

**PROPOSAL REVIEW: Individual Staff Review for 2011-2012
For Community Resources Proposals to be Submitted to the
CDBG Committee**

1. **Program Name:** Housing Counseling
2. **Agency Name:** Community Action Coalition for South Central Wisconsin, Inc. (CAC)
3. **Requested Amounts:** 2011: \$59,162
 2012: \$59,162 **Prior Year Level: \$24,077**
4. **Project Type:** New Continuing
5. **Framework Plan Objective Most Directly Addressed by Proposed by Activity:**

<input type="checkbox"/> A. Housing – Owner – occupied housing	<input type="checkbox"/> J. Improvement of services to homeless and special populations
<input type="checkbox"/> B. Housing – Housing for homebuyers	<input checked="" type="checkbox"/> X. Access to Resources
<input type="checkbox"/> D. Housing – Rental housing	<input type="checkbox"/> K. Physical improvement of community service facilities
<input type="checkbox"/> E. Business development and job creation	
<input type="checkbox"/> F. Economic development of small businesses	
<input type="checkbox"/> L. Revitalization of strategic areas	
6. **Anticipated Accomplishments (Proposed Service Goals)**
452 households will receive housing and budget counseling along with financial assistance;
75% of the households sampled will retain housing at 6 month mark.
7. **To what extent does the proposal meet the Objectives of the Community Development Program Goals and Priorities for 2011-2012?**
Staff Comments: Outcome objective X. Expansion of individual choice and access to housing resources and employment and training opportunities. Housing Counseling program provides information and, in some cases, financial assistance to homeless or those who are at risk of homelessness as a result of a pending eviction, to maintain their housing or move from homelessness into a housing unit meeting the CD objective.
8. **To what extent is the proposed program design and work plan sufficiently detailed to demonstrate the ability to result in a positive impact on the need or problem identified?**
Staff Comments: CAC has significantly more requests for financial assistance than they are able to meet. Changes to the intake process were made in order to provide same day support to eligible persons who contact CAC. Persons in need are able to talk with one of CAC's case managers or finance specialists who provide initial information and referral on the same day that a person calls. Since not all who apply and are found eligible for financial assistance receive it, the client is able to begin working with trained staff immediately to try to remedy their housing crisis.
9. **To what extent does the proposal include objectives that are realistic and measurable and are likely to be achieved within the proposed timeline?**
Staff Comments: CAC and CDBG staff have worked over the years to find a comprehensive way to report on housing stability without undue burden on staff. CAC randomly selects 50% of the individuals served on a quarterly basis. Landlords are contacted to determine if the household is still in housing, left under positive circumstances, left under negative circumstances, or could not be found. CAC consistently met or exceeded their goals.
10. **To what extent do the agency, staff and/or Board experience, qualifications, past performance and capacity indicate probable success of the proposal?**
Staff Comments: CAC's Board structure is mandated by federal CSBG funding to include representatives who are low-income. CAC has strong and stable leadership and hires qualified staff for positions.
11. **To what extent is the agency's proposed budget reasonable and realistic, able to leverage additional resources, and demonstrate sound fiscal planning and management?**
Staff Comments: CAC's budget is reasonable; they have a good track record of using as much of their funding dollars on direct services and payments to individuals rather than administration. CAC is requesting a large increase in CDBG Office funds which would cover some costs currently funded with CSBG (Community Services Block Grant). CSBG funds would be moved to other program categories if additional CDBG Office funds are awarded.
12. **To what extent does the agency's proposal demonstrate efforts and success at securing a diverse array of support, including volunteers, in-kind support and securing partnerships with agencies and community groups?**
Staff Comments: CAC has consistently served a diverse population; staff reflect this diversity as well.

13. To what extent does the applicant propose services that are accessible and appropriate to the needs of low income individuals, culturally diverse populations and/or populations with specific language barriers and/or physical or mental disabilities?

Staff Comments: CAC's building is handicapped accessible, however, a majority of CAC's work is done in neighborhood-based offices and on the telephone. CAC employs staff that speak Hmong and Spanish.

14. To what extent does the proposal meet the technical and regulatory requirements and unit cost limits as applicable? To what extent is there clear and precise proposal information to determine eligibility?

Staff Comments: CAC has a history of compliance with rules and regulations set by funding sources and requests reasonable costs to support their programs. A well-tested application is used for all persons applying for services or financial assistance to determine eligibility.

15. To what extent is the site identified for the proposed project appropriate in terms of minimizing negative environmental issues, relocation and neighborhood or public concerns?

Staff Comments: CAC's main location serving Dane County is located at 1717 N. Stoughton Road. Staff are also located throughout the county in neighborhood based centers.

16. Other comments:

Questions: Request additional information regarding the reason for jump in fund request and the source of any funds that are no longer available to CAC that impacts this request.

17. Staff Recommendation

- Not recommended for consideration
- Recommend for consideration
- Recommend with Qualifications
Suggested Qualifications: