# 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 2019 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 9 and 10, 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 13, the CDBG Board met in a public meeting to approve the draft allocation for 2019 CDBG funds. On May 17, 2018, the HOME Board met in a public meeting to hear public comments and approve a draft allocation for the 2019 HOME funds.

Waukesha County held a 30 day public comment period (June 18—July 17, 2018) to obtain public comments relating to community needs and funding priorities for the year 2019 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 18 in a public meeting to review comments and finalize the 2019 CDBG funding. The HOME Board met July 19 in a public meeting to review comments and finalize 2019 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 15 to November 13, 2018. A public hearing was held on October 29, 2018. *No comments were 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.

*3 members of the public attended the public hearing for the 2019 annual allocation on June 28, 2018. The comments recieved were all positive, in support of the proposed 2019 funding.*

**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(l)

**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(l))**

Waukesha County utilizes its network of public sector, private sector, and non-profit organizations to implement Waukesha County's Annual and Consolidated plans and to coordinate efforts of the COC. In 2018, 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).
* 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.

**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.**

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.

The Waukesha County Executive appoints four people to Board positions on the Housing Action Coalition, and two are currently County employees, the Community Development Manager, and the Human Services Supervisor. Both positions are actively involved in addressing the needs of homeless persons. Waukesha County staff have been instrumental in working to create a permanent solution to the overflow shelter needs in the winter months, including working with the CDBG Board to commit substantial funding to the purchase of a building to house this shelter.

**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 Coaltion (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 the SWRPC 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 17, 2018, the HOME Board met in a public meeting to approve a draft allocation for the 2019 HOME funds. On June 13, 2018, the CDBG Board met in a public meeting to approve the draft allocation for the 2019 CDBG funds.

Waukesha County held a 30 day public comment period (June 18—July 17, 2018) to obtain public comments relating to community needs and funding priorities for the year 2019 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, 2018.

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 15 to November 13, 2018. A public hearing was held on October 29, 2018.  No comments were received.

**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 | Two members of the public attended the public hearing on June 28, 2018. | Both comments received were positive, commending the CDBG Board for the 2019 proposed allocations. | All comments were accepted. |   |

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 5 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 | AcquisitionAdmin and PlanningEconomic DevelopmentHousingPublic ImprovementsPublic Services | 1,426,915 | 355,000 | 0 | 1,781,915 | 1,781,915 | The County anticipates the 2019 allocation will be the same as 2018. |
| HOME | public - federal | AcquisitionHomebuyer assistanceHomeowner rehabMultifamily rental new constructionMultifamily rental rehabNew construction for ownershipTBRA | 1,410,331 | 200,000 | 0 | 1,610,331 | 1,610,331 | The County anticipates the 2019 allocation will be the same as 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 2019, 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 |   | Housing | CDBG: $239,328 | Homeless Person Overnight Shelter: 400 Persons AssistedHomelessness Prevention: 1200 Persons Assisted |
| **2** | Housing Rehabilitation/Zero Interest Loans | 2015 | 2019 | Affordable Housing |   | Housing | CDBG: $241,975HOME: $1,449,298 | Rental units constructed: 24 Household Housing UnitHomeowner Housing Added: 1 Household Housing UnitHomeowner Housing Rehabilitated: 35 Household Housing UnitDirect Financial Assistance to Homebuyers: 85 Households Assisted |
| **3** | Public Services | 2015 | 2019 | Non-Homeless Special Needs |   | Services | CDBG: $172,617 | Public service activities other than Low/Moderate Income Housing Benefit: 4000 Persons Assisted |
| **4** | Non-Homeless Special Needs | 2015 | 2019 | Non-Homeless Special Needs |   | HousingServices | CDBG: $5,330 | HIV/AIDS Housing Operations: 5 Household Housing Unit |
| **5** | Public Facilities and Improvements | 2015 | 2019 | Non-Housing Community Development |   | Public Facility & Infrastructure Improvements | CDBG: $315,520 | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 200 Persons Assisted |
| **6** | Planning and Administration | 2015 | 2019 | Planning and Administration |   | CDBG Program Administration | CDBG: $324,000HOME: $161,033 |   |
| **7** | Fair Housing Services | 2015 | 2019 | Fair Housing Services |   | Housing | CDBG: $25,000 |   |
| **8** | Special Economic Development | 2015 | 2019 | Non-Housing Community Development |   | Economic Development | CDBG: $400,000 | Facade treatment/business building rehabilitation: 20 BusinessJobs created/retained: 25 JobsBusinesses assisted: 10 Businesses Assisted |

