance obtaining shelter, health care, transportation, child care, and other veteran benefits to homeless veterans and their families. Stakeholders report limited homeless shelter facilities, Jefferson, Ozaukee, and Washington Counties having only one homeless shelter, and vouchers for motel assistance being extremely limited and fiscally inadequate. Several stakeholders reported that waiting lists for shelter and voucher services were limited and that space openings prioritization of first come first serve often mean that the most needy do not receive assistance in a timely fashion.

Waukesha County utilizes its network of public sector, private sector, and non-profit organizations to implement the strategic plan and coordinate efforts of the COC. In 2017, Waukesha County will diligently work to overcome gaps in the institutional structure and delivery system by

- Monitoring the count of homeless and chronically homeless residents and planning for ongoing service provision based on need, as an active participant in the Housing Action Coalition (Waukesha County Continuum of Care).
- Continuing as a lead member of the Thriving Waukesha Initiative, whose main purpose is to facilitate training and capacity building for non-profit organizations.
- Monitoring programs to identify inefficiencies, improve performance, and ensure compliance with applicable regulations.

- Encouraging collaboration among agencies to eliminate duplicative services and better serve residents, especially low- and moderate-income households, the homeless, and special needs population.
- Working with the Housing Action Coalition to create a permanent solution to the overflow shelter needs in the winter, which will include committing CDBG funding to this solution.

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

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

The Community Development Manager is the County Executive's appointee to the Board of Directors for the Housing Action Coalition (the local continua that is a part of the Balance of State Continuum of Care). As such, Waukesha County is represented in the decision making for ESG funds, and helps to oversee the management of those funds, including developing performance standards, monitoring, and evaluating outcomes.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	WAUKESHA COUNTY HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	

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

Efforts were made to include as broad a group of community stakeholders as possible. No agency types were excluded from participation.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Housing Action Coalition	The goals of the Waukesha County Continuum of Care are in line with the PJ's Consolidated and Annual Plans, particularly regarding ways to deal with homelessness and to create permanent rental housing.
A Regional Housing Plan for Southeastern Wisconsin	Southeastern Wisconsin Regional Planning Commission	Both the Regional Plan and the Strategic Plan address the need for affordable housing, particularly near job centers.
Comprehensive Development Plan for Waukesha County	Waukesha County Department of Parks and Land Use	The Comprehensive Development Plan and the Strategic Plan both address housing, community development, and economic development needs in the County. The Comprehensive Development Plan also incorporates housing recommendations from SWRPCs Regional Housing Plan with the intent of encouraging affordable housing development in Waukesha County.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

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

Citizen participation was achieved through several methods during the development of the Annual Plan. Citizens are always welcome to attend the monthly HOME and CDBG Board meetings, which are posted and public, and have an agenda item for a public comment period.

On May 18, 2017, the HOME Board met in a public meeting to approve a draft allocation for the 2018 HOME funds. On June 7, 2017, the CDBG Board met in a public meeting to approve the draft allocation for the 2018 CDBG funds.

Waukesha County held a 30 day public comment period (June 13—July 12, 2017) to obtain public comments relating to community needs and funding priorities for the year 2018 annual allocations. The public comment period and public hearing date were posted on the community development website and published in the local paper. The public hearing was held June 28, 2017.

Waukesha County completed a draft of the Annual Action Plan narrative and posted the Plan for citizen comments on the County website and published the notice in the local paper. The thirty day comment period was held from October 10 to November 8, 2017. A public hearing was held on October 26, 2017. No comments were received.

After the actual HUD allocation was announced in May 2018, the HOME Board met on May 17, 2018, and the CDBG Board met on May 9, 2018 to revise the 2018 Annual Plan and allocation. The public comment period ran from May 25 to June 24, 2018, with a public hearing held on June 7, 2018. One person from Hope Center, Inc. attended the public hearing to thank the CDBG Board for its 2018 awards.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Hearing	Non-targeted/broad community	No public comments received.			
2	Public Meeting	Non-targeted/broad community	One public comment received.	Thanking the CDBG Board for the Hope Center's 2018 awards.		

