

## **Executive Summary**

### **AP-05 Executive Summary - 91.200(c), 91.220(b)**

#### **1. Introduction**

Waukesha County receives a direct Community Development Block Grant (CDBG) allocation from HUD and is the lead agency for the HOME Consortium, through which Waukesha, Jefferson, Ozaukee, and Washington Counties collaborate to receive a direct HOME Investment Partnerships (HOME) allocation from HUD. The table below shows allocations for the 2023 program year.

Residents of Waukesha County and the HOME Consortium are also eligible for housing assistance through HUD's Section 8 Housing Choice Voucher and Public Housing programs administered by local housing authorities and Continuum of Care programs operated by local agencies and funded through the Wisconsin's Balance of State Continuum of Care.

#### **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:

##### **Maintain and Expand Housing Affordability**

- Extend the useful life of existing affordable housing through weatherization, repair, and rehabilitation programs.
- 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.
- Assist persons who are homeless through the development and rehabilitation of transitional and permanent housing. Assist households at risk of homelessness with a TBRA program and other assistance.

##### **Public Services**

- Provide public services to low and moderate income individuals and households and provide housing/services to individuals and families who are experiencing homelessness or have other non-homeless special needs.

#### **Improve Public Facilities and Infrastructure**

- Improve public facilities and infrastructure to benefit low- and moderate-income households, homeless individuals and families, or other non-homeless special needs groups, including ADA improvements.

#### **Economic Development**

- Encourage economic development and job creation through business assistance, workforce development, or related activities.

#### **Improve and Revitalize NRSAs**

- Undertake activities to improve and revitalize the three NRSAs located in the City of Waukesha through public services, economic development, or facility improvements.

#### **Administration and Planning**

- Administration and planning for the County's CDBG Program and the HOME Consortium's HOME Program

### **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. HOME expenditures slowed during COVID, but the homebuyer and homeowner programs and housing development project applications started to increase in 2022 and we expect the same to happen in 2023.

### **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 11 and 12, 2022, the CDBG Board met in public meetings to review applications for funding, and to listen to agencies document need in the community. On June 8, 2022, the CDBG Board met in a public meeting to approve the draft allocation for 2023 CDBG funds. On May 19, 2022, the HOME Board met in a public meeting to hear public comments and approve a draft allocation for the 2023 HOME funds. The Boards held a public comment period for 30 days for the draft 2023 allocation and AAP (June 16—July 15, 2022) and held a public hearing on July 7, 2022, but no public comments were received.

Waukesha County was notified by HUD of its official HOME and CDBG award amounts for 2023 on February 27, 2023. Waukesha County updated its allocation and AAP and held a 30-day public comment period (March 14—April 12, 2023) to obtain public comments on the revised 2022 Annual Action Plan. 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 April 6, 2023. No public comments were received. The updated 2023 Annual Action Plan with the actual award amounts was approved at the CDBG meeting on March 8, 2023, and at the HOME Board meeting on April 19, 2023.

## **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.

No public comments were recieved.

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

N/A

## **7. Summary**

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

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

The following are the agencies/entities 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	WAUKESHA COUNTY		Dept of Parks and Land Use/Community Dev Division
HOME Administrator	WAUKESHA COUNTY		Dept of Parks and Land Use/Community Dev Division
ESG Administrator			

**Table 1 – Responsible Agencies**

### Narrative

The Waukesha County Department of Parks and Land Use's Community Development Division administers the County's Community Development Block Grant (CDBG) program and the HOME Consortium's HOME Investment Partnerships (HOME) program. The HOME Consortium includes Jefferson, Ozaukee, Washington, and Waukesha Counties, which participate together to receive HUD grant funds for affordable housing.

### Consolidated Plan Public Contact Information

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## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

Waukesha County and the HOME Consortium conducted a variety of public outreach to garner input from county and municipal staff, government agencies, nonprofit agencies, affordable housing developers, local service providers, residents, and others in preparing this Plan. Most meetings in 2022 and 2023 were held in person, but a small percentage were held virtually. Waukesha County collected public input through public hearings, and monthly public meetings of both the HOME and CDBG Board.

**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 2023, 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 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. Agencies, groups, organizations and others who participated in the process and consultations**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	WAUKESHA COUNTY HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	WHA was consulted directly via email for input into the 2023 AAP, and the WHA is also a member of the COC and participates in monthly meetings.



