2011 Program Year CAPER

The CPMP 2011 Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

GENERAL

GRANTEE: City of Fond du Lac
CON PLAN PERIOD: 2009 to 2011

Executive Summary (92.220(b))

The Executive Summary is required. Provide a brief overview that includes major initiatives and highlights how activities undertaken during this program year addressed strategic plan objectives and areas of high priority identified in the consolidated plan.

PY 2011 Action Plan Executive Summary:
Program year 2011 was the third and final year of a three-year Consolidated Plan. The Consolidated Plan was heavily influenced by a major Special Economic Development Project (SEDP) which had caused a shift from a traditional balanced CDBG program of funds for housing activities, public facilities, and economic development. Specifically, funds were eliminated for public facilities, decreased for housing and sharply increased for economic development. The Special Economic Development Project was funded using other resources. As a result, the City reallocated CDBG funding towards public facilities improvement. The project description and funding for the PY2011, as proposed in the Annual Action Plan, is outlined below:

a. Owner Occupied Housing Rehabilitation Loans, 1-4 unit structures	$350,000
b. Renter Occupied Housing Rehabilitation Loans, 1-4 unit structures	25,000
c. Homestead Opportunity Program	25,000
d. Blight Elimination	50,000
e. Rehabilitation Grant Program	55,000
f. Boys & Girls Club	20,000
g. Planning	20,000
h. Undesignated	75,000
i. Administration	130,000
Total	$750,000

Estimated 2011 Entitlement: $600,000
Estimated 2011 Revolving: $150,000
$750,000

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In June 2011, the City received notification from U.S. Department of Housing and Urban Development that the City's annual allocation for PY2011 was $531,468 with $150,000 in program income. The revised project description and funding based upon actual allocations for PY2011 is outlined below:

a. Owner Occupied Housing Rehabilitation Loans, 1-4 unit structures	$318,200
b. Renter Occupied Housing Rehabilitation Loans, 1-4 unit structures	22,700
c. Homestead Opportunity Program	22,700
d. Blight Elimination	50,000
e. Rehabilitation Grant Program	50,000
f. Boys & Girls Club	25,000
g. Planning	20,000
h. Undesignated	59,668
i. Administration	118,200
Total	$681,468

A summary of the City of Fond du Lac's major initiatives to accomplish the above-mentioned projects include:

a. Owner Occupied Housing Rehabilitation Loans – A total of 10 owner-occupied units are being rehabilitated (11 loans were approved – one property owner was approved for a second smaller loan to complete a housing code work item). Of the 10 projects, 6 have been completed and 2 more are completed but pending final disbursement. Approximately $104,550 has been expended to date. Nine (9) additional units were rehabilitated under another program and $93,029 has been expended to date.

b. Renter Occupied Housing Rehabilitation Loans – Two (2) units were rehabilitated using PY2009 funds and approximately $9,316 was expended. Four (4) additional units were rehabilitated under another program and $38,196 was expended.

c. Homestead Opportunity Program (HOP) – Three (3) lots were purchased during PY2011 as part of the Homestead Opportunity Program.

- A property located at 357 4th Street was acquired and $14,343 in PY2011 funding was expended.
- A property located at 16 S. Hickory Street was acquired and the deteriorated structure razed using $32,252 of PY2010 and PY2011 funding.
- A property located at 141 Hamilton Place was donated to the Redevelopment Authority and $20,000 in PY2010 and PY2011 funding has been allocated for this project. Approximately $10,156 has been expended on demolition and associated costs with the balance to be expended in early summer of 2012 to complete site preparation.
- The properties on 4th Street (2012 build season) and Hickory Street (2013 build season) were donated to Habitat for Humanity for construction of single-family homes. The property on Hamilton Place will be donated to Habitat for Humanity when site preparation work is completed in anticipation of construction for 2012. .

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d. Blight Elimination – This project involves the potential acquisition and demolition of old vacant or abandoned properties within the central areas of the City. A specific activity is in the pipeline, however, environmental concerns and negotiations with a property owner are in progress.

e. Rehabilitation Grant Program – Approximately $11,000 in PY2011 funds were expended for the installation of a new roof at New Beginnings Pregnancy Care Center which provides shelter and assistance to pregnant teens that would otherwise be homeless. The Redevelopment Authority allocated $20,000 in funding for a Façade Design Assistance Grant for the Downtown Fond du Lac Partnership for historic properties located in the downtown. No applications for façade design assistance were received by the end of PY2011. As part of the City's Workout Plan, this funding will be reallocated in April 2012 to ensure timely expenditure of funds.

f. Boys & Girls Club – The Boys & Girls Club completed their PY2010 Subrecipient Agreement at the end of October 2011. The PY2011 agreement for $25,000 in funding started in November 2011. The Boys & Girls Club tracks services based on average daily attendance. The average daily attendance is 210 children and teens from low-moderate income families which exceeded their goal of an average daily attendance of 175 children and teens. For the Money Matters program, the Boys & Girls Club set a total goal of 40 teens enrolled in the program. After the first six-week sessions, 9 teens had enrolled in the program.

g. Planning – Funding was used to increase the capacity of the Downtown Fond du Lac Partnership to carry out the planning of the downtown revitalization for the Downtown Fond du Lac Vision Plan. The project was allocated $20,000 in PY2011 funding with $7,925 expended at the end of the PY2011. The Subrecipient Agreement ends in June 2012.

h. Undesignated – Funding from Undesignated was used to provide assistance for the following activities:

- Solutions Center Motel Vouchers - $2,500 was reallocated from Undesignated to provide funding assistance for motel vouchers when the homeless shelter is at capacity or if the shelter is not the appropriate place for a family. Approximately $788 has been expended which provided for 17 nights and 17 individuals.
- Solutions Center Extended Hours Warming Shelter - $10,000 was reallocated to provide funding assistance to extend the hours of the warming shelter. The funding provides assistance for utilities and case management for the extended hours. Solutions Center requested $5000 as of the end of PY2011. On average, individuals received improved access to case management and supportive services through the extended hours.

i. Salvation Army – During PY2011, the RDA allocated $16,000 from PY2010 Undesignated to provide funding support for a Permanent Supportive Housing

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Program. The Salvation Army set a goal of assisting 10 individuals through this program. To date, five (5) individuals have enrolled in the program and $4,278 had been expended at the end of PY2011.

j. Public Facilities – As part of PY2010, the City had allocated approximately $175,000 for Public Facilities activities. There were no projects/activities proposed. In PY2011, the RDA reallocated $75,000 of funds for a Brownfields project.

K. Brownfields – The project involves the clean-up and remediation of a vacant gas station at 129 Forest Avenue. Approximately $11,273 has been expended for completion of Phase I and Phase II Environmental Site Assessments. Notices required as part of the Environmental Review Process were published and a Request Release of Funding (RROF) was submitted to HUD in April 2012 to allow for the expenditure of the remaining funds for demolition, tank removal and required remediation. The demolition, tank removal and remediation will be completed in PY2012.

Summary of Resources and Distribution of Funds

1) Provide a description of the geographic distribution and location of investment (including areas of low-income and minority concentration).

   You are encouraged to include maps in this description. Specifying census tracts where expenditures were concentrated and the percentage of funds expended in NRSAs or local target areas may satisfy this requirement

   PY 2011 CAPER #1 response:
   The City conducted an analysis of the 2000 Census to identify areas, on a block group basis, which have a concentration of 51% or more low and moderate income persons. That study indicates the following block groups as meeting the criteria:

402-4	405-1	405-4	407-3
403-4	405-2	407-1	410-3

   Please see the Attachments section for maps which identify the specific block groups graphically.

   We also have identified the location of racial and ethnic minority group concentrations by census tract. In order to make the analysis more useful, we have excluded tract 420 from the city totals due to its large institutional population which would otherwise distort the analysis.

   African-American (AA): the AA population is concentrated in these census tracts: 411 (1.2%), 405 (1.3%), and 403 (1.6%). While these are concentrations, they still represent small numbers of AA and percentage-wise only a relatively slight increase over the City wide rate of 0.8%.

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Hispanic (HSP): The City wide distribution of Hispanics is 2.9%. Slight concentrations of this group are found in census tracts 405 (5.0%) and 403 (6.5%).

American Indian /Alaska Native (AIAN): The City wide distribution of AIANs is 0.4%. Slight concentrations of this group are found in census tracts 402 (0.6%) and 405 (0.6%).

Asian/Native Hawaiian and Pacific Islander (ANHPI): The City wide distribution of ANHPIs is 1.5%. Slight concentrations of this group are found in census tracts 403 (2.6%), 405 (3.0%), and 402 (3.7%).

Some Other Race (SOR): The City wide distribution of SOR is 1.3%. Slight concentrations are found in census tracts 405 (2.4%) and 403 (3.6%).

Overall concentrations of minorities are most pronounced in census tracts 403 and 405 with 4 of the 5 groups having concentrations in 403 and all 5 in 405.

The City intended to use the large majority of its funds within the census block groups that have high concentrations of LMI persons. This is the area of greatest need for housing rehabilitation, replacement of deteriorated public infrastructure, concentration of housing affected by lead paint, location of historic properties, location of concentration of minority groups, and other community development priorities.

Although the target area is the area of greatest need, there is significant need in areas outside the target area. According to the attached map, four owner-occupied homes were rehabilitated within the target area, and 14 homes were rehabilitated elsewhere in the City. The City lends money from the owner-occupied rehabilitation program according to the availability of qualified applicants. Please see the attached map for a geographic distribution of projects.

General CAPER Narratives:

2) Assessment of Three to Five Year Goals and Objectives

a) Describe the accomplishments in attaining the goals and objectives for the reporting period.

The goals and objectives for the projects undertaken by the City in PY2011 fall within providing decent housing and improving access to suitable living environment.

Decent Housing
1)The City's progress on PY 2011 CDBG activities has resulted in increases in decent housing through the owner-occupied rehabilitation program with six (6) owner-occupied rehabs have been completed with two (2) more completed but pending final disbursement of funds. Two (2) owner-occupied units are still under rehab. Two (2) renter occupied units were completed.
2) The City's partnership with Habitat for Humanity resulted in two homes for low-to moderate income families that were constructed on lots donated in PY2010.

Suitable Living Environment
1) The Boys & Girls Club is on track to reach their goals for participation in the After-School Program; Summer Program and Money Matters Program. For PY2010, they exceeded their goals. For PY2011, they exceeded their goals for the After-School Program from 175 to 210 average daily attendance. The Summer Program has not started yet and the Money Matters Program has completed its first session.
2) The City had a goal of improving accessibility and availability to suitable living environment through support of the Women's Shelter. In PY2011, extending the hours of the warming shelter and motel vouchers were identified as a need. Due to the unanticipated mild winter, the demand for the warming shelter and motel vouchers were not as high as expected. The Women's Shelter remained at capacity through the season.
3) Salvation Army initiated a Permanent Supportive Housing Program to increase availability and accessibility to a suitable living environment. The Program has enrolled 5 out of 10 individuals.

Through these programs, the City is on track to attain the goals and objectives outlined in the 2009-2011 Consolidated Plan.

Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.

***If not using the CPMP Tool:** Use Table 2A, 2B, 3B, 1C, 2C, 3A*
If using the CPMP Tool: Use Needs Tables, Annual Housing Completion Goals, Summary of Specific Annual Objectives.* ***(Use of these tables is sufficient, additional narrative is not required.)***

Please see attached CPMP worksheets – Needs Tables, Annual Housing Completion Goals and Summary of Specific Objectives.

b) If applicable, explain why progress was not made towards meeting the goals and objectives.

PY 2011 CAPER General Questions #2c response:
Progress was not made toward meeting certain goals and objectives.

The lagging economy and housing market continues to be a factor in the slower activity for certain projects and increased activity for other projects, such as public service-related programs.

1) For the renter occupied rehabilitation program using CDBG funds, a shortage of applicants led to a lack of projects.
2) For the owner occupied rehabilitation program using CDBG funds, a shortage of applicants also led to a lack of projects. Staff has increased outreach to help improve awareness of the program.
3) For blight elimination/public facilities, there was a lack of projects; lack of project alternatives and project delays that limited progress towards the objective of improving the sustainability of a suitable living environment.

Through the PY2011-PY2012 Workout Plan as well as increased outreach efforts, staff hopes to address these issues and improve progress towards goals and objectives for PY2012.

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3) Affirmatively Furthering Fair Housing

a) Provide a summary of impediments to fair housing choice.

