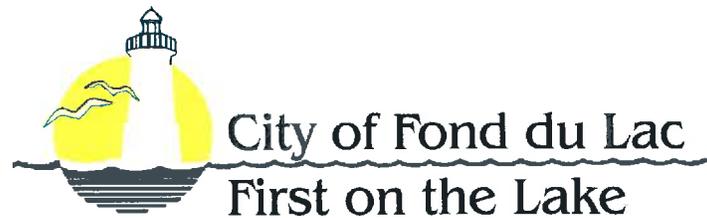


**Program Year 2015  
Consolidated Annual Performance and  
Evaluation Report (CAPER)**



**Community Development Block Grant**

**U.S. Department of Housing and Urban  
Development**

**City of Fond du Lac  
Department of Community Development  
July 2015**

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# 2015 Program Year CAPER

The CPMP 2014 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: 2012 to 2016**

### **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 2015 Action Plan Executive Summary:

Program Year (PY) 2013 was the second year of a five-year Consolidated Plan (2012-2016). The Consolidated Plan was heavily influenced by the changing economy, budgetary challenges and increasing needs within the community. The project description and funding for the PY2013, as proposed in the Annual Action Plan, is outlined below:

a. Owner Occupied Housing Rehabilitation Loans, 1-4 unit structures	\$200,000
b. Renter Occupied Housing Rehabilitation Loans, 1-4 unit structures	-0-
c. Rehabilitation Program Administration	50,000
d. Homestead Opportunity Program	35,000
e. Blight Elimination	30,000
f. Public Facilities	30,000
g. Boys & Girls Club	5,000
h. Homeless Shelter Utility Assistance	10,800
i. Warming Shelter Extended Hours	5,000
j. Dental Care Assistance	10,000
k. Mentoring	10,000
l. Undesignated	49,700
m. Administration	95,000
n. Fair Housing	<u>20,000</u>
Total	\$550,500

Estimated 2015 Entitlement: \$430,500

Estimated 2014 Revolving: \$120,000  
\$550,500

As part of the approval process for the PY2014 Annual Action Plan, the public hearing notice included the following language: ***The FY2014 appropriation for the U.S. Department of Housing and Urban Development has not been determined. If the actual allocation amount is less than the City's estimate, the proposed activities budgets for the PY2014 Annual Action Plan for the City of Fond du Lac will be proportionally decreased from the estimated funding levels to match actual allocation amounts. If the actual allocation amount exceeds the City's estimate, the City will increase the Homestead Opportunity, Public Facilities and Blight Elimination activity budgets based upon the amount of additional funding.***

Upon notification by the U.S. Department of Housing and Urban Development of the grant allocation for the City of Fond du Lac in the amount of \$479,242, activity allocations for Homestead Opportunity, Blight Elimination and Public Facilities were increased in conformance with the public hearing notice and approval by the Redevelopment Authority for the PY2015 Annual Action Plan.

The final project description and funding for the PY2015 based upon the actual grant allocation received by the U.S. Department of Housing and Urban Development is outlined below:

a. Owner Occupied Housing Rehabilitation Loans, 1-4 unit structures	\$200,000
b. Renter Occupied Housing Rehabilitation Loans, 1-4 unit structures	-0-
c. Rehabilitation Program Administration	50,000
d. Homestead Opportunity Program	49,914
e. Blight Elimination	44,914
f. Public Facilities	44,914
g. Boys & Girls Club	5,000
h. Homeless Shelter Utility Assistance	10,800
i. Warming Shelter Extended Hours	5,000
j. Dental Care Assistance	10,000
k. Mentoring Program	10,000
l. Undesignated	49,700
m. Administration	99,000
n. Fair Housing	<u>20,000</u>
Total	\$599,242

Actual 2015 Entitlement:	\$479,242
Estimated 2013 Revolving:	<u>\$120,000</u>
	\$599,242

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 seven (7) owner-occupied units were rehabilitated using CDBG funds. All seven (7) have been completed. Approximately \$91,000 has been expended to date.

b. Renter Occupied Housing Rehabilitation Loans – No units were assisted through the renter occupied housing rehabilitation program.

c. Homestead Opportunity Program (HOP) – One (1) lot was purchased during PY2015 as part of the Homestead Opportunity Program.