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The 5-year Consolidated Plan for 2015 – 2019 identifies the federal, state, local, and private resources expected to be available to Waukesha County to address priority needs and specific objectives identified in the Strategic Plan. The County is a direct entitlement community for the following HUD-funded programs: the Community Development Block Grant (CDBG) Program and the HOME Investment Partnership (HOME) Program. Below is a breakdown of these anticipated funding resources for Year 4 of the Plan.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,426,915	355,000	0	1,781,915	3,701,386	The County received an increase of approximately 10% in the CDBG budget for 2018.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,410,331	200,000	0	1,610,331	2,283,470	The County received an increase of approximately 20% in the HOME budget for 2018.

Table 5 - Expected Resources – Priority Table

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

Due to the strategic decision-making reflected in the allocations for 2018, the County anticipates leveraging other public and private investments for a higher return on investment. The County rarely fully funds any program or project, instead it requires leverage ranging from 1:1 in program service dollars, to 3:1 in economic development loans, to a typical 10:1 or larger ratio for housing development. Program income funds generated during this Action Plan period will be leveraged to increase services to low and moderate residents within the jurisdiction.

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

Waukesha County does not intend to address the needs identified in this plan with publically owned land or property located with the Jurisdiction.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeless	2015	2019	Homeless		Services	CDBG: \$198,315	Homeless Person Overnight Shelter: 405 Persons Assisted Homelessness Prevention: 996 Persons Assisted
2	Housing Rehabilitation/Zero Interest Loans	2015	2019	Affordable Housing		Housing	CDBG: \$296,842 HOME: \$800,000	Rental units rehabilitated: 8 Household Housing Unit Homeowner Housing Added: 1 Household Housing Unit Homeowner Housing Rehabilitated: 40 Household Housing Unit Direct Financial Assistance to Homebuyers: 85 Households Assisted
4	Public Services	2015	2019	Non-Homeless Special Needs		Services	CDBG: \$264,589	Public service activities other than Low/Moderate Income Housing Benefit: 4279 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Non-Homeless Special Needs	2015	2019	Non-Homeless Special Needs		Services	CDBG: \$14,988	Public service activities other than Low/Moderate Income Housing Benefit: 250 Persons Assisted
6	Public Facilities and Improvements	2015	2019	Non-Housing Community Development		Public Facility & Infrastructure Improvements	CDBG: \$129,788	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3 Persons Assisted
7	Planning and Administration	2015	2019	Planning and Administration		CDBG Program Administration	CDBG: \$334,000 HOME: \$161,033	
8	Fair Housing Services	2015	2019	Fair Housing Services		Housing Services	CDBG: \$15,390	
9	Special Economic Development	2015	2019	Non-Housing Community Development		Economic Development	CDBG: \$441,180	Facade treatment/business building rehabilitation: 11 Business Jobs created/retained: 30 Jobs Businesses assisted: 21 Businesses Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Homeless
	Goal Description	
2	Goal Name	Housing Rehabilitation/Zero Interest Loans
	Goal Description	
4	Goal Name	Public Services
	Goal Description	
5	Goal Name	Non-Homeless Special Needs
	Goal Description	
6	Goal Name	Public Facilities and Improvements
	Goal Description	
7	Goal Name	Planning and Administration
	Goal Description	
8	Goal Name	Fair Housing Services
	Goal Description	
9	Goal Name	Special Economic Development
	Goal Description	

Projects

AP-35 Projects – 91.220(d)

Introduction

The County will undertake activities that will address priority needs and objectives established as adopted by the Waukesha County Community Development Block Grant (CDBG) and HOME Boards. Section AP-38 provides a summary of proposed activities including local objectives and priority needs, proposed accomplishments, and a target date for completion.

Projects

#	Project Name
1	CDBG Administration
2	CDBG Housing
3	NRSA
4	Public Services
5	Public Facilities
6	Economic Development

Table 7 - Project Information

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

For the Annual Action Plan, the results of citizen input strongly supported homeownership and housing stock rehabilitation as well as social and supportive services for low to moderate income individuals and families. The County has maintained a broad priority of encouraging new homeownership, preserving existing homeownership, increasing economic development, enhancing public services, and public facility improvements.