PY 2011 CAPER General Questions # 3a response:
The "City of Fond du Lac Analysis of Impediments (AI) to Exercise of Fair Housing Choice" was originally conducted in 2004 and was updated in 2010. The City adopted the updated AI in December 2010.

The 2010 AI did not indicate that any policies, procedures and practices within the jurisdiction were impediments to fair housing. Zoning; building codes; municipal and other services and programs; transportation linkages; Public Housing Authority procedures and local real estate and lending practices are consistent with fair housing laws. Staff interviewed lenders, real estate professionals, appraisers and insurance agents. The interviews indicated that industry training has worked to eliminate discriminatory actions that would serve as impediments to fair housing choice. Continued training will be important to ensure that discriminatory actions do not occur.

No changes were made to the City's Zoning and Building Codes that would result in an impediment to fair housing.

- Zoning ordinances – The City closely examined its Zoning Ordinance with particular emphasis on its definition of "family" and how it may impact certain types of housing development including Community Based Residential Facilities (CBRF) and other assisted care homes. After a review of the zoning ordinance by HUD- Milwaukee's FHEO division, it was found to be nondiscriminatory and in accord with State law.
- The City's Building Code is in accord with various State building codes including those related to barrier free design and multi-family structures, which are enforced through state and local plan review and the permitting process. As such, the protections granted to person with disabilities are being reinforced through the requirements of state and local law.

Since the adoption of the AI, two (2) issues have emerged that may impact fair housing choice.

In summer 2011, the City of Fond du Lac adopted an ordinance that would enable the City to place unpaid water bills onto the property taxes. This means that landlords that have tenants that are directly billed for their water service and if these tenants are delinquent on their payment, landlords will have those delinquencies placed on their property taxes.

a. The policy will be implemented for the first time as part of the 2011 tax collection. Staff will be monitoring the impact of this policy as part of PY2012. It is unclear at this time what if any impact this may have on fair housing practices.
b. In October 2011, staff received a call from an individual that had questions regarding possible discrimination as it relates to familial status. The caller indicated that a few tenants that have younger children received letters outlining different rules. Staff explained the complaint process and the required information in order to pursue action under the City's ordinance. The caller chose not file a complaint. However, this incident reinforces the need to continue and

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improve outreach and education so that landlords/rental property owners understand Fair Housing laws and regulations, included all protected classes.

b) Identify actions taken to overcome effects of impediments identified in the jurisdiction's Analysis of Impediments.

PY 2011 CAPER General Questions # 3b response:
The City attempts to overcome effects of impediments in several ways:
1) The City continued to follow the Comprehensive Plan which provides for a variety of residential land use designations designed to promote housing choice and includes a variety of affordable housing projects/programs sponsored or endorsed by the City.
2) The City's Equal Opportunities Ordinances – Chapter 9.3 of the Municipal Code - prohibits discrimination in housing and public accommodations, and also provides for an Equal Opportunities Commission (EOC). The Equal Opportunities Commission previously met on an as-needed basis. In PY2011, with new membership, there was a desire to become more involved in education and outreach. The EOC's efforts included:

a. The City of Fond du Lac updated their website. As part of the update, staff created a separate page for Fair Housing/Equal Opportunity. Prior to the update, information related to the Equal Opportunities Commission was included as part of a list of documents that included planning, floodplain, housing rehab and other reports.
b. A training session was held by the Metropolitan Milwaukee Fair Housing Council for the Equal Opportunities Commission. The Equal Opportunities Commission is in the early stages of planning the outreach and education efforts for PY2012.
c. The EOC reviewed the Fair Housing Poster and Essay submittals for the 2012 Fair Housing competition. Winners will be forwarded to the State.
d. Staff contacted Metropolitan Milwaukee Fair Housing Council to initiate discussions regarding opportunities to assist with enforcement and outreach activities. Further discussion and decisions will be made in PY2012.

3) After consultation with HUD-FHEO, the City consolidated the efforts of the Community Housing Resource Board (CHRB) with the Equal Opportunities Commission. The consolidation was due to declining membership in CHRB and eliminating the duplication of efforts.
4) The City continued its focus on the Housing Rehabilitation Program, for both owner-occupied and renter-occupied units, to assure that no impediments to fair housing choice exist in the City as it relates to the availability of safe and affordable housing. This program helps to maintain and improve the availability of the City's affordable housing stock.
5) The City continued funding support for the Fond du Lac Area Transit which provides direct links from the central city and other target areas to industrial areas to expand housing choices and remove barriers and create ease of access.
6) The City incorporated fair housing requirements in CDBG subreceipient agreements when non-profits undertake housing activities.
7) The City published a quarterly Fair Housing Notice in the Action Advertiser, a local free paper, stating that the City is a Fair Housing community and

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contact information for individuals who believe they have been discriminated against in housing.
8) Staff met with the Community Development Educator at UW-Extension to brainstorm ideas to improve and increase education and outreach for all of Community Development and CDBG programs, including fair housing.
9) On March 28, 2012, the City Council declared April 2012 Fair Housing Month.

4) Address Obstacles to Meeting Underserved Needs

Identify actions taken to address obstacles to meeting underserved needs.

PY 2011 CAPER General Questions # 4 response:

1) The City hired a Redevelopment Planner to oversee the administration of the Community Development Block Grant (CDBG) Program after a reorganization of the Community Development Department. Upon the departure of the previous staff person, the City utilized a consultant to assist with program administration. A permanent staff person was brought on board in April 2011. The new staff person attended the Grantee Conference in July, the Entitlement Conference in August and Basically CDBG training in November. A permanent full time staff person to administer the program and that has an understanding of the CDBG Program helped to improve the efficiency of the program over PY2010.
2) The lack of housing rehabilitation applications continues to be an obstacle to meeting underserved needs. In PY2011, the City undertook the following actions:
    a. Ran an advertisement in the Action Advertiser for the Housing Rehabilitation Loan Program
    b. Restarted a direct mailing effort to new homeowners as identified by the Assessor's office through new home sales.
    c. Met with the Community Development Educator to brainstorm ways to improve and increase outreach for all programs.
    d. Staff developed a series of action steps to implement in PY2012 to increase education and outreach.
3) Due to the challenging economic conditions and housing market decline, revolving funds continue to be below pre-recession repayment levels. However, the housing rehabilitation has received approximately $146,000 in loan pay-offs and repayments. This was $4000 less than the projected program income identified in the 2011 Annual Action Plan.
    a. It was determined that some owner-occupied housing loans had become rentals when a loan applicant was transferred to assisted care; passed away or relocated. These were identified during the insurance verification process. Staff required higher loan repayments on income generating properties than non-income generating properties which is consistent with the Housing Rehabilitation Program Guidelines for owner-occupied versus renter-occupied properties.
4) The lack of funds to meet all underserved needs continues to be an obstacle. This obstacle is compounded by budget cuts, staff cuts and reductions in grant programs at the federal, state and local level. Working with community partners, staff looked at innovative ways to meet needs and effectively use available funds.
    a. The City provided CDBG funding assistance for the Salvation Army's Permanent Supportive Housing Program. With the anticipated

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reduction in PY2012 CDBG funding, staff met with Salvation Army staff to identify alternative means of providing assistance. One option was to donate a property to the Salvation Army to utilize for housing for the program. The City may acquire properties from Fond du Lac County after tax foreclosures; through foreclosures on Housing Rehabilitation Loan properties or other means at a lower cost than the CDBG assistance to support case management services. Funds Salvation Army would utilize towards rent assistance can be more effectively used in other aspects of the program, including case management. A property donation will likely occur in PY2012.

b. The Fond du Lac County Health Department as part of their annual assessment identified lack of access to dental care for low-and-moderate income persons as a priority need within the community. Through public and private partnerships any commitment of CDBG funds would be maximized by other funds, in-kind contributions, etc. The City was able to utilize unspent funds allocated for a project in PY2008 and reallocate them for dental care assistance. This enabled the City to assist in addressing a previously unmet need.

5) Foster and Maintain Affordable Housing

Identify actions taken to foster and maintain affordable housing.

PY 2011 CAPER General Questions # 5 response:

1) The City continued to focus a significant proportion of the annual allocation/program income on owner and renter-occupied housing rehabilitation. These loans are provided to low-and-moderate income homeowners and landlords for properties that are typically located within the older areas of the City. These homes represent a large portion of the City's affordable housing.
2) The City continued to collaborate with community partners, ADVOCAP & Habitat for Humanity, to provide affordable homebuyer opportunities within the community. The City purchased vacant, deteriorated or damaged properties and donated them to Habitat for Humanity for construction of single family homes to be sold to income eligible households. In PY2011, the City had an opportunity to acquire three (3) lots – two (2) through acquisition and one (1) through donation. These lots will be part of Habitat's 2012 and 2013 build seasons.
3) The City, through a partnership with ADVOCAP, completed reconditioning of a foreclosed property early in PY2011 using Neighborhood Stabilization Program (NSP) funds and listed the home fore sale in July 2011. Staff closed on the property with an eligible homebuyer on April 2, 2012.
4) The City partnered with Salvation Army for their Permanent Supportive Housing Program. CDBG funds were used to provide assistance with case management so that other organizational funds could be utilized for housing assistance. This program helped 5 individuals obtain rental units and receive case management services as of the end of PY2011.
5) The City continued to work with the Fond du Lac Housing Authority on the CDBG-EAP grant for the renovation of Calumet Apartments. The Fond du Lac Housing Authority is the primary resource for affordable housing and the grant enabled the City and Housing Authority to update several units, address damage from the 2008 floods and provide six (6) accessible units.

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6) The City continues to support local developers that pursue low-income tax credit projects. In PY 2011, a local developer started work on a project that would result in 35 affordable townhomes. Construction will not be completed until PY2012.

6) Leveraging Resources

a) Identify progress in obtaining "other" public and private resources to address needs.

PY 2011 CAPER General Questions # 6a response:

1) The City received a CDBG-EAP ($3,450,000) from the State for renovation of the Fond du Lac Housing Authority's Calumet apartments. The project will be completed in June 2012.
2) Other resources include the City's participation on the NSP ($115,000) project with ADVOCAP for the reconditioning and sale of a foreclosed home. Program income from the sale of the home on April 2, 2012 will be used to undertake another BSP eligible activity.
3) The City allocates funds to the Community Development Department through the City's budget. The Community Development Department's net budget in support of relevant programs in 2011 was $469,750.
4) The City received HOME funds ($112,000) as a subrecipient to ADVOCAP for housing rehabilitation loans.
5) The City applied for DNR brownfield grants to assist with the clean-up and redevelopment for a manufacturing site that is also being assisted with CDBG funds.

b) Describe how Federal resources from HUD leveraged other public and private resources.

PY 2011 CAPER General Questions # 6b response:

1) The City's use of CDBG funds for acquisition and demolition of vacant and deteriorated property leveraged the private resources of Habitat for Humanity. Through their grants, fundraising and in-kind contributions, Habitat constructed two (2) single family homes in 2011.
2) The City's use of CDBG funds to assist Salvation Army's Permanent Supportive Housing (through case management) leveraged their resources towards rent assistance and other components of the program. Salvation Army receives grant funds from various foundations and other entities (e.g. United Way) as well as through their resale/thrift store.
3) The City's use of CDBG funds to assist Solution Center with motel vouchers and extending hours of the warming shelter leveraged the funds they were currently receiving (ESG, United Way, etc) for their services as well as volunteer efforts to staff the warming shelter during the extended hours.

c) Describe how matching requirements were satisfied.

PY 2011 CAPER General Questions # 6c response:

The City of Fond du Lac receives only CDBG funds as an Entitlement Community. Matching requirements do not apply.

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7) **Citizen Participation**

a) Provide a summary of citizen comments.
*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

PY 2011 CAPER Citizen Participation # 7a response:
The City held three (3) public hearings in PY2011. Public hearings were held in August, October, and January. As part of the August public hearing, the Redevelopment Authority approved reallocation of funds from PY2010 Public Facilities and Undesignated and PY2011 Undesignated to other activities. The October public hearing was a review on progress on past projects and needs identification and assessment for the 2012-2016 Consolidated Plan and 2012 Annual Action Plan. At the January public hearing, staff presented the 2012-2016 Consolidated Plan and 2012 Annual Action Plan for adoption by the Redevelopment Authority.

Dan Hebel, Director of Finance and Development, from the Boys & Girls Club of Fond du Lac attended the August public hearing to thank the Redevelopment Authority for support of their programs.

At the October public hearing, Lindee Kimball, Executive Director of Solutions Center, identified needs for funding assistance for the homeless shelter with utility costs and a long-term goal of operating their own transitional housing. A member of the Redevelopment Authority questioned the need for a weatherization program targeting rental units.

At the January public hearing, a representative of ARC Housing attended the meeting to gather information. Aaron Goldstein, President of Habitat of Humanity of Fond du Lac thanked the Redevelopment Authority for their continued partnership and donation of lots for homeownership opportunities.

The City did not receive any written comments.

b) Describe how consideration was given to comments or views of citizens, received in writing or orally at public hearings, in preparing the CAPER.

PY 2011 CAPER Citizen Participation # 7b response:
As part of the 2012 Annual Plan and the 2012-2016 Consolidated Plan, the City included an activity that would provide funding for utility assistance for Solutions Center. In addition, the City included property acquisition as part of the long-term goals of the Consolidated Plan to assist Solutions Center with their need for transitional housing to assist their client base. The activity will only be funded if Solutions Center is at a point where they are able to fund continued operation and maintenance of such a facility.

Staff reviewed the suggestion by a member of the Redevelopment Authority for the creation of a separate weatherization program. Upon further review, staff determined that the creation of a separate weatherization program would be a duplication of efforts due to similar programs that are offered by other agencies and the type of work items that are permitted under the Housing Rehabilitation Loan Program.

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8) Institutional Structure

Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

PY 2011 CAPER Institutional Structure # 8 response:
1) To increase exposure to CDBG and other supportive programs, staff initiated a quarterly newsletter to educate and increase awareness of the City's efforts to community partners and service providers. The first newsletter was distributed to community partners, service providers, Redevelopment Authority and City Council in December 2011 with another newsletter distributed in March 2012.
2) In January 2011, staff met with the Community Development Educator from UW- Cooperative Extension to brainstorm ideas to improve and increase outreach to community partners and residents.
3) In PY2011, efforts were made to consolidate education and outreach and enforcement of Fair Housing with the Equal Opportunities Commission (EOC). The Community Housing Resource Board (CHRB) had seen a decline in participation since its inception and EOC wanted a more proactive role in outreach.
4) The CDBG-EAP grant for the Calumet Apartments, primarily administered by the City in partnership with the Fond du Lac Housing Authority, has increased communication between staff of both agencies.
5) The Redevelopment Planner attends the monthly Housing Coalition meetings. The Housing Coalition is comprised of multiple social, health and advocacy agencies within the community. In PY2011, staff and ADVOCAP, lead agency in the Coalition, worked to bring additional partners to the table, such as the Fond du Lac School District. In addition, each monthly meeting includes agency updates as well as a focused agency presentation or presentation on a topic of interest. For example, Legal Action of Wisconsin provided a brief presentation on changes to tenant-landlord laws which has significant impacts on the clients served by each agency. This added component helps agencies understand the services that each provides, gaps in services and a means of coordinating efforts. Staff utilizes the Housing Coalition as a key focus group in identifying the needs and gaps within the community for the 2012-2016 Consolidated Plan.
6) Community Development staff continued to participate with various groups and committees, such as the Downtown Fond du Lac Partnership Economic Restructuring Committee, Downtown Design Review Board, Fond du Lac County Economic Development Corporation (FCEDC) Loan Review Committee to increase communication and partnerships within the community. By participating in these committees, staff is able to learn about issues within the community and intervene, if possible, at the front end versus later in the process.

9) Monitoring

a) Describe actions taken to monitor the jurisdiction's performance in meeting objectives and outcomes set forth in its strategic plan.

PY 2011 CAPER Monitoring # 9a response:

City staff and the Redevelopment Authority (RDA) monitor performance of the Entitlement Program through the following activities:

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1) The overall financial performance of the Program is monitored through monthly reports to the RDA. Financial reports must be approved by the RDA.
2) Financial performance of the City's Program is monitored through the CAPER at the local level and the federal level. Staff continued to maintain a "mini" CAPER (non-HUD report form) that summarizes funds expended and accomplishments for all program years. This mini CAPER is presented to the RDA.
3) Staff monitored financial performance through review of IDIS reports, measurements against the timeliness factor and the City's drawdown history.
4) The overall management performance of the Program was monitored through review of progress toward implementation of goals by RDA at monthly meetings.
5) Staff monitored management performance through review of progress toward implementation of goals through CAPER.
6) Staff monitored the management performance of subrecipients through the level of technical assistance required by the subrecipient and quarterly reports to the City. Staff also met on-site with the subrecipient to review progress towards goals and reported outcomes.
    a) For example, the Salvation Army administered a permanent supportive housing program funded in part through CDBG funds. As a result of monitoring, staff provided the subrecipient with the required format/documentation to track staff time for case management that was a part of the Permanent Supportive Housing program. The organization's existing payroll tracking did not meet the requirements of the CDBG program.
7) Satisfaction with the Program and its impact on the community is monitored through citizen comments or complaints, or lack thereof. The City received few comments regarding the program or as part of the public hearing process. This may be a result of satisfaction with how the City allocates funds or a lack of awareness about the City's program.
    a) Staff met with the Community Development Educator from UW-Extension to brainstorm ideas on how to improve outreach to the community and residents. While specific programs are targeted for outreach, the overall program will also be promoted.
    b) The quarterly newsletter about the CDBG program is the initial step in promoting outreach of the program. Staff anticipates increasing the distribution list over time.
8) Staff monitored progress towards meeting the needs identified in the Consolidated Plan through the number and type of requests received by groups for funding. As the City received new requests for funding, staff compares them to the Consolidated Plan. Requests that were not identified in the Consolidated Plan suggest that the needs in the community are changing and that the Consolidated Plan may need to be amended to reflect the proper allocation to meet those needs.
    a) For example, under the PY2009-PY2011, the City did not identify a strong need in the community for dental care for adults. In PY2011, this need emerged through discussions with community partners and was identified by the Fond du Lac County Health Department. Instead of amending the existing Consolidated Plan, staff was able to incorporate the need as part of the PY2012-2016 Consolidated Plan.

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b) Describe how and the frequency with which you monitored your activities, including subrecipients (including sponsors or administering agents).

PY 2011 CAPER Monitoring # 9b response:

1) Overall program activities are monitored through monthly meetings of the Redevelopment Authority. As part of the financial reports, staff indicates the current level of funds drawn on activities and projected draws. Staff also provides information on pipeline projects which reflect activities that may result in a request in funding or draw from current funded projects that require reallocations.
2) Staff monitored the progress on activities through IDIS reports. Staff viewed IDIS reports monthly starting in November to track draw downs by activity and the entering activities details in IDIS.
3) Subreceipients are monitored quarterly to determine progress toward implementation of activities to fulfill the requirements of the agreements with the City. The subrecipients submit a quarterly report on outcomes to date with reimbursement requests. Staff meets with a representative on-site to review the program and progress towards goal. Staff continues to make efforts to improve the monitoring process.
    a. Boys & Girls Club – As part of PY2011, staff met with Boys & Girls Club staff on March 24, 2011; July 7, 2011; September 1, 2011 and March 7, 2012. These meetings were two-fold.
        i. First, the Boys & Girls Club entered into a subrecipient agreement in PY2010 (which covered a portion of 2011) when the program was being administered with the assistance of a consultant. In PY2011, staff met with Boys & Girls Club staff to review program requirements; reporting expectations and submittals.
        ii. Second, staff met with Boys & Girls Club staff to monitor progress towards goals for the PY2010 Subrecipient Agreement and start of the PY2011 Subrecipient Agreement.
    b. Salvation Army – Staff met with the Salvation Army staff on June 20, 2011 as part of a pre-application meeting. Staff reviewed the proposed project, program requirements and application. On March 12, 2012, staff met with Salvation Army to monitor progress towards goals.
    c. Solution Center – Solutions Center received CDBG funding assistance for two (2) programs – Motel Vouchers & warming Shelter. Due to the timing of those projects, they will be monitored as part of early PY2012.
4) The Homestead Opportunity Program is monitored annually (once during the program year). This program provides vacant lots for the construction of single-family homes by community partners, such as ADVOCAP Fresh Start or Habitat for Humanity. Staff monitors compliance with low-and-moderate income housing once the home construction is complete and the household has moved into the home.

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c) Describe the results of your monitoring including any improvements made as a result.

PY 2011 CAPER Monitoring # 9c response:
As part of PY2011, staff monitored the Boys & Girls Club and Salvation Army. Solutions Center was monitored under PY2012 due to the timing and duration of their activities.

1) The results of the Boys & Girls Club monitoring included:
    i. Staff had questions regarding the documentation of staff time reimbursed under the program funding. The Boys & Girls Club will include additional documentation to show how time was allocated towards the grant.
    ii. A portion of the grant funds provides scholarships for individuals/families to participate in the program. Additional scholarship funds (non-CDBG) are also available. The scholarships were not documented/tracked by funding source. Staff indicated that individuals receiving scholarships through CDBG funds must be documented separate from other funds to track numbers; avoid duplication of counts/funds and need.
    iii. A portion of the grant funds are used for supplies for certain programs. The Boys & Girls Club provides receipts for such uses, however, there was not identification of how the funds were used to ensure supplies were being used to further the goals of the program (a specific activity/class) versus supplemental to the organization's needs.
2) The results of the Salvation Army monitoring included:
    i. The Salvation Army's current method of tracking employee time was insufficient to meet compliance with CDBG regulations. Staff provided Salvation Army with the preferred format/documentation for tracking staff time to be charged to the grant.
    ii. Staff reviewed and verified income eligibility for enrollment in the Permanent Supportive Housing Program.
3) The Homestead Opportunity Program complies with the CDBG regulations regarding low-and-moderate income housing. To date, all households living in completed homes meet the income thresholds.
4) The monitoring of the overall program proved to be insufficient to meet the timeliness standard as required under CDBG regulations. Between March 2010 (departure of permanent FTE responsible for CDBG administration) and November 2011, tracking of program progress through IDIS reports was limited. Since November 2011, staff has utilized this tool to ensure activities and details are entered into IDIS in a timely fashion; track activity draw downs compared to allocations reflected in the Annual Plan and activity status (completed/not completed). If an activity is not completed, staff determines if an activity is in progress towards completion; stagnant or unable to meet the necessary requirements to be completed.
5) City staff continued to improve monitoring of subrecipients. Staff developed standard summary report and reimbursement forms to ensure a consistent reporting of outcomes and compliance with program requirements. Staff modified subrecipient agreements developed by the consultant to meet the requirements of the CDBG program. Later in the program year, staff met with each subrecipient

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to provide them with a copy of and review the "Playing by the Rules" subrecipient handbook. Initial monitoring visits, specifically with Boys & Girls Club, were focused on education about the program and review of expectations. Subsequent monitorings included more formal reviews and documentation of concerns and items to correct/address. Staff continued to utilize the "Managing CDBG- A Guidebook for Grantees on Subrecipient Oversight" as a tool for monitoring and ways to improve the process.

6) Another area of improvement and in continued need of improvement is entering data into IDIS to assist with monitoring of the program by HUD. Staff improved the timely entry of projects/activities into IDIS and demographic data. (This was an area of concern as part of the PY2010 CAPER in which the City had to provide additional information in order to allow HUD and FHEO to complete their CAPER review.) An area in need of improvement is entering receipt of program income/repayments into IDIS. Reports generated by IDIS have been inconsistent with the CAPER report. Staff will work towards correcting this in PY2012.

d) Describe actions taken to insure compliance with program requirements, including requirements involving the timeliness of expenditures.

PY 2011 CAPER Monitoring # 9d response:

a) Staff utilized the CDBG regulations when reviewing proposed projects and activities to ensure that they met the eligibility and National Objective criteria. This review is documented in Project Summary memos that are included in each activity file that outlines the description of the proposed activity, the appropriate regulation reference for eligible activities and meeting a national Objective and the documentation that will be used/provided to meet the regulations.

b) The City keeps abreast of regulatory changes by attending HUD sponsored training and through HUD correspondence (primarily electronic communications and reports). In PY2011, staff attended the one-day CDBG Grantee Conference in Milwaukee; the Entitlement Conference in Wausau and Basically CDBG training.

c) Staff consulted with HUD-Milwaukee staff on questions not clearly defined by the regulations, HUD memoranda or other HUD resources. For example, staff requested clarification on entering receipt of program repayments into IDIS.

d) In PY2011, the City was not in compliance with the timeliness of expenditures. This was in part due to the delay in projects that were anticipated at the beginning of PY2011; delay in entering projects in IDIS; and decline in housing rehabilitation loans. This has been identified as a critical area for improvement in PY2012. The City submitted a Workout Plan in March 2011 to identify the means by which the City would attain compliance for PY2012 and establish milestones by which to measure progress towards that compliance.