- A vacant property located at 437 E. 2<sup>nd</sup> Street was acquired through a tax foreclosure using PY2015 HOP funds for \$3,500. The property was donated to Habitat for Humanity as a future build site for a new single family home for an income eligible homebuyer.
- The property at 301 E 1<sup>st</sup> Street was acquired in PY2012 using PY2012 HOP funds. Rehabilitation of the home as a future homeownership opportunity was started in PY2013 using PY2012, PY2013a and PY2014 HOP funds. The rehabilitation will be substantially completed at the end of PY2014 and the home was offered for sale in early PY2015 and sold in October 2015.

d. Blight Elimination – The \$10,000 in PY2015 funds was reallocated towards the Brownfield project. This project involved the clean –up and remediation of a vacant gas station in a low-and-moderate income neighborhood. The PY2015 will be used to finalize the clean-up and reporting required by the Wisconsin Department of Natural Resources.

e. Public Facilities – No activity has been identified for these funds. Staff will be re-evaluating this funding and opportunities to reallocate towards other projects.

f. Boys & Girls Club – Project Learn- Due to the non-performance of one of the activities initially funded as part of the Annual Action Plan, funding was allocated to the Project Learn Program. This activity provides additional tutoring and homework support for low-and-moderate income, specifically targeting those at or below the poverty level, to help them achieve success at school. The Boys & girls Club had a goal of enrolling 500 kids into the Program, with 80 kids being assisted through CDBG funding, and they had enrolled 592 kids into the program.

i. Boys & Girls Club – This activity provides funding for the Boys & Girls Club’s After School at Parkside Elementary – a new program location. This program provides after-school activities and tutoring for low-and-moderate income kids. The Boys & Girls Club PY2015 subrecipient agreement extended from July 2015 to August 2016. The Boys & Girls Club tracks services based on average daily attendance. For the PY2015 agreement, they exceeded their enrollment goal with 102 kids enrolled in the new program and an average daily attendance of 65 children.

g. Homeless Shelter Utility Assistance – This activity provides funding for utility costs associated with the operation of the men’s and women’s homeless shelter. All of the \$10,800 allocated to the activity has been expended. Through this activity, approximately 467 individuals have received improved access and supportive

assistance at both shelters. (This reporting may represent individuals that are utilizing shelter and support services over a 90 day period. However, numbers vary by month indicating that individuals are entering and exiting shelter services on a monthly basis.)

h. Warming Shelter Extended Hours – This funding is used to extend the hours of the warming shelter which is open from November 1 to March 31. The funds are used for case management and utilities. For PY2015, \$5,000 in CDBG funds was allocated towards this activity and all funds have been expended. Through this activity, 163 homeless individuals received extended shelter.

i. Dental Care Assistance- This funding is used to provide dental care assistance to low-and-moderate income children. The Fond du Lac County Health Department requested, for PY2014, that the funds be directed from low-and-moderate income adults to low-and-moderate children. This change was requested because Agnesian Healthcare provided funding for the adult program. For PY2014, \$10,000 in CDBG funds was allocated to this activity. An additional \$7,500 in PY2014 funds were reallocated to this activity due to continued need. To date, 100 low-and-moderate income persons have benefited from the program.

j. CARE Mentoring Program – This funding is used to provide mentoring services for low-and-moderate income individuals working to obtain their GED/HSED; enroll in post-secondary education and/or obtain/retain employment. This activity was approved as part of PY2013 and was included in the PY2014 Annual Action Plan as well. To date, 8 individuals have enrolled in the program. (The program originally had 9 participants but one withdrew due to conflicts that program coordinators could not assist with overcoming.) No funds have been expended from PY2015.

k. Undesignated – Funding from Undesignated was not reallocated in PY2015 to provide assistance for any other activities. In early PY2016, the Redevelopment Authority will evaluate other opportunities for utilizing the unexpended funds.

l. Brownfields – The project involves the clean-up and remediation of a vacant gas station at 129 Forest Avenue. Approximately \$260,00 in CDBG funds had been expended to complete the Phase I and Phase II Environmental Site Assessments; demolition of the existing building; removal of the underground storage tanks, pumps and associated lines; remediation of the site (removal of the contaminated soil); and testing required by the Wisconsin Department of Natural Resources. In May 2015, approximately \$28,000 in Blight Elimination funds were reallocated to the Brownfields project to finalize the required testing and reporting to the Wisconsin Department of Natural Resources. Initial timelines indicate that the final report and closeout on this project will be completed in late summer/early fall of 2015. DNR will submit final closure documentation to the City in early 2016.

## **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 2015 CAPER #1 response:

The Census Bureau, at the request of the U.S. Department of Housing and Urban Development, conducted an analysis of American Community Survey Data Census to identify areas, on a block group basis, which will have a concentration of 51% or more low and moderate income persons. That study indicates the following block groups as meeting the criteria:

401-5	402-2	403-1	405-1	405-3	407-1
401-4	402-3	403-4	405-2	405-4	410-1

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

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 total due to its large institutional (Taycheedah Correctional Facility) population which would otherwise distort the analysis. The data is based off the 2009-2013 American Community Survey 5-Year Estimates from the US Census Bureau.

The information below shows that the City is becoming a more demographically diverse population. The population of African- American, Hispanics, American Indian/Alaska Natives and individuals that identify with more than one race has slightly increased within the community since the 2000 Census. This increase in diversity is expected as part of a growing community that continues to increase economic opportunities, invest in decent housing and strive for a good quality of life.

**African-American:** The African-American population is concentrated in the following census tracts: 405 (7.15%), 403 (2.57%), and 402 (1.58%). While these are concentrations, they still represent small numbers of African-Americans, only 2.1% of the total population of the community.