AP-38 Project Summary
Project Summary Information

1	Project Name	CDBG Administration
	Target Area	
	Goals Supported	Housing Rehabilitation/Zero Interest Loans Planning and Administration Fair Housing Services Special Economic Development
	Needs Addressed	Housing Economic Development Neighborhood Revitalization Strategy Areas (NRSAs) CDBG Program Administration
	Funding	CDBG: \$349,390 HOME: \$115,990
	Description	CDBG & HOME Administration
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	<p>Waukesha County: General administration functions for Waukesha County to run the HOME and CDBG programs for the County and the HOME Consortium.</p> <p>Metropolitan Milwaukee Fair Housing: Promote equal access to housing for all people in Waukesha County through the provision of comprehensive fair housing enforcement and education services.</p> <p>TBD: 5-Year Consolidated Plan Administration</p> <p>WI Partnership for Housing Development - Housing Rehabilitation: This program provides no interest loans to LMI owners of single family housing in Waukesha County, and small grants to households where home modifications designed to improve accessibility will allow individuals to remain in their home.</p> <p>WI Partnership for Housing Development - HOME Administration: Funding to administer the HOME Consortium's DPA, Rehab and Purchase-Rehab programs.</p> <p>Milwaukee Economic Development Corporation (MEDC) - RLF Admin: Funding to administer the revolving loan fund.</p>

2	Project Name	CDBG Housing
	Target Area	
	Goals Supported	Housing Rehabilitation/Zero Interest Loans
	Needs Addressed	Housing
	Funding	CDBG: \$326,962 HOME: \$1,449,298
	Description	2018 Housing
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	For CDBG: 23 low income homebuyer rehab loans and 255 low-to-moderate income families will be provided housing counseling and/or attend homebuyer education workshops. Rehab work will be done on two units that house families in transitional living facilities. For HOME: 75 homebuyers will buy homes with down payment assistance, 17 homeowners will be provide homeowner rehab loans, 10 homebuyers will use the purchase-rehab program, and between 4 and 8 units of permanent housing will be developed using CHDO or housing development funding.
	Location Description	County-wide for CDBG. HOME is available in the 4-county Consortium of Jefferson, Ozaukee, Washington, and Waukesha.
	Planned Activities	
3	Project Name	NRSA
	Target Area	HAERTEL FIELD PHOENIX HEIGHTS WESTSIDE NRSA
	Goals Supported	Public Services
	Needs Addressed	Neighborhood Revitalization Strategy Areas (NRSAs)
	Funding	CDBG: \$174,474
	Description	2018 NRSA
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 2355 low-to-moderate income people

	Location Description	Activities will be undertaken in the City of Waukesha, in the three designated NRSAs; Phoenix Heights, Haertel Field and the Westside NRSA.
	Planned Activities	Hope Center - Meal Program The Salvation Army - Meal Program The Caring Place, Inc - Meals on Wheels Family Service Agency of Waukesha - The C.A.R.E. Center The Women's Center – Employment Program Parent's Place - Community Education Program La Casa de Esperanza - Early Childhood Education Waukesha County Community Dental Clinic - Adult Dental Program St. Joseph's Medical Clinic - Prescription Payment Assistance Greater Waukesha Literacy - Full Literacy Outreach Waukesha County Community Dental Clinic - Healthy Smiles for Tots & Teens
4	Project Name	Public Services
	Target Area	
	Goals Supported	Homeless Public Services Non-Homeless Special Needs
	Needs Addressed	Services
	Funding	CDBG: \$264,589
	Description	2018 Public Services
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 3575 low-to-moderate income families
	Location Description	County-wide