2	<b>Agency/Group/Organization</b>	housing action coalition
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Health Agency Child Welfare Agency Publicly Funded Institution/System of Care Other government - County Other government - Local Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy

	<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>Waukesha County CDBG is an active participant and Board member of the COC--the Housing Action Coalition. 21 member nonprofit organizations serving the housing and homeless needs in the community regularly participate in monthly meetings. Input for the AAP was gathered from agencies at these meetings.</p>
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**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.
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.
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.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative**

## **AP-12 Participation - 91.401, 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**

Waukesha County holds monthly HOME and CDBG Board meetings, and public hearings throughout the year, the vast majority of which were in person meetings in 2022 and will continue to be in 2023. We promote these meetings to the public with newspaper ads, on our website, through emails to nonprofit organizations and through the Waukesha County clerk, but we did not have attendance from the public at most meetings nor any of the public hearings. Waukesha County did we receive any public comments for the 2023 Annual Plan.

#### **Citizen Participation Outreach**

<b>Sort Order</b>	<b>Mode of Outreach</b>	<b>Target of Outreach</b>	<b>Summary of response/attendance</b>	<b>Summary of comments received</b>	<b>Summary of comments not accepted and reasons</b>	<b>URL (If applicable)</b>
1	Public Hearing	Non-targeted/broad community	No public attended the public hearings for the 2023 AAP.	None	N/A	

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)
2	Public Meeting	Non-targeted/broad community	We held HOME and CDBG Board meetings almost every month in 2022. They were mostly held in person, with a few held virtually, using Microsoft Teams, and the public was notified of the phone number to join the meeting. No general public attended any of the meetings.	None	N/A	

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)
3	Newspaper Ad	Non-targeted/broad community	We publish ads in the local newspaper of each HOME Consortium county for public notice of the 2023 draft allocation and for the public hearing information. No response from the public due to the ads.	None	N/A	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

#### Introduction

Waukesha County receives a direct Community Development Block Grant (CDBG) allocation from HUD and is the lead agency for the HOME Consortium, through which Waukesha, Jefferson, Ozaukee, and Washington Counties collaborate to receive a direct HOME Investment Partnerships (HOME) allocation from HUD. The table below shows allocations for the 2023 program year, along with anticipated grant funding for the remaining year covered by this Consolidated Plan. These estimates assume that funding in 2024 will be the same as the 2023 allocation.

Residents of Waukesha County and the HOME Consortium are also eligible for housing assistance through HUD's Section 8 Housing Choice Voucher and Public Housing programs administered by local housing authorities and Continuum of Care programs operated by local agencies

and funded through the Wisconsin's Balance of State Continuum of Care.

### 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	1,424,017	100,000	0	1,524,017	1,424,017	Waukesha County's 2023 CDBG allocation reflects a decrease of \$37,549 from 2022 funding levels.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,632,417	200,000	0	1,832,417	1,632,417	Waukesha County's 2023 HOME allocation reflects a decrease of \$2,038 from 2022 funding levels.

**Table 2 - 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**

While CDBG funds do not require a match, Waukesha County anticipates leveraging other public and private investment for a higher return on investment. The County rarely fully funds any program or project, instead requiring leverage ranging from 1:1 in public service dollars, 3:1 in economic development loans, to 10:1 or larger for housing development. CDBG and HOME program income funds generated during this Action Plan will be leveraged to increase services to low and moderate income residents within Waukesha County and the HOME Consortium region. The HOME Program will address match by requiring housing developers to match at least 25% of the funds awarded to them.



**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 and the HOME Consortium do not intend to use publicly owned land or property to address the needs identified in this Plan.

## **Discussion**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Administration and Planning	2020	2024	Administration and Planning		Fair Housing Administration and Planning	CDBG: \$230,000 HOME: \$183,241	Public service activities other than Low/Moderate Income Housing Benefit: 46 Persons Assisted
2	Maintain and Expand Housing Affordability	2020	2024	Affordable Housing	HAERTEL FIELD PHOENIX HEIGHTS WESTSIDE NRSA Countywide HOME Consortium	Homeownership Assistance & Housing Rehabilitation Affordable Rental Housing Homeless Housing and Services Non-Homeless Special Needs Housing and Services	CDBG: \$345,062 HOME: \$1,649,176	Homeowner Housing Rehabilitated: 259 Household Housing Unit Direct Financial Assistance to Homebuyers: 35 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 12 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Public Services	2020	2024	Homeless Non-Homeless Special Needs Non-Housing Community Development	HAERTEL FIELD PHOENIX HEIGHTS WESTSIDE NRSA Countywide	Public Services Homeless Housing and Services Non-Homeless Special Needs Housing and Services	CDBG: \$238,026	Public service activities other than Low/Moderate Income Housing Benefit: 980 Persons Assisted Homeless Person Overnight Shelter: 90 Persons Assisted Homelessness Prevention: 109 Persons Assisted
4	Improve and Revitalize NRSAs	2020	2024	Non-Housing Community Development	HAERTEL FIELD PHOENIX HEIGHTS WESTSIDE NRSA	Public Services NRSA Revitalization	CDBG: \$228,852	Public service activities other than Low/Moderate Income Housing Benefit: 1241 Persons Assisted Homelessness Prevention: 250 Persons Assisted
5	Economic Development	2020	2024	Non-Housing Community Development	Countywide	Economic Development	CDBG: \$68,000	Facade treatment/business building rehabilitation: 8 Business Businesses assisted: 20 Businesses Assisted
6	Improve Public Facilities and Infrastructure	2020	2024	Non-Housing Community Development	Countywide	Facility and Infrastructure Improvements	CDBG: \$392,689	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 21060 Persons Assisted

**Table 3 – Goals Summary**

## Goal Descriptions

<b>1</b>	<b>Goal Name</b>	Administration and Planning
	<b>Goal Description</b>	
<b>2</b>	<b>Goal Name</b>	Maintain and Expand Housing Affordability
	<b>Goal Description</b>	
<b>3</b>	<b>Goal Name</b>	Public Services
	<b>Goal Description</b>	
<b>4</b>	<b>Goal Name</b>	Improve and Revitalize NRSAs
	<b>Goal Description</b>	
<b>5</b>	<b>Goal Name</b>	Economic Development
	<b>Goal Description</b>	
<b>6</b>	<b>Goal Name</b>	Improve Public Facilities and Infrastructure
	<b>Goal Description</b>	

## **AP-35 Projects - 91.420, 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.

#	Project Name
1	CDBG Administration
2	CDBG Housing
3	NRSA
4	Public Services
5	CDBG Public Facilities
6	CDBG Economic Development
7	HOME Administration
8	HOME Downpayment Assistance
9	HOME Housing Rehabilitation
10	HOME Purchase Rehabilitation
11	HOME CHDO Reserve
12	HOME TBRA
13	HOME Housing Development

**Table 4 – Project Information**

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

Results of the community participation process and input received from stakeholder during development of this Annual Action Plan indicated strong support for affordable homeownership purchase and housing rehabilitation activities, as well as for the construction of new affordable rental housing. The community also supports continued supportive services for low- and moderate-income households, including housing and services for individuals and families experiencing homelessness. 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	<b>Project Name</b>	CDBG Administration
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Administration and Planning
	<b>Needs Addressed</b>	Fair Housing Administration and Planning
	<b>Funding</b>	CDBG: \$230,000
	<b>Description</b>	CDBG Administration
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Estimated that 46 individuals will receive assistance.
	<b>Location Description</b>	Waukesha County
	<b>Planned Activities</b>	Waukesha County Administration: General Administration functions for Waukesha County to run the HOME and CDBG programs for the County and HOME Consortium  Metro Milwaukee Fair Housing: Promote equal access to housing for all people in Waukesha County.
2	<b>Project Name</b>	CDBG Housing
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Maintain and Expand Housing Affordability
	<b>Needs Addressed</b>	Homeownership Assistance & Housing Rehabilitation Non-Homeless Special Needs Housing and Services
	<b>Funding</b>	CDBG: \$345,062
	<b>Description</b>	Housing Projects
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	259 LMI individuals and households
	<b>Location Description</b>	Waukesha County