**Hispanic:** Within the City, the Hispanic community represents 6.3% of the population. Slight concentrations of this group are found in census tracts 403 (18.73%) and 405 (8.5%).

**American Indian/Alaska Native:** The City-wide representation of American Indian/Alaska Natives is 0.48%. Slight concentrations of this group are found in census tracts 405 (1.94%) and 409 (1.30%).

Asian: Asian/Native Hawaiian and Pacific Islanders represent 1.5% of the community's population. Slight concentrations of this group are found in the following census tracts: 403 (4.75%), 402 (2.42%), and 404 (1.31%).

Some Other Race: Individuals that identified with some other race alone represents 2.7% of the population. Slight concentrations are found in census tracts 403 (10.87%).

Two or More Races: Individuals that identified with more than one race represent 2.8% of the population. Slight concentrations are found in census tracts 403 (7.19%) and 405 (5.94%).

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

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, one (1) owner-occupied home was rehabilitated within the target area, and 6 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. (One loan applicant resides outside the purview of the map but within the City – near western Avenue and S. Peters Avenue.)

## **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 PY2015 fell within providing decent housing and improving access to suitable living environment.

#### **Decent Housing**

- 1) The City's progress on PY2015 CDBG activities has resulted in increases in decent housing through the owner-occupied rehabilitation program with seven (7) owner-occupied rehabs completed.
- 2) The City's partnership with Habitat for Humanity resulted in one home for a low-to-moderate income family that was constructed on a privately donated lot with some CDBG assistance. The City acquired a vacant lot through tax foreclosure to donate to Habitat as a future build site. A vacant lot acquired in PY2013 using Homestead Opportunity funds was donated to ADVOCAP, Inc and a new single family home was constructed during PY2014 and sold to an income eligible homebuyer during PY2015. A vacant lot acquired using PY2014 funds and donated to ADVOCAP for construction of a new single

family home during PY2016 was sold to an income eligible homebuyer and will close on the sale in early PY2016.

- 3) The City acquired and rehabilitated a single-family home in PY2012. Using CDBG to rehab the property and partnering with ADVOCAP on down payment assistance, the City sold the home to a homebuyer who was at or below 80% of the County Median Income (CMI) in mid PY2015.

#### Suitable Living Environment

- 1) A new activity for PY2015 is the funding of a new Boys & Girls Club program at Parkside Elementary. Parkside Elementary is located within an identified low-and-moderate income census block and is the designated school for many of the kids that live in this area. Since this is the expansion of an after-school program at a new location, the Boys & Girls Club set a goal of enrolling 100 kids from Parkside into the program with 60 kids attending the program on a daily basis. With two (2) quarters reported for PY2015 (the remaining two (2) quarters will be reported under PY2016); the Boys & Girls Club has enrolled 102 kids into the program and 65 kids are attending the program each day.
- 2) The Boys & Girls Club started Project Learn to provide additional support for those children experiencing a gap in their educational skills. Their goal was to enroll 500 kids into the program for the 2015-2016 school year. The first three (3) quarters of the program fall within PY2015. Through this timeframe, the Boys & Girls Club enrolled 592 kids into the program; 92 kids above their program goal.
- 3) The City continued the Consolidated Plan goal of improving accessibility and availability to suitable living environment through support of the homeless shelters.
  - a. The City provided funding support for extending the hours at the warming shelter. 163 homeless individuals were assisted through this activity (The number of beneficiaries may represent the same individual receiving service/shelter each month. However, the numbers fluctuate monthly so there are individual so not all of the same individuals use the warming shelter from November through March.)
  - b. In PY2015, the City provided funding for utility assistance at the men's, women's and family shelter. The use of CDBG funds to assist with some of the utility costs enabled Solutions Center to direct funds towards direct services, such as case management. Through this activity, 467 individuals received assistance and support. (The number of beneficiaries may represent the same individual receiving service/shelter each month. Individuals seeking services may stay in shelter for 90 days. However, the numbers fluctuate monthly so there are individual that are entering and leaving shelter services on a monthly basis.)
- 4) The City continued the support of the Dental Care Assistance Program which provides CDBG funding to supplement the cost of dental care for low-and-moderate income adults. Through this program, 100 low-and-moderate income adults were able to receive dental care.
- 5) The City funded a CARE Mentoring Program as part of the PY2013 Annual Action Plan. This activity was continued in PY2015. CARE Mentoring provides mentoring services for low-and-moderate income individuals to help them obtain their GED/HSED; enroll in post-secondary education and/or obtain and

maintain employment. To date, 8 of the anticipated 12 individuals have enrolled in the program.