	Planned Activities	Big Brothers Big Sisters – Mentoring Program City of Waukesha - Adaptive Recreation City of Waukesha - Sentinel Park Summer Program City of Waukesha - Saratoga/Haertel Field Summer Program City of Waukesha - Senior Activity Coordinator Community Outreach Health Services – Health Clinic Easter Seals – Safe Babies, Healthy Families Elmbrook Senior Taxi - Vehicle Replacement ERAs Senior Network – Faith in Action ERAs Senior Network - Transportation Collaborative Family Promise – Family Support Program Food Pantry of Waukesha County - Special Diet Program Hebron House of Hospitality - Emergency Shelter Hebron House of Hospitality – Jeremy House Hope Center, Inc. - Day Center Lake Area Free Clinic - Medication Assistance Muskego Senior Taxi - Vehicle Replacement NAMI – SSI/SSDI Outreach Richard's Place - HIV/AIDS Supportive Housing Salvation Army - Emergency Lodge The Women's Center - Emergency Shelter The Women’s Center – Children’s Sexual Abuse Counseling The Women’s Center – Transitional Living
5	Project Name	Public Facilities
	Target Area	
	Goals Supported	Homeless Public Facilities and Improvements
	Needs Addressed	Public Facility & Infrastructure Improvements
	Funding	CDBG: \$129,788
	Description	2018 Public Facilities
	Target Date	12/31/2018

	Estimate the number and type of families that will benefit from the proposed activities	2 Public Facility activities will be completed to benefit low-to-moderate income families and persons with disabilities. (\$52,513) 1 domestic violence shelter will be rehabilitated, providing a safe site for homeless services. (\$77,275)
	Location Description	Various locations throughout the City of Waukesha and the Village of North Prairie.
	Planned Activities	City of Waukesha – Grandview Park/Hartwell Crossing The Women’s Center – Facilities Improvement Village of North Prairie – Park ADA Sidewalk
6	Project Name	Economic Development
	Target Area	
	Goals Supported	Special Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$441,180
	Description	2018 Economic Development
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	11 businesses are estimated to be assisted with their facades and awnings, 21 businesses will be provided technical assistance and counseling, and 30 jobs are expected to be created.
	Location Description	Jobs will be created and facades improved in various locations in Waukesha County.
	Planned Activities	City of Waukesha - Facade Program City of Waukesha –Entrance Signs City of Waukesha – Downtown Branding WWBIC - Business Owner Milwaukee Economic Development Corporation - Revolving Loan Fund Administration

AP-50 Geographic Distribution – 91.220(f)

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

Neighborhood Revitalization Strategy Areas (NRSAs)

Waukesha County identified three NRSAs in the City of Waukesha in 1999 – Phoenix Heights, Haertel Field, and West Side, as shown in the maps on the following pages. The County will continue to prioritize the three NRSAs for funding and community development efforts during 2017. Up to 10% of the total CDBG allocation is targeted toward Community Based Development Organizations (CBDOs) who concentrate their services in one of these three areas. Economic development is the highest priority for funding in the NRSAs, including services that assist low and moderate income families in finding and maintaining jobs.

Strategies for all of the NRSAs include the following economic development and neighborhood revitalization initiatives:

- Connecting residents to job training and education resources;
- Linking families to neighborhood resources that support sustained employment;
- Housing revitalization and homeownership;
- Crime prevention; and
- Resident empowerment.

Geographic Distribution

Target Area	Percentage of Funds
HAERTEL FIELD	33
PHOENIX HEIGHTS	33
WESTSIDE NRSA	33

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Affordable housing and community development needs are present in areas throughout Waukesha County and the HOME Consortium, but there is a higher concentration of poverty in the City of Waukesha, and particularly in the areas we have identified as NRSAs. CDBG funds for direct benefit categories are allocated based on the percentage of LMI persons within the LMA neighborhoods. Regarding the Public Services category of the CDBG funds, the proposed projects will focus on the basic needs of the residents such as healthcare, transit services, essential and supportive services, as well as housing services. Special populations such as seniors, homeless, and youth will continue to receive funding for healthcare, child care, nutrition, education, shelter support and recreational needs. Funding

will continue for targeted efforts in the Neighborhood Revitalization Strategy Areas, with a focus on economic development, housing stock improvement and crime prevention and reduction.

HOME funds will be distributed based on the income eligibility of clients throughout the four-county HOME Consortium.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Waukesha County and the HOME Consortium anticipate supporting 655 households with affordable housing over the next year. Homeless facilities including the Salvation Army Emergency Lodge, Jeremy House, and the Hebron House Emergency Shelter are projected to assist 405 homeless individuals or families in Waukesha County. Special needs housing providers are projected to support 250 individuals or families in Waukesha County, including victims of domestic violence, persons with HIV/AIDS, and seniors or disabled adults in need of housing support services. Note that emergency shelters for domestic violence victims are included in the special needs category and not the homeless category to prevent double counting households supported by these facilities.

