



City of Madison
Paul R. Soglin, Mayor

**Department of Planning and
Community & Economic Development**
Natalie Erdman, Director

Community Development Division
Jim O'Keefe, Director

DRAFT



City of Madison, Wisconsin **2016 Action Plan**

for the period **January 1, 2016** through **December 31, 2016**

*Planned investments in community & neighborhood development projects and related efforts
toward achieving the objectives described in Madison's 2015-2019 Consolidated Plan*

City of Madison Community Development Division

215 Martin Luther King, Jr. Blvd. ♦ Madison Municipal Building, Suite 225 ♦ PO Box 2627 ♦ Madison, Wisconsin 53701-2627
(608) 266-6520 ♦ cdbg@cityofmadison.com ♦ www.cityofmadison.com/dpced/communitydevelopment

Executive Summary

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

The City of Madison Community Development Division (CDD) receives federal formula funds annually from the U.S. Department of Housing and Urban Development (HUD). As a condition of receiving these funds, the City is required to develop a one-year Action Plan that articulates the community development goals on which it will focus these funds. This Action Plan covers the period January 1, 2016 through December 31, 2016. During this period, the City anticipates it will receive the following Federal formula funds:

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships Program (HOME)
- Emergency Solutions Grant (ESG)

In addition to the formula funds listed above, the City expects to administer U.S. Department of Energy (DOE) Energy Efficiency and Conservation Block Grant (EECBG) funds and HUD Continuum of Care (CoC) funds.

These funds will be used to meet goals and objectives established and approved by the Division's CDBG Committee and the City of Madison Common Council. The Plan's goals and objectives were developed in consultation with citizens, nonprofit organizations, developers, businesses, funding partners, schools and other governmental bodies. Their overarching purpose is to support the development of viable communities with decent housing, suitable living environments and economic opportunities for the City's low- to moderate-income households.

The Community Development Division will pursue these goals and objectives by working with the nonprofit community, housing developers, neighborhood groups, associated businesses, stakeholders, labor union representatives, other local government entities, residents and partners. The Division will also work closely with several other City agencies to jointly plan, implement and evaluate the Plan's core activities.

Summary of the objectives and outcomes identified in the Plan

The 2016 Action Plan includes the four goals outlined below, targeting community needs related to affordable housing, economic development and employment, and strengthening neighborhoods.

Goal 1 - Affordable Housing: Provide decent, safe and sanitary affordable housing opportunities for low- and moderate-income households in order to enhance household, neighborhood and community stability.

- **Objective 1.1: Housing Supply**
Preserve, improve and expand the supply of affordable housing for homeowners and renters.
- **Objective 1.2: Housing Assistance**
Improve housing stability for homebuyers, renters, homeless and special needs populations.

Goal 2 - Economic Development & Employment Opportunities: Expand employment opportunities and enhance neighborhood vitality by supporting new and existing businesses.

- **Objective 2.1: Job Creation and Community Business Development**
Create jobs, particularly for under-represented individuals, by supporting new or expanding businesses.
- **Objective 2.2: Small Business Development**
Assist entrepreneurs, particularly those from populations that are under-represented, seeking to start or grow small businesses and micro-enterprises (as defined by HUD) that create jobs.
- **Objective 2.3: Adult Workforce Preparedness**
Provide needed support and opportunities to help individuals overcome barriers to gainful employment and achieve economic stability.

Goal 3 - Strong & Healthy Neighborhoods: Strengthen neighborhoods through strategic investments in physical assets and amenities like neighborhood centers, community gardens or other community facilities, as well as other planning and revitalization efforts.

- **Objective 3.1: Neighborhood Centers & Community Gardens**
Create, enhance, or sustain the development and operation of physical assets, such as neighborhood centers, community gardens or other physical amenities that help bring people of diverse backgrounds together, serve as neighborhood focal points, or help residents develop skills or take advantage of opportunities that will strengthen neighborhoods.
- **Objective 3.2: Capital Improvements for Community Organizations**
Create or improve safe, accessible, energy-efficient and well-maintained community and neighborhood facilities.
- **Objective 3.3: Neighborhood Revitalization Plans & Projects**
Help residents within designated neighborhoods identify, plan for and implement projects and activities that promise to enhance the quality of life for neighborhood residents.

Goal 4 - Program Administration: Administer the Community Development program to meet community needs and funder requirements by developing, guiding and managing activities that generate long-term impact and self-sufficiency.

This Action Plan allocates a total of approximately \$8.5 million in anticipated 2016 Community Development Block Grant, HOME and ESG Entitlement funds, City HOME Match funds, City funds, State HCRI funds, CDBG and HOME program income, and other funds to support the Community Development program. If additional Entitlement funds are made available, the CDD and the CDBG Committee will distribute the funds according to "B-List" funding recommendations approved during the 2015-2016 funding process. Funds in excess of these previously approved allocations will be made available as part of the currently established reserve funds for agencies to access throughout the year. The City used allocation percentages in the 2015-2016 Community Development Program Goals and Objectives to distribute the funds.

Evaluation of past performance

The City of Madison continually strives to improve the performance of its operations and that of its funded agencies. During 2015, the first year of the City's current 2015-2019 Consolidated Plan, the Community Development Division invested over \$7.9 million in the community to meet the goals and objectives outlined in the City's 2015 Action Plan. CDBG, HOME and ESG funds were targeted primarily toward affordable housing, economic development and employment opportunities, and strong and healthy neighborhoods.

Consolidated Annual Performance and Evaluation Reports (CAPERs) for previous program years are available on the City's website at www.cityofmadison.com/cdbg, for a more detailed summary of the City's evaluation of its past performance.

Summary of citizen participation process and consultation process

The City's Community Development Division, in coordination with its CDBG Committee, developed this 2016 Action Plan and its 2015-2019 Consolidated Plan with consultation from a diverse group of individuals and organizations. Public hearings on a draft 2016 Action Plan were held on February 4 and May 5, 2016. The Action Plan flows from the 2015-2019 Consolidated Plan, which was approved by HUD in July of 2015. Activities included in the 2016 Action Plan were approved at publicly noticed meetings of the CDBG Committee and Common Council, including final approval on November 10, 2015 as part of the City of Madison's 2016 Operating Budget. A limited number of other projects were approved subsequently at publicly noticed meetings of the CDBG Committee and Common Council.

As part of the larger five-year planning process that includes the 2016 Action Plan period, the City conducted nine focus group meetings between November 11, 2013 and January 16, 2014 to gather input regarding Madison's top community development needs. Citizen participation was also solicited through an electronic survey sent to over 700 email recipients, forwarded through a community listserve, and made available on the City of Madison's homepage, accessible via Dane County public library computers. Paper copies of the survey were distributed to libraries, public housing sites and homeless shelters. A total of 954 individuals responded to the survey.

During its development, the Consolidated Plan was discussed at publicly-noticed CDBG Committee meetings where specific opportunity for public comment is always provided. The draft Plan was made available for review via electronic notification to a diverse array of citizens, agencies, developers, other funders and governmental bodies, and was also posted on the Community Development Division's website. Paper copies were made available for review at all public libraries and City-funded neighborhood centers. A public hearing was held on November 14, 2013 to solicit public comment on needs, trends, and potential obstacles for 2015-2019. An additional public hearing to solicit input on the draft 2015-2019 Consolidated Plan was held on October 9, 2014. Finally, the Plan was provided to the Common Council on December 2, 2014, where another opportunity for public comment was provided. All meeting locations were accessible to persons with disabilities, and all meeting notices included information about how to request accommodation, such as a translator or signing assistance.

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

Not applicable.

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

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

The following are the agencies/entities responsible for preparing the Action Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	MADISON	Community Development Division
HOME Administrator	MADISON	Community Development Division
ESG Administrator	MADISON	Community Development Division

Table 1 – Responsible Agencies

Lead Agency

The City of Madison has designated its Community Development Division as the lead agency for administration of the CDBG, HOME and ESG programs. The City CDBG Committee serves as the lead policy body overseeing the development of the Consolidated Plan, the annual Action Plan and related community development programs. The City works with numerous community-based organizations, partners, businesses and funders, as well as other City of Madison departments to plan, develop, implement and evaluate activities outlined in this Plan.

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

This section includes consultation the City of Madison Community Development Division utilized to reach out to various community partners.

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

Public hearings on the draft 2016 Action Plan were held on February 4, 2016 and May 5, 2016. In addition, numerous focus groups, general meetings and two public hearings were held as part of the larger planning process for the 2015-2019 Consolidated Plan. The 2016 Action Plan fits within the larger context of this overall five-year Plan.

The Community Development Division, in coordination with the CDBG Committee, developed the Action Plan to be consistent with its five-year Consolidated Plan and in consultation with diverse groups and organizations. These included nonprofit partners, housing developers, other funders and other governmental bodies. Throughout the five-year planning process, a number of themes coalesced, which resulted in the development of the goals and objectives outlined in both the Consolidated Plan and this Action Plan. Affordable housing for both renters and homeowners, economic development and employment opportunities, and strong and healthy

neighborhoods were all identified as key current and emerging needs. In addition, the need for continued coordination and collaboration with agencies, schools, local governments, and other funders was discussed.

The City's Community Development Division regularly participates alongside and coordinates with local nonprofits, community service groups and funders. Community Development Division staff meet regularly with groups such as the Dane County Continuum of Care, Neighborhood Center Directors, and Home Buyers Round Table. In addition, staff participates in various ad hoc City committees, such as Community Gardens, Housing Strategy, Civil Rights, Urban Design and Planning, Economic Development and Community Services Committees – all in an effort to improve service delivery and initiate systematic improvements for low-income and underserved populations. Community Development Division staff also work regularly on housing-related issues with staff of the City's Community Development Authority (CDA).

The Community Development Division, in coordination with the CDBG Committee, worked with a diverse array of groups and organizations at various public and accessible locations as part of both its annual Action Plan process and its related five-year Consolidated Plan process. These included:

- Affordable housing providers
- After school programs
- City/County government
- Community gardens
- Economic development organizations
- Funding organizations
- Homeless shelters and providers
- Neighborhood centers
- Persons experiencing homelessness
- Persons with disabilities
- Persons with mental illness
- Residents
- Seniors
- Veterans organizations

Among the City's activities intended to enhance coordination are the following examples:

- The chairs of the City's Community Development Authority, the Housing Strategy Committee and the CDBG Committee meet regularly to discuss the City's housing and community development programs and to coordinate regarding their implementation.
- CDD staff participates regularly in City/County Public Health Department brown bag forums that focus on community health improvement.
- Through membership on the Equity Team, CDD staff participates regularly in the citywide Racial Equity and Social Justice Initiative.
- CDD staff members serve on (and frequently lead) the City's multi-agency Neighborhood Resource Teams, which were established to enhance and improve the provision of City services to neighborhoods.
- CDD staff coordinates regularly with Dane County and area nonprofits as part of a significant construction employment initiative designed to increase the number of women and people of color employed in the construction trades.
- As part of its work to affirmatively further fair housing, the CDD coordinates with City planning staff and local nonprofits to encourage non-traditional housing types; coordinates with the CDA in development of a Comprehensive Housing Strategy; and resists neighborhood opposition to affordable housing. A summary of actions to address identified impediments to fair housing choice is included in Appendix B.

The CDD also regularly participates alongside (and coordinates with) other funders such as United Way, Dane County, the local CoC and various community nonprofits. Staff from the CDD meets with several groups, including the Homeless Services Consortium, Third Sector Housing, Home Buyers Round Table, and various ad

hoc City committees, such as Community Gardens, Housing, Civil Rights, Planning, Economic Development and Community Services. The goal is to improve delivery methods and initiate systematic improvements.

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.

The City of Madison is an active partner with the Dane County Continuum of Care (CoC), known locally as the Homeless Services Consortium (HSC). Together they assess the ongoing needs of homeless populations and those at risk of homelessness, and respond with new or expanded services and programs as resources become available. The City of Madison is the collaborative applicant for the annual federal CoC application to HUD, and also serves as the lead administrator for CoC data collection. The City also currently provides staffing for the HSC Board of Directors, which meets on a monthly basis to discuss homeless needs.

Through its membership in the Homeless Services Consortium, the City has implemented a number of recommendations from the *Community Plan to Prevent and End Homelessness in Dane County*. This plan was developed in collaboration with the City, County, United Way and HSC, and has served as a blueprint for ending homelessness in Madison and Dane County. In 2016, the City will be assisting in efforts to update the Plan, so that it can continue to serve as a guide for local stakeholders and funders.

The City has long supported—and will continue to give preference to—projects that develop permanent supportive housing units that serve special needs populations. An example of this commitment is the City's Rethke Road permanent supportive housing project, currently under construction and nearing completion. That project will provide 60 units of permanent supportive housing for homeless individuals. The City is currently partnering with the same housing developer and a local service provider as it pursues a permanent supportive housing project for families on the city's west side. The City also uses General Purpose Revenue and Emergency Solutions Grants to fund outreach efforts that connect chronically homeless youth and adults with housing and services provided by CoC agencies.