Table 6 – Goals Summary

**Goal Descriptions**

|  |  |  |
| --- | --- | --- |
| **1** | **Goal Name** | Homeless |
| **Goal Description** |   |
| **2** | **Goal Name** | Housing Rehabilitation/Zero Interest Loans |
| **Goal Description** |   |
| **3** | **Goal Name** | Public Services |
| **Goal Description** |   |
| **4** | **Goal Name** | Non-Homeless Special Needs |
| **Goal Description** |   |
| **5** | **Goal Name** | Public Facilities and Improvements |
| **Goal Description** |   |
| **6** | **Goal Name** | Planning and Administration |
| **Goal Description** |   |
| **7** | **Goal Name** | Fair Housing Services |
| **Goal Description** |   |
| **8** | **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** | Planning and Administration |
| **Needs Addressed** | CDBG Program Administration |
| **Funding** | CDBG: $349,000HOME: $161,033 |
| **Description** | CDBG and HOME Administration |
| **Target Date** | 12/31/2019 |
| **Estimate the number and type of families that will benefit from the proposed activities** |   |
| **Location Description** |   |
| **Planned Activities** | Waukesha County: General administration functions for Waukesha County to run the HOME and CDBG programs for the County and the HOME Consortium.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.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.WI Partnership for Housing Development - HOME Administration: Funding to administer the HOME Consortium's DPA, Rehab and Purchase-Rehab programs.Consultant--TBD--to write 2020--2014 Consolidated Plan and Analysis of Impediments |
| **2** | **Project Name** | CDBG Housing |
| **Target Area** |   |
| **Goals Supported** | Housing Rehabilitation/Zero Interest Loans |
| **Needs Addressed** | Housing |
| **Funding** | CDBG: $241,975HOME: $1,449,298 |
| **Description** | CDBG and HOME housing projects |
| **Target Date** | 12/31/2019 |
| **Estimate the number and type of families that will benefit from the proposed activities** | For CDBG: 13 low income homebuyer rehab loans and 255 low-to-moderate income families will be provided housing counseling and/or attend homebuyer education workshops.  For HOME: 70 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** | CDBG is available in Waukesha County. HOME is available in Jefferson, Ozaukee, Washington and Waukesha Counties.  |
| **Planned Activities** | Dowpayment assistance, homeowner rehabilitation loans, purchase/rehabilitation loans, rental housing rehabilitation, permanent housing construction, housing counseling.  |
| **3** | **Project Name** | NRSA |
| **Target Area** | HAERTEL FIELDPHOENIX HEIGHTSWESTSIDE NRSA |
| **Goals Supported** | Public Services |
| **Needs Addressed** | ServicesEconomic DevelopmentNeighborhood Revitalization Strategy Areas (NRSAs) |
| **Funding** | CDBG: $150,699 |
| **Description** | 2019 NRSA |
| **Target Date** | 12/31/2019 |
| **Estimate the number and type of families that will benefit from the proposed activities** | Approximately 1500 low to moderate income people will benefit.  |
| **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 ProgramHope Center - Day CenterHope Center - Meal ProgramHope Center - Transportation CollaborativeSt. Joseph's Medical Clinic - Prescription Payment AssistanceGreater Waukesha Literacy - Full Literacy Outreach |
| **4** | **Project Name** | Public Services |
| **Target Area** |   |
| **Goals Supported** | HomelessPublic ServicesNon-Homeless Special Needs |
| **Needs Addressed** | Services |
| **Funding** | CDBG: $266,576 |
| **Description** | Public Services activities in Waukesha County in 2019. |
| **Target Date** | 12/31/2019 |
| **Estimate the number and type of families that will benefit from the proposed activities** | Approximately 3,500 low to moderate income families.  |
| **Location Description** | Waukesha County. |