Through these programs, the City is on track to attain the goals and objectives outlined in the 2012-2016 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 2015 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, insufficient program income and a shortage of applicants led to a lack of projects.
- 2) For the owner occupied rehabilitation program using CDBG funds, there has been an increase in applications for the rehabilitation loan program; however, it is still lower than previous years. Staff increased outreach which resulted in more inquiries; however, many of the potential applications exceeded income limits, lacked equity to undertake a rehabilitation loan or had other underlying financial issues.
- 3) For the Homestead Opportunity Program, the City acquires and donates lots to nonprofit organizations for construction of new single family homes for low-and-moderate income households. Habitat for Humanity has been the recipient for the most recent acquisitions. The City has a goal of assisting two (2) LMI households achieve homeownership through this program. In PY2015, only one family was assisted through the sale of a new single family home to an income eligible homebuyer on a lot donated by the City. The City acquired a lot in PY2013 that was used by ADVOCAP to construct a new single family home and was sold to an income eligible homebuyer in 2015. A vacant lot acquired using PY2014 funds and donated to ADVOCAP for construction of a new single family home during PY2016 was sold to an income eligible homebuyer and will close on the sale in early PY2016. The City acquired a tax foreclosed property in PY2015 and donated it to Habitat for Humanity as a future build site.

### **3) Affirmatively Furthering Fair Housing**

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

PY 2015 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, one issue that had emerged that may have impacted fair housing choice was the adoption of an ordinance that enabled 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. Staff monitored the impact of this policy as part of PY2012, PY2013 and PY2014. Staff did not receive any calls from tenants regarding any actions undertaken by landlords that have impacted fair housing choices.

Staff has started conversations with the Fair Housing Council regarding updating the Analysis of Impediments and other documents that may be required as a result of program changes at the federal level.

***Due to the ongoing discussion regarding the implementation of the Affirmatively Furthering Fair Housing (AFFH), the City deferred updating its AI until further direction on the AFFH could be provided. The City will be undertaking an AFFH during PY2016.***

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

PY 2015 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 307 Discrimination (formerly Chapter 9.3) of the Municipal Code - prohibits discrimination in housing and public accommodations. In PY2013, the City contracted with Metropolitan Milwaukee Fair Housing Council to provide assistance with enforcement and outreach activities. The City continued that partnership with Fair Housing Council in PY2015.
- 3) In conjunction with the Fond du Lac Housing Authority and Fond du Lac Police Department, the City held a Landlord Training event in May 2015. The Fair Housing Council presented a session on fair housing laws. Approximately 50-60 landlords attended the training event. In March 2016, staff started planning the PY2016 Landlord Training event that is scheduled for June 16, 2015. The Fair Housing Council will be presenting a session on fair housing laws.
- 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. Fond du Lac Area Transit started their Transit Development Plan which will look at changing needs within the community and opportunities to enhance and/or expand transit services.
- 6) The City has incorporated fair housing requirements in CDBG subrecipient 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 contact information for individuals who believe they have been discriminated against in housing.
- 8) The Fair Housing Council provided extensive outreach to the community during PY2014. As part of their efforts, they met with several organizations, including, but not limited to: Family Resource Center, ADVOCAP, Solutions Center, UW- Fond du Lac, Moraine Park Technical College, St. Agnes Hospital Domestic Violence Prevention Program, Marian University (various organizations and classes) & NAMI/Friendship Corner, ARC and Fond du Lac High School.

#### **4) Address Obstacles to Meeting Underserved Needs**

Identify actions taken to address obstacles to meeting underserved needs.

PY 2015 CAPER General Questions # 4 response:

- 1) The lack of viable housing rehabilitation applications continued to be an obstacle to meeting underserved needs. In PY2015, the City undertook the following actions:

- a. Continued a direct mailing effort to new homeowners as identified by the Assessor's office through new home sales.
  - b. Staff would identify a street within the City and all owner-occupied properties were sent letters with information about the housing rehabilitation loan program.
  - c. Staff saw an increase in interest in the Housing Rehabilitation Loan Program; however, many applicants exceeded income limits upon verification; had insufficient equity or other financial obstacles.
    - i. For applicants that had insufficient equity to undertake the needed rehabilitation items, staff continued the effort to offer a combination of deferred loan with repayment to the Redevelopment Authority. For the value of the work that exceeded equity, the applicant agreed to a manageable repayment plan. The Housing Rehabilitation Loan Program Guidelines and Procedures Manual was amended in PY2013 to incorporate this type of flexible funding.
- 2) 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 continued to look at innovative ways to meet needs and effectively use available funds.
- a. 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, and other resources. Access to dental care continues to be an ongoing demand. The Health Department has a significant waiting list and the RDA transferred \$7,500 in additional funding from a terminated activity to provide resources for a needed activity and also insure the timely expenditure of funds. The funding does not provide full reimbursement for the dental service and the dental care provider covers the remaining costs as in-kind contributions. To date, approximately \$15,500 has been expended with local dental providers having provided approximately \$16,215 of in-kind contributions.
  - b. Staff continued to look at opportunities to collaborate with other agencies to undertake projects. For example, late in PY2012, the City and Housing Authority started planning efforts on a landlord training session for early PY2013. The City sponsors the Fair Housing portion of the training and the Housing Authority will sponsor other landlord-tenant speakers/sessions. The landlord training event was very well received and the City and Housing Authority have continued their collaboration to make it an annual training event. To date, events were held in June 2013, May 2014, May 2015 and scheduled for June 2016.

## **5) Foster and Maintain Affordable Housing**

Identify actions taken to foster and maintain affordable housing.

PY 2015 CAPER General Questions # 5 response:

- 1) The City continued to focus a significant proportion of the annual allocation/program income on owner-occupied housing rehabilitation. These loans are provided to low-and-moderate income homeowners 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 purchases vacant, deteriorated or damaged properties and donated them to Habitat for Humanity and/or ADVOCAP for construction of single family homes to be sold to income eligible households. In PY2015, the City had an opportunity to acquire one (1) lot. It will be donated to Habitat as a future build site for a low-and-moderate income (LMI) household.
- 3) The City, through a partnership with ADVOCAP, purchased a foreclosed property in PY2013 using Neighborhood Stabilization Program (NSP) funds; completed rehabilitation of the home in PY2014; and listed the home for sale in PY2014. Staff closed on the property with an eligible homebuyer in January 2015, the last quarter of PY2014.
- 4) The City purchased a vacant and blighted property and rehabilitated the home using CDBG funds. ADVOCAP partnered with the City by providing down payment assistance to the eligible homebuyer. The property was sold in October 2015. The City will utilize the program income generated from the sale to rehab another property as a homeownership. A foreclosed property was purchased in January 2016 with rehabilitation occurring in PY2016. The rehabilitation will be completed utilizing both NSP and CDBG funds.
- 5) The City continues to support local developers that pursue low-income housing tax credit projects. In PY2012, a 46 unit senior low-income housing tax credit project started construction and the project was completed in PY2013. A developer looked at two (2) properties within the City during PY2014 for redevelopment into affordable housing. Unfortunately, the development costs for both properties exceeded Wisconsin Housing and Economic Development Authority's (WHEDA) standards for the tax credit program.

## **6) Leveraging Resources**

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

### PY 2015 CAPER General Questions # 6a response:

- 1) Other resources include the City's participation on the Neighborhood Stabilization Program (\$115,000) project with ADVOCAP for the reconditioning and sale of a foreclosed home. Program income (\$60,000) from the sale of the home on April 2, 2012 was used to undertake another NSP eligible activity. The City received activity approval from the State in March 2012 to use NSP funds towards a homeownership opportunity that was initially funded using CDBG funds. The home was sold in PY2013 (June). The Program Income (approximately \$38,000) was used to purchase and fund part of the rehabilitation (with the support of CDBG funds). Staff closed on the sale of that property in PY2014. The program income from that sale will be used towards another homeownership opportunity. In January 2016, the redevelopment Authority purchased an eligible property for a homeownership opportunity. The property will be rehabilitated using CDBG and NSP funds.
- 2) 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 2015 was \$358,794.

- 3) The City applied for Wisconsin Economic Development Corporation (WEDC) Brownfield grant to assist with the clean-up and redevelopment of a manufacturing site that is also being assisted with City funds. The City received approval of the Brownfield grant and initiated the improvements. The project was completed in the last quarter of PY2015.
  - 4) The City applied for Wisconsin Economic Development Corporation (WEDC) Community Development Investment Program Grant and received \$400,000 to assist a developer redevelop a downtown building into retail and rental units. The project was completed in PY2015.
  - 5) As part of the support for the Boys & Girls Club, the CDBG funds were used to provide scholarships to the After-School and Summer Programs. This enabled the private resources the Boys & Girls Club received through fundraising and donations to be used for programming and other activities.
- b) Describe how Federal resources from HUD leveraged other public and private resources.

PY 2015 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 and other grant funds for ADVOCAP. Through their grants, fundraising and in-kind contributions, Habitat constructed one (1) single family homes in PY2015 and ADVOCAP started construction of one (1) Fresh Start home that was sold at the end of March 2016. The construction of a second Fresh Start home started in PY2015 and ADVOCAP already has an accepted offer to purchase. The property will sell early in PY2016.
  - 2) The City's use of CDBG funds to assist Solution Center with extending hours of the warming shelter and utility assistance 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.
  - 3) The assistance provide to the Dental Care Assistance Program has leveraged approximately \$16,215 of in-kind donations from dental providers. (As of the end of PY2015, \$15,500 of CDBG funds have been expended of the \$10,000 allocated towards this activity. An additional \$7,500 was allocated to the activity at the end pf PY2014. To date, the activity has resulted in a higher use of private resources than CDBG funds.)
- c) Describe how matching requirements were satisfied.

PY 2015 CAPER General Questions # 6c response:

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

**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 2015 CAPER Citizen Participation # 7a response:

The City held two (2) public hearings in PY2015. Public hearings were held in November and December for the Annual Plan Needs Assessment and Final Annual Plan approval for PY2016.

There were no comments received at the November or December Public Hearing.

The City did not receive any written comments for any of the public hearings.

- 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 2014 CAPER Citizen Participation # 7b response:

There were no comments received orally or in writing at the November or December public hearings. Staff has not received any comments or inquiries regarding the Community Development Block Grant (CDBG) Program outside of the public hearings during the course of PY2015.

## **8) Institutional Structure**

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

PY 2015 CAPER Institutional Structure # 8 response:

- 1) 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. While the rehabilitation was completed during PY2012, ongoing reporting was required through PY2013.
- 2) The Redevelopment Planner and attended monthly Housing Coalition meetings through October 2014. The Housing Coalition is comprised of multiple social, health and advocacy agencies within the community. In PY2014, staff continued to work in cooperation with ADVOCAP, lead agency in the Coalition, worked to bring in new speakers and presenters such as Fondy Food Pantry, Center for Veterans Issues, Forward Services and SHARDS (a nonprofit mental health service provider). These presenters provided information to the Coalition about the services they provide to the community. There was a significant staffing change during the quarter of 2014 that prevented attendance at the Coalition meetings. The Community Development Director attended some meetings of the Housing Coalition due to conflicting demands. During PY2016, staff hopes to further increase attendance at the meetings.
- 3) Community Development staff continued to participate with various groups and committees, such as the River Park Neighborhood Group (formerly Hamilton Area Neighborhood District), Downtown Fond du Lac Partnership Program Management Team (PMT), Downtown Architectural Review Board, and 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.
- 6) Community Development staff meets quarterly with representatives from the Fond du Lac County Economic Development Corporation (FCEDC) and Wisconsin Economic Development Corporation (WEDC) to focus specifically on economic development issues.

## 9) Monitoring

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

PY 2015 CAPER Monitoring # 9a response:

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

- 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 meets on-site with the subrecipients to review progress towards goals and reported outcomes.
    - a) Although not the result of a direct on-site monitoring, the City has initiated action as a result of a lack of progress towards goals and nonresponsive to City communications. As a result, the Redevelopment Authority approved termination of contract and reallocate of the funds in PY2014.
  - 7) Satisfaction with the Program and its impact on the community is monitored through citizen comments or complaints, or lack thereof. The City received less feedback through the public hearings during PY2015 compared to PY2012 but comparable to previous program years. The comments received during the public hearings were related to the CDBG program itself and the overall process rather than specific activities.
  - 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 compared them to the Consolidated Plan. Requests that were not identified in the Consolidated Plan may 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.
- b) Describe how and the frequency with which you monitored your activities, including subrecipients (including sponsors or administering agents).

PY 2015 CAPER Monitoring # 9b response:

- 1) Overall program activities are monitored through monthly meetings of the Redevelopment Authority. As part of the financial reports, staff reported the

current level of funds drawn on activities and projected draws. Staff also provided 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 to track draw downs by activity and the entering of activities details in IDIS.
  - 3) Subrecipients are desk 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 reviews each request and outcomes and contacts the subrecipient if clarifications are needed.
  - 4) 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. Due to staffing changes and training, staff was unable to conduct on-site monitoring of subrecipients during PY2015. On-site monitoring will resume in PY2016.
    - i. Solutions Center- The organization brought on a new Executive Director. Staff did meet with the new Executive Director to explain the CDBG program, funding provided to the organization as well as regulations and expectations for activity performance.
  - 5) 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 monitored compliance with low-and-moderate income housing once the home construction is complete and the household has moved into the home.
- c) Describe the results of your monitoring including any improvements made as a result.

PY 2015 CAPER Monitoring # 9c response:

As part of PY2015, staff desk monitored the Boys & Girls Club, Dental Care Assistance Program, CARE Mentoring and Solutions Center as part of their quarterly reporting and reimbursement requests. There were no changes made as a result of the desk monitoring.

- 1) The Homestead Opportunity Program complied with the CDBG regulations regarding low-and-moderate income housing. To date, all households living in completed homes meet the income thresholds.
- 2) City staff continued to improve monitoring of subrecipients. On-site monitorings did match PY2014 efforts. Due to a change in staffing and a need to provide training for the new staff person there was insufficient time to conduct on-site monitorings. On-site monitoring visits will resume in PY2016.
  - i. Solutions Center- The organization brought on a new Executive Director. Staff did meet with the new Executive Director to explain the CDBG program, funding provided to the organization as well as regulations and expectations for activity performance.
- 3) Staff improved the timely entry of projects/activities into IDIS and beneficiary data. The timely input of data into IDIS enables HUD to monitor progress towards completion and beneficiaries. An area in

continued need of improvement is entering receipt of program income/repayments into IDIS. Reports generated by IDIS have been inconsistent with the CAPER report. In PY2013 and PY2014, staff inputted more program income receipt data than PY2011 and PY2012. Staff also submitted questions to HUD OneCPD Resource Exchange to get guidance in regards to the proper procedure to receipt program income in IDIS. However, the reporting of program income can still be improved and staff continued to improve these efforts in PY2014. During PY2015, staff continued to improve reporting efforts in IDIS. Due to staffing changes and need for training, these efforts fell short of expectations.