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e) Describe steps/actions taken to ensure long-term compliance with housing codes, including any actions or on-site inspections undertaken during the program year.

PY 2011 CAPER Monitoring # 9e response:
1) Upon verification of housing rehabilitation loan eligibility, the City's Housing Rehabilitation Specialist (HRS) visited the owner's home and with their assistance determined the scope of the rehabilitation activities. Included in this is a lead risk assessment/inspection that is based on an XRF machine's analysis of existing painted surfaces. The HRS also used a room-by-room Housing Quality Standards (HQS) form on which "failed" items are noted. These observations form the basis for the HRS's rehab work specifications which are used to obtain bids from qualified contractors. Health and safety and other housing code compliance items are the priority of the housing rehabilitation loan program.
2) The HRS monitored and inspected the project progress through a combination of frequent phone contacts with the property owner, the contractor, and on- site visits. Final payments required the concurrence by the appropriate City building inspector (i.e. building, plumbing, electrical). This division of authority provides a greater level of assurance that each project is properly completed.

a. As part of the Housing Rehabilitation Loan Program, in addition to ensuring long-term compliance with housing codes, staff also works to ensure quality workmanship. For example, homeowner from the Housing Rehabilitation Loan Program had some interior work repairs done. Upon inspection, these work items were not done in a good workman-like manner (gaps, slanted, etc.) Staff requested that each work item be redone to the appropriate level of workmanship.

3) The HRS worked closely with the City's Code Enforcement Officer to ensure that any housing rehabilitation projects do not fall into disrepair as well as referrals to the program from the Code Enforcement Officer to bring a non-compliant home into compliance.

f) What is the status of your grant programs?
i) Are any activities or strategies falling behind schedule?
ii) Are grant disbursements timely?
iii) Do actual expenditures differ from letter of credit disbursements?

PY 2011 CAPER Monitoring # 9f response:
The status of grant programs is as follows:
i) The City of Fond du Lac did not meet the timeliness standard for PY2011 which indicates that activities were behind schedule. The City submitted a Work Out Plan to identify the reasons for not meeting the CDBG program requirement and how the City will attain compliance in PY2012 for both PY2012 funding and remaining PY2011 activities. The primary activities of concern were:

a. The Owner-Occupied and Renter-Occupied Rehabilitation program fell behind in its activity due to lack of applications or loans. In addition, a few loans were stagnant during the winter months due to the type of work that was being done which impacted overall draws.
b. The Blight Elimination project fell behind schedule due to environmental concerns over the identified activity as well as negotiations with the existing property owner.

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c. Unexpended Funds from Previous Program Years – Unexpended funds from previous program years also identified lagging activities. For example, a Public Facilities project was identified for PY2008 funding but was never completed. Those funds were reallocated to support a new Dental Care Assistance program.
d. The City also did not effectively identify alternative projects/activities that could be funded when an original project/activity was not completed or was delayed to ensure a timely expenditure of funds.

ii) All grant disbursements are timely once an activity is able to proceed and complies with all notice requirements, environmental review requirements and submittal of the required reporting and reimbursement forms (for subrecipients).
iii) Actual expenditures do not differ from letter of credit disbursements.

10) Antipoverty Strategy

Describe actions taken during the last year to reduce the number of persons living below the poverty level.

PY 2011 CAPER Antipoverty Strategy #10 response:
Poverty is a great concern for the City of Fond du Lac. According to the 2000 Census, 2,992 individuals within the City of Fond du Lac had income below the poverty level. This represents 7.5% of the City's population. By comparison, 5.8% of Fond du Lac County's population had income below the poverty level. According to the 2005-2009 American Community Survey, 4,720 individuals, or 11% of the City's population, had income within the last 12 month time period that was below poverty level. By comparison, 8.7% of Fond du Lac County's population was at poverty level for the same time period.

Efforts to reduce the number of individuals living below the poverty level is a community-wide activity. CDBG funds support a small portion of the efforts with other organizations being supported by the City and staff with other funding mechanisms and participation.

1) The primary action involved the City's Economic Development Revolving Loan Fund (EDRLF) administered by the Fond du Lac County Economic Development Corporation (FCEDC). The EDRLF was funded through CDBG Small Cities monies and outcomes reported to the HUD. Job creation is a requirement of any EDRLF loan and requires family supporting wages to qualify as a job created. Increasing job opportunities is a primary means of helping individuals move out of poverty.
2) The City, through the Community Development Department, actively promoted the industrial and business parks. These parks provide opportunities for new business location and for business expansion. Businesses locating or expanding within the industrial/business parks often utilize the EDRLF which requires job creation.
3) The Salvation Army received CDBG funds to assist with their Permanent Supportive Housing Program. This program helps individuals that are homeless or at imminent risk of homeless (most likely living below the poverty level) obtain permanent housing with supportive services. This program helps individuals work through their obstacles, to obtain employment by assisting them with a primary need (shelter). Individuals completing or

moving out to the program will hopefully have the skills to maintain stable employment and move out of poverty. At the end of PY 2011, 5 individuals had entered into the program and were receiving services.

4) The Boys & Girls Club received CDBG funds for a financial management/budgeting class targeting teens. While it is critical that individuals obtain employment with supporting wages, it is also essential that they have money management skills to manage the money they earn, and budget for monthly expenses. Through this program, teens will learn vital money management skills prior to leaving the household so that they do not face financial pitfalls later. For PY2010 (which extended until November 2011), 38 teens completed the Money Matters Program out of an anticipated goal of 40. For PY2011 (which extends until November 2012), 9 individuals have completed the Money Matters Program with the expectation that 40 individual will complete the program upon the end of the Subrecipient Agreement.
5) The City utilized Tax Increment Financing (TIF) where necessary and appropriate to foster development, redevelopment and hopefully economic opportunities for individuals within the community. In PY2011, the City utilized TIF to assist low-income housing tax credit project and redevelopment of an old church into a restaurant/banquet facility that will increase the number of jobs available to low-and-moderate income households. In addition, 6 of the housing units include a gallery space where an individual can display and sell their creative products.
6) The City continued to provide funding for the Fond du Lac Area Transit System to ensure that individuals have access to job opportunities.
7) Staff participated in the Economic Restructuring Committee of the Downtown Fond du Lac Partnership (DFP) which works to assist existing businesses in the downtown as well as attract new businesses. Through these efforts, the City hopes that individuals can retain existing jobs and new jobs can be generated through new businesses or business expansions.
8) Staff also collaborated with social service organizations, such as ADVOCAP, Solutions Center, Salvation Army and St. Vincent De Paul through the Housing Coalition and grant opportunities. These agencies undertake the direct actions to help reduce the number of individuals in poverty through their programs, with City staff providing input at meetings, support for grant applications, grant partnerships (HOME, Neighborhood Stabilization Program through ADVOCAP) and potential CDBG funding.
    a) In PY2011, the City provided CDBG funding to Solutions Center for motel vouchers. At the end of PY2011, $788 of $2500 had been used to place individuals and/or families in motel rooms when the shelters were at capacity or the shelter was not an appropriate place for a family. This resulted in 17 night stays at a motel and assisted 17 individuals that would otherwise have had no place to go and would not have received supportive services from Solutions Center.
    b) Solutions Center received CDBG funding to extend the hours of the warming shelter to provide additional case management and offset operation costs. From November-March, an average of 17 individuals received improved access to case management and support services provided by Solutions Center staff and volunteers.
9) Continued expansion of the role and outreach of the City's Equal Opportunities Commission will insure that local fair housing ordinances are explained and enforced. This should reduce the impact of discrimination against the various protected classes as they work to escape poverty.

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Self-Evaluation

11) Provide an evaluation of accomplishments. This evaluation must include a comparison of the proposed versus actual outcomes of each outcome measure submitted with the strategic plan and explain, if applicable, why progress was not made toward meeting goals and objectives.

If not using the CPMP Tool: Use Table 1C, 2C, 3A
If using the CPMP Tool: Use Summary of Specific Annual Objectives.
(The following IDIS Reports will be reviewed to determine satisfaction of this requirement: PR03, PR06, PR23, PR80, PR81, PR82, PR83, PR84, PR85)

Please see attached CPMP worksheet – Summary of Specific Objectives and IDIS Reports.

Consider the following when providing this self-evaluation:

a) Describe the effect programs had in solving neighborhood and community problems.
b) Describe the progress made in meeting priority needs and specific objectives.
c) Describe how activities and strategies made an impact on identified needs.
d) Identify indicators that best describe the results of activities during the reporting period.
e) Identify barriers that had a negative impact on fulfilling the strategic and overall vision.

12) Identify whether major goals are on target and discuss reasons for those that are not on target.

13) Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

PY 2011 CAPER Self-Evaluation # 11, 12, 13 response:
11a) The City's programs in PY2011 assisted and complimented efforts to solve neighborhood and community problems.
a. The City's programs assisted in eliminating blight within the target area where private and public investment were occurring in the neighborhood.
i. The City assisted with the acquisition and redevelopment of two parcels with CDBG and City funds that will preserve a historic property and remove a vacant manufacturing building. A private developer is constructing low-income tax credit housing near these projects.
ii. The City acquired a blighted and vacant gas station. The City used CDBG funds to complete the environmental assessment and will complete demolition and tank removal in PY2012. The gas station is across the street from two historic buildings that have received public grants (Calumet Apartments and El

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Dorado Apartments) and private investment (El Dorado Apartments).

b. The City's Housing Rehabilitation Loan Program assisted 10 families with decent, safe and sanitary housing. Another 9 families were assisted with non-CDBG funds. The City focuses on target areas which includes the oldest areas of the City and therefore, the oldest housing stock. However, some loans assisted low-and-moderate income families just outside the target areas the include the "next generation" of older stock. Deteriorated housing stock not only impacts the availability of affordable housing but contributes to the overall impression a neighborhood has and how it is perceived by the community.

c. In addition, 2 families moved into new homes constructed by Habitat for Humanity in 2011. Another three (3) lots were acquired during PY2011 for future homeownership opportunities. The lots were acquired as part of the PY2011.

11b) Progress towards meeting certain priority needs slowed in PY2011 while remaining strong in other areas.

a. The number of residential rehabilitation loans declined compared to previous years. This program is an essential and large component to meeting priority needs and the objective of providing decent, safe and sanitary housing.

b. The City made strong progress towards eliminating blight in one of the target areas of the City, Hamilton Neighborhood. The City acquired a vacant gas station and assisted with the acquisition of a vacant manufacturing site. Using CDBG and City funds, the blight will be removed, properties clean-up and eventually redeveloped.

c. The City made significant progress towards contributing to homeownership opportunities through the acquisition of vacant or deteriorated properties and donating them to a local non-profit.

d. In the 2009-2011, a priority need was assistance for a women's homeless shelter and providing access or availability to a suitable living environment. While the City assisted with acquisition in PY2009, an emerging need due to these economic times was motel vouchers when the shelters were at capacity and extending hours at the warming shelter. These programs assisted the City, through the work of Solutions Center, to meets these needs.

11c) The City's identified needs are best summarized by: a need for decent housing; removing blight and assisting individuals which are homeless or at imminent risk of homelessness. The majority of the programs that the City undertakes assists with one of these needs.

a. The housing needs within the community consist mainly of affordability rather than availability, size or quality and remains concentrated among the lowest income population. The City's owner-occupied and renter occupied residential rehabilitation programs attempt to maintain the existing stock of affordable housing. If existing housing stock is razed at high levels that impacts the overall inventory of affordable housing. New housing construction, unless subsidized, is often unaffordable for a segment of the population. The rental rehabilitation program also monitors rents that can be charged to potential tenants.