These services include:

- Case management
- Daytime shelter
- Eviction prevention
- Job training
- Legal advocacy and mediation
- Mental illness case management
- Rapid re-housing
- Sober living programs
- Transitional housing
- Fair housing

The City also provides significant support for the local coordinated entry intake process, with the goal of bolstering access to housing and related services for vulnerable underserved populations such as veterans, youth and families. The immediate goal of this system is to move more individuals from homelessness to stable housing as quickly as possible.

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

Dane County CoC has a Board of Directors that oversees a number of committees that guide the CoC's objectives. These include Shelter Providers, Legislative, Performance and Program Evaluation, Data Collection and Funders Committees. In its role as partner in the CoC, the City of Madison ensures that City staff either participates in or partners in a leadership role on most of these committees. Through this work, a set of written standards has been developed for use in developing proposals for homeless facilities and services, when developing funding recommendations and when administering ESG and other homeless-focused funds. Through an email distribution list, HSC members are regularly notified of key CDBG Committee meetings where input is being solicited on plans and performance outcomes.

Notifications regarding City funding processes are sent via e-mail distribution and newspaper advertisement. The City reviews written applications from those who apply for ESG and other homeless-related funds. The allocation and award process includes negotiation with the applicant regarding its performance goals, as well as CDBG Committee approval of the grant award and outcomes. Each written agreement includes a scope of service and standards for assessment of performance. Quarterly, the CoC's Performance Committee reviews information from the Homeless Management Information System (HMIS) to determine program effectiveness. As part of the HMIS process, the City facilitates the HMIS operations of the CoC through its representation on the HMIS Advisory Board. This role includes City staff participation in the development of funding policies and procedures related to administration of the HMIS system within Wisconsin. The City currently contributes approximately 2% of its annual ESG allocation and a portion of its State funding to the operation of the HMIS system.

Action Plan Public Contact Information

Susan Morrison, Community Development Grants Supervisor
608-266-6520 / smorrison@cityofmadison.com

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

Consultation with local stakeholders and organization, as well as state and federal agencies regarding their planning processes is an ongoing part of the work of the Community Development Division. As such, a diverse array of local, regional, state and federal planning efforts were considered during the development of the Action Plan.

AP-12 Participation - 91.105, 91.200(c)

Summarize citizen participation process and how it impacted goal-setting.

On a regular and ongoing basis, the City's CDBG Committee serves as the main citizen participation resource for the community development process. The Committee meets on the first Thursday of each month, with additional meetings scheduled as needed, and regularly provides time within each meeting for public comments and presentations. The Committee annually holds at least two public hearings to assess the overall progress of its investment program and to solicit feedback about future and emerging needs within the community. In addition to the two public hearings held in conjunction with the Action Plan, monthly CDBG meetings were used to solicit input and share information. The City's CDBG unit staff undertook significant citizen participation efforts as part of its larger five-year plan. Among those efforts were an extensive survey sent to over 700 email recipients and distributed at various public locations, as well as numerous focus groups.

As a policy committee with members appointed by the Mayor, the CDBG Committee also serves as a primary mechanism for citizen participation regarding the City's community development program. The Committee includes 11 membership slots, including three for Alders and three for low- to moderate-income individuals. The Committee is the lead policymaking group for the community development program, listening to and acting upon recommendations from citizens, community groups, nonprofit agencies and businesses as it plans, makes funding recommendations for and evaluates the overall program.

In the year leading up to the preparation of the 2016 Action Plan, the Committee regularly held discussions and received public comment regarding the use of HOME, CDBG and ESG funds, as well as other local, State and federal funds. All funding recommendations and/or decisions were made in publicly noticed and open public meetings.

The CDBG Committee and CDD have initiated and/or participated in a number of outreach and consultation efforts designed to broaden participation from community groups and other stakeholders. These efforts include:

- Providing an extensive website (www.cityofmadison.com/cdbg) to report on five-year goals, annual projects and special issues. The site includes a means to directly comment on any aspect of the Plan or the program.
- Advertising in the community newspaper (*Wisconsin State Journal*) and in culturally specific local publications such as *The Madison Times*, *Capital City Hues* and *La Comunidad*.
- Providing staff representation on the City's seven Neighborhood Resource Teams (NRTs), regularly soliciting comments on emerging community needs and recommended solutions.
- Actively participating in various groups such as the Homeless Services Consortium, the City-County Homeless Issues Committee, the Dane County Foreclosure Task Force, Home Buyers Round Table, and other groups related to housing issues.
- Meeting quarterly with area neighborhood center directors to better understand emerging needs in neighborhoods throughout the City and develop effective strategies to meet these needs.
- Holding meetings with nonprofit service providers and stakeholders in targeted neighborhoods.
- Meeting with service groups (such as La Sup) that work with underrepresented populations.
- Providing interpreters at meetings as needed.
- Providing information in alternate formats as needed.

The Community Development Division initiated several efforts to broaden the outreach and participation of various community groups. In an effort to gather additional input, the draft Consolidated Plan was made available for review at an array of public libraries and neighborhood centers. CDD used the following processes to receive input on the Consolidated Plan process as the draft report was introduced:

- Posted the draft Plan on the Division website. CDD operates an extensive website (www.cityofmadison.com/cdbg) that includes a means to directly comment on any aspect of the Plan.
- Advertised via community newspapers, and specific homeless, housing and business email distribution lists, regarding public hearings on the draft Plan.
- Sent the draft Plan to the Neighborhood Resource Teams as part of a strategy to gather input from underserved communities.
- Continued to seek feedback from community partners, residents and local organizations regarding needs the City should be addressing with HUD funding.

Citizen Participation Outreach

In addition to the stakeholder outreach, public meetings and public hearings that were held as part of the 2014 summer funding process and 2015-2019 Consolidated plan process, the following specific meetings were held regarding the 2016 Action Plan:

- *Public Hearing – February 4, 2016*

A public hearing was held at 5:00pm on February 4, 2016 at the CDBG Committee meeting regarding the 2016 Action Plan. A draft of the plan was posted and made available for review. The public was notified of this meeting by ads that the City placed in the *Wisconsin State Journal*, *Capital City Hues*, *The Madison Times* and *La Comunidad*. The CDBG Office website also contained information about the meeting. In addition, emails were sent to all partner agencies and other funders. The widely distributed CDBG Committee agenda also included notice and information about the public hearing. Citizens were given the opportunity to attend the meeting, send their comments by mail or email or contact the CDBG Office. No citizen comments were received at this public hearing.

- *Public Hearing – May 5, 2016*

A public hearing was held at 5:00pm on May 5, 2016 at the CDBG Committee meeting regarding the 2016 Action Plan. An updated draft of the Plan was made available for review. The public was notified of this meeting by ads that the City placed in the *Wisconsin State Journal*, *Capital City Hues*, *The Madison Times* and *La Comunidad*. The CDBG Office website also contained information about the meeting. In addition, emails were sent to all partner agencies and other funders. The widely distributed CDBG Committee agenda also included notice and information about the public hearing. Citizens were given the opportunity to attend the meeting, send their comments by mail or email or contact the CDBG Office. No citizen comments were received at this public hearing.

- *Board of Estimates Meeting – May 9, 2016*

A publicly noticed meeting of the City Board of Estimates was held at 4:30pm on May 9, 2016. Approval of the 2016 Action Plan was listed on the agenda for action. The Plan was unanimously approved by consent.

- *Common Council Meeting – May 17, 2016*

A publicly noticed meeting of the Madison Common Council was held at 6:30pm on May 17, 2016.

Annual Action Plan

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

The anticipated resources articulated in this Action Plan are based on assumptions about 2016 funding levels. Because funding levels are subject to annual Congressional appropriations and changes in funding distribution formulas, the Plan's accomplishment projections and planned activities may be subject to commensurate changes.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Reminder of Con Plan	Narrative Description
			Annual Allocation	Program Income	Prior Year Resources	Total		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,697,405	1,983,697	204,487	3,885,589	8,240,942	Estimated five-year average annual CDBG Entitlement allocation: \$1,503,068
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,049,137	511,732	0	1,560,869	3,171,851	Estimated five-year average annual HOME PJ allocation: \$679,530
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	149,702	0	0	149,702	435,292	Estimated five-year average annual HESG Entitlement allocation: \$145,995

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of Con Plan	Narrative Description
			Annual Allocation	Program Income	Prior Year Resources	Total		
Future Madison	private	Services	18,605	0	0	18,605	57,029	Estimated five-year average annual Future Madison allocation: \$18,716
ETH (ESG, THP, HPP)	public - state	Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Services Transitional housing Other	497,114	0	0	497,114	1,089,160	Estimated five-year average annual state ETH allocation: \$363,053
HCRI	public - state	Homebuyer assistance	0	110,713	343,467	454,180	450,000	Estimated \$300,000 awarded per 2-year HCRI grant period
City of Madison	public - local	Housing Services	2,861,165	0	3,051,595	5,912,760	9,990,810	Estimated five-year average annual City allocation: \$2,168,366

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.

The City developed this Action Plan with the expectation that the Federal government will provide approximately \$2.9 million for the 2016 program year, through such grant programs as CDBG, HOME and HESG. The City expects to leverage these funds with its own housing funds, as well as State of Wisconsin funds for homeless services and homebuyer assistance.

If appropriate, describe publicly-owned land or property located within the jurisdiction that may be used to address the needs identified in the Plan.

Not applicable.

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

Goals Summary Information

Sort Order	Objective Name	Start Year	End Year	Category	Goal Addressed	Funding	Outcome Indicator
1	Housing Supply	2016	2016	Affordable Housing	Affordable Housing	CDBG: \$880,746 HOME: \$1,014,913 City of Madison: \$3,051,595	220 units of rental housing constructed 3 units of homeowner housing added 100 units of homeowner housing rehabilitated
2	Housing Assistance	2016	2016	Affordable Housing Homeless Non-Homeless Special Needs	Affordable Housing	CDBG: \$342,841 HOME: \$540,043 ESG: \$138,474 City of Madison: \$1,003,971 ETH (ESG / THP / HPP): \$485,447 HCRI: \$449,180	47 homebuyers provided with direct financial assistance 663 homeless persons assisted with overnight shelter 777 persons assisted through homelessness prevention services 1,330 persons assisted with other homeless services or housing resources
3	Job Creation and Community Business Development	2016	2016	Non-Housing Community Development	Economic Development and Employment Opportunities	CDBG: \$1,149,000	29 jobs created
4	Small Business (Micro-Enterprise) Development	2016	2016	Non-Housing Community Development	Economic Development and Employment Opportunities	CDBG: \$405,102	124 businesses assisted
5	Adult Workforce Development	2016	2016	Non-Housing Community Development	Economic Development and Employment Opportunities	City of Madison: \$629,080	2,345 job-seekers assisted through employment training
6	Neighborhood Centers and Community Gardens	2016	2016	Non-Housing Community Development	Strong and Healthy Neighborhoods	CDBG: \$375,225 City of Madison: \$1,089,831 Future Madison: \$18,605	32,960 persons assisted through participation in neighborhood centers and/or gardens activities

Sort Order	Objective Name	Start Year	End Year	Category	Goal Addressed	Funding	Outcome Indicator
7	Capital Improvements for Community Organizations	2016	2016	Non-Housing Community Development	Strong and Healthy Neighborhoods	CDBG: \$54,000	2,000 persons assisted through the creation or improvement of Public Facilities or Infrastructure
8	Neighborhood Revitalization Plans and Projects	2016	2016	Non-Housing Community Development	Strong and Healthy Neighborhoods Effective Planning and Program Administration	CDBG: \$187,380	1,000 persons assisted through concentration neighborhood planning efforts and associated revitalization activities
9	Planning and Administration	2016	2016	Planning / Administration	Effective Planning and Program Administration	CDBG: \$541,295 HOME: \$149,913 ESG: \$11,228 City of Madison: \$150,000 ETH (ESG / THP / HPP): \$11,667 HCRI: \$5,000	90 contracts managed by CDD staff

Table 3 – Goals Summary

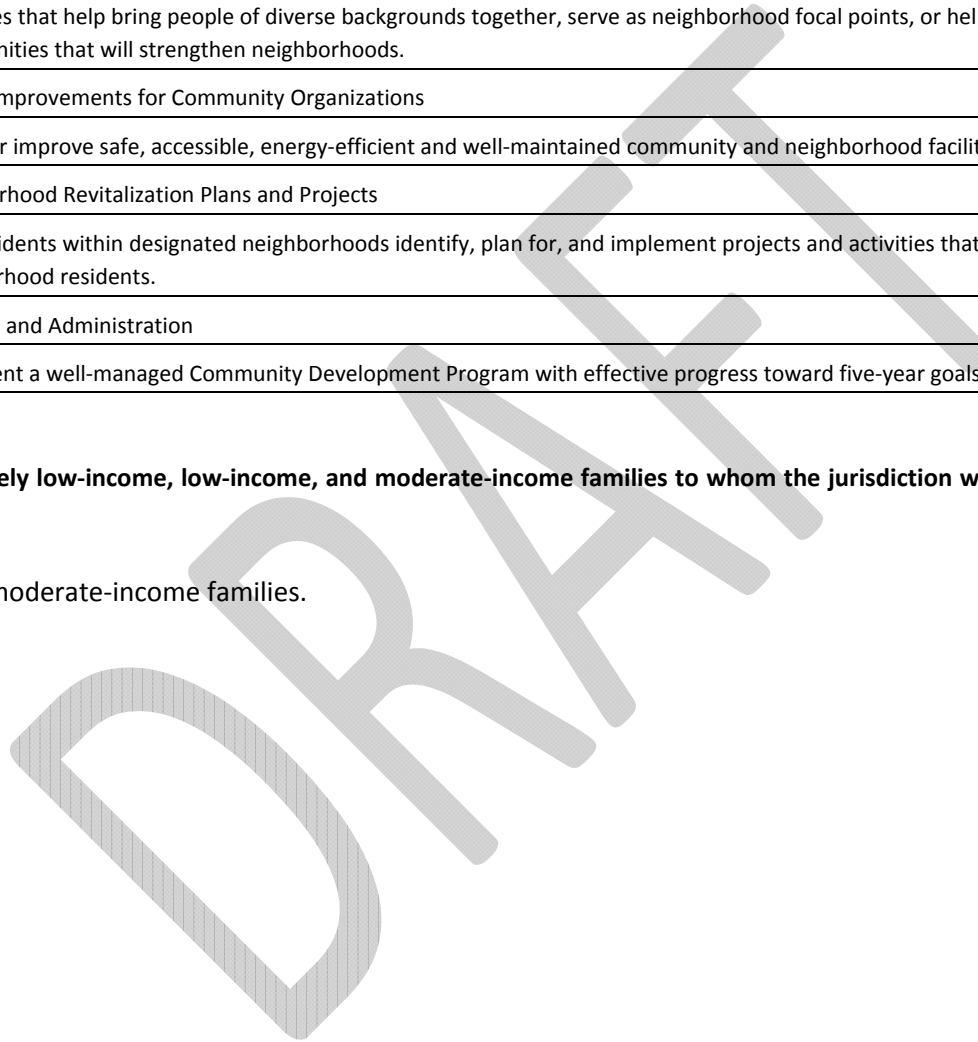
Objective Descriptions

1	Objective Name	Housing Supply
	Description	Preserve, improve and expand the supply of affordable housing for homeowners and renters.
2	Objective Name	Housing Assistance
	Description	Improve housing stability for homebuyers, renters, homeless and special needs populations.
3	Objective Name	Job Creation and Community Business Development
	Description	Create jobs, particularly for under-represented individuals, by supporting new or expanding businesses.
4	Objective Name	Small Business (Micro-Enterprise) Development
	Description	Assist entrepreneurs, particularly those from under-represented populations, seeking to start or grow small businesses and micro-enterprises (as defined by HUD) that create jobs.
5	Objective Name	Adult Workforce Development
	Description	Provide needed support and opportunities to help individuals overcome barriers to gainful employment and achieve economic stability.

6	Objective Name	Neighborhood Centers and Community Gardens
	Description	Create, enhance, or sustain the development and operation of physical assets, such as neighborhood centers, community gardens or other physical amenities that help bring people of diverse backgrounds together, serve as neighborhood focal points, or help residents develop skills or take advantage of opportunities that will strengthen neighborhoods.
7	Objective Name	Capital Improvements for Community Organizations
	Description	Create or improve safe, accessible, energy-efficient and well-maintained community and neighborhood facilities.
8	Objective Name	Neighborhood Revitalization Plans and Projects
	Description	Help residents within designated neighborhoods identify, plan for, and implement projects and activities that promise to enhance the quality of life for neighborhood residents.
9	Objective Name	Planning and Administration
	Description	Implement a well-managed Community Development Program with effective progress toward five-year goals.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

Approximately 104 low- and moderate-income families.



AP-35 Projects – 91.220(d)

The City of Madison's Community Development Division, through CDD-staffed citizen committees, makes its funding allocation decisions based on proposals received as part of a two-year Request for Proposals (RFP) process. Through this process, funds are awarded to eligible activities that support the goals (and address the priority needs) articulated as part of the Strategic Plan. The expected resources cited in the RFP are based on assumptions about future funding levels, and the allocations awarded to activities are contingent upon the City's receipt of sufficient funds for the two-year period covered by the RFP.

Projects

#	Project Name
1	Owner-Occupied Housing Rehab
2	Rental Housing Development
3	Owner-Occupied Housing Development
4	Homebuyer Assistance
5	Homeless and Special Needs Populations
6	Housing Resources
7	Job Creation & Community Business Development
8	Small Business (Micro-Enterprise) Development
9	Adult Workforce Preparedness
10	Neighborhood Centers & Community Gardens
11	Capital Improvements for Community Organizations
12	Neighborhood Revitalization Plans & Projects
13	Overall Program Administration
14	ESG16 Madison

Table 4 – Project Information

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

The allocation of funds for the projects listed in this Action Plan are closely aligned with the top housing and community development needs identified in the needs assessment and housing market analysis articulated in the City's 2015-2019 Strategic Plan, and through input contributed by stakeholders and citizens who participated in its development.

The primary obstacle to addressing underserved needs continues to be the diminishing availability of funds vis-à-vis the increasing funding needs of the nonprofit agencies with whom the City contracts for services. To illustrate this point, during its 2015-2016 RFP process, the City received funding proposals for 2016 requesting over \$4.2 million, in which only an estimated \$2.6 million was projected to be available.

AP-38 Project Summary

Project Summary Information

1	Project Name	Owner-Occupied Housing Rehab
	Objectives Supported	Housing Supply
	Goals/Needs Addressed	Affordable Housing
	Funding	CDBG: \$540,746 City of Madison: \$15,000
	Description	Preserve and Improve the supply of affordable housing for homeowners
	Planned Activities	Deferred Payment Loan Program PH Home Repair Program
2	Project Name	Rental Housing Development
	Objectives Supported	Housing Supply
	Goals/Needs Addressed	Affordable Housing
	Funding	CDBG: \$270,000 HOME: \$980,405 City of Madison: \$3,051,595
	Description	Preserve, improve and expand the supply of affordable housing for renters
	Planned Activities	CWD Affordable Rental Housing LSS Tennyson Ridge Rental Housing Development GCI Union Corners Rental Housing Development, Phase I OC Maple Grove Commons Rental Housing Development HI Mifflin/Butler Rental Housing Acquisition & Rehab Housing Development Reserve Fund activities TBD
3	Project Name	Owner-Occupied Housing Development
	Objectives Supported	Housing Supply
	Goals/Needs Addressed	Affordable Housing
	Funding	CDBG: \$70,000 HOME: \$108,000
	Description	Expand the supply of affordable housing for homeowners
	Planned Activities	CWD Lease-Purchase Program WPHD Affordable Single-Family Housing Development Housing Development Reserve Fund activities TBD
4	Project Name	Homebuyer Assistance
	Objectives Supported	Housing Assistance
	Goals/Needs Addressed	Affordable Housing
	Funding	CDBG: \$250,000 HOME: \$438,793 HCRI: \$449,180
	Description	Improve housing stability for homebuyers
	Planned Activities	Home-Buy The American Dream (HBAD) Program Habitat Affordable Homeownership for Families MO Homeownership Program

5	Project Name	Homeless and Special Needs Populations <i>[also see Project #14]</i>
	Objectives Supported	Housing Assistance
	Goals/Needs Addressed	Affordable Housing
	Funding	City of Madison: \$911,130 ETH (ESG / THP / HPP): \$485,447
	Description	Improve housing stability for renters, homeless and special needs populations
	Planned Activities	Briarpatch Youth Shelter Operations CAC Housing Crisis Hotline (Coordinated Intake) Day Shelter and Gap Services TBD DAIS Housing Related Financial Aid DCHS Transportation Services for Homeless HHO Housing First Street Outreach Team LSS Off the Square Club Porchlight Support Services & Operations Porchlight DIGS Program Porchlight Shelter Outreach / Case Manager Porchlight Outreach Worker Porchlight Eliminating Barriers to Stable Housing Porchlight MPL Case Management Project Bubbles Laundry Services for Homeless Sanctuary Storage Temporary Lockers for Homeless TSA Single Women Shelter Case Management Tellurian "ReachOut" (Downtown Outreach) Program TRC Bilingual Housing Resources Specialist YWCA Mifflin Street Housing First YWCA / Time Bank Homeless Restorative Court Program Rent subsidy, shelter, and homelessness prevention activities TBD through 2016 state RFP process
6	Project Name	Housing Resources
	Objectives Supported	Housing Assistance
	Goals/Needs Addressed	Affordable Housing
	Funding	CDBG: \$92,841 City of Madison: \$81,124
	Description	Provide information or other non-monetary resources to LMI persons, and support access to affordable housing opportunities
	Planned Activities	FHC Fair Housing Services IL Home Modification TRC Bilingual Housing Resources Specialist TRC Housing Counseling, Outreach and Education
7	Project Name	Job Creation & Community Business Development
	Objectives Supported	Job Creation and Community Business Development
	Goals/Needs Addressed	Economic Development and Employment Opportunities
	Funding	CDBG: \$1,149,000
	Description	Create jobs, especially for under-represented individuals, by supporting new or expanding businesses
	Planned Activities	CWD Neighborhood Revitalization / Equity Fund MDC Business Loan Program Economic Development Reserve Fund activities TBD

8	Project Name	Small Business (Micro-Enterprise) Development
	Objectives Supported	Small Business (Micro-Enterprise) Development
	Goals/Needs Addressed	Economic Development and Employment Opportunities
	Funding	CDBG: \$405,102
	Description	Assist entrepreneurs, particularly those from populations that are under-represented, seeking to start or grow small businesses and micro-enterprises (as defined by HUD) that create jobs
	Planned Activities	LCC Small Business Technical Assistance MBCC Smarter Black Businesses WWBIC Business Development Loans Economic Development Reserve Fund activities TBD
9	Project Name	Adult Workforce Preparedness
	Objectives Supported	Adult Workforce Development
	Goals/Needs Addressed	Economic Development and Employment Opportunities
	Funding	City of Madison: \$629,080
	Description	Provide needed support and opportunities to help individuals overcome barriers to gainful employment and achieve economic stability
	Planned Activities	CTI Construction Employment Initiative CTI Skilled Trades Apprenticeship Readiness Training (START) GCC Supporting Successful Employment KH Adult Resource Development Literacy Network College Success Employment Training Literacy Network Meadowood Computer Skills / Employment Literacy LCEC Building Employment and Technology Skills (BEATS) MUM Just Bakery Omega School GED/Basic Skills OFS OPTIONS Program ULGM ADVANCE Employment Services VCNC Latino Academy of Workforce Development VCNC Caminando Juntas Pre-Employment Program WYC Theresa Terrace Adult Employment Program YWCA Comprehensive Employment Services YWCA Yweb Career Academy

10	Project Name	Neighborhood Centers & Community Gardens
	Objectives Supported	Neighborhood Centers and Community Gardens
	Goals/Needs Addressed	Strong and Healthy Neighborhoods
	Funding	CDBG: \$375,225 City of Madison: \$1,089,831 Future Madison: \$18,605
	Description	Create, enhance or sustain the development and operation of physical assets, such as neighborhood centers, community gardens or other physical amenities that help bring people of diverse backgrounds together, serve as neighborhood focal points, or help residents develop skills or take advantage of opportunities that will strengthen neighborhoods
	Planned Activities	BGC Allied Neighborhood Center Support BGC Taft Neighborhood Center Support BLPW Neighborhood Center Support CGW Community Garden Leadership Development & Self-Management CRC Resilience Neighborhood Center Support EMCC Neighborhood Center Support GCC Neighborhood Center Support KH Neighborhood Center Support LCEC Neighborhood Center Support MSCR Meadowood Neighborhood Center Support NH Neighborhood Center Support Park Edge / Park Ridge Neighborhood Employment Center Operations/Support VCNC Neighborhood Center Support Wil-Mar Neighborhood Center Support WYFC Neighborhood Center Support WYC Theresa Terrace Neighborhood Center Support
11	Project Name	Capital Improvements for Community Organizations
	Objectives Supported	Capital Improvements for Community Organizations
	Goals/Needs Addressed	Strong and Healthy Neighborhoods
	Funding	CDBG: \$54,000
	Description	Create or improve safe, accessible, energy-efficient and well-maintained community and neighborhood facilities
	Planned Activities	Acquisition/Rehab Reserve Fund activities TBD
12	Project Name	Neighborhood Revitalization Plans & Projects
	Objectives Supported	Neighborhood Revitalization Plans and Projects
	Goals/Needs Addressed	Strong and Healthy Neighborhoods Effective Planning and Program Administration
	Funding	CDBG: \$187,380
	Description	Help residents within designated neighborhoods identify, plan for, and implement projects and activities that promise to enhance the quality of life for neighborhood residents
	Planned Activities	Concentration Neighborhood Planning Neighborhood Revitalization Projects (Census Tracts TBD)

13	Project Name	Overall Program Administration
	Objectives Supported	Planning and Administration
	Goals/Needs Addressed	Effective Planning and Program Administration
	Funding	CDBG: \$541,295 HOME: \$149,913 City of Madison: \$150,000 ETH (ESG / THP / HPP): \$11,667 HCRI: \$5,000
	Description	Provides staffing for City Community Development Program development, staffing of CDD Committees, contract development and monitoring, and general program management; also provides support services including affirmative action, public information, historic preservation, administrative, and bid services
	Planned Activities	Direct Administration and Support Services Futures Fund Reserve activities TBD
14	Project Name	ESG16 Madison <i>[also see Project #5]</i>
	Objectives Supported	Housing Assistance
	Goals/Needs Addressed	Affordable Housing
	Funding	ESG: \$149,702
	Description	Improve housing stability for homeless
	Planned Activities	ESG16 Homelessness Prevention, including: - Porchlight DIGS Program - TRC Bilingual Housing Specialist - TRC Housing Mediation Services ESG16 Shelter, including: - TSA Emergency Family Shelter (Warming House) ESG16 Rapid Re-Housing, including: - Porchlight DIGS Program ESG16 HMIS Services ESG16 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.