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

PY 2015 CAPER Monitoring # 9d response:

- 1) 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.
- 2) The City keeps abreast of regulatory changes by attending HUD sponsored training and through HUD correspondence (primarily electronic communications and reports).
- 3) Staff consulted with HUD-Milwaukee staff on questions not clearly defined by the regulations, HUD memoranda or other HUD resources.
- 4) Through IDIS and other monitoring efforts previously discussed, the City insured compliance with the timeliness of expenditures.
- 5) In PY2015, staff continued to build on improved networking connections with other Entitlement/Formula grantees that was started in PY2014. Networking with other formula grantees enables the sharing of ideas, including challenges and opportunities to address CDBG regulations and improve service to the community.

**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 2015 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. Upon inspection, if work items were not done in a good workman-like manner staff will request 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 2014 CAPER Monitoring # 9f response:

The status of grant programs is as follows:

- i) For PY2015, the City continued to use the tools developed as part of the PY 2012 Work Out Plan to track activities and ensure all activities were kept on schedule. For activities that appeared to be falling behind schedule, staff was able to address scheduling obstacles or reallocate funds towards another eligible activity.
- 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 2015 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 2007-2011 American Community Survey, 5,364 individuals, or 13.1% of the City's population, had income within the last 12 month time period that was below poverty level. By comparison, 9.54% 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 Boys & Girls Club received CDBG funds for the Project Learn Program. Low-and-moderate income children, especially those children living at or below the poverty line, face significant challenges in succeeding in their educational careers. Through this program, children receive additional homework and tutoring support so that they can be successful in school which will help them be successful beyond the school system. For PY2015 (which extends until July 2016), 592 children have been enrolled in the Project Learn Program.
- 4) 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 PY2014, the City utilized TIF to assist with the redevelopment of a vacant building into retail space and rental units.
- 5) The City continued to provide funding for the Fond du Lac Area Transit System to ensure that individuals have access to job opportunities. Fond du Lac Area Transit is in the process of developing their Transit Development Plan. This planning effort started in March 2015 and will identify opportunities and challenges facing the transit system as well as ways to enhance or expand service to the community.
- 6) 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) 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 in PY2015, 163 individuals received improved access to case management and support services provided by Solutions Center staff and volunteers.
- 7) The partnership with the Fair Housing Council to assist with enforcement and outreach activities 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.

## **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 2015 CAPER Self-Evaluation # 11, 12, 13 response:

11a) The City's programs in PY2014 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. City funds were used to acquire a blighted and vacant gas station from Fond du Lac County. The City used CDBG funds to complete the 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 Dorado Apartments) and private investment (El Dorado Apartments). The City is utilizing CDBG funds to complete the next steps of environmental assessment to help encourage redevelopment of this lot in future program years. Staff is currently working with the Wisconsin Department of Natural Resources to complete the required testing to facilitate the redevelopment of this parcel. This project was substantially completed at the end of the last quarter of PY2015. Official documentation regarding the status will not be received until PY2016.

b. The City's Housing Rehabilitation Loan Program assisted seven (7) families with decent, safe and sanitary housing. 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 outside the target areas which 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, one family moved into a new home constructed by Habitat for Humanity in PY2015 from a lot donated by a private individual. The City provided CDBG funds towards the improvements. One (1) lot were acquired during PY2015 and donated to Habitat for Humanity as a build site.

d. ADVOCAP sold a new home constructed by their Fresh Start Program on a lot donated during PY2013. ADVOCAP completed constructed a second home on a lot donated during PY2014 and has an accepted offer to purchase. The closing will occur in early PY2016.

11b) Progress towards meeting certain priority needs slowed in PY2014 while remaining strong in other areas.

a. The number of residential rehabilitation loans were lower than PY2014 due to staff changes and working on two (2) homeownership opportunities. This program is an essential and large component to meeting priority needs and the objective of providing decent, safe and sanitary housing.

i. The City improved its outreach and did receive more inquiries regarding the program. However, many of the potential loan applicants exceeded income requirements (they often overlooked part of their household income); had insufficient equity or other financial obstacles (recent bankruptcies, large number of collections, unpaid City taxes, etc).

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 completed the demolition and tank removal at the site. With the assistance of CDBG funds, the blight was removed, the property cleaned-up and will eventually be redeveloped.

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

i. In PY2015, the City sold a rehabilitated single-family home to a homebuyer that was at or below 80% CMI.

ii. A new home was sold to a low-and-moderate income family on a lot as part of Habitat for Humanity's efforts with funding support by the CDBG program.

iii. The City acquired and donated a lot to ADVOCAP during PY2013 for the construction of a new single family home as part of their Fresh Start Program. The home will be sold to an income eligible homebuyer in the last quarter of PY2015.

iv. The City acquired and donated a lot to ADVOCAP during PY2014 for the construction of a new single family home as part of their Fresh Start Program. The home has an accepted offer to purchase and will close early in PY2016.

d. The City made significant progress, in collaboration with Solutions Center, to address the needs of individuals experiencing

homelessness. In PY2015, the City provided funding towards extending the hours at the warming shelter and utility assistance at the men's, women's and family shelter.