Affordable housing for non-homeless households is projected to assist 139 households in the HOME Consortium area. Approximately 40 of these households will be supported via rehab of existing units through the HOME purchase/rehab and HOME and CDBG housing rehabilitation programs. Through the HOME program, an estimated 14 rehabbed units will be acquired by a CHDO, rehabbed and preserved as affordable housing, and 85 households will be assisted in acquiring homes using the downpayment assistance and purchase rehab program.

One Year Goals for the Number of Households to be Supported	
Homeless	405
Non-Homeless	0
Special-Needs	250
Total	655

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	54
Acquisition of Existing Units	85
Total	139

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

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

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

The public housing authorities in the HOME Consortium will continue to provide affordable housing options for residents during this Action Plan period to the greatest extent possible. However it must be noted the authorities have extensive waiting lists and will continue to monitor expenditure of funds to maximize the number of families currently being served.

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

The housing authorities for Waukesha, Jefferson and Washington each have resident counsels to ensure resident involvement in the housing authority's decision-making process. The Waukesha County Housing Authority also has a Family Self Sufficiency program that assists families to become economically and socially independent. The program provides the following services: job training, educational, child care, medical or mental health services, transportation, life skills, legal information, emergency services, and housing services. Families are also provided information to assist in their quest to transition from subsidized housing to eventual homeownership. The FSS program provides financial incentives through an escrow saving account for continual participation and investment in the program.

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

No PHA in the HOME Consortium has been designated as troubled in 2018.

Discussion

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

Introduction

Waukesha County is a participant in the Wisconsin Balance of State Continuum of Care Committee on Homelessness. The WIBOSCOC conducts the point-in-time count twice per year in January and July. This count is intended to include persons that are homeless and are living in emergency shelters, transitional housing, safe havens for the homeless, domestic violence shelters, or who are unsheltered living on the streets or any other place not mean for human habitation.

Data provided by the WIBOSCOC shows that the total homeless population in Waukesha County during the January 2018 PIT count was 167. Numbers for Washington, Ozaukee and Jefferson Counties have not been updated by the WIBOSCOC since 2015, so are not included in this plan.

Data provided by the WIBOSCOC shows that a total of 36 homeless persons were counted as unsheltered in Waukesha County during the January 2018 point-in-time count, including 3 youth.

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

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

The Wisconsin Balance of State Continuum of Care (WBOSCoC) reached out to homeless persons (especially unsheltered persons) through soup kitchens, day programs, drop in centers, and hospitals. In addition, information is collected annually using the Point in Time survey form and is then summarized. The Point in Time surveys are one on one interviews are also held with the consumers. Additionally, outreach teams regularly go under bridges, visit camps, and go to other known homeless areas to tend to the needs of the homeless.

Addressing the emergency shelter and transitional housing needs of homeless persons

Waukesha County will continue to provide financial assistance to nonprofit agencies to develop and implement a coordinated assessment system throughout the jurisdiction. Waukesha County funds all of the emergency shelters in the County through the CDBG program, and is an active member in the Housing Action Coalition. In addition, in 2017, the CDBG Board reallocated \$600,000 from the Economic Development Revolving Loan Fund to Public Facilities, for the acquisition and/or rehabilitation of a homeless services center, which will provide a "one stop shop" for homelessness. The Board envisions this center as being owned and operated by a nonprofit organization, and will offer co-location opportunities for nonprofit homeless service providers, and a permanent solution to the overflow homeless needs of individuals and families during the winter and the excessive heat in the summer.

Work on this project will continue through 2018.

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

Waukesha County will continue to support homeless service providers, funders, and stakeholders who recognize the need to shift focus and resources from short-term, emergency shelter to long-term, permanent housing, in order to end homelessness. Waukesha County and the Housing Action Coalition support the adoption of the Housing First model by all shelter, transitional and permanent housing providers.

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

Waukesha County will continue to support the Wisconsin Balance of State Continuum of Care Regional Plan to End Homelessness by:

- Supporting non-profit organizations that provide affordable housing opportunities for low- and moderate-income individuals and families.
- Providing CDBG funds for programs that help maintain the County's housing stock, and enable low-income individuals to stay in their homes through the Home-Owner Rehabilitation program.
- Advocating to secure funding for homeless programs and participates in policy development through the Wisconsin Balance of State Continuum of Care.