| **Planned Activities** | Big Brothers Big Sisters – Mentoring ProgramCity of Waukesha - Adaptive RecreationCity of Waukesha - Sentinel Park Summer ProgramCity of Waukesha - Saratoga/Haertel Field Summer ProgramCity of Waukesha - Senior Activity CoordinatorCommunity Outpatient  – Community OutreachEaster Seals – Safe Babies, Healthy FamiliesERAs Senior Network – Faith in ActionFamily Services Agency - the CARE CenterHebron House of Hospitality - Emergency ShelterLake Area Free Clinic - Dental ServicesLake Area Free Clinic - Medication AssistanceNAMI – SSI/SSDI OutreachOconomowoc Silver Streak -- Vehicle ReplacementParent's Place - Community EducationRichard's Place - HIV/AIDS Supportive Housing Salvation Army - Community MealSalvation Army - Emergency LodgeSeniors on the Go - Vehicle ReplacementThe Women's Center - Emergency ShelterThe Women's Center - Employment ProgramThe Women’s Center – Children’s Sexual Abuse CounselingThe Women’s Center – Transitional Living |
| **5** | **Project Name** | Public Facilities |
| **Target Area** |   |
| **Goals Supported** | Public Facilities and Improvements |
| **Needs Addressed** | Public Facility & Infrastructure Improvements |
| **Funding** | CDBG: $315,520 |
| **Description** | Public facilities projects in Waukesha County in 2019. |
| **Target Date** | 12/31/2019 |
| **Estimate the number and type of families that will benefit from the proposed activities** |   |
| **Location Description** | City of Waukesha and Muskego Campground |
| **Planned Activities** | 1 ADA Streets and sidewalks improvements project throughout the City of Waukesha1 Historic springs restoration in the City of Waukesha1 ADA paving and upgrads in Muskego Park Campground in Waukesha County |
| **6** | **Project Name** | Economic Development |
| **Target Area** |   |
| **Goals Supported** | Special Economic Development |
| **Needs Addressed** | Economic Development |
| **Funding** | CDBG: $400,000 |
| **Description** | Economic development activities throughout Waukesha County. |
| **Target Date** | 12/31/2019 |
| **Estimate the number and type of families that will benefit from the proposed activities** |   |
| **Location Description** | Various locations in Waukesha County. |
| **Planned Activities** | City of Waukesha - Downtown Facade ProgramCity of Waukesha – StreetscapeVillage of Butler – Business Facade ProgramWWBIC - Business OwnerMilwaukee 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 2019.  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 131 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 11 rehabbed units will be acquired by a CHDO, rehabbed and preserved as affordable housing, and 80 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 | 51 |
| Acquisition of Existing Units | 80 |
| Total | 131 |

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 PHAs in the HOME Consortium area have 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 July 2018 PIT count was 172. Twenty-seven individuals were found unsheltered in the County, and 145 were counted in shelter that night. *Washington County had 64, Jefferson County had 60, and Ozaukee County had 12 total homeless people, either sheltered or unsheltered, in January 2015.*

**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 and 2018, the CDBG Board allocated $1,000,000 to the Housing Action Coalition for the acquisition and/or rehabilitation of a homeless services center, which will provide a "one stop shop" for homelessness. The HAC purchased a decommissioned fire station from the City of Waukesha in late 2018 for this purposed. The homless services center 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 2019.

**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 2019 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 2018, both in terms of leadership and funding.

**Discussion:**

# Program Specific Requirements

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

**Introduction:**

**Community Development Block Grant Program (CDBG)**

**Reference 24 CFR 91.220(l)(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**

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|  |
| 1. The amount of urgent need activities | 0 |

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| --- | --- |
|  |  |
| 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. | 90.00% |

**HOME Investment Partnership Program (HOME)**

**Reference 24 CFR 91.220(l)(2)**

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

N/A

1. 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.
1. 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.
1. 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