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 assist 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 this will impact 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.

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 utilizes CDBG funding to assist Solutions Center which provides services to individuals that are homeless. 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. Utility assistance enabled Solutions Center to direct their funding towards case management and other needed services.

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 if a business moves into a neighborhood the number of people served (neighborhood grocery, doctor's clinic) or businesses assisted.

- c. Boys & Girls Club/Solutions Center/Dental Care Assistance/CARE Mentoring Program:  
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 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 PY2014 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 lack of interest and/or eligible families for the Homestead Opportunity Program. While the City utilizes CDBG funds to acquire and raze deteriorated and/or vacant structures for donation to a nonprofit organization, Habitat for Humanity is the one the directly creates the homeownership opportunity through the construction of the single-family home and family selection. The City, in collaboration with Habitat for Humanity, has a goal of constructing two (2) homes per year. In PY2015, Habitat was only able to construct one new home.

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

The major goals for the 2012-2016 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 met many of the goals at the end of PY2014, the start of the 2012-2016 Consolidated Plan.

#### Decent Housing

- 1) The City had a goal of assisting 18 owner-occupied units each year of the Consolidated Plan. In 2015, the 7 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 viable applications. The increased outreach efforts implemented in PY2013 and PY2014 generated

additional inquiries about the program, many of the potential applicants either did not meet income eligibility requirements; had insufficient equity or other underlying financial obstacles, such as recent bankruptcy or a larger number of collections. For PY2014, the City adjusted the goal of assisting 30 households to 18 households. In addition, the City is undertaking more homeownership opportunities. Habitat for Humanity and ADVOCAP construct new single family homes on lots donated by the City. However, there are some properties where demolition is not appropriate and rehabilitating the property is a more appropriate fit to maintain the character of the neighborhood. The City purchased one (1) property in PY2012 and one (1) property in PY2013 and has initiated rehabilitation, in partnership with the Neighborhood Stabilization Program, with these homes sold to income eligible homebuyers in late PY2014 and the other in mid PY2015. The City acquired another property in PY2015 that will be rehabilitated using NSP and CDBG funds during PY2016.

- 2) The City had a goal of assisting 2 renter-occupied units each year. In PY2009 and 2010, the City did not assist any rental units and in PY2011 only assisted 2 units. In PY2012, the City did not assist any "traditional" renter-occupied housing units, but did assist with the rehabilitation of a transitional housing units owned by ADVOCAP. In PY2013 and PY2014, the City did not assist any rental units. The goal for assisting 2 renter-occupied units was not achieved because there was little interest in the program by landlords; and those landlords that did express interest were unable to comply with program guidelines in regards to equity, underwriting, rent limits, etc.) The Redevelopment Authority did approve a \$50,000 through another funding source to assist the rehabilitation of Lakeside Gardens, an low-income housing tax credit development. The loan closed in PY2015.
- 3) The Homestead Opportunity Program did not meet the City's goal of acquiring two (2) vacant or deteriorated property per year to donate to a nonprofit (Habitat for Humanity or ADVOCAP) for a new homeownership opportunity. In PY2015, the City acquired one (1) lot using PY2015 funds. The lot will be donated to Habitat for Humanity as a future build site. Although the City did not meet the goal of acquiring two (2) vacant lots, the City did acquire a foreclosed property to rehab as a homeownership for an income eligible homebuyer. The intent of enhancing homeownership opportunities within the community is still being met even if both activities do not involve vacant lots.

#### Suitable Living Environment

- 1) The Boys & Girls Club had a goal of enrolling 100 kids into their new after-school program at Parkside Elementary. The Boys & Girls Club has exceeded that goal with 102 kids enrolled in the program and has provided programming for an average of 65 kids per day. As part of their Project Learn Program, which provides additional homework and tutoring support for kids to help them succeed in school, the Boys & Girls Club had a goal of having 500 kids enrolled in the program with 80 of the new kids enrolled assisted through the CDBG funding. The agreement for the Project Learn Program started in July 2015 and after their third reimbursement request (March 2015) they had surpassed their 500 kid enrollment goal by enrolling 592 kids into the program.
- 2) The City has a goal of razing and remediating one (1) property under the Brownfields Program. However, PY2014 funds were used to continue an activity that was started in PY2011. The first phase of the project was completed in August 2012. As part of PY2013, staff worked with the

Wisconsin Department of Natural Resources (DNR) to undertake the required environmental testing that will increase the viability and feasibility of redevelopment of the site. The testing and reported was completed in PY2015. Using approximately \$5,000 in PY2015 funds the City will close out the required reporting to the DNR and the project so that the property can be made available for redevelopment. The DNR will submit formal documentation of closure in early PY2016.

- 3) CARE Mentoring was a new activity for PY2013. The goal for their program was up to 12 low-and-moderate income individuals. At the end of PY2013, they had nine (9) individuals enrolled in the