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b. As the City continues to grow, newer development occurs on the fringes. At times, this new development may include businesses moving from an existing site to a newer site. This leaves a vacant, often abandoned building, in the older section of the City. These sites are often slow to redevelop or see reinvestment. The Blight Elimination and Brownfields activities acquire these sites, raze the structures and hopefully, overtime will see redevelopment. A secondary benefit to these activities is that as the owner of a property, the City can ensure the property is properly maintained and can wait for the appropriate redevelopment use to bring the best benefit to the neighborhood.
c. The City funds two (2) organizations that provide services to individuals that are homeless or at imminent risk of homelessness. The Salvation Army's Permanent Supportive Housing Program provides long term supportive services to individuals that are placed in permanent housing. This concentrated program places individuals in shelter (a primary basic need) and then works with the individual to move toward independence through employment assistance, case management and other services. Solutions Center utilized motel vouchers to help individuals when the shelter was at capacity. Without this assistance, individuals would have been referred to other agencies farther away (Oshkosh, Fox Valley, etc) and have limited transportation to get there or would have been without shelter. The Warming Shelter is most frequently used by those individuals that are chronically homeless. Extending the hours provided a greater opportunity to involve these individuals in case management.

11d) Indicators that describe the results of activities include:

a. Housing Rehabilitation Loan Program/Homestead Opportunity Program:
Number of housing units assisted and income level of the household– Housing units represent the best indicator to reflect the objective of providing decent housing and income level helps to define which individuals are utilizing and benefitting from the program. These indicators also help define areas for improvement. For example, a low number of households at 30% Median Income that utilize the program may suggest a need to review and expand outreach.

b. Blight Elimination/Brownfields:
Number of properties razed and/or remediated – Properties razed or remediated reflects the immediate indicator to describe the results of an activity. A secondary indicator could be number of persons, however, removal of blight impacts not only the immediate neighborhood, but also the community as a whole. Finally, if a property that is razed/remediated under the activity is redeveloped, there may be another indicator that could more accurately describe the results. For example, a property that is razed/remediated and then donated to a non-profit, could be number of housing units assisted or of a business moves into a neighborhood the number of people served (neighborhood grocery, doctor's clinic) or businesses assisted.

c. Boys & Girls Club/ Salvation Army/Solutions Center:
Number of people assisted by income level – These organizations provide services to people at an individual level through programs, case management or other services. The City expects that for every

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investment of CDBG funds, the organization will maximize the number of people it can serve and/or focus services at individuals at a greater need. For example, individuals that have a greater need (individuals at or below 30% Median Income or Non-Homeless Special Needs Populations), may require additional time and effort to achieve a positive outcome. Therefore, the City acknowledges that is not always about serving the greatest number of people for each activity.

11e) Barriers that had a negative impact on fulfilling the strategic and overall vision for PY2011 included:

a. The lack of applicants for the owner occupied and rental rehabilitation program. This impacted the number of housing units that could be rehabbed as well as the number of rental units that would be monitored for rent limits.

b. A second barrier was the change in staffing for the overall program administration. With new staffing there is a learning curve that temporarily detracts from the overall effectiveness of the program.

c. A third barrier was a combination of a lack of an activity schedule and alternative projects. There was no schedule to determine when a project or activity had stalled too long or alternative projects to go to in order to meet priority needs and effectively utilize allocated funds.

12) *Identify whether major goals are on target and discuss reasons for those that are not on target.*

The major goals for the 2009-2011 Consolidated Plan principally for extremely low, low and moderate income individuals are to:

- provide decent housing and
- a suitable living environment and
- expand economic opportunities

The City of Fond du Lac is met many of the goals at the end of PY2011, the end of the 2009-2011 Consolidated Plan and will be carrying those goals forward as part of the 2012-2016 Consolidated Plan.

Decent Housing

1) The City had a goal of assisting 30 owner-occupied units each year of the Consolidated Plan. In 2011, the 10 assisted units were far below the established goal. The economy and housing market appeared to impact individuals wanting to undertake any additional debt and the Housing Rehabilitation Loan Program received fewer applications. In addition, the City needed to re-evaluate its outreach efforts to increase awareness of the program.

2) The City had a goal of assisting 4 renter-occupied units each year. In PY2009 and 2010, the City did not assist any rental units and in PY2011 only assisted 2 units. The City received very few applications for the program. In addition, conversations with a couple of landlords indicated that they felt that the program was cumbersome and wanted to do the work items themselves.

3) The Homestead Opportunity Program exceeded the City's goal of one (1) affordable housing unit per year. In 2011, two (2) homes were built on lots donated by the City and three (3) additional lots were acquired.

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Suitable Living Environment

1) The City had a goal of assisting 150 persons through the acquisition of the Women's Shelter by PY2011. According to Solutions Center, approximately 175 individuals had access to a suitable living environment in 2011.
2) The Boys & Girls Club had a goal of assisting an average 175 kids and teens each day through their After-School and Summer Program. The Boys & Girls Club has exceeded that goal and has provided programming for an average of 187 kids and teens per day. The Money Matters program almost reached its goal of 40 kids at the end of PY2010 agreement (October 2011) and is still working towards that goal for the PY2011 agreement.
3) The City is on track to reach its goal of razing and remediating one (1) property under the Brownfields Program. Due to Environmental review process, the project will be completed by mid-PY2012.
4) The Salvation Army is still working towards there goal of 10 individuals enrolled in their program. Five (5) individuals are currently enrolled. With the creation of a new program, an organization learns the ins and outs and how to refine the program. Staff will re-evaluate goals with the Salvation Army in early PY2012 and barriers to reaching that goal.
5) Solutions Center continues to work towards achieving the goals for the Motel Voucher Program. The activity had a goal of 30 individuals and 55 motel night stays. To date, 17 individuals had been assisted and 17 motel night stays have been accommodated. A potential cause for the slow progress is the mild winter that may have impacted demand.

Economic Opportunities

1) The City of Fond du Lac utilizes the Fond du Lac County Economic Development Corporation (FCEDC) as a subrecipient to administer the Economic Development Revolving Loan Fund (EDRLF). The City did not have any goals established for PY2011. In PY2010, since the EDRLF was funded with Small Cities funds, the direct oversight was given to the State of Wisconsin. Program income and goals were removed from the PY2011 Annual Action Plan. However, further clarification is needed to determine the direct monitoring entity – State or U.S. Department of Housing and Urban Development.

To date 30 jobs, have been created from the four (4) loans issued in PY2011. Staff and FCEDC continue to work towards verifying whether the job is held by a low-and-moderate income person. An estimated 14 jobs are held by LMI subject to verification. Assisted businesses continue to create jobs and have opportunity to meet the 51% LMI threshold.

13) *Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.*
The City identified the following adjustments or improvements to more effectively meet needs within the community:

1) Increased marketing/outreach is needed for the overall CDBG program and specific programs to improve the effectiveness of activities. Outreach is essential to receiving Housing Rehabilitation Loan applications.
   a. Staff met with the Community Development Educator from UW-Extension in January to brainstorm outreach efforts. These efforts will be undertaken in PY2012.

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2) Activity schedules and alternative projects are needed to effectively use program funds.

a. As part of the PY2011 and PY2012 Workout Plan, staff identified activity schedules and alternative projects to assist with the effective use of funds. While this does not impact the evaluation of PY2011, it will have impact of PY2012 and bringing the City into compliance for PY2011.

3) The staffing change – a permanent staff person hired in 2011- continues to improve the effectiveness of the program. A permanent staff person is able to interact with community partners; work to identify needs and potential projects and oversee program administration. This improvement will continue into PY2012.

HOUSING

Affordable Housing

14) Evaluate progress in meeting its specific affordable housing objectives, including:

a) Comparison of proposed numeric goals (from the strategic plan and annual plan) with the actual number of extremely low-income, low-income, and moderate-income renter and owner households assisted during the reporting period.

***If not using the CPMP Tool:** Use Table 2A, 3B, 2B, 1C, 2C, 3A)*
If using the CPMP Tool: *Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.*

Please see attached CPMP worksheets – Housing Needs Table; Community Development Needs Table; Annual Housing Completion Goals; & Summary of Specific Annual Objectives

PY 2011 CAPER Affordable Housing # 14a response:
Extremely low income owner occupied goal: 3, actual: 4
Low income owner occupied goal: 11, actual: 3
Moderate income owner occupied goal: 16, actual: 3

Extremely low income renter occupied goal: 1, actual: 1
Low income owner renter occupied goal: 0, actual: 0
Moderate income renter occupied goal: 0, actual: 1

Through non-CDBG funds (primarily HOME funds received as a subrecipient to ADVOCAP) the City assisted the following renter-occupied and owner occupied households:

Extremely low income owner occupied: 0
Low income owner occupied: 2
Moderate income owner occupied: 7

Extremely low income renter occupied: 1
Low income owner renter occupied: 3
Moderate income renter occupied: 0

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b) Report the number of households served meeting the Section 215 requirements of affordable housing (essentially meeting the definitions in 24 CFR 92.252 and 92.254 for renters and owners, respectively).

***If not using the CPMP Tool**: Use Table 3A*
**If using the CPMP Tool: Annual Housing Completion Goals*
(Use of this table is sufficient no additional narrative is required)

Please see attached CPMP worksheet – Annual Housing Completion Goals

c) Describe efforts to address worst case needs (defined as low-income renters with severe cost burden, in substandard housing, or involuntarily displaced).

PY 2011 CAPER Affordable Housing # 14c response:

1) The City partnered with the Fond du Lac Housing Authority to secure a CDBG-EAP grant to renovate the Calumet Apartments. The project is expected to be completed in June 2012. The Fond du Lac Housing Authority is the primary agency for meeting the needs of low-income renters with severe cost burden. Historically, the Calumet was a hotel that provided lodging to individuals using the railroad. As such many of the rooms were quite small and out of date. The goal of the renovation was to increase the size of the units by consolidating some of the adjoining units; improving accessibility and the overall quality of the development.
2) The City continues to focus funds on the owner-occupied and renter-occupied housing rehabilitation loan program. This is the primary means of addressing substandard housing. The City's Code Enforcement Officer refers individuals to the program when he has concerns regarding the condition of the property.
3) The Salvation Army received CDBG funding to assist with a Permanent Supportive Housing Program. This program moves individuals who are homeless or at imminent risk of homelessness into permanent housing and providing case management. These individuals represent low-income renters with severe cost burden. At the end of PY011, 5 individuals have enrolled in the Salvation Army's program. The Salvation Army had a goal of 10 individuals and still has time for achieving those goals. This program compliments the Transitional Housing Program administered by ADVOCAP. Both programs establish a "stepped" rent system so that individuals can learn to become independent.
4) The City provided funding to the Warming Shelter to increase operating hours. Clients could utilize the warming shelter from approximately 8PM to 8AM. The warming shelter is open an additional 4-5 hours each day or remains open all day if weather is severe. Through expanded hours, there are more opportunities for case management, including providing services to individuals that may have involuntary been displaced. On average, 17 individuals received improved access to case management and supportive services.
5) The City provided support to two low-income tax credit (LIHTC)/affordable housing developments. This support included relevant data; a letter of support for a LIHTC application; tax increment financing (TIF); or provision of other City funding (development of a parking lot adjoining the housing development that may be used by the tenants). One project is

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currently under construction and 35 affordable units will be added to the City's housing stock upon completion in 2012.

6) The City utilized the services of the Red Cross to assist individuals that were displaced by fire. In February 2011, the Red Cross assisted a family impacted by a fire at a Housing Authority scattered site unit.
7) Salvation Army, St. Vincent De Paul, Fond du Lac County Veterans Services and Church of Peace provide utility assistance or rent assistance to individuals with severe cost burdens as well as other services for individuals who may have been involuntary displaced. The City supports these efforts through participation in Housing Coalition meetings and Hamilton Area Neighborhood District (HAND) meetings. In addition, the City and Housing Authority acts as a resource for these agencies when additional services for an individual or household are needed.

d) Description of efforts to address the accessibility needs of persons with disabilities.

PY 2011 CAPER Affordable Housing # 14d response:
The City plays a supporting role in meeting the needs of persons with disabilities. Through CDBG funding and other programs, the City assists persons with disabilities to meet their accessibility needs.

1) The City and Fond du Lac Housing Authority received a CDBG-EAP grant to renovate the Calumet Apartments, a Housing Authority development. Through this grant, six (6) accessible units were constructed. In addition, every bathroom in each unit has an accessible shower stall with supports.
2) In PY2011, the City received a Housing Rehabilitation Loan application for a ramp for a single-family home. During the verification process, the applicant exceeded the income limits of the program. Staff worked with the applicant to refer them to other agencies that may be able to assist them, including Fond du Lac County Veterans Services and Habitat for Humanity.
3) The Housing Rehabilitation Loan Program funds accessibility improvements for both owner-occupied and renter-occupied properties.