The City of Madison is part of a dynamic and growing region, is the seat of the State of Wisconsin and Dane County government, and has more than 100 very active neighborhood, business and community organizations. Madison is also home to the University of Wisconsin, a nationally respected research institution known for a tradition of academic excellence. The City includes parts of three lakes, and is located upon an isthmus, which gives the City its defining geographical characteristics.

The City has chosen to describe its goals and objectives primarily in terms of the functional components of a well-developed community: providing affordable housing; expanding employment opportunities and enhancing neighborhood vitality by supporting new and existing businesses; and strengthening neighborhoods by providing

opportunities that expand neighborhood cohesion and stability. The City has identified within each goal area a geographic priority to stabilize or improve areas of high priority to the City, including Neighborhood Resource Team focus areas. These areas are comprised of neighborhoods that have high concentrations of poverty.

The City also intends to prioritize and allocate a small portion of its funds annually (approximately 4% of CDBG entitlement funds) to activities that seek to improve neighborhoods, and provide a low/moderate area (LMA) benefit. These efforts will focus on the Neighborhood Revitalization Plans & Projects objective within the Plan.

The City's Neighborhood Revitalization Program targets neighborhoods with high concentrations of low- and moderate-income persons for a special planning and project development process. The CDBG Committee and Common Council select appropriate target neighborhoods for this process by analyzing census tract data, such as number of LMI individuals, race, ethnicity, age and housing tenure. The process involves a three-year period for each neighborhood, with the first year involving close work with a neighborhood association and a steering committee composed of representatives of the area. This steering committee works closely with the support of a CDBG-funded City planner to identify the neighborhood's needs and develop a neighborhood plan. This planning phase is followed by two years of active funding by the City, a process which encourages the development of neighborhood activities, and rewards the hard work and commitment of neighborhood residents in considering their neighborhood's needs.

Rationale for the priorities for allocating investments geographically

Census Tracts where 51% of the individuals meet HUD's low/moderate-income standards (80% or less of the area median income) are identified as target areas for investment.

(Refer to www.cityofmadison.com/cdba/docs/targets_map.pdf for a map of census tracts identified by the City as target areas for the five-year period covered by the current Strategic Plan.)

The City also considers Neighborhood Resource Team (NRT) areas with high concentrations of poverty a priority for investment.

(Refer to www.cityofmadison.com/mayor/nrt/ for a map of NRT areas identified by the City as high priority, as well as related information.)

AP-55 Affordable Housing – 91.220(g)

One-Year Goals for the Number of Households to be Supported	
Homeless	60
Non-Homeless	360
Special-Needs	10
Total	430

Table 5 - 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	283
Rehab of Existing Units	100
Acquisition of Existing Units	47
Total	430

Table 6 - One-Year Goals for Affordable Housing by Support Type

AP-60 Public Housing – 91.220(h)

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

The City's Community Development Authority is in the process of developing a master plan for an area of the City known as the Triangle. It is the City's largest public housing site, containing over 300 units of public and Section 8 housing. Once the master plan is complete, the City will use it as a guide for the development of additional units. The City does not have specific plans to build additional units of public housing during 2016.

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

The CDA does not have a Resident Management Corporation or a Public Housing Homeownership Program.

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

Not applicable.

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

Describe the jurisdiction's one-year goals and actions for:

- **Reducing and ending homelessness, including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs.**
- **Addressing the emergency shelter and transitional housing needs of homeless persons.**
- **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.**
- **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.**

Responses to these items are addressed in the Appendices.

AP-75 Barriers to Affordable Housing – 91.220(j)

The cost of developing, maintaining, and improving affordable housing in the City of Madison is affected by several key factors. Among the most important of these are the time it takes developers to take a project from start to finish; the clarity and ease of use of zoning codes; and property tax policies. The City has identified these as barriers to affordable housing and is in the process of implementing strategies to remove their negative effects.

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

The City's Department of Planning and Community & Economic Development is currently pursuing a policy change that would exempt developers of affordable housing projects from the normally required park impact fees. Such a policy change would result in significant cost savings for affordable housing projects and thus help facilitate their development.

The City zoning code is one of the primary tools the City uses to regulate development. The code has sometimes been confusing and difficult for developers to use. In 2013, the City completed a major rewrite of its zoning code (Chapter 28, Madison General Ordinances). The result was a much-improved code that is easier for affordable housing developers to use and understand. The previous code was originally adopted in 1966. Until the new code was adopted, nearly every housing project—whether market-rate or affordable—required a rezoning to a unique Planned Development District in order to accommodate it. The City will continue to monitor use of its zoning code, with an eye toward addressing issues that may impact the development of affordable housing.

Through its zoning code, the City now allows several additional housing types that it believes will encourage the development of additional affordable housing units:

- Accessory dwelling units (ADUs, sometimes called “granny flats”) are now allowable as a conditional use on single-family lots, which can provide new small-scale affordable housing opportunities.
- Cooperative housing is more broadly allowed.
- In some zoning districts, housing projects with up to eight units are allowable as a permitted use. Under the previous code, any building with over two units required conditional use review. This was often onerous for small-scale projects or conversions.
- In many zoning districts, the code allows for (and encourages) residential units in mixed-use buildings. Previously, this was allowable only with unique Planned Development zoning.

Discussion

The City is working toward establishment of a formal Development Services Center (DSC) that would provide a central location for information on the development, review, permitting and inspection processes of all City agencies. DSC staff would work to streamline the development process with the goal of improving timeliness, thus reducing developer costs associated with developing affordable housing. Currently, City staff holds weekly Development Assistance Team meetings, which include staff from all agencies who would participate in the Development Services Center. The Community Development Division will participate in the operational aspects of this system as it is developed. The Division will also continue to review and evaluate its efforts to fund affordable housing, and where possible, seek Council action to remove non-financial obstacles to the construction of affordable housing within the City.

Fees and charges for land use requests (such as rezonings, conditional uses and demolition permits) are waived for nonprofit organizations, groups occasionally involved in the development of affordable housing projects.

Property tax exemption is another issue that impacts the ability to develop affordable housing. With the implementation of relatively recent State legislation, property owned by nonprofit benevolent associations can be developed as low-income housing and be exempt from local property taxes. Without this provision, owners

of these kinds of low-income housing projects would pay property tax, resulting in increased expenses that would almost certainly be passed on to tenants in the form of higher rents.

Community Development Division staff will continue to meet periodically with Third Sector Housing, a group of nonprofit housing development agencies. An important goal of these meetings will be to enhance coordination and collaboration associated with the development of affordable housing. The CDD will work with Third Sector representatives to identify ways to improve the capacity of nonprofit housing development organizations, and streamline the City's funding and contracting processes.

AP-85 Other Actions – 91.220(k)

Any other actions planned to:

- **Address obstacles to meeting underserved needs**
- **Foster and maintain affordable housing**
- **Reduce lead-based paint hazards**
- **Reduce the number of poverty-level families**
- **Develop institutional structure**
- **Enhance coordination between public and private housing and social service agencies**

All proposed actions associated with the City's Action Plan are described in the specific related sections of the Plan. These include underserved needs, fostering and maintaining affordable housing, reducing lead-based paint hazards, reducing the number of poverty-level families, developing institutional structure, and enhancing coordination between public and private housing and social service agencies.

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

The City uses CDBG program funds to ensure decent affordable housing, to provide services to the most vulnerable in our communities, to create jobs through the expansion and retention of businesses and to support strong and healthy neighborhoods. A minimum of 70 percent of CDBG funds are used for activities that benefit low- and moderate-income persons, and each funded activity meets at least one of the following national CDBG objectives:

- benefit low- and moderate-income persons;
- prevent or eliminate slums or blight; or,
- address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, for which other funding is not available.

**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	\$ 204,487
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:	\$ 204,487

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	100 %
3. 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.	2016

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:**

Not applicable.

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 Community Development Division will use recapture provisions for all assistance provided as direct subsidies allowable in homebuyer activities per 92.254. Direct subsidies will be provided in the form of a 0% interest-bearing loan with shared appreciation due upon the sale, transfer of title, or the unit no longer remaining owner-occupied. CDD will recoup the amount invested in the property plus shared appreciation. The recapture amount is based on the net proceeds available from the sale, rather than the entire amount of the HOME investment. "Net proceeds" is defined as the sales price minus superior loan repayment and any closing costs incurred by the borrower(s). CDD will record with the Register of Deeds a mortgage and a written agreement with the City of Madison to enforce the recapture provisions and period of affordability requirements of 92.254 on each property.

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:**

All units acquired with HOME funds for homebuyer activities (92.254) are limited to a sales price of 95% of the median area purchase price, which is determined by HUD annually. Housing must be acquired by a homebuyer whose family qualifies as a low- or moderate-income family, and the housing must be the principal residence of the family throughout the period of affordability. All homebuyers who receive financing through HOME homebuyer activities (92.254) will sign a written agreement and mortgage documentation directly with the City of Madison. These contract documents state that the homebuyer will ensure the property remains their principal residency during the period of affordability, as determined by the funding amount. The documentation also includes recapture provisions that ensure the City will recoup all or a portion of the HOME assistance provided to the homebuyer. Recapture is based on shared appreciation of the direct HOME subsidy provided to the homebuyer. The City of Madison cannot recapture more than is available from the net proceeds of a sale, whether voluntary or involuntary. "Net proceeds" is defined as the sales price minus superior loan repayment and any closing costs incurred by the homebuyer. The City's loan portfolio is reviewed annually to determine whether the home remains the borrower's primary residence. This is done through tax assessment information and through sending verification through USPS to the household, requesting a survey to be completed and returned by annual auditors.

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:**

The CDD does not plan to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)

1. Include written standards for providing ESG assistance. (May include as attachment.)

See Appendices.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

In 2013, the City of Madison convened a committee of CoC providers for the purpose of designing a local model to address the need for a crisis response to providing emergency housing and services to homeless persons and those at imminent risk of homelessness. A survey was designed and implemented by the represented agencies, to ascertain how homeless persons prefer to receive information and referrals to necessary housing and services. The group created a model that became the basis for a 2013 City request for proposals to identify a nonprofit entity to provide these services. Community Action Coalition for South Central WI, Inc. (CAC) was selected, a contract negotiated, and services started in the fall of 2013. The project is funded entirely with City money.

The initial phase of the coordinated entry system, known as the Housing Crisis Hotline, was designed to provide information and referral to all callers. In 2014, the City's CDBG Committee approved an increase in City funding to CAC to expand on the Phase One activities in two ways: (a) adding homeless single adults to the pilot population that receives a full assessment and supportive services, and (b) supporting one entry point for all homeless families with children through The Salvation Army. These efforts continue in 2016.

The change to one entry point for homeless families with children includes use of the VI-SPDAT assessment tool to assist in quantifying the vulnerability of each household in order to ensure that those most in need are prioritized for shelter. This provides an easier and less stressful way for families to access needed short-term safety net housing. It also eliminates the need to call more than one shelter for openings and the need for households on the prioritized list to call each day to indicate that the need for shelter still exists. As part of this change, Hotline callers are now greeted with a message that directly connects homeless individuals and families with the appropriate shelter provider, while also providing an option to talk with Hotline staff. The current contract between the City and CAC will run through the end of 2016.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Emergency Solutions Grant (ESG) funds are combined with other federal (HOME, CDBG) and City funds as part of the biennial summer funding process. The CDBG Committee generally approves a goals and objectives document that describes what activities will receive priority funding as part of its request for proposals in the spring every two years. The goals and objectives document is made available to local nonprofits and other stakeholders. After reviewing proposals and receiving information from the public, funding decisions are generally made by the CDBG Committee and submitted to the Common Council for approval as part of the annual operating budget process. Funded agencies then enter into two-year contracts with the City and start providing housing/services at the beginning of the next calendar year.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The City contracts with nonprofit organizations providing housing and services to homeless and at-risk households using City, state and federal funds. The City receives ESG funds in its role as an entitlement grantee, and also receives ESG funds that pass through the state, as the collaborative applicant for Madison/Dane County CoC agencies. A requirement for receiving City, state or federal dollars is that at least one homeless or formerly homeless person serve on either the agency's board of directors or other policymaking group. Each agency must identify for the City which board member fulfills that requirement. This information is recorded by the City, crediting the agency as having complied with the homeless participation requirement, while maintaining the confidentiality of the individual, if desired. The disclosure of homeless status is then in the hands of the individual board or committee member.