The CoC has outlined its discharge policy for assisting persons aging out of foster care, and being released from health care facilities, mental health facilities, and correction facilities.

Discussion

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

Introduction:

Barriers to affordable housing can present in a variety of aspects and multiple entities including, but not limited to government and political agencies, banking and finance institutions, insurance industry regulations, zoning regulations, social and economic variables, neighborhood conditions, public policy legislation, and fair housing enforcement. Sections MA 40 and SP 55 describe barriers to affordable housing within Waukesha County and the Consortium in greater detail. This section will describe specific strategies Waukesha County will employ to address barriers to affordable housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

As indicated in section SP-55, Waukesha County participated in and adopted the Regional Housing Plan recommendations. Waukesha County will continue to work with government, public, private, and nonprofit community agencies to remove or ameliorate the negative effects of public policies that serve as current barriers to affordable housing. Action steps as recommended and accepted by the County are summarized below:

Waukesha County will work to implement the various recommendations from the Regional Housing Plan adopted into the Waukesha County Comprehensive Development Plan. Specifically, the County will work with local municipalities which provide municipal services to encourage that comprehensive neighborhood plans and zoning ordinances/regulations encourage a variety of housing types including single and multi-family homes, apartments, townhomes, duplexes, and live-work units. This year and for the remainder of the Consolidated Plan period, the County will seek strategies, as appropriate, to evaluate standards and processes to determine if amendments could be made to reduce of housing to residents without reducing safety, functionality, or aesthetic quality.

The CDBG Office will evaluate the extent to which County programs and services meet the needs of populations with limited English proficiency by conducting the four-factor analysis.

Waukesha County will evaluate the extent to which housing counseling is available to provide credit repair advice to members of the protected classes and to low- and moderate-income residents, in order to ensure that to the maximum extent possible, residents have access to means of improving their ability to obtain and maintain decent, affordable housing. In the case that counseling is unavailable, inadequate or not well advertised, Waukesha County should work with its community partners to increase its availability and use.

Waukesha County will support education and outreach efforts by community partners regarding needs

assessments for affordable housing and subsidized housing.

Waukesha County will encourage neighborhood development plans, zoning ordinances, and regulations that encourage a variety of housing types, lot sizes, and housing values in order to encourage housing affordability.

Waukesha County will continue to monitor its participating municipalities who are required to select goals to work on in 2018 toward affirmatively furthering fair housing, and reporting on the progress of those goals at the end of the year.

Discussion:

AP-85 Other Actions – 91.220(k)

Introduction:

Actions planned to address obstacles to meeting underserved needs

To help remove obstacles to meeting underserved needs and improve service delivery, Waukesha County supports the continued development of the Housing Action Coalition, a collaborative to coordinate the work of social service organizations, disseminate news and information, eliminate duplication of effort, and spearhead community-wide solutions to local needs. Waukesha County will also continue to use CDBG funds for taxi services in order to ensure that residents without private transportation are able to access social service providers.

Actions planned to foster and maintain affordable housing

Waukesha County and the HOME Consortium will continue to offer their core programs, including purchase rehab, homeowner rehab, and downpayment assistance, in order to maintain housing affordability. The County will also set aside 15% of HOME funds to support development of affordable housing by a local CHDO.

In addition to specific programs designed to foster and maintain affordable housing, the County will also encourage participating jurisdictions to review their zoning ordinances for prospective barriers to affordable housing development, and to make amendments as needed. Waukesha County has adopted less restrictive zoning regulations based on SEWRPC's *Regional Housing Analysis* and has adopted the housing recommendations of that document into the Housing Element of the Comprehensive Plan.

Actions planned to reduce lead-based paint hazards

Waukesha County will continue to promote lead based paint inspections and, if a hazard is found, remediation. This action will both reduce lead exposure risks and help to maintain the County's older, lower- and moderately-priced housing. Any housing rehabilitation activities conducted using HOME or CDBG funds will continue to be monitored closely for any potential lead exposure. Waukesha County will also continue to work with the health departments of other Consortium counties to identify possible units with lead based paint hazards.

Actions planned to reduce the number of poverty-level families

Waukesha County will continued to address poverty through its economic development efforts that provide assistance to companies that create low and moderate income jobs and offer small business development programs. Homeless service providers will continue to offer job search and resume assistance. A focus on improving the jobs/housing balance in existing and emerging job centers will aim

to help poverty-level families access more employment opportunities, while potentially lowering transportation and housing costs.

Actions planned to develop institutional structure

Waukesha County has been receiving HUD grant funds for a number of years and has developed a robust administrative structure to manage its CDBG and HOME funds. The County's Community Development Division also offers seminars for potential subrecipients, CHDOs, and contractors to learn more about the CDBG and HOME programs. In addition to working with organizations, the County's Citizen Participation process is designed to make engaged and informed citizens another vital part of the institutional structure.

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

Waukesha County is a founding member of the Thriving Waukesha County Alliance, whose goals include the development of a more sustainable and comprehensive plan for addressing homelessness. Recommendations emerging from the Thriving Waukesha effort which will help enhance coordination include a community outreach and education campaign to provide information about resources available through homeless prevention programs; development of a lead agency to work with homelessness prevention and intervention agencies to produce information for provider networks; and establish a backbone agency that can plan, oversee, and coordinate homeless assistance across the community.

Waukesha County is an active participant in the local Continuum of Care, known as the Housing Action Coalition, which has underwent a transition in 2016. The HAC (a collection of nonprofit organizations focused on homelessness issues) is now the "backbone agency" with a new Board of Directors, hired staff, and a mission to bring the community together around affordable housing and homelessness. Waukesha County has been an active member of the steering committee driving this change, and has continued to take an active role through 2017, both in terms of leadership and funding.

Discussion:

Program Specific Requirements

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

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	85.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(2)

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

N/A

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

The HOME Consortium's Policy and Procedure Manual requires that, for homebuyer activities, the participating jurisdiction (PJ) must impose long-term affordability through resale or recapture provisions:

- Resale ensures that units assisted with HOME funds remain affordable throughout the affordability period. If a unit is sold during the affordability, it must be sold to another low-income homebuyer at an affordable sales price, while also providing a "fair return" for the original homebuyer. The period of affordability is based on the total HOME assistance in the project including direct assistance and development assistance to an owner, developer or sponsor.
 - Recapture allows the PJ to recapture all or a portion of the HOME subsidy in a property that is sold or transferred during the affordability period, and subsequently reinvested in other HOME eligible activities. The amount subject to recapture and the affordability period is based on the amount of direct assistance to the homebuyer. The HOME Consortium usually uses the Recapture provision.
3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The HOME Consortium's Down Payment Assistance (DPA) program outlines the following resale/recapture provisions in its Homebuyer Grant Agreement:

- Grantee shall be entitled to retain such funds provided the Grantee remains in both ownership and occupancy of the mortgaged premises for a period of five (5) years. In the event the Grantee terminates either ownership or occupancy of the premises within five (5) years, Grantee shall be required to reimburse the HOME Consortium an amount equal to the grant amount less a deduction equal to twenty percent (20%) thereof for each full year Grantee has owned and resided in the mortgaged premises, commencing on the date of the grant.
- In the event of a voluntary or involuntary transfer of the property during the applicable period of affordability, the Grantor will recapture all or a portion of the direct subsidy provided to the homebuyer. This direct subsidy is provided as downpayment assistance in the form of a deferred 0%

interest loan. The loan will be forgiven prorata over the period of affordability (5 years), as long as the home remains the principal residence of the home buyer. If the net proceeds from a voluntary or involuntary sale are insufficient to repay the prorated amount of the HOME subsidy, the Grantor shall recapture the balance due on the loan or 100% of net proceeds from the sale, whichever is less. If there are no net proceeds from the sale, no repayment is required. Net proceeds is defined as the sales price minus superior loan repayment and any closing costs incurred by the homebuyer.

- If Grantee refinances and the Property remains subject to the encumbrance created by this Agreement, then Grantee shall not be required to repay any portion of the Grant.
4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

N/A