The key organizations involved in assisting persons with disabilities meet their accessibility needs include:
1) The ARC of Fond du Lac works to assist persons with development disabilities with housing, transportation and supportive services.
2) The Fond du Lac Housing Authority is undertaking a long-term capital improvement effort to increase accessible units throughout their developments.
3) Fond du Lac Area Transit provides reduced fares for individuals with disabilities riding the regular fixed route and JOBTRANS route (a joint and cooperative effort between the City of Fond du Lac, Fond du Lac Area Transit, and a Taxi contractor to offer access to public transportation to all areas of the City of Fond du Lac presently not served by bus service). In addition, FDLAT provides paratransit HANDIVAN service.
4) The Fond du Lac Aging & Disability Resource Center (ADRC) is a one-stop resource to assist persons with disabilities meet their accessibility needs with referrals to different programs and organizations.

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Public Housing Strategy

15) Describe actions taken during the last year to improve public housing and resident initiatives.

PY 2011 CAPER Public Housing #15 response:
The Housing Authority of the City of Fond du Lac owns and operates several public housing facilities:

Supply
Rosalind Apartments (15 N Marr Street) - 142 units; elderly & disabled.
Westnor Apartments (653 W Arndt Street) – 100 units; elderly & disabled.
Grand Court Apartments (630 W Arndt Street) – 31 units; elderly & disabled.
Calumet Apartments (68 Harrison Place) – 35 units.
Family Units – 62 scattered site single family units
Family Units – 14 scattered site duplex family units

Wait List – (March 2012)
One bedroom – 21 families
Two bedroom – 131 families
Three bedroom – 56 families
Four bedroom – 8 families
Five bedroom – 1 family

Actions to improve public housing and resident initiatives:
1) The Fond du Lac Housing Authority continued to periodically inspect all units and twice a year assessments of long term capital needs.
2) The City and Fond du Lac Housing Authority received a CDBG-EAP grant from the State to assist with renovation of this historic building. In addition to increasing the number of accessible units (6 new accessible units), the project also involved combining units to increase the square footage; creating a common area/lounge space where residents can socialize; and improved security.
3) The City donated a lot to the Fond du Lac Housing Authority to provide off-street parking for their tenants at Calumet Apartments. Prior to the parking lot, tenants had to try to find on-street parking which was difficult due to demand in the area.
4) City staff met with the resident council (GrandRosaWest) to get input on the Consolidated Plan and areas of concerns as it related to the overall community as well as to public housing.
5) City staff provided information to the Housing Authority on programs that may benefit residents, such as the homeownership opportunity through the Neighborhood Stabilization Program and Fair Housing Poster/Essay Contest.
6) Staff notifies the Housing Authority and Resident Council regarding openings on City Boards and Commission, such as the Equal Opportunities Commission, to help promote participation not only with each housing development but also within the community.

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Barriers to Affordable Housing

16) Describe actions taken during the last year to eliminate barriers to affordable housing.

PY 2011 CAPER Barriers to Affordable Housing #16 response:

1) The City of Fond du Lac has a pro-growth, lower tax/fee stance to development and has demonstrated its willingness to react to changing demands in the housing market**.** The City continued a recodification process that started in February 2011 which will include streamlining the code and reviewing any codes that may have negative aspects on development and affordable housing.
2) The City provided support to two low-income tax credit (LIHTC)/affordable housing developments. This support included relevant data; a letter of support for a LIHTC application; tax increment financing (TIF); or provision of other City funding (development of a parking lot adjoining the housing development that may be used by the tenants).
    a. Both projects received support from staff for the necessary zoning change to enable the project to proceed upon final approval of the LIHTC application.
3) The City maintained the Traditional Neighborhood Design (TND) section of the zoning ordinance, as recommended by "smart growth" proponents. The TND provides for higher density smaller lot types of development which is favored by supporters of affordable housing.
4) The City continued to fund the Homestead Opportunity Program which donated vacant lots to a non-profit organization, Habitat for Humanity, for construction of affordable single-family homes. In PY2011, the City acquired three (3) lots for donation to Habitat for Humanity. Two (2) lots will be constructed on in PY2012 and one lot will be built out in PY2013.
5) The City utilized Neighborhood Stabilization Program (NSP) funds to complete the reconditioning of a foreclosed property that was listed for sale in July 2011. The home was sold to a low-and-moderate income individual (80% CMI) at the end of PY2011 (closing was held April 2, 2012).
6) As part of the renter-occupied section of the Housing Rehabilitation Loan Program, landlords are required not exceed the rent limits in the loan guidelines and as required under HUD guidelines. This ensures that CDBG funds are used to help maintain the affordable rental stock and that the units are benefitting low-and-moderate income tenants.
    a. Staff collaborated with the Downtown Fond du Lac Partnership (DFP) and Fond du Lac County Economic Development Corporation (FCEDC) to promote the Rental Rehabilitation Loan Program to property owners in the downtown. Many of the businesses in the downtown have rental units above the commercial space. These units could be made available to low-and-moderate income persons with the assistance of this program.
7) The Equal Opportunities Commission (EOC) continued its planning efforts for improved fair housing outreach/education. A potential barrier to affordable housing within the community is the failure of landlords to follow fair housing laws in their rental practices thereby preventing individuals from accessing affordable housing opportunities. In October 2011, the Metropolitan Milwaukee Fair Housing Council conducted a training session with EOC members regarding fair housing laws and implementation.

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Lead-based Paint

17) Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

PY 2011 CAPER Lead-based Paint #17 response:

1) Using its own funds, the City of Fond du Lac purchased an advanced XRF machine, a Niton XL 309. This product enables the City's Housing Rehabilitation Specialist (HRS) to perform a full lead hazard inspection as part of his regular housing rehabilitation survey inspection.
    a. The HRS is trained to operate the Niton and also is a licensed risk assessor/lead inspector/supervisor by the State of Wisconsin. Having this device enables the City to avoid "assuming lead" on all deteriorated paint surfaces, which can lead to considerable cost savings on our rehab projects.
    b. Deteriorated painted surfaces that contain lead are treated in accord with "lead safe work practices" and, if necessary, occupants are temporarily relocated, and rehab work is performed by trained and licensed lead abatement contractors.
2) The City required any Housing Rehabilitation Loan Program applicant who has a child under age of six (6) to complete testing to determine if the child has elevated blood lead levels.

HOMELESS

Homeless Needs

18) Identify actions taken to address needs of homeless persons.

PY 2011 CAPER Homeless Needs #18 response:

The Fond du Lac Area Housing Coalition, formed in 1990 as the Fond du Lac Coalition to End Homelessness, serves as the Continuum of Care (COC) for the County. The agencies within this group are the primary resource for meeting the needs of homeless persons.

The City's efforts included:

1) Staff participated in monthly Housing Coalition meetings to review and discuss current issues and challenges.
    a. The Housing Coalition provided critical input in the development of the 2012-2016 Consolidated Plan that would provide the long range plan for meeting needs of future homeless persons.
    b. As a member of the Housing Coalition, staff participates in discussions regarding allocation of grant resources and efforts to improve coordination among agencies. In January 2012, the Housing Coalition recommended support of a Low Income Housing Tax Credit (LIHTC) project. The project was a senior housing development that would provide up to three (3) units to the Housing Coalition to assist senior individuals that were homeless or imminent risk of homelessness.
2) The City provided CDBG funding to extend the hours of the warming shelter. The warming shelter meets the needs of individuals that have been identified as chronically homeless as well as non-chronic homeless. The warming shelter is open an additional 4-5 hours each day or remains open all day if weather is

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severe. Through expanded hours, there were more opportunities for case management, including helping individuals secure permanent shelter, obtain employment and learn about eligible benefits and other supportive services.

3) The City provided CDBG funding for motel vouchers. The two (2) shelters operated by Solutions Center have been at capacity more often in PY2011. The motel vouchers helped to provide shelter to individuals when the "permanent" homeless shelters were at capacity until they could be brought to the shelter or alternative arrangements/assistance could be made. In addition, the motel vouchers assisted homeless families when one of the shelters was not an appropriate option. For PY2011, this resulted in 17 motel nights and assisted 17 individuals that would otherwise have no where to go and not receive supportive services.
4) The City provided funding assistance to the Salvation Army's Permanent Supportive Housing Program. This program provides permanent housing to homeless individuals and individuals at imminent risk of homelessness followed by supportive services/case management. At the end of PY2011, five (5) individuals had enrolled in the program.
5) The City provided a rehabilitation grant to New Beginnings, a facility that provides shelter to pregnant teens that would otherwise be homeless. Up to four (4) women can reside in the facility at a time. On average, they assist approximately 9-10 women per year. In addition to on-site services, New Beginnings also provides baby supplies to women in need within the community.

The City provided support for the following activities:

1) Staff participated in monthly Housing Coalition meetings and provided updates on the CDBG program and funded activities and opportunities for funding.
2) Staff assisted ADVOCAP, lead agency and chair of the group, to identify and contact additional agencies and community partners that should be part of the group either on a monthly basis or to provide occasional updates/presentations. Staff contacted the Fond du Lac School District and encouraged them to attend the meetings to share their experience and knowledge in dealing with the homeless at the school level.

19) Identify actions to help homeless persons make the transition to permanent housing and independent living.

<u>PY 2011 CAPER Homeless Need #19 response:</u>
The Fond du Lac Area Housing Coalition, formed in 1990 as the Fond du Lac Coalition to End Homelessness, serves as the Continuum of Care (COC) for the County. The agencies (ADVOCAP, Solutions Center and Salvation Army) within this group are the primary resource for directly assisting homeless persons make the transition to permanent housing and independent living.

The City's efforts included:

1) The City continued to assist with providing housing opportunities through its Homestead Opportunity Program. The Homestead Opportunity Program facilitates the acquisition of empty residential lots and works with Habitat for Humanity to builds new homes for low income individuals. Although this activity may not serve homeless persons directly, it provides affordable permanent housing and independent living to its recipients, thus preventing homelessness.

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2) The City provided funding support to extend the hours of the warming shelter. Through expanded hours, there were more opportunities for case management, including helping individuals secure permanent shelter, obtain employment and learn about eligible benefits and other supportive services. The case management is a critical aspect of helping homeless persons enroll into a program and make the transition into permanent shelter and living independently. On average, the extended hours provided improved access to case management and supportive services to 17 individuals.
3) The City provided funding to the Salvation Army of Fond du Lac for a new Permanent Supportive Housing program. The program places homeless individuals or individuals at imminent risk of homelessness into shelter and then provides supportive services. Upon completion of the program, individuals will be in a position to secure permanent housing and live independently. At the end of PY2011, five (5) individuals were enrolled with the program with a goal of adding five (5) more individuals before the annual funding ends in August 2012. This program was also funded at a lower level as part of the PY2012 Annual Action Plan.

20) Identify actions taken to implement a continuum of care strategy for the homeless and new Federal resources obtained during the program year, including from the Homeless SuperNOFA.

***If not using the CPMP Tool:** Use Table 3B, 1C*
***If using the CPMP Tool:** Use Needs/Homeless, Needs/Non-Homeless, Annual Housing Completion Goals, Summary of Specific Annual Objectives.*

Please see attached CPMP worksheets – Homeless Needs Table; Non-Homeless Needs Table; Annual Housing Completion Goals; & Summary of Specific Annual Objectives

PY 2011 CAPER Homeless Needs #20 response:
The Fond du Lac Housing Coalition acts as the Continuum of Care (COC). This Coalition is lead by ADVOCAP with primary participation by Solutions Center, Salvation Army and Legal Action of Wisconsin. Additional agencies participate in the meetings to support the efforts to address the needs of the homeless. The primary members are in daily contact with each other as requests for shelter and homeless prevention services are received. Legal Action takes phone referrals as needed and meets with clients in Fond du Lac when necessary.

1) A potential new funding source in PY2011 for the Continuum of Care is the CDBG funding support from the City to Solutions Center for motel vouchers and warming shelter. ADVOCAP, as the lead agency for the COC, applies for all grant funds on behalf of the COC members. These grant funds include ESG and SHP.
2) Staff assisted ADVOCAP, lead agency and chair of the group, to identify and contact additional agencies and community partners that should be part of the group either on a monthly basis or to provide occasional updates/presentations. These participants assist with the overall COC strategy. City staff contacted the Fond du Lac School District and encouraged them to attend the meeting to share their experience and knowledge in dealing with the homeless at the school level. Catholic Charities become involved in the Coalition in PY2011 and provide essential counseling services at a free or reduced cost.