In addition, the Homeless Services Consortium (HSC), which serves as the area's CoC, has many members who are homeless or formerly homeless. Of the eleven voting members of the HSC Board of Directors, two elected members are homeless or formerly homeless, as mandated by the group's bylaws. All state and federal funding decisions are reviewed and approved by the HSC Board of Directors.

5. Describe performance standards for evaluating ESG.

The CoC created a list of criteria for both ESG- and CoC-funded programs. Each agency's performance on a specific outcome is awarded a point value determined by the Peer Review and Evaluation Committee, outside of a specific funding process. The points are totaled and agency programs are ranked from highest to lowest. The agency is only ranked on those criteria that are applicable to its program. The score is a percentage of the number of possible points, and is used by the agencies to determine which programs are funded.

The following criteria are used specifically for proposals for ESG funds:

- Agency is on-course to spend 100% of its awarded funds by the end of the contract;
- Agency is on-course to meet its proposed goal number of households receiving assistance;
- 100% data quality in Wisconsin ServicePoint;
- Frequency with which the agency solicits client feedback on services provided;
- Agency submits requested reports to the City in a timely manner;
- Agency's program served: (a) chronically homeless, (b) persons with mental illness or AODA, (c) veterans, (d) victims of domestic abuse, and/or (e) served unaccompanied youth;
- Agency meets goal for % of participants remaining or leaving for stable housing;
- Agency meets goal for % of participants who did not enter shelter within 12 months;
- Agency meets goal for % of participants who maintain housing at six months; and
- Agency meets goal for % of unsheltered participants who move into housing.

Dane County
Written Standards
2016

Contents

Introduction	4
Section I: General Requirements	6
Program Standards	6
Case Management Services	6
Minimum Standards.....	6
Personnel	7
Minimum Standards.....	7
Housing First	7
System-wide Housing First Orientation for the Homeless Services Consortium.....	8
Minimum Standards.....	8
Recommended Program Practices.....	9
Program Evaluation for Housing First	9
Coordinated Entry System	10
Minimum Standards.....	11
Termination and Grievance Procedures	12
Minimum Standards.....	12
Record Keeping Requirements	12
Minimum Standards.....	12
Section II: Program Requirements	14
Street Outreach.....	14
Eligibility Criteria	14
Minimum Standards.....	14
Emergency Shelter	14
Eligibility Criteria	14
Minimum Standards.....	14
Access to Shelter	15
Prioritization for Family Shelter	16
Transitional Housing	17
Eligibility Criteria	17
Minimum Standards.....	17

Minimum Performance Benchmarks for TH Projects	17
Permanent Supportive Housing	18
Eligibility Criteria	18
Participant Prioritization Requirements	18
Minimum Standards.....	19
Access to PSH Projects	19
Minimum Performance Benchmarks for PSH Projects	19
Rapid Re-housing	20
Eligibility Criteria	20
Minimum Standards.....	20
Access to Rapid Re-housing	21
Minimum Performance Benchmarks for RRH Projects.....	21
DEFINITION OF HOMELESSNESS	22
DEFINITION OF CHRONICALLY HOMELESS.....	24
List of Acronyms.....	25
Websites for Additional Information	25

Madison/Dane County Homeless Services Consortium Written Standards

Introduction

These written standards apply to all publically funded housing and service providers. These standards must consistently be applied for the benefit of all program participants. The local Continuum of Care (CoC), a local planning body that coordinates housing and services funding for homeless families and individuals, encompasses Dane County and is called the Homeless Services Consortium (HSC). These standards do not replace policies and procedures created by homeless services providers, but rather they provide an overall context for programs funded with federal, state and local funding. Programs that receive Continuum of Care Program, Emergency Solutions Grant (ESG), or State of Wisconsin ETH Grant funding must abide by the Written Standards. Programs funded through other sources are highly encouraged to follow these standards.

The Written Standards are developed by the CoC Written Standards Committee. The document is approved by the CoC Board and is presented to the Homeless Services Consortium. The Written Standards are reviewed and updated annually, typically during the second quarter of the calendar year. The prioritization requirements for each program type are reviewed and updated annually to ensure that the requirements place program participants in the appropriate type of housing. The Written Standards Committee will send the approved document to agencies receiving CoC Program, ESG and ETH grant funding. The CoC Board will use the Written Standards when evaluating program applications for CoC Program, ESG and ETH grant funding. Programs that fail to abide by the Written Standards will not be approved for future CoC, ESG or ETH funding.

Timeline for future updates to the Written Standards:

2016

1. Add Prevention program requirements

2017

1. Add Diversion program requirements
2. Add Requirements for programs funded by other funding partners, including the United Way

Additional recommendations for 2017

1. Coordinated Entry
 - a) Add standards for the Housing Placement meetings for singles and families.
2. Street Outreach
 - a) Clarify “engagement,” “case management,” and “care coordination” as the terms relate the provision of street outreach services.
 - b) Review the prioritization standards for targeting street outreach services.
3. Emergency Shelter
 - a) Include minimum performance benchmarks for emergency shelter, using the HUD System Performance Measures for guidance
 - b) Develop a definition of emergency shelter that addresses the length of stay in shelter. For example, “the majority of emergency shelter participants remain less than 90 days.”
4. Rapid Re-housing
 - a) Develop prioritization standards for youth ages 18-21.

In keeping with the goals and objectives of the Dane County “Community Plan to Prevent and End Homelessness,”¹ all activities provided through the agencies of the Homeless Services Consortium should further the mission of preventing or ending homelessness for households in need.

Homeless housing and service providers must coordinate and integrate activities targeted to homeless people in the Dane County Continuum of Care system. Programs designed to serve homeless and at-risk households must provide a strategic and community-wide system to prevent and end homelessness.

In addition to the services provided by each agency, each program will play an active role in connecting participants to mainstream services, which are services not specifically designated for homeless households. All Consortium agencies agree to coordinate their services with other providers for the benefit of their participants. Examples of these programs include: the Department of Housing and Urban Development (HUD) public housing programs, Section 8 tenant assistance, Supportive Housing for Persons with Disabilities, HOME, Temporary Assistance for Needy Families, Medicaid, Badger Care, Head Start, Social Security, Social Security Disability, Social Security Disability Insurance, and Food Share.

¹ The “Community Plan to Prevent and End Homelessness” will be updated in 2016.

Section I: General Requirements

Program Standards

1. In providing or arranging for housing, shelter or services, the program considers the needs of the individual or family experiencing homelessness.
2. The program provides assistance in accessing suitable housing.
3. The program is aligned with the community goals for the Zero: 2016 initiative, the Homeless Services Consortium Plan to Prevent and End Homelessness, and current Department of Housing and Urban Development priorities, including priorities for ending homelessness among specified sub-populations.
4. The Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT) or Vulnerability Index & Family Service Prioritization Decision Assistance Tool (VI-F-SPDAT) will be used when screening households for Permanent Supportive Housing and Rapid Re-housing programs. The latest version will be posted on the Homeless Services Consortium website.
5. The full Service Prioritization Decision Assistance Tool (SPDAT) is to be used as a common assessment tool for housing case management and housing programs. The full SPDAT should only be administered by staff trained to do so. SPDAT data should be entered into the Homeless Management Information System (HMIS).
6. Each housing and housing case management program must be aware of and inform households of the educational rights of children and unaccompanied youth in their programs. Materials explaining rights should be provided to applicable households. Program staff will collaborate with the Transition Education Program (TEP) or other school officials to coordinate educational services. Program staff will highly encourage school attendance and will work with households to address any barriers to regular attendance. If attendance and truancy concerns are noted, program staff will communicate/coordinate with school staff.
7. Each program in the CoC will provide accurate and up-to-date information on eligibility criteria for the program; e.g. – gender specific, individuals/families. Each agency will provide information to Coordinated Entry, the Placement Group for Zero: 2016, and United Way 211.
8. Each housing and housing case management program in the CoC will use the Mainstream Benefits Checklist. This checklist should be kept in the file for each household and updated annually.
9. Each program will make language translation service available for clients when needed by utilizing available services, such as a language line.

Case Management Services

Minimum Standards

1. The frequency of case management services will vary based on program participant need. Initial contacts with the participant will typically be at least weekly and continued contacts will be at least monthly.
2. Case management services include, but are not limited to: developing an individualized housing/service plan, assistance with obtaining and maintaining housing, counseling, employment referrals, education, referral and coordination of services, accessing mainstream benefits, and coordinating with schools.

3. Case management service plans will incorporate the participants' expectations and choices for short and long-term goals.
4. Together, the program and program participants will develop a schedule for reassessing the individualized service plan. The reassessments will occur at least quarterly.

Personnel

All programs shall be adequately staffed by qualified personnel to ensure quality service delivery, effective program management, and the safety of program participants.

Minimum Standards

1. The agency selects, for its service staff, only those employees and/or volunteers with appropriate knowledge, or experience, for working with individuals and families experiencing homelessness and/or other issues that put individuals or families at risk of housing instability.
2. The program provides training to all paid and volunteer staff on both the policies and procedures employed by the program and on specific skill areas as determined by the program.
3. All paid and volunteer service staff participates in ongoing and/or external training, and development to further enhance their knowledge and ability to work with individuals and families experiencing homelessness and/or other issues that put individuals or families at risk of housing instability. Examples of training topics include, but are not limited to, harm reduction, trauma informed care, housing first and racial justice.
4. For programs that use HMIS, all HMIS users must abide by the standard operating procedures found in the HMIS Policies and Procedures manual. Additionally, users must adhere to the privacy and confidentiality terms set forth in the User Agreement.
5. Agency staff with responsibilities for supervision of the casework, counseling, and/or case management components have, at a minimum, a bachelor's degree in a human service-related field and/or experience working with individuals and families experiencing homelessness and/or other issues that put individuals or families at risk of housing instability.
6. Staff with supervisory responsibilities for overall program operations shall have, at a minimum, a bachelor's degree in a human service-related field and/or demonstrated ability and experience that qualifies them to assume such responsibility.
7. All staff has a written job description that, at a minimum, addresses the major tasks to be performed and the qualifications required for the position.
8. The program operates under affirmative action and civil rights compliance plans or letters of assurance.
9. Case supervisors review current cases and individual service plans on a regular and consistent basis to ensure quality, coordinated services.

Housing First

Housing First is a proven method of ending all types of homelessness, and is the most effective approach to ending chronic homelessness. Housing First offers individuals and families experiencing homelessness immediate access to permanent affordable, or supportive housing, without clinical prerequisites like completion of a course of treatment or evidence of sobriety and with a low-threshold for entry. Housing First permanent supportive housing models are typically designed for individuals or families who have complex service needs, who are often turned away from other affordable housing settings, and/or who are the least likely to be able to proactively seek and obtain housing on their own. Housing First

approaches for rapid re-housing provide quick access to permanent housing through interim rental assistance and supportive services on a time-limited basis. Rapid re-housing programs are designed to have low barriers for program admission, and to serve individuals and families without consideration of past rental, credit or financial history. The Housing First approach has also evolved to encompass a community-level orientation to ending homelessness in which barriers to housing entry are removed and efforts are in place to prioritize the most vulnerable and high-need people for housing assistance.

System-wide Housing First Orientation for the Homeless Services Consortium

- Emergency shelter, street outreach providers, and other parts of crisis response system are aligned with Housing First and recognize their roles to encompass housing advocacy and rapid connection to permanent housing. Staff in crisis response system services operate under the philosophy that all people experiencing homelessness are housing ready.
- Strong and direct referral linkages and relationships exist between crisis response system (emergency shelters, street outreach, etc.) and rapid re-housing and permanent supportive housing. Crisis response providers are aware and trained in how to assist people experiencing homelessness to apply for and obtain permanent housing.
- The HSC has a unified, streamlined, and user-friendly community-wide process for applying for rapid re-housing, permanent supportive housing and/or other housing interventions.
- The HSC has a coordinated assessment system for matching people experiencing homelessness to the most appropriate housing and services, and where individuals experiencing chronic homelessness and extremely high need families are matched to permanent supportive housing/Housing First.
- The HSC has a data-driven approach to prioritizing highest need cases for housing assistance whether through analysis of lengths of stay in Homeless Management Information Systems, vulnerability indices, or data on utilization of crisis services.
- Policymakers, funders, and providers collaboratively conduct planning and raise and align resources to increase the availability of affordable and supportive housing and to ensure that a range of affordable and supportive housing options and models are available to maximize housing choice among people experiencing homelessness. The HSC will recommend a resolution for the City of Madison and Dane County to adopt the Written Standards.
- Policies and regulations related to permanent supportive housing, social and health services, benefit and entitlement programs, and other essential services, support and do not inhibit the implementation of the Housing First approach. For instance, eligibility and screening policies for benefit and entitlement programs or housing do not require the completion of treatment or achievement of sobriety as a prerequisite.