	<b>Planned Activities</b>	Habitat for Humanity - Home Preservation Program Independence First - Disability Assistance La Casa de Esperana, Inc - Your Path to Homeownership City of Waukesha- Landmark Paint and Repair Waukesha County CDBG - Housing Rehab program
<b>3</b>	<b>Project Name</b>	NRSA
	<b>Target Area</b>	HAERTEL FIELD PHOENIX HEIGHTS WESTSIDE NRSA
	<b>Goals Supported</b>	Improve and Revitalize NRSAs
	<b>Needs Addressed</b>	Public Services NRSA Revitalization
	<b>Funding</b>	CDBG: \$228,852
	<b>Description</b>	Neighborhood Revitalization Strategy Area
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Public service activity other than low/moderate income housing benefit: 1,241 persons assisted Homelessness prevention: 250 persons at risk of homelessness assisted
	<b>Location Description</b>	Waukesha County
	<b>Planned Activities</b>	Hope Center - Transportation Assistance Hope Center - Day Center Hope Center - Clothing Shop Hope Center - OUT Tower Hil Neighborhood Association - Community Building & Crime Prevention Waukesha Free Clinic - Prescription Medication for Uninsured
<b>4</b>	<b>Project Name</b>	Public Services
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Public Services



	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$238,026
	<b>Description</b>	Public Services
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Public service activity other than low/moderate income housing benefit: 980 persons assisted Homeless overnight shelter: 90 persons experiencing homelessness assisted Homeless prevention: 109 persons assisted
	<b>Location Description</b>	Waukesha County

	<b>Planned Activities</b>	City of Waukesha - Adaptive Recreation City of Waukesha - Horeb Springs Summer Program City of Waukesha - Buchner Swim and Play Park Summer Program City of Waukesha Senior Activity Coordinator Seniors on the Go - Taxi Replacement Oconomowoc Senior Streak - Taxi Replacement Family Service Agency - The C.A.R.E Center Housing Action Coalition - The Waukesha Overflow Shelter Hebron House Services - Community Outreach Clinic Lake Area Free Clinic - Dental Clinic Big Brothers Big Sisters - Big Brothers Big Sisters The Hope Center - Transportation Down Syndrome Association - Workforce Development The Women's Center - Children's Sexual Abuse Counseling Journey 21 - Programs and Outings Parents Place - Community Education The Women's Center - Shelter Program ACAP - Community Based Support ERA's Senior Network - Faith In Action The Salvation Army - Emergency Shelter
5	<b>Project Name</b>	CDBG Public Facilities
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Improve Public Facilities and Infrastructure
	<b>Needs Addressed</b>	Facility and Infrastructure Improvements
	<b>Funding</b>	CDBG: \$392,689
	<b>Description</b>	Public Facilities and Improvements
	<b>Target Date</b>	12/31/2023

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	21,060 individuals will benefits from proposed public facility activities in LMI areas.
	<b>Location Description</b>	Waukesha County
	<b>Planned Activities</b>	City of Waukesha - ADA sidewalks and ramps City of Waukesha - Public Art Project Fund City of Waukesha - Public Safety/Infrastructure Hebron House - Juno House Renovation The Haase House - Window Replacement
6	<b>Project Name</b>	CDBG Economic Development
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$68,000
	<b>Description</b>	Economic Development
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	8 businesses assisted with grants to prevent or eliminate slum blight on a spot basis. 20 microenterprises assisted with technical assistance and training.
	<b>Location Description</b>	Waukesha County
7	<b>Planned Activities</b>	City of Waukesha - Downtown Facade Program Wisconsin Women's Business Initiative Corporation - Business Owner
	<b>Project Name</b>	HOME Administration
	<b>Target Area</b>	HOME Consortium
	<b>Goals Supported</b>	Administration and Planning
	<b>Needs Addressed</b>	Administration and Planning
	<b>Funding</b>	:
	<b>Description</b>	Administration for HOME Program
	<b>Target Date</b>	12/31/2023