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Specific Homeless Prevention Elements

21) Identify actions taken to prevent homelessness.

PY 2011 CAPER Specific Homeless Prevention #21 response:

1) The City provided CDBG funding to Solutions Center for a motel voucher and extended hours of the warming shelter. These programs assist individuals that are homeless now, but also work to prevent homelessness by providing a way to introduce individuals to case management and other supportive services so that these individuals can obtain stable housing and hopefully, prevent future or recurring homelessness.
2) The City of Fond du Lac continued funding for the Homestead Opportunities program. The Homestead Opportunities Program facilitates the acquisition of empty residential lots and works with Habitat for Humanity to build new homes for low income individuals. Although this activity may not serve homeless persons directly, it provides affordable permanent housing and independent living to its recipients, thus preventing homelessness.
3) The City of Fond du Lac provided 75 workbooks for the Rent Smart Program (a life skills training program) provided by the Community Development Association, the Landlord's Association and the University of Wisconsin Extension. This program helps individuals understand household budgeting as well as their rights and responsibilities as a tenant in the hopes of avoiding eviction and thus, homelessness.
4) The City of Fond du Lac actively participated in the Fond du Lac Area Housing Coalition. City staff is Secretary of the group.
5) The City is in regular communication with other service providers outside of Coalition meetings to identify needs, recognize gaps and meet the challenges of the homeless population in Fond du Lac.
6) The Salvation Army and the St. Vincent DePaul Society also work to prevent homelessness. Requests for financial assistance may come via calls or visits to area churches or social service providers. The Salvation Army involves those seeking assistance through its agency to develop goal plans to avoid future problems and requires units to be safe and decent; St. Vincent DePaul does not have those mandates. St. Vincent DePaul provides assistance to individuals and/or families with vouchers to assist with utility and rent payments; furniture and clothing; and food.
7) All requests for emergency shelter are centralized through referrals to the Solutions Center. Homeless prevention services provided by Solutions Center are limited to rental assistance to individuals and families leaving the shelter.
8) ADVOCAP also provides 12 units of transitional housing funded through HUD SHP funds, which includes six units of agency-owned housing and six units leased in the community.
9) Local churches, in addition to St. Vincent DePaul and Salvation Army, are providing utility and rent assistance when parish funding/donations are available.
10) The Salvation Army established a new Permanent Supportive Housing program in 2011 modeled after similar programs in other communities. At the end of PY2011, five (5) individuals have enrolled in the program. These individuals were placed into rental units and receive supportive services from Salvation Army.

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Emergency Shelter Grants (ESG)

22) Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).

PY 2011 CAPER ESG # 22 response:
Not applicable

23) Assessment of Relationship of ESG Funds to Goals and Objectives
   a) Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.

      If not using the CPMP Tool: *Use Table 2A, 3B, 2B, 1C, 2C, 3A)*
      *****If using the CPMP Tool:*** *Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.*

      PY 2011 CAPER ESG Evaluate Progress # 23a response:
      NA

   b) Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.

      PY 2011 CAPER ESG # 23b response:
      NA

24) Matching Resources
   a) Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.

      PY 2011 CAPER ESG # 24 response:
      NA

25) State Method of Distribution
   a) States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.

      PY 2011 CAPER ESG # 25 response:
      NA

26) Activity and Beneficiary Data
   a) Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESG expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.

      PY 2011 CAPER ESG # 26a response:
      NA

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b) Homeless Discharge Coordination
   i) As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
   ii) Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

PY 2011 CAPER ESG # 26b response:
NA

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

*Refer to the Non-homeless Special Needs Table in the Needs.xls workbook or Table 1C.

27) Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

PY 2011 CAPER Non-homeless Special Needs #26 response:
The City of Fond du Lac depends upon community partners to address special needs of persons that are not homeless but require supportive housing. The City provided support for persons with special needs through the following actions:

1) Staff met with representatives from the Fond du Lac Aging & Disability Resource Center (ADRC) to discuss special needs of individuals within the community. The ADRC is on the frontline of receiving calls and inquiries from the community about the availability of resources. This ongoing communication enables staff to identify unmet needs and potential means of meeting those needs.
2) The City and Housing Authority partnered on a CDBG-EAP grant through the State of Wisconsin to assist with the renovation of Calumet Apartments. The project provides improved housing options for the elderly and disabled.
3) The CDBG program provided a rehabilitation grant to New Beginnings Pregnancy Center for a new roof. This facility provides housing and supportive services for low-and-moderate income pregnant teens and women that may not have other housing opportunities.
4) The Department of Community Development updates and posts a "Summary of Assisted Care and Affordable Housing." This guide provides information on various housing options for non-homeless special needs persons. The guide is available at the City and through the Community Development Department's website.
5) As part of the Annual Plan process, staff reaches out to our community partners to identify any specific needs that could be addressed through the Annual Plan. The ARC of Fond du Lac, which provides housing and supportive services for developmentally disabled individuals, expressed a potential need for

assistance with housing. They are in the early planning stages and have not identified whether they wish to pursue new construction or rehabilitation of existing housing.

COMMUNITY DEVELOPMENT

Community Development Block Grant

28) Assessment of Relationship of CDBG Funds to Goals and Objectives

a) Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.

***If not using the CPMP Tool:** Use Table 2A, 3B, 2B, 1C, 2C, 3A)*
If using the CPMP Tool: Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.*

Please see attached CPMP worksheets – Housing Needs Table; Community Development Needs Table; Annual Housing Completion Goals; & Summary of Specific Annual Objectives

PY 2011 CAPER CDBG Assessment # 28a response:
The City allocated and utilized funds based upon priority needs within CDBG guidelines.

1) The highest priority need is decent and affordable housing. As such, the City allocates approximately $300,000 in funds (grant and program income) to the Housing Rehabilitation Loan Program. In previous years, this program was funded solely with program income. Due to declining home sales, declining sale activity and foreclosures, the City allocated approximately $150,000 in grant funds to this program along with the anticipated $150,000 in program income.
2) The next priority was Blight Elimination and Brownfields. The City allocated $50,000 in PY2011 and reallocated $75,000 in PY2009 Public Facilities funds towards a Brownfields activity. These activities are undertaken in the target areas of the City and assist with providing access to a suitable living environment.
3) At the time of the drafting of the Consolidated Plan, a Special Economic Development Project (SEDP) was the focus of much community attention and support. The City ultimately did not use any CDBG funds in support of this special (large manufacturing retention and expansion) project. The City recognized the need to maximize the use of CDBG funds to meet the varied needs of the community and realized a large portion of the City's CDBG funds were already targeting priority needs through existing programs, such as Housing Rehabilitation and Blight Elimination.
a. The City reallocated SEDP funds towards Public Services. This funding continued and expanded in PY2011. Assisting low-and-moderate income persons, including individuals that are homeless or imminent risk of homelessness, is a goal of the program. To achieve this, this City allocated approximately $35,000 in funds towards the Boys & Girls Club and Solutions Center. The City utilized $16,000 from PY2010 undesignated to assist the Salvation Army. The declining economy had increased demand for Public Services and non-profits saw declining funds as grants were reduced and

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fundraising was impacted. The use of CDBG funds enabled the City to meet the needs of this population through organizations that are able to provide these services.
4) The Homestead Opportunity Program received approximately $22,000 in CDBG funds for PY2011. The City was able to use prior years Undesignated funds to compliment the PY2011 funding level. Not only does this program provide homeownership opportunities for low-and-moderate income persons, but it also creates an owner-occupied unit in an area in need of reinvestment and a home on a vacant lot that was a missing piece of a neighborhood.

b) Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.

***If not using the CPMP Tool:** Use Table 2A, 3B, 2B, 1C, 2C, 3A)*
If using the CPMP Tool: Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.*

Please see attached CPMP worksheets – Housing Needs Table; Community Development Needs Table; Annual Housing Completion Goals; & Summary of Specific Annual Objectives

PY 2011 CAPER CDBG Progress Evaluation # 28b response:
For PY2011, progress toward goals has lagged towards providing affordable housing using CDBG funds, through the City's Owner Occupied Residential Rehabilitation program. The goal for PY2011 was assisting 30 homeowners. Actual results show the City assisted 10 homeowners (with 11 loans), spending $133,000 of the $300,000 estimated. Additionally, the City had a goal to donate one vacant residential lot to Habitat for Humanity through its Homestead Opportunity Program. As part of PY2011 efforts, the City was able to acquire three (3) lots which will be the sites for affordable housing in 2012 and 2013.

c) Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.

PY 2011 CAPER CDBG LMI Benefit # 28c response:
The City used CDBG funds for the following activities that benefited low-and-moderate income persons.

Extremely Low Income Persons
1) In PY 2009, the City contributed to the purchase of the Solutions Center's homeless shelter. In PY2011, approximately 550 individuals benefited from the shelter and services provided by the homeless shelter. Many of these individuals are extremely low income.
2) Through the Warming Shelter Extended Hours Program, an average of 17 individuals per night received improved access to shelter and services.
3) Through the Motel Voucher Program, 17 individuals received assistance from Solutions Center.
4) The Permanent Supportive Housing Program from Salvation Army benefited one (1) individual that was extremely low income.

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5) Through the Housing Rehabilitation Loan Program, the City was able to assist 4 extremely low income owner occupied units and 1 renter occupied unit with rehabilitation loans.
6) Through the Boys & Girls Club, 116 extremely low income children and teens attend after-school programs.
7) The City used CDBG funds to replace the roof at New Beginnings Pregnancy Center which provides supportive services to low-and-moderate income pregnant women. Six (6) women that received services were extremely low income.

Low Income Persons
1) The Permanent Supportive Housing Program from Salvation Army benefited four (4) individuals that were low income.
2) Through the Boys & Girls Club, 574 low income children and teens attend after-school programs.
3) Through the Housing Rehabilitation Loan Program, the City was able to assist 3 low income owner occupied units with rehabilitation loans.

Moderate Income Persons
1) Through the Boys & Girls Club, 377 moderate income children and teens attend after-school programs.
2) Through the Housing Rehabilitation Loan Program, the City was able to assist 3 moderate income owner occupied units and 1 renter occupied unit with rehabilitation loans.
3) The City used CDBG funds to replace the roof at New Beginnings Pregnancy Center which provides supportive services to low-and-moderate income pregnant women. One (1) woman that received services was moderate income.

29) Changes in Program Objectives
a) Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.

PY 2011 CAPER CDBG #29 response:
At the time of the drafting of the 2009-2011 Consolidated Plan, a Special Economic Development Project (SEDP) was the focus of much community attention and support. Although the City did not use any CDBG funds in support of this special (large manufacturing retention and expansion) project, the City stayed on course with its other goals and objectives relative to CDBG.

As part of PY2010, the City reallocated the SEDP funds to meet other program objectives. The City looked at new ways that CDBG funding could be used to support organizations within the community providing services to the homeless, individuals at risk for being homeless and low-and moderate income individuals/families. Prior Consolidated Plans focused on programming CDBG funds for City-based projects. Program objectives did not change but the manner by which to achieve those objectives shifted from City focus to nonprofit and other organizations that could expand services and implement new programs with funding assistance.

As part of PY2011, there were few changes to program objectives. The changes were not changes to objectives, but expanding upon the ways that

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those objectives could be reached. One overall program objective was providing assistance to homeless individuals and individuals at risk of imminent homeless. For PY2009, the City assisted with the acquisition of the women's shelter. In PY2011, there was still a need to assist those individuals by improving or increasing accessing to a suitable living environment. This was accomplished by adding the Motel Voucher Program, Warming Shelter Extended Hours and Permanent Supportive Housing Program.

The change to a program objective that did occur in PY2011 was a shift from Public Facilities to allocating funds to Brownfields. While both impact a neighborhood's suitable living environment they do so in different ways. The change occurred when the Public Facilities projects that were anticipated when SEDP funds were reallocated were no longer viable projects due to alternative funding becoming available, delays in scheduling or program eligibility. The area around the brownfields site had seen reinvestment by private, non-profit and public organizations. It was determined that a change from Public Facilities was needed to support and continue these efforts.

As a result of these experiences, it is important that the City has alternative projects in the pipeline to meet program objectives so that expenditures and momentum are not stagnant. However, it is also important that the City maintains its flexibility in order to meet emerging issues or challenges in the community that may not have been foreseen as part of the development of program objectives for the Consolidated Plan or the Annual Action Plan.