Minimum Standards²

1. Program admission/tenant screening and selection practices promote the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, and participation in services.
2. Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that indicate a lack of “housing readiness.” Although applicants may be rejected due to convictions for violent criminal activity, agencies will

² Housing First requirements taken from *The Housing First Checklist: A Practical Tool for Assessing Housing First in Practice*, United States Interagency Council Homelessness, http://usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf.

make all effort possible to remove barriers to program enrollment. A rejection is only appropriate when an applicant presents a direct threat to the health and safety of program staff and residents and that threat cannot be ameliorated.

3. Housing First accepts referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response system frequented by vulnerable people experiencing homelessness.
4. Supportive services emphasize engagement and problem-solving over therapeutic goals. Services plans are highly tenant-driven without predetermined goals. Participation in services or program compliance is not a condition of permanent supportive housing tenancy. Rapid re-housing programs may require case management as condition of receiving rental assistance as required by state or federal funding.
5. Use of alcohol or drugs in and of itself (without other lease violations) is not considered a reason for eviction.

Recommended Program Practices

- If a participant tenancy is in jeopardy, every effort is made to offer a transfer to a tenant from one housing situation to another. Whenever possible, eviction back into homelessness is avoided. If unavoidable, every effort is made to identify outreach or other service providers to maintain contact with the participant until another unit is available.
- Tenant selection plan for permanent housing includes a prioritization of eligible tenants based on criteria other than “first come/first serve” such as duration/chronicity of homelessness, vulnerability, or high utilization of crisis services.
- Tenants cannot be required to have income for program eligibility, except in cases in which program funding and operation is dependent upon participant income paid for rent.
- Tenants in permanent housing are given reasonable flexibility in paying their tenant share of rent (after subsidy) on time and are offered special payment arrangements (e.g. a payment plan) for rent arrears and/or assistance with financial management (including representative payee arrangements).
- Case managers/service coordinators are trained in and actively employ evidence-based practices for client/tenant engagement such as motivational interviewing and client-centered counseling.
- Services are informed by a harm reduction philosophy that recognizes that drug and alcohol use and addiction are a part of tenants’ lives, where tenants are engaged in non-judgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices.
- Building and apartment units may include special physical features that accommodate disabilities, reduce harm, and promote health among tenants. These may include elevators, stove-tops with automatic shut-offs, wall-mounted emergency pull-cords, ADA wheelchair compliant showers, sound-proofing cushions, etc.
- In the event a provider seeks to terminate services and/or evict a program participant, a notice of termination shall include information of local legal services providers.

Program Evaluation for Housing First³

In an effort to move to a system-wide orientation to ending homelessness through the use of Housing First principles, the HSC has included the following section to review agency and program adoption of

³ Program Evaluation taken from:

<http://www.allchicago.org/sites/allchicago.org/files/2015%20Project%20Component%20-%20FINAL.pdf>

Housing First. Agencies and programs should follow the guidelines below. The guidelines have been created to minimize as many barriers to housing as possible, recognizing that this may not be feasible under all circumstances. In some cases, there may be other entities, including, but not limited to, private landlords, the criminal justice system, and funders, that place additional tenant requirements upon program participants.

The guidelines set forth under this section have been created by the HSC in an effort to promote agency-to-agency review and technical assistance within the HSC for all community programs. All review conducted under this section will be conducted internally by the HSC.

- Does the project provide and explain the written eligibility criteria, which are in line with the Housing First philosophy, to participants?
- Does the project have admission/tenant screening and selection practices that promote the acceptance of applicants regardless of their sobriety, use of substances, completion of treatment, or participation in services?
- Does the project accept participants who are diagnosed with or show symptoms of a mental illness?
- Does the project have and follow a written policy for the following:
 - a. Stating that taking psychiatric medication and/or treatment compliance for mental illness is not a requirement for entry into or continued participation in the project?
 - b. Not rejecting participants based on previous criminal history that is not relevant to participation in the program, and accepting participants regardless of minor criminal convictions to the project?
 - c. Not rejecting participants based on prior rental history or past evictions to the project?
 - d. Accepting participants regardless of lack of financial resources to the project, unless program operation is dependent upon participant income?
 - e. Accepting participants regardless of past non-violent rule infractions within the agency's own program and/or in other previous housing programs to the project?
- Upon entry to the project, the project agrees to allow participants to remain in the project even if they require an absence of 90 days or less due to the reasons outlined below, unless otherwise prohibited by law or funder policy:
 - a. Substance use treatment intervention
 - b. Mental health treatment intervention
 - c. Hospitalization and short-term rehabilitation
 - d. Incarceration
 - e. Or other reason approved by the program supervisor

Coordinated Entry System

Coordinated Entry is a centralized system for people with a housing crisis to access local housing information and referral to appropriate services. Participants will be assessed for the community wide prioritization lists for Rapid Rehousing and Permanent Supportive Housing.

Assessments kept in HMIS include the client profile, Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT) or Vulnerability Index & Family Service Prioritization Decision Assistance Tool (VI-F-SPDAT), length of homelessness, chronic homelessness and veteran's status. Agencies that use HMIS are able to enter the VI-SPDAT and make the participant referral to the appropriate prioritization

list. The lists are kept up to date in HMIS. Agencies that do not use HMIS can partner with Coordinated Entry staff to make alternate arrangements for referring participants to the prioritization list.

Participants can access the system through the toll free number (1-855-510-2323), which includes prompts to access financial assistance, information and referral, assessment, youth services, access to shelters for single men, single women, and families, and services for survivors of domestic violence. Participants can use the system through a “no wrong door” approach because all agencies will connect people to the system. The system is well advertised in the community. The toll free housing crisis hotline number is posted on all CoC agency websites. Participants can also access services through the Homeless Service’s Consortium website (www.danecountyhomeless.org). Coordinated Entry is the avenue for managing the prioritization lists for Rapid Rehousing and Permanent Supportive Housing. Coordinated Entry staff track requirements for CoC housing and shelter services, including participant eligibility requirements. Agencies are required to provide accurate and up to date information on populations served and other requirements. Coordinated Entry staff will make this information publicly available on the HSC website and disseminate this information to HSC members bi-annually.

Minimum Standards

1. **Prioritization:** Ensure that the most vulnerable participants are served first by using the VI-SPDAT, length of homelessness and chronic homeless status.
2. **Low Barrier:** Coordinated Entry staff partner with programs that have low barriers. Participants are served through Coordinated Entry regardless of income level, drug or alcohol use and criminal background.
3. **Housing First Orientation:** The purpose of the system is to house participants as quickly as possible
4. **Person-Centered:** Participants can accept or deny services from any agency without losing their spot on the prioritization list.
5. **Shelter Access:** The toll free number is available 24 hours/day to access shelter.
6. **Fair and Equal Access:** All participants in the CoC geographic area can access services through the toll free number and the “no wrong door” approach. Services are offered in English, Spanish and Hmong. A language line is used for other languages.
7. **Standardized Assessment:** All agencies will use the VI-SPDAT.
8. **Inclusive:** All subpopulations can access Coordinated Entry the same way, but will be directed to different access points for effective services.
9. **Referral Protocols:** Coordinated Entry will refer participants to appropriate shelter and housing services including ESG and CoC funded projects. CoC and ESG funded projects are required to fill housing vacancies using the prioritization list in HMIS. All other projects are encouraged to use the community lists. Programs accepting people from Coordinated Entry should remove people from the HMIS prioritization list.
10. **Outreach:** Street outreach efforts will include conducting the VI-SPDAT and ensuring that names are placed on the appropriate prioritization lists.
11. **Full Coverage:** Coordinated Entry will serve any participant experiencing homelessness or at risk of homelessness in Dane County.

Termination and Grievance Procedures

Minimum Standards

1. Programs should terminate assistance only in the most severe cases, utilizing the housing first philosophy. (See Housing First – Recommended Practices)
2. All agencies providing services with CoC and ESG funds shall be required to have a termination and grievance policy. Policies must allow an applicant to formally dispute an agency decision on *eligibility to receive assistance*. The policy must include the method an applicant would be made aware of the agency's grievance procedure and the formal process for review and resolution of the grievance.
3. All agencies must have policies that allow a program participant to formally dispute an agency decision to *terminate assistance*. The policy must include the method that a written notice would be provided containing clear statement of reason(s) for termination, which shall include a detailed statement of facts, the source of the information upon which it was based, and the participant's right to advance review of the agency's file and all evidence upon which the decision was based; a review of the decision in which the program participant is given the opportunity to present evidence (written or orally) before a person other than the person who made or approved the termination decision; and a prompt written notice of the final decision to the program participant. The agency has the burden to prove the basis for their decision by a preponderance of the evidence. The decision shall not be based solely on hearsay.
4. If an agency has a website, they must publicly post their termination and grievance procedures.
5. See the Emergency Shelter section for details on how these programs should handle termination and grievances.
6. If a program participant is terminated from a program in which the agency owns the unit, the program will retain the participant's property for a minimum of 30 days before discarding.
7. Nothing in this section shall prevent an agency from reinstating services pursuant to applicable law.

Record Keeping Requirements

Agencies are responsible for knowing the reporting requirements for each funder and program. Documentation for the effective delivery and tracking of service will be kept up to date and the confidentiality of program participants will be maintained.

Minimum Standards

1. Each participant file should contain, at a minimum, information required by funders, participation agreements and/or signed lease agreements, service plans, case notes, information on services provided both directly and through referral and any follow-up and evaluation data that are compiled.
2. When required by funders, client information must be entered into HMIS in accordance with the data quality, timeliness and additional requirements found in the HMIS Policies and Procedures manual. At a minimum, programs must record the date the client enters and exits the program, and update the client's information as changes occur.
3. Financial recordkeeping requirements include documentation of: all costs charged to the grant, funds being spent on allowable costs, the receipt and use of program income, compliance with expenditure limits and deadlines and match contributions.

4. The program will maintain each participant file in a secure place and shall not disclose information from the file without the written permission of the participant as appropriate except to project staff and other agencies as required by law. Participants must give informed consent to release any client identifying data to be utilized for research, teaching and public interpretation.
5. Files must be saved for a minimum of six years.

Section II: Program Requirements

Street Outreach

Street outreach workers engage with unsheltered homeless people in order to connect them with emergency shelter, housing, or other critical services. Street outreach services are provided in non-facility-based settings for unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

Eligibility Criteria

- Participants must meet category 1 – Literally Homeless as outlined by the HUD definition of homelessness.

Minimum Standards

1. Support services provided must be focused on:
 - a. Getting participants housed
 - b. Linking participants to mainstream benefits and resources
 - c. Maintaining benefits for which the participants are eligible
2. Participant engagement – outreach workers will locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.
3. Programs will address urgent physical needs, such as providing meals, blankets, clothes, or toiletries.
4. Programs will provide assistance with navigating the homeless service system, including linking the participant to coordinated entry, conducting the VI-SPDAT assessment and referring the participant to the permanent housing priority list.
5. Programs will assist with obtaining housing.

Emergency Shelter

The purpose of emergency shelter is to provide a safe, short term, nighttime residence for homeless persons, and help them find safe affordable housing outside the shelter. Emergency shelters do not require occupants to sign leases or occupancy agreements.

Eligibility Criteria

- Participants must meet the HUD definition of homelessness.

Minimum Standards

1. Shelter programs must create policies and procedures that provide a safe environment for shelter guests and staff; policies and procedures may vary depending on the shelter population being served. These policies and procedures must be explained to applicants prior to moving into the shelter. In addition, they must be posted in the shelter and on the agency's website.

2. Supportive services are available to assist persons in obtaining housing either on-site or through a day-time resource center. All shelter residents are notified of the availability of support services and how to access the services.
3. Shelter is available every day of the year. In the instances where it is necessary to temporarily close a shelter for rehabilitation or major maintenance work, as much notice as possible should be provided to guests, and efforts should be made to find a short-term replacement facility.
4. Shelter guests will be treated by staff and volunteers with respect and dignity and will receive a welcoming, safe and non-intimidating environment.
5. Each shelter will have a policy of respect for each individual's self-identified gender. Guests who request shelter services will be admitted to the shelter operated for the gender to which an individual identifies themselves. Transgender and transsexual guests will be offered the same services and resources as all other guests as long as resident safety can be maintained. While shelter staff will take reasonable steps to accommodate specific needs, it may not be possible to segregate the individual from the rest of the shelter population. Staff will not share or in any way advertise the fact that certain guests may have identified themselves as transgendered/transsexual.
6. All individuals or groups of individuals regardless of age, gender identification, sexual orientation, and marital status identifying as a family at a family shelter must be served as a family. Families at family shelters must not be separated when entering shelter. There can be no inquiry, documentation requirement or "proof" related to family status, gender identification and/ or sexual orientation. The prohibition on inquiries or documentation does not prohibit inquiries related to an individual's sex for the limited purpose of determining placement in temporary, emergency shelters that are limited to one sex because they have shared bedrooms or bathrooms, or for determining the number of bedrooms to which a household may be entitled. The age and/or gender of a child under 18 must not be used as a basis for denying any family's admission to a program that uses ESG or THP funding or services if those programs serve families with children under age 18.⁴
7. There is no charge to a shelter guest for emergency shelter.
8. Documentation (including Photo ID, birth certificate, etc.) is not a barrier to shelter. Identification may be requested when safety is a factor.
9. Guests may be asked to leave for a period of time in the event of serious infraction and only in the most severe cases such as for behavior that is deemed seriously threatening or harmful to other guests and staff. Banning a shelter guest is allowed only when all other options have been explored and a ban is necessary to protect the health and safety of staff and guests. All shelter guests will be notified of the agency's grievance policy. When it is not possible to serve a guest because of the guest's behavior, efforts will be made by shelter staff to assist the guest in finding alternatives. See Dane County Ordinance 30.04 for details on the procedure for discontinuing shelter services to a guest.