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	HOME Consortium area
	<b>Planned Activities</b>	General Administration functions for Waukesha County to run HOME program for the HOME Consortium.
8	<b>Project Name</b>	HOME Downpayment Assistance
	<b>Target Area</b>	HOME Consortium
	<b>Goals Supported</b>	Maintain and Expand Housing Affordability
	<b>Needs Addressed</b>	Homeownership Assistance & Housing Rehabilitation
	<b>Funding</b>	HOME: \$300,000
	<b>Description</b>	DPA
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Direct financial assistance to homebuyers: 25 low and moderate income households assisted.
	<b>Location Description</b>	HOME Consortium
	<b>Planned Activities</b>	Direct financial assistance to homeowners of up to \$10,000 to qualified homebuyers. 25 low and moderate-income households assisted.
9	<b>Project Name</b>	HOME Housing Rehabilitation
	<b>Target Area</b>	HOME Consortium
	<b>Goals Supported</b>	Maintain and Expand Housing Affordability
	<b>Needs Addressed</b>	Homeownership Assistance & Housing Rehabilitation
	<b>Funding</b>	HOME: \$225,000
	<b>Description</b>	Rehab Program
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Homeowner housing units rehabilitated: 25 low- and moderate-income homeowner households assisted with no-interest loans to repair their homes.

	<b>Location Description</b>	HOME Consortium
	<b>Planned Activities</b>	Homeowner housing units rehabilitated: 25 low -and moderate income homeowner households assisted with no-interest loans to repair their homes.
<b>10</b>	<b>Project Name</b>	HOME Purchase Rehabilitation
	<b>Target Area</b>	HOME Consortium
	<b>Goals Supported</b>	Maintain and Expand Housing Affordability
	<b>Needs Addressed</b>	Homeownership Assistance & Housing Rehabilitation
	<b>Funding</b>	HOME: \$175,000
	<b>Description</b>	Purchase Rehab Program
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Direct financial assistance to homebuyers: 15 low-and moderate-income households assisted Homeowner housing units rehabilitated: 15 low- and moderate-income homeowner households assisted
	<b>Location Description</b>	HOME Consortium
	<b>Planned Activities</b>	Direct financial assistance to homebuyers: 15 low-and moderate income households assisted Homeowner housing units rehabilitated: 15 low-and moderate income homeowner household assisted
<b>11</b>	<b>Project Name</b>	HOME CHDO Reserve
	<b>Target Area</b>	HOME Consortium
	<b>Goals Supported</b>	Maintain and Expand Housing Affordability
	<b>Needs Addressed</b>	Homeownership Assistance & Housing Rehabilitation Affordable Rental Housing
	<b>Funding</b>	HOME: \$244,863
	<b>Description</b>	CHDO Projects
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	TBD CHDO will create rental units for approximately 4 low income renters.
	<b>Location Description</b>	HOME Consortium

	<b>Planned Activities</b>	TBD based on applications for funding.
<b>12</b>	<b>Project Name</b>	HOME TBRA
	<b>Target Area</b>	HOME Consortium
	<b>Goals Supported</b>	Maintain and Expand Housing Affordability
	<b>Needs Addressed</b>	Affordable Rental Housing
	<b>Funding</b>	HOME: \$300,000
	<b>Description</b>	Tenant Based Rental Assistance (TBRA)
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The goal for the program is to assist up to 25 households--13 existing from previous year and 12 new. Assisting the household includes providing a monthly rent subsidy, utility subsidy, rent and utility and executing successful case management services.
	<b>Location Description</b>	HOME Consortium
	<b>Planned Activities</b>	The goal of the program is assist up the 12 new households with rent and utility assistance.
<b>13</b>	<b>Project Name</b>	HOME Housing Development
	<b>Target Area</b>	HOME Consortium
	<b>Goals Supported</b>	Maintain and Expand Housing Affordability
	<b>Needs Addressed</b>	Homeownership Assistance & Housing Rehabilitation Affordable Rental Housing
	<b>Funding</b>	HOME: \$404,313
	<b>Description</b>	Housing Development Projects
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	TBD rental housing developments creating rental units for 11 extremely low and low income renters, 2 moderate income homebuyers.
	<b>Location Description</b>	HOME Consortium
	<b>Planned Activities</b>	Funds are set aside for Housing Development on a rolling application cycle. The HOME Consortium anticipates funding rental housing and possibly new home owner projects.

## **AP-50 Geographic Distribution - 91.420, 91.220(f)**

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

Waukesha County identified three NRSAs in the City of Waukesha in 1999 – Phoenix Heights, Haertel Field, and West Side, as shown in the maps in Section SP-10 of the Consolidated Plan. The County will continue to prioritize the three NRSAs for funding and community development efforts during the 2023 program year. 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**

<b>Target Area</b>	<b>Percentage of Funds</b>
HAERTEL FIELD	33
PHOENIX HEIGHTS	33
WESTSIDE NRSA	34
Countywide	
HOME Consortium	

**Table 5 - 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 NRSAs. CDBG Public service projects will focus on 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, childcare, nutrition, education, shelter support and recreational needs. CDBG funding will continue for targeted efforts in the Neighborhood Revitalization Strategy Areas, with a focus on

economic development and housing stock improvements.

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 - 91.420, 91.220(g)

#### Introduction

Waukesha County and the HOME Consortium anticipate supporting 449 homeless or near homeless individuals or families with assistance over the next year. Homeless facilities including the Women's Center, Siena House and Hebron House are projected to assist about 90 homeless individuals or families in Waukesha County with overnight shelter. Food programs and rent assistance/eviction prevention programs operated by the HOPE Center, Salvation Army and Family Promise anticipate serving an additional 359 families and individuals. In addition, 12 families will be provided rent assistance through the HOME Consortium's TBRA program.

Affordable housing for non-homeless households is projected to assist 353 households in the HOME Consortium area. Approximately 259 of these households will be supported via rehab of existing units through the HOME purchase/rehab program, and the HOME and CDBG housing rehabilitation programs. Also through the HOME program, an estimated 17 units of affordable rental and homeownership housing is projected to be starting construction. Finally, HOME and CDBG funds will be used to provide direct financial assistance to 40 homebuyers through the downpayment assistance and purchase/rehab programs.

One Year Goals for the Number of Households to be Supported	
Homeless	90
Non-Homeless	359
Special-Needs	0
Total	449

**Table 6 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	12
The Production of New Units	17
Rehab of Existing Units	259
Acquisition of Existing Units	0
Total	288

**Table 7 - One Year Goals for Affordable Housing by Support Type**

#### Discussion



## **AP-60 Public Housing - 91.420, 91.220(h)**

### **Introduction**

The Waukesha Housing Authority operates approximately 263 units of public housing and also administers a Section 8 Housing Choice Voucher program. Other housing authorities operating in the HOME Consortium include the Jefferson Housing Authority, West Bend Housing Authority, Slinger Housing Authority, Watertown Housing Authority, and Lake Mills Housing Authority. Together these agencies provide 423 public housing units and 912 vouchers.

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

During the 2023 program year, the Waukesha Housing Authority and the other housing authorities operating in the HOME Consortium will continue to provide affordable housing options for residents of the region. However, with extensive waiting lists, the housing authorities are limited in their abilities to expand the availability of affordable housing for low- and moderate-income households.

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

The Waukesha Housing Authority will continue to operate its resident counsel to encourage resident involvement in decision making processes. It will also continue its Family Self-Sufficiency program that assists families move from public housing to homeownership. The program provides job training; educational, childcare, medical, or mental health services; transportation; life skills and legal information; emergency services; and housing services. It also provides financial incentives through an escrow savings 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**

Not applicable. The PHAs in the HOME Consortium are not designated as troubled.

### **Discussion**

## **AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)**

### **Introduction**

Waukesha County and the HOME Consortium counties are covered by the Wisconsin Balance of State Continuum of Care, a network of service providers covering all but the most populous Wisconsin counties. The Housing Action Coalition serves as the local CoC, bringing together housing and service providers to meet the needs of homeless individuals and families.

### **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**

Over the next year, the Housing Action Coalition other homeless housing and service providers in Waukesha County and the HOME Consortium will continue reaching out to homeless persons, including unsheltered persons, through meal programs, day centers, and hospitals. During the 2023 program year, the County will fund the Housing Action Coalition (HAC), the Hope Center, Hebron House of Hospitality, the Women's Center, and the Salvation Army for a variety of activities, including to support meal programs, a day center, and outreach to unsheltered homeless residents. In 2020, the HAC started a HEART Team (Homeless street outreach) that includes members of HAC, the Waukesha Police Department, Waukesha County Mental Health, NAMI, and representation from the local hospitals. The HEART team goes out at least twice a week to do street outreach to the chronic homeless population, and has been extremely successful in connecting people with services and permanent housing. The HEART team will continue to work in 2023, and is partially funded through Waukesha County CDBG.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

During the 2023 program year, the CDBG Board will fund the following emergency shelter and transitional housing providers:

- Hebron Housing Services, which provides emergency shelter for women, families and single men at Hebron and Sienna Houses. In 2023, Hebron House will receive CDBG funding for case management and other homeless services. Hebron will also receive funding for physical repairs to its shelters, under the Public Facilities category.
- The Women's Center, which provides emergency shelter and transitional housing for individuals and families impacted by domestic violence, sexual violence, child abuse or trafficking. In 2023, the Women's Center will receive CDBG funding to assist its emergency shelter, employment program, and sexual abuse counseling program.
- Salvation Army provides a men's emergency shelter. In 2023, Salvation Army will receive CDBG

funding to support its emergency lodge and community meal program.