30) Assessment of Efforts in Carrying Out Planned Actions
   a) Indicate how grantee pursued all resources indicated in the Consolidated Plan.
   b) Indicate how grantee provided certifications of consistency in a fair and impartial manner.
   c) Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.

   PY 2011 CAPER CDBG # 30 response:
   a) CDBG and revolving funds are the only sources of funds indicated in the Consolidated Plan.
   b) The City has established loan guidelines which are strictly adhered to for the purposes of approving loans in a fair and impartial manner. These guidelines were consistently followed throughout each and every one of the projects undertaken in PY2011.
   c) The City made every effort under its power to implement the Consolidated Plan and the programs outlined in it. No action or willful inaction was taken to hinder its implementation.

31) For Funds Not Used for National Objectives
   a) Indicate how use of CDBG funds did not meet national objectives.
   b) Indicate how use of CDBG funds did not comply with overall benefit certification.

   PY 2011 CAPER CDBG #31 response:
   a) All funds were used to meet national objectives. Staff drafts a memo for the Project/Activity file that outlines how an activity meets a National Objective as part of the review to commit funds for a project and prior to

disbursing any funds. This ensures that all funds are used to meet a National Objective.
b) All funds were used in compliance with overall benefit certification.

32) Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
a) Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.

PY 2011 CAPER CDBG # 32a response:
The City did not undertake any activities in PY2011 that resulted in displacement or relocation.

1) Activities that involved acquisition and demolition were vacant properties. No individuals were residing in the property at the time of acquisition.
2) For activities that involved rehabilitation, the Housing Rehabilitation Specialist works with the homeowner and contractor to determine if relocation is necessary to complete the work items. In PY2011, no relocation was necessary to complete work items approved as part of the Housing Rehabilitation Loan Program.

b) Describe steps taken to identify households, businesses, farms or nonprofit organizations that occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.

PY 2011 CAPER CDBG # 32b response:
None of the activities proposed in the Consolidated Plan included relocation.

c) Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.

PY 2011 CAPER CDBG # 32c response:
Not applicable

33) Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
a) Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.

PY 2011 CAPER CDBG # 33a response:
In PY2010, the City entered into a Subrecipient Agreement with the Fond du Lac County Economic Development Corporation (FCEDC) to administer the City's Economic Development Revolving Loan Fund (EDRLF). In late PY2011, staff worked with FCEDC staff to clarify program requirements. The primary goal of the EDRLF program for job creation is to have jobs held by low-and-moderate income persons. The EDRLF uses made available to as a secondary goal if the assisted business is unable to meet the held by goals.

Actions taken by the City and FCEDC include:

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1) Available jobs are posted with the local Job Service office and in the Action Advertiser.
2) Assisted businesses are encouraged to track applicants and processes used to advertise and fill positions.
3) Staff continues to work with FCEDC staff to clarify required recordkeeping, documentation and procedures for administering the EDRLF in compliance with CDBG regulations.

b) List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.

PY 2011 CAPER CDBG # 33b response:
Thirty (30) permanent jobs were created under the following job titles:

a. Office/Manager – 1
b. Professional – 1
c. Technicians - 0
d. Sales – 1
e. Office/Clerical -2
f. Craft Worker (Skilled) – 6
g. Operatives (Semi-skilled) -17
h. Laborers - 2
i. Service Worker – 0

The total number of jobs created had been reported by the Fond du Lac Economic Development Corporation (FCEDC) to the Wisconsin Economic Development Corporation (WEDC) and to the City of Fond du Lac. The City tracked the low-and-moderate income job creation as well as the total job creation.

c) If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.

PY 2011 CAPER CDBG # 33c response:
The primary goal of the EDRLF program is job creation – held by.

For jobs that may be made available to:
1) Employers will be required to provide on the job training and education related to each specific job for candidates that meet the general employment requirements and are low-and-moderate income in order to comply with program requirements.
2) FCEDC will work with assisted businesses to identify alternative training programs to help with needed skills or education (such as State training programs and local organizations).

34) Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit

a) Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of who are low- and moderate-income.

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PY 2011 CAPER CDBG # 34a response:
For activities that are categorized as benefitting Limited Clientele that are not a presumed benefit population, staff and subrecipients are required to obtain income verification to ensure that each activity will meet the 51% low-and-moderate income persons. As part of each reimbursement request, each subrecipient report includes a summary report that requires reporting of beneficiaries. The subrecipient agreement specifies whether an activity must be 51% low-and-moderate income and the current income eligibility guidelines are inserted into the agreement. During the initial meeting, staff reviews with the subrecipient how income will be verified and documentation collected by the organization.

1)The Boys & Girls Club offers after-school programs and summer programs to low-and moderate income children. The Boys & Girls Club is located within a target area and a significant number of the children in the program come from schools located within the City's target areas. The target areas are those areas within the City where 51% or more of the residents are low-and moderate income. In addition, the Boys & Girls Club, working with the School District, requests income information.

2) While the clientele served by the Salvation Army's Permanent Supportive Housing Program may be considered presumed benefit, staff collects for entry into Servicepoint and the City requires verification of income eligibility.

35) Program income received

a) Detail the amount repaid on each float-funded activity.

PY 2011 CAPER CDBG # 35a response:
There have been no float funded activities.

b) Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.

PY 2011 CAPER CDBG # 35b response:
Housing Rehabilitation Repayments - $145,691.07
Economic Development Repayments - $274,223.86
Other – $300 (subordination fees).

c) Detail the amount of income received from the sale of property by parcel.

PY 2011 CAPER CDBG # 35c response:
There have been no property sales as part of the CDBG program.

The City received Neighborhood Stabilization Program (NSP) funds as a subrecipient to ADVOCAP. The City acquired a vacant foreclosed home and rehabbed the property using NSP funds. The home sold in April 2012. The City will report this program income as part of the PY2012 CAPER.

36) Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:

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a) The activity name and number as shown in IDIS;

PY 2011 CAPER CDBG # 36a response:
The City did not have any prior period adjustments.

b) The program year(s) in which the expenditure(s) for the disallowed activity (ies) was reported;

PY 2011 CAPER CDBG # 36b response:
The City did not have any prior period adjustments.

c) The amount returned to line-of-credit or program account; and

PY 2011 CAPER CDBG # 36c response:
The City did not have any prior period adjustments.

d) Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.

PY 2011 CAPER CDBG # 36d response:
The City did not have any prior period adjustments.

37) Loans and other receivables

a) List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.

PY 2011 CAPER CDBG #37a response:
There have been no float funded activities.

b) List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.

PY 2011 CAPER CDBG #37b response:
Total number of other loans outstanding = 266
Total principal balance owed = $3,925,616.47

c) List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.

PY 2011 CAPER CDBG #37c response:
Total number of deferred/forgivable loans = 259
Total principal balance owed = $3,840,515.73

d) Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.

PY 2011 CAPER CDBG #37d response:
There were no loans written off in PY2011.

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Staff will be presenting the Redevelopment Authority with a request to write off loans due to foreclosures and bankruptcies at their June 2012 meeting. The official write-off will occur in PY2012. At the end of PY2011, staff anticipates that approximately five (5) CDBG loans will need to be written off due to foreclosure and/or bankruptcy. These loans total approximately $81,612.59.

e) Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.

PY 2011 CAPER CDBG #37e response:
NA

38) Lump sum agreements

a) **Provide the name of the financial institution**.

PY 2011 CAPER CDBG #38a response:
The City did not have any lump sum agreements.

b) Provide the date the funds were deposited.

PY 2011 CAPER CDBG #38b response:
The City did not have any lump sum agreements.

c) Provide the date the use of funds commenced.

PY 2011 CAPER CDBG #38c response:
The City did not have any lump sum agreements.

d) Provide the percentage of funds disbursed within 180 days of deposit in the institution.

PY 200910 CAPER CDBG #38d response:
The City did not have any lump sum agreements.

NEIGHBORHOOD REVITALIZATION STRATEGY AREA (NRSA)

39) Jurisdictions with HUD-approved neighborhood revitalization strategy must describe progress against benchmarks for the program year.

PY 2011 CAPER NRSA # 38 response:
The City of Fond du Lac did not operate a Neighborhood Revitalization Strategy Area (NRSA) in 2011.

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HOME/ADDI

HOME/ American Dream Down Payment Initiative (ADDI)

☒ **NA**

40) Assessment of Relationship of HOME Funds to Goals and Objectives
   a) Assess the use of HOME funds in relation to the priorities, needs, goals, and specific objectives in the strategic plan, particularly the highest priority activities.

      ***If not using the CPMP Tool:** Use Table 2A, 3B, 2B, 1C, 2C, 3A)*
      ****If using the CPMP Tool:** Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.*

      PY 2011 CAPER HOME Assessment # 40a response:

   b) Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.

      ***If not using the CPMP Tool:** Use Table 2A, 3B, 2B, 1C, 2C, 3A)*
      ****If using the CPMP Tool:** Use Need/Housings, Needs/Community Development, Annual Housing Completion Goals, Summary of Specific Annual Objectives.*
      PY 2011 CAPER HOME Progress Evaluation # 40b response:

   c) Indicate the extent to which HOME funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.

      PY 2011 CAPER HOME # 40c response:

41) HOME Match Report
   a) Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.

42) HOME MBE and WBE Report
   a) Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).

43) Assessments
   a) Detail results of on-site inspections of rental housing.

      PY 2011 CAPER HOME Rental # 43a response:

   b) Describe the HOME jurisdiction's affirmative marketing actions.

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PY 2011 CAPER HOME # 43b response:

c) Describe outreach to minority and women owned businesses.

PY 2011 CAPER HOME/ADDI # 43c response:

HOPWA

Specific HOPWA Objectives –NOT APPLICABLE

44) Assessment of Relationship of HOPWA Funds to Goals and Objectives.

a) Assess the use of HOPWA funds in relation to the priorities, needs, goals, and specific objectives in the strategic plan, particularly the highest priority activities.

***If not using the CPMP Tool:** Use Table 2A, 1C, 2C, 3A)*
If using the CPMP Tool: Use Need/Housings, Summary of Specific Annual Objectives.*

PY 2011 CAPER Specific HOPWA Objectives # 43 response:
The City of Fond du Lac did not receive HOPWA funds.

b) Evaluate progress made towards meeting the goals of providing affordable housing using HOPWA funds, including the number and types of households served.

***If not using the CPMP Tool:** Use Table 2A, 1C, 2C, 3A)*
If using the CPMP Tool: Use Need/Housings, Summary of Specific Annual Objectives.*

PY 2011 CAPER Specific HOPWA Objectives # 43 response:
The City of Fond du Lac did not receive HOPWA funds.

To report progress under the general and HOPWA specific requirements, the grantee may integrate the HOPWA elements in their standard CAPER report or establish a HOPWA-specific narrative by completing the following information. IDIS Report PR80 has useful financial and accomplishments information for end of year reporting.

HOPWA EXECUTIVE SUMMARY –NOT APPLICABLE

45) Provide an executive summary (1-3 pages) and a specific objectives narrative which address the following:

a) Grantee and Community Overview.

i) A brief description of the grant organization, the area of service, the name of the program contact(s), and a broad overview of the range/type of housing activities, along with information on each sponsor by name, main project site by zip code and related organization information.

b) Annual Performance under the Action Plan

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i) Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
ii) Evaluate the progress in meeting the project's objectives for providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
iii) Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
iv) Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan. Report the number of stewardship units of housing which have been created through acquisition, rehabilitation or new construction with any HOPWA funds.
v) Describe any other accomplishments recognized in the community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
vi) Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Strategic Plan.

c) Barriers or Trends Overview
i) Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement;
ii) Describe any expected trends facing the community in meeting the needs of persons with HIV/AIDS, and provide any other information important in providing services to persons with HIV/AIDS.
iii) Note any evaluations, studies, or other assessments of the HOPWA program available to the public.

d) Project Accomplishment Data:
i) Complete and submit CAPER Performance Chart 1 Planned Goals and Chart 2 Actual Performance;
ii) Complete and submit CAPER Performance Chart 3 for Housing Stability Outcomes, HOPWA Outcomes on Access to Care and Support in conjunction with HOPWA-funded Housing assistance, Monthly Household Income in conjunction with HOPWA-funded Housing Assistance, and HOPWA Outcomes on Access to Care and Support not in conjunction with HOPWA-funded Housing Assistance.

PY 2011 CAPER HOPWA Executive Summary response:
The City of Fond du Lac did not receive HOPWA funds.

OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

PY 2011 CAPER Other Narrative response:

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