Access to Shelter

- All shelters will participate in coordinated entry. All shelters are highly encouraged to assess clients for appropriate permanent housing placement using the VI-SPDAT. If shelters cannot assess clients due to lack of shelter resources, shelters must refer clients to the coordinated entry system for assessment, and explain to clients the process of accessing housing programs.
- All shelters are required to notify clients about how to access coordinated entry.

⁴ From (24 CFR § 576.102 Prohibition against involuntary family separation) (24 CFR § 5.403 Definitions- Family) (24 CFR §570.3 Definitions - Household) (24 CFR 5.105(a) Nondiscrimination and equal opportunity)

Prioritization for Family Shelter

- Emergency Family Shelter (EFS): provides shelter for 18 people on a nightly basis, with additional overflow shelter between April - October. Priority is given to families with newborns (3 months and younger) and then to families who were denied the night before. As many families as possible are accommodated, based on space available. Other factors that are accounted for are VI-F-SPDAT score and where the family sleeps when not accepted in to EFS.
- Family Shelter: Families are prioritized for Family shelter based on VI-F-SPDAT score, family size and the number of beds available, length of time on the priority list with weekly check in, and also by eligibility/compatibility per shelter.

Shelter for Families with Children

The Salvation Army is the point of entry for shelter for homeless families. Shelter is provided on-site at The Salvation Army building on East Washington Avenue, at the YWCA on East Mifflin Street, at The Road Home, which uses rotating sites, and at local motels. If these options are full, homeless families will be offered a spot at the Emergency Shelter overflow program which is a night-time only shelter located at The Salvation Army shelter building as space allows. All families access the shelter system via coordinated entry to determine eligibility and availability.

Shelter for Single Men

Porchlight is the point of entry for nighttime shelter for homeless single men. The main facility of the Drop-In-Shelter (DIS) is located at Grace Church on West Washington Avenue. Other downtown churches serve as a year-round overflow and a seasonal over-flow space.

Shelter for Single Women

The Salvation Army is the point of entry for shelter for homeless single women. The Salvation Army operates a first come, first serve, nighttime-only shelter in the same building as the family shelter on East Washington Avenue.

Shelter for Unaccompanied Youth

Briarpatch Youth Services is the point of entry for homeless youth, and has an 8-bed shelter for youth ages 13-17.

Shelter for Persons with Immediate Safety Needs

Individuals and families with children who have an immediate need for shelter to escape domestic violence are provided housing and services through Domestic Abuse Intervention Services (DAIS). When shelter beds are not available, participants may be assisted through temporary placement in local motels or referred to other community resources. Eligible residents may be single men, single women, or adults with children who are experiencing intimate partner violence.

Medical Shelter Vouchers

Individuals and families are eligible for emergency medical shelter if they are homeless and their present medical condition compromises their ability to safely reside in a traditional shelter setting. Participants must receive a referral by their healthcare provider. Placement in a local motel is subject to availability of funds and program eligibility, including but not limited to, fragility of condition. Medical shelter is

intended for a short period of time and is not intended for people with chronic conditions. At this time, medical shelter vouchers are accessed directly through the Salvation Army.

Transitional Housing

Transitional Housing (TH) facilitates the movement of homeless individuals and families to permanent housing within 24 months of entering TH. Programs will provide safe, affordable housing that meets participants' needs.

Eligibility Criteria

- Participants must meet categories 1 - Literally Homeless, 2 - At Imminent Risk, or 4 - Fleeing Domestic Violence as outlined by the HUD definition of homelessness.
- By 2017, all TH program participants must fall into at least one of the categories below:
 - a. individuals or head of household struggling with a substance use disorder
 - b. individuals in early recovery from a substance use disorder who may desire more intensive support to achieve their recovery goals
 - c. survivors of domestic violence or other forms of severe trauma who may require and prefer the security and onsite services provided in a congregate setting to other available housing options
 - d. unaccompanied and pregnant or parenting youth (age 16-24) who are unable to live independently (i.e. unemancipated minors) or who prefer a congregate setting with access to a broad array of wraparound services to other available housing options
 - e. individuals listed on a sex offender registry
 - f. people re-entering the community after a stay in jail or prison
 - g. large families (6 or more people)

Minimum Standards

1. Maximum length of stay cannot exceed 24 months.
2. Assistance in transitioning to permanent housing must be provided. A VI-SPDAT must be completed within 30 days of program entry, and the household name referred to the appropriate housing priority list, if not done already. A participant has the right to refuse completing the VI-SPDAT assessment.
3. Intensive support services must be provided through the duration of stay in transitional housing.
4. Program participants in transitional housing must enter into a lease agreement for a term of at least one month. The lease must be automatically renewable upon expiration, except on prior notice by either party, up to a maximum term of 24 months.
5. Case management staff must have skills and experience to meet the unique needs of the population served.

Minimum Performance Benchmarks for TH Projects

- 80% or more of all participants will exit to a permanent housing situation
- 63% or more of all participants will have mainstream (non-cash) benefits at exit from program
- 54% or more of adult participants will increase income from all sources

Permanent Supportive Housing

Permanent supportive housing (PSH) is safe, affordable housing, the purpose of which is to provide housing without a designated length of stay.

Eligibility Criteria

- Participants must meet categories 1- Literally Homeless or 4 – Fleeing Domestic Violence as outlined by the HUD definition of homelessness.
- PSH can only provide assistance to individuals with disabilities and families in which at least one adult or child has a disability
- Referrals for PSH will be generated through the CoC Coordinated Entry process and the CoC-wide PSH priority lists for families and individuals.

Participant Prioritization Requirements⁵

- Participants will be prioritized for eligibility based on their chronic homeless status, length of time homeless, and VI-SPDAT or VI-F-SPDAT score.

First Priority - Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs.

A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and
- ii. The CoC or CoC Program recipient has identified the chronically homeless individual or head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs⁶.

Second Priority - Chronically Homeless Individuals and Families with the Longest History of Homelessness.

A chronically homeless individual or head of household, as defined in 24 CFR 578.3, for which both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and,

⁵ The order of priority follows the *Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status*, U.S. Department of Housing and Urban Development, July 28, 2014. <http://portal.hud.gov/hudportal/documents/huddoc?id=14-12cpdn.pdf>.

⁶ See Section I.D.3. of the HUD Notice for definition of severe service needs.

- ii. The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

Third Priority - Chronically Homeless Individuals and Families with the Most Severe Service Needs.

A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the total length of those separate occasions equals less than one year; and
- ii. The CoC or CoC program recipient has identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

Fourth Priority - All Other Chronically Homeless Individuals and Families.

A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least four separate occasions in the last 3 years, where the cumulative total length the four 8 occasions is less than 12 months; and
- ii. The CoC or CoC program recipient has not identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

Minimum Standards

1. There can be no predetermined length of stay for a PSH project.
2. Supportive services designed to meet the needs of the project participants must be made available to the project participant throughout the duration of stay in the PSH project.
3. Project participants in PSH must enter into a lease agreement that is terminable for cause for an initial term of at least one year. The lease must be automatically renewable upon expiration for a minimum term of one month, except on prior notice by either party.
4. Turnover beds in PSH projects will be prioritized for chronically homeless participants.
5. PSH project will use housing first approaches.

Access to PSH Projects

- All referrals for PSH projects will come through the coordinated entry system and the CoC-wide PSH priority lists for families and individuals.

Minimum Performance Benchmarks for PSH Projects

- 80% or more of participants remain stable in PSH for at least one year or exit to a different permanent housing situation
- 20% or more of adult participants will have income from sources other than employment

- 54% or more of adult participants will increase income for sources other than employment
- 75% or more of all participants will have mainstream benefits at exit from the project
- 20% or more of adult participants will have employment income

Rapid Re-housing

Rapid rehousing is an intervention designed to help individuals and families exit homelessness as quickly as possible, return to permanent housing, and achieve stability in that housing. Rapid re-housing assistance is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are typically tailored to the unique needs of the household.

The core components of a rapid re-housing program are housing identification and relocation, short- and/or medium term rental assistance and move-in (financial) assistance, and case management and housing stabilization services.

Program staff are expected to remain engaged with the households from first contact to program exit (no more than 24 months of rental assistance, in addition to up to 6 months of continued case management), using a progressive engagement approach and tailoring services to the needs of the household in order to assist the household to maintain permanent housing. (24 CFR 578.37 and *Core Components of Rapid Re-Housing*, National Alliance to End Homelessness) According to the National Alliance to End Homelessness, progressive engagement is “a strategy of providing a small amount of assistance to everyone entering the homelessness system. For most households, a small amount of assistance is enough to stabilize, but for those who need more, more assistance is provided. This flexible, individualized approach maximizes resources by only providing the most assistance to the households who truly need it. This approach is supported by research that household characteristics such as income, employment, substance use, etc., cannot predict what level of assistance a household will need.”

Eligibility Criteria

- Participants must meet categories 1- Literally Homeless or 4 – Fleeing Domestic Violence as outlined by the HUD definition of homelessness.
- If the household meets category 4, they must also reside in one of the places set forth in category 1 at the time eligibility is determined. Homeless Verification form must be retained in the household’s file.
- The participant’s household annual income must be at or below 30% CMI.
- The participant must be assessed using the VI-SPDAT or VI-F-SPDAT. A copy of the assessment shall be retained in the participant’s file.
- Participants must lack sufficient resources and support networks necessary to retain housing without rapid rehousing assistance (24 CFR 578.37(E)).
- Participants will be prioritized based on VI-SPDAT or VI-F-SPDAT score and length of time homeless. Youth ages 18-21 will be prioritized.

Minimum Standards

1. The maximum length of program participation is 24 months.

2. Supportive services designed to meet the needs of the project participants must be made available to the project participant throughout the duration of stay in the RRH project.
3. Project participants in RRH must enter into a written lease agreement that is terminable for cause. The lease must be automatically renewable upon expiration for a minimum term of one month, except on prior notice by either party. Programs may have additional requirements determined by program funding requirements. For example, programs may require a written lease agreement for an initial term of one year.
4. RRH programs may provide move-in costs.
5. RRH project will use Housing First approaches, following the Minimum Standards listed in the Housing First section of the Written Standards.
6. Financial assistance and case management should be based on a household's individual needs using progressive engagement. Assistance should be offered using a light touch; start with a small amount of assistance and increase it if needed.
7. RRH programs will connect households with community resources and mainstream benefits to allow for individual resources to be used for housing costs.

Access to Rapid Re-housing

- All referrals for RRH projects will come through the coordinated entry system and the HSC community RRH priority lists for families and individuals.

Minimum Performance Benchmarks for RRH Projects

- Average length of shelter stay is less than 45 days.
- Average time from program entry to housing placement is 60 days.
- Referral to RRH Priority List within 7 days of emergency shelter entry or assessment for families and individuals living on the streets or in a place not meant for human habitation.
- 80% of participants will remain in permanent housing -at the end of the operating year or exiting to permanent housing during the operating year
- 80% of adult participants will maintain or increase their total income -at the end of the operating year or program exit.