- Housing Action Coalition, which operates an emergency winter overflow shelter for homeless families and individuals. In 2023, HAC will receive CDBG funding for the operations of this shelter.

**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**

During the 2023 program year, Waukeha County will fund organizations that provide case management and housing navigation services to assist homeless individuals and families, including those staying in emergency shelter, make the transition to permanent housing and prevent returns to homelessness. Specifically, the County will fund Hebron House of Hospitality for a case manager. The HOME Consortium will also work to increase the availability of affordable housing in the four-county region by using HOME funds to support the development of new affordable rental housing. Return to shelter is a serious issue for Waukesha County, due to the lack of affordable housing options for low income families.

**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.**

Over the next year, housing and service providers in Waukesha County will continue to work together to prevent homelessness in populations who are vulnerable to or at risk of homelessness. Organizations and resources to prevent homelessness that will be in place during the 2023 program year in Waukesha County include:

- Community Action Coalition cash grants to help those in need of financial assistance to avoid a housing crisis such as eviction.
- State of Wisconsin's Energy Assistance Program, which provides utility and energy payment assistance.
- Rescare of Waukesha County funds for rent, security deposits, energy bills or water bills to help

avoid homelessness.

- St. Vincent de Paul program for financial assistance for rent and heating bills.
- St. Vincent de Paul after release ministry to support men and women who have been or are being released from a correctional facility.
- Waukesha County will continue to run an Emergency Rental Assistance Program (ERAP) using funds allocated through the American Rescue Plan through the Treasury Department. This funding is crucial to keep tenants in their homes and prevent eviction due to COVID-19.

## **Discussion**

## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

In 2013, the Southeast Wisconsin Regional Planning Commission (SEWRPC) produced *A Regional Housing Plan for Southeastern Wisconsin: 2035*, which identified housing needs and made recommendations to meet current and future housing needs, including a variety of housing options affordable to residents of all income levels. SEWRPC reviewed community comprehensive plans, zoning and subdivision ordinances, and policies regarding preferred housing types/mix ratios throughout the Region to identify regulations impacting residential densities, housing structure types, and housing unit sizes. Each of the cities and villages reviewed had adopted their own zoning codes, 31 towns were under the jurisdiction of county zoning, and 26 towns had adopted their own zoning codes. The Regional Plan also analyzed housing affordability by comparing low and moderate household incomes within the Region with housing development costs (land, site improvement, regulatory/permitting/impact fees, building/construction materials, review regulations, etc.).

Among other findings, the Plan indicated that within the southeast Wisconsin region excessive minimum lot sizes and minimum floor areas and low maximum densities can limit housing affordability in some jurisdictions. In particular, the study found several jurisdictions where zoning code restrictions precluded development of multifamily housing at sizes and densities that would make it affordable although water and sewer infrastructure existed to support such density. The study also found that housing mix ratios or rental limit percentages could unreasonably impede development of affordable multifamily 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**

Waukesha County participated in preparation of the Regional Housing Plan and adopted its recommendations as an amendment to the County's Comprehensive Development Plan. Findings from the SEWRPC study were included in an Analysis of Impediments to Fair Housing Choice (AI) completed by Waukesha County and the HOME Consortium in 2014. The County and Consortium recently participated in a regional AI with Milwaukee County, the City of Milwaukee, the City of Wauwatosa and the City of West Allis, that resulted in an updated analysis of impediments to affordable and fair housing in the region for 2020--2024. Waukesha County works with each municipality in the Urban County and HOME Consortium to select impediments to address every year, and collects information about the progress and result of such work at the end of each year, which is reported in the CAPER.

### **Discussion**

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

This section details Waukesha County's actions planned to ensure safe and affordable housing for its residents, along with plans to meet underserved needs, reduce poverty, develop institutional structure, and enhance coordination between public and private sector housing and community development agencies.

### **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 will provide funding for the following to address underserved needs:

- Transportation assistance and senior taxi programs through the New Berlin Senior Taxi, Muskego Senior Taxi, the Elmbrook Senior Taxi and the Hope Center
- Senior services through volunteers in Eras Senior Networks' Faith in Action program
- Education/prevention, resources, and services related to child abuse and neglect through the CARE (Child Advocacy Resources and Empowerment) Center, Parents Place, and Safe Babies Health Families

### **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. HOME funds will also be used to support the development of new affordable housing, including multifamily rental developments. The County will continue to set aside 15% of HOME funds to support development of affordable housing by a local CHDO. In addition, the HOME Consortium started a TBRA program in 2020 and it will continue in 2023.

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. The County and HOME Consortium recently updated its Analysis of Impediments to Fair Housing Choice in cooperation with Milwaukee County and the participating jurisdictions in that County.

### **Actions planned to reduce lead-based paint hazards**

Over the next year, Waukesha County and the HOME Consortium will continue to promote lead-based



paint inspections and, if a hazard is found, remediation. This action will both reduce lead exposure risk and help to maintain the region's older, lower- and moderately-priced housing. Any housing rehabilitation activities conducted using HOME and 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**

Over the 2023 program year, Waukesha County will continue funding economic development activities to support local small businesses that create jobs to be filled by low- and moderate-income individuals. Specifically, the County will continue administering its Economic Development Revolving Loan Fund and provide funding to the Wisconsin Women's Business Initiative Corporation (WWBIC). 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 in Waukesha County and the southeast Wisconsin region will aim to help poverty-level families access more employment opportunities, while potentially lowering transportation and housing costs. In addition, the HOME Consortium started a TBRA program in 2020 and it will continue in 2023.

### **Actions planned to develop institutional structure**

Waukesha County has been receiving HUD grant funds for over 30 years and has developed a robust administrative structure to manage its CDBG and HOME funds. The County's Community Development Division 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 will continue to be an active participant in the Housing Action Coalition (HAC), with two county employees, including the Community Development Manager, serving on the Coalition's Board of Directors. The HAC's mission is to educate, advocate, and raise awareness while providing a coordinated response to homelessness and surrounding issues. Membership includes emergency, transitional, and permanent housing providers; nonprofit social service organizations; and government agencies. Coalition members meet regularly and have standing committees dedicated to the point-in-time count, coordinated entry, shelter task force, emergency overflow shelter, and governance and finance.

### **Discussion**

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

The following identifies program income that is available for use in 2023 and provides other required information about the CDBG and HOME programs in Waukesha County and the HOME Consortium.

#### 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
<b>Total Program Income:</b>	<b>0</b>

#### 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.	70.00%

#### 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:

Not applicable; no other forms of investment are being used beyond those identified in Section

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92.205.

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 uses HUD-provided homeownership limits for its homebuyer activities. See the "Discussion" for a description of the HOME grant application process.

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. The HOME Consortium does not use the Resale provision and does not use definitions of "fair return" or "affordability to a reasonable range of homebuyers."
  - 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, as described in Question 3 below.
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:

Not applicable; the HOME Consortium does not plan to use HOME funds to refinance existing debt secured by multifamily housing rehabilitated with HOME funds.

For HOME funds, development applications are reviewed on a rolling basis; there is not annual application cycle. Applicants can obtain our applications on the Community Development Department's website, or by contacting the Community Development Department office and having the application emailed or mailed to them. Applications are reviewed at one HOME Board meeting, and then referred to an Executive Committee meeting for a detailed review and scoring process. The Executive Committee then recommends or does not recommend that the application be funded at the next HOME Board meeting. The full Board votes for approval. Applicants are required to present their application to the Board and be available to answer any questions.

For CDBG funds, eligible applicants are nonprofit 501(c)(3) organizations in good standing with the State of WI and with the SAM registration, or local units of government, doing work in Waukesha County.

Waukesha County Community Development holds an annual application process in February and March every year. The County publishes the information and dates in the paper, publicizes the process to current and past Subgrantees, and asks local agencies like the Housing Action Coalition to help publicize it. The County also advertise on its website and social media. Application materials are available on the Community Development Department's website, or can be emailed to applicants, or picked up in the Community Development Department office.