DEFINITION OF HOMELESSNESS

24 CFR §583.5 HUD Homeless Definition

- (1) An individual or family who lacks a fixed, regular and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, camping ground;
 - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangement (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low income individuals); or
 - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C.2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child

or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;

Or

(4) Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

DEFINITION OF CHRONICALLY HOMELESS

24 CFR §578.3 HUD Chronically Homeless Definition

- (1) A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
- (i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - (ii) Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;
- (2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
- (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

List of Acronyms

CE – Coordinated entry

CoC – Continuum of Care

CoC Program – Continuum of Care Program – funded by HUD

EFS – Emergency Family Shelter

ESG – Emergency Solutions Grant – funded by HUD

ETH – Emergency Solutions Grant/Transitional Housing Program/Homeless Prevention Program – a combination of funding from HUD and the State of Wisconsin

HMIS – Homeless Management Information System

HSC – Homeless Services Consortium

HUD – Department of Housing and Urban Development

PSH – Permanent supportive housing

RRH – Rapid Re-housing

SPDAT – Service Prioritization Decision Assistance Tool

TH – Transitional housing

VA – Department of Veterans Affairs

VI-SPDAT – Vulnerability Index-Service Prioritization Decision Assistance Tool

VI-F-SPDAT – Vulnerability Index-Family Service Prioritization Decision Assistance Tool

Websites for Additional Information

Dane County Homeless Services Consortium

<http://www.danecountyhomeless.org/>

National Alliance to End Homelessness

<http://www.endhomelessness.org/>

U.S. Department of Housing and Urban Development, HUD Exchange

<https://www.hudexchange.info/>

U.S. Interagency Council on Homelessness

<https://www.usich.gov/>

Summary of Actions

Impediments, Goals, and Actions	Responsible Party	Timeline
1. Actions to alleviate Supply Impediments		
1.1 Build more rental units		
1.1.1 Establish policies to maintain a 5% vacancy rate	Housing Strategy Com., Plan Commission, Council, staff	2014
1.1.2 Encourage flexible development (condo or rental)	Housing Strategy Com., Plan Commission, Council, staff	Ongoing
1.1.3 Create programs or incentives (Vancouver as model)	Housing Strategy Com., Plan Commission, Council, staff	2014
1.2 Build more large assisted rental units		
1.2.1 Offer incentives to encourage more large units	Housing Strategy Com., Plan Commission, Council, staff	Ongoing
1.3 Increase supply of single occupancy units		
1.3.1 Study this gap and identify strategies to increase supply	Housing Strategy Com., Plan Commission, Council, staff	2014
2. Actions to alleviate Affordability Impediments		
2.1 Build more affordable units		
2.1.1 Evaluate demand at various income levels and set targets and strategies for new unit creation	Housing Strategy Committee, Plan Commission, Council, Staff	2014
2.1.2 Encourage the inclusion of units affordable to low and very low income residents in development in all neighborhoods	Housing Strategy Committee, Plan Commission, Council, Staff	Ongoing
2.1.3 Provide incentives for the rehabilitation of existing affordable market rate units to mitigate/prevent their replacement by non-affordable units	Housing Strategy Committee, Plan Commission, Council, Staff	Ongoing
2.1.4 Encourage more non-traditional housing types (co-housing, co-ops, etc.)	Housing Strategy Committee, Plan Commission, Council, Staff	Ongoing
3. Actions to alleviate Financial Impediments		
3.1 More loans to minorities		
3.1.1 More credit and homebuying education	Staff, Homebuyers Roundtable	Ongoing
3.1.2 More lender education to avoid predatory lending	Staff, Homebuyers Roundtable	Ongoing
3.1.3 More post-purchase education to improve ownership experience	Staff, Homebuyers Roundtable	Ongoing
3.1.4 Encourage local lenders to Affirmatively Further Fair Housing, including outreach to underserved communities	Staff, Homebuyers Roundtable	Ongoing
3.1.5 Further target City home loan programs toward racial and ethnic households and neighborhoods	Staff	Ongoing
3.1.6 Make City loan program information easy to find and understand on the City website	Staff	2014

Impediments, Goals, and Actions	Responsible Party	Timeline
4. Actions to alleviate Spatial Impediments		
4.1 Direct assisted/subsidizing housing toward all neighborhoods		
4.1.1 Resist neighborhood opposition to affordable housing	Plan Commission, Council	Ongoing
4.1.2 Collaborate with CDA and WHEDA to prioritize certain neighborhoods for new units	Staff, CDA, Plan Commission, Council, Housing Strategy Com.	Ongoing
4.1.3 Develop a Comprehensive Housing Strategy	Housing Strategy Committee, Staff, Council	2014
4.1.4 Adjust development review fees to tie the fee to the projected unit value or rental cost	Staff, Council	2014
4.2 Reduce racial segregation		
4.2.1 Acknowledge and craft policy to reduce racial segregation in the comprehensive plan, neighborhood plans, Comprehensive Housing Strategy and the 5 year Consolidated Plan for HUD funding.	Staff, Plan Commission, Council, Housing Strategy Com.	Ongoing
4.3 Improve job access via Metro Transit		
4.3.1 Evaluate the routing system and schedule with a focus on the needs of low-income residents and neighborhoods	Staff, Committees, Council, Transit and Parking Commission	2014- 2020
4.3.2 Develop more housing along transit corridors	Plan Commission, Council, Transit and Parking Commission	Ongoing
4.4 Improve access to grocery stores		
4.4.1 Encourage development and services that offer daily grocery access in all neighborhoods	Staff, Plan Commission, Council	Ongoing
5. Actions to alleviate Administrative Impediments		
5.1 Increase use of fair housing compliant procedures		
5.1.1 Simplify materials and emphasize ease and quick resolutions	Staff	2014
5.1.2 Optimize the City website to make it easy to find fair housing info	Staff	2014
5.1.3 Coordinated training to identify and direct housing-related complaints	Staff	2014
5.1.4 Add "Housing Discrimination" to the Report a Problem system	Staff, IT	2014
5.1.5 Contract with a Qualified Fair Housing Enforcement Organization to provide investigative services	Staff	Ongoing
5.1.6 Revise fair housing ordinances to be consistent with state law	Staff, Council	2014

Impediments, Goals, and Actions	Responsible Party	Timeline
5.2 Establish implementation strategies and responsibility		
5.2.1 Establish clear implementation roles and responsibilities within DPCED	DPCED Director, Staff	2014
5.2.2 Collaboration and Coordination among DPCED, CDA, DCR	Directors and Staff of each	2014
5.2.3 Streamline and combine funding programs	Mayor, Council, Staff	2014-2016
5.3 Prevent segregation of disabled residents in group homes		
5.3.1 Consider revisions to the number of residents allowed in Community Living Arrangements	Staff, Plan Commission, Council, Commission on People with Disabilities	2014
5.4 Improve protected class representation on Boards and Commissions		
5.4.1 Actively recruit women, African Americans, Hispanics, and disabled persons to City boards and commissions	Council, staff	Ongoing

**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name: City of Madison		Organizational Unit: Department: Dept of Planning and Community & Economic Development	
Organizational DUNS: 07-614-7909		Division: Community Development Division	
Address: Street: 215 Martin Luther King Jr Blvd, Room 225 PO Box 2627		Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Ms. First Name: Susan	
City: Madison		Middle Name E.	
County: Dane		Last Name Morrison	
State: WI	Zip Code 53701-2627	Suffix:	
Country: USA		Email: smorrison@cityofmadison.com	

6. EMPLOYER IDENTIFICATION NUMBER (EIN): 39-6005507		Phone Number (give area code) (608) 266-1053	Fax Number (give area code) (608) 261-9661
---	--	---	---

8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) C. Municipal Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 14-218 TITLE (Name of Program): Community Development Block Grant Entitlement Program		9. NAME OF FEDERAL AGENCY: U. S. Department of Housing and Urban Development (HUD)	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): City of Madison		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Consolidated CDBG, HOME and HESG Annual Action Plan	

13. PROPOSED PROJECT Start Date: 01/01/2016 Ending Date: 12/31/2016		14. CONGRESSIONAL DISTRICTS OF: a. Applicant 2nd b. Project 2nd	
---	--	---	--

15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 1,697,405 ⁰⁰	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$ ⁰⁰	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$ 497,114 ⁰⁰	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ 2,861,165 ⁰⁰	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other	\$ 18,605 ⁰⁰	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$ 1,983,697 ⁰⁰		
g. TOTAL	\$ 7,057,986 ⁰⁰		

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative			
Prefix Mr.	First Name Paul	Middle Name R.	Suffix
Last Name Soglin		c. Telephone Number (give area code) (608) 266-4611	
b. Title Mayor		e. Date Signed	
d. Signature of Authorized Representative			

**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name: City of Madison		Organizational Unit: Department: Dept of Planning and Community & Economic Development	
Organizational DUNS: 07-614-7909		Division: Community Development Division	
Address: Street: 215 Martin Luther King Jr Blvd, Room 225 PO Box 2627		Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Ms. First Name: Susan	
City: Madison		Middle Name E.	
County: Dane		Last Name Morrison	
State: WI	Zip Code 53701-2627	Suffix:	
Country: USA		Email: smorrison@cityofmadison.com	

6. EMPLOYER IDENTIFICATION NUMBER (EIN): 39-6005507		Phone Number (give area code) (608) 266-1053	Fax Number (give area code) (608) 261-9661
---	--	---	---

8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) C. Municipal Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): HOME Investment Partnerships Program		9. NAME OF FEDERAL AGENCY: U. S. Department of Housing and Urban Development (HUD)	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): City of Madison		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Consolidated CDBG, HOME and HESG Annual Action Plan	

13. PROPOSED PROJECT Start Date: 01/01/2016 Ending Date: 12/31/2016		14. CONGRESSIONAL DISTRICTS OF: a. Applicant 2nd b. Project 2nd	
---	--	---	--

15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 1,049,137 ⁰⁰	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$ ⁰⁰	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$ 454,180 ⁰⁰	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ 4,055,566 ⁰⁰	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other	\$ ⁰⁰	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$ 511,732 ⁰⁰		
g. TOTAL	\$ 6,070,615 ⁰⁰		

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative			
Prefix Mr.	First Name Paul	Middle Name R.	Suffix
Last Name Soglin		c. Telephone Number (give area code) (608) 266-4611	
b. Title Mayor		e. Date Signed	
d. Signature of Authorized Representative			

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approved No. 3076-0006

Version 7/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED	Applicant Identifier
<input type="checkbox"/> Construction	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
	<input type="checkbox"/> Non-Construction		

5. APPLICANT INFORMATION

Legal Name: City of Madison		Organizational Unit: Department: Dept of Planning and Community & Economic Development	
Organizational DUNS: 07-614-7909		Division: Community Development Division	
Address: Street: 215 Martin Luther King Jr Blvd, Room 225 PO Box 2627		Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Ms. First Name: Susan	
City: Madison		Middle Name: E.	
County: Dane		Last Name: Morrison	
State: WI	Zip Code: 53701-2627	Suffix:	
Country: USA		Email: jsmorrison@cityofmadison.com	

6. EMPLOYER IDENTIFICATION NUMBER (EIN): 39-6005507		Phone Number (give area code) (608) 266-1053	Fax Number (give area code) (608) 261-9661
---	--	---	---

8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) C. Municipal Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): Emergency Solutions Grant Program 14-231		9. NAME OF FEDERAL AGENCY: U. S. Department of Housing and Urban Development (HUD)	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): City of Madison		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Consolidated CDBG, HOME and HESG Annual Action Plan	

13. PROPOSED PROJECT Start Date: 01/01/2016 Ending Date: 12/31/2016		14. CONGRESSIONAL DISTRICTS OF: a. Applicant 2nd b. Project 2nd	
---	--	---	--

15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 149,702.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$.00	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$ 497,114.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ 911,130.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other	\$.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$.00		
g. TOTAL	\$ 1,557,946.00		

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative			
Prefix: Mr.	First Name: Paul	Middle Name: R.	Suffix:
Last Name: Soglin	b. Title: Mayor		c. Telephone Number (give area code): (608) 266-4611
d. Signature of Authorized Representative		e. Date Signed	

This certification is applicable.
 This certification does not apply.

NON-STATE GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing. The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan. It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Anti-Lobbying. To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and,
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction. The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan. The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3. It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature of Authorized Official:


Paul R. Soglin, Mayor of Madison

3/23/16
Date

- | |
|--|
| <input checked="" type="checkbox"/> This certification is applicable.
<input type="checkbox"/> This certification does not apply. |
|--|

SPECIFIC CDBG CERTIFICATIONS

The Entitlement Community certifies that:

Citizen Participation. It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan. Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570.)

Following a Plan. It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds. It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2015, _____ (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force. It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance With Anti-Discrimination Laws. The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint. Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws. It will comply with applicable laws.

Signature of Authorized Official:



Paul R. Soglin, Mayor of Madison

3/23/16

Date

- This certification is applicable.
 This certification does not apply.

OPTIONAL CERTIFICATION CDBG

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature of Authorized Official:

Paul R. Soglin, Mayor of Madison

Date

- This certification is applicable.
 This certification does not apply.

SPECIFIC HOME CERTIFICATIONS

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance. If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs. It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance. Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

Signature of Authorized Official:



Paul R. Soglin, Mayor of Madison

3/23/16

Date

This certification is applicable.
 This certification does not apply.

ESG CERTIFICATIONS

The Emergency Solutions Grants Program Recipient certifies that:

Major Rehabilitation/Conversion. If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs. In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation. Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services. The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Matching Funds. The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality. The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Involvement of Homeless Persons. To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan. All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction's consolidated plan.

Discharge Policy. The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Signature of Authorized Official:


Paul R. Soglin, Mayor of Madison

3/23/16
Date

- This certification is applicable.
 This certification does not apply.

HOPWA CERTIFICATIONS

The HOPWA grantee certifies that:

Activities. Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building. Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility; or,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature of Authorized Official:

Paul R. Soglin, Mayor of Madison

Date

- | |
|--|
| <input checked="" type="checkbox"/> This certification is applicable.
<input type="checkbox"/> This certification does not apply. |
|--|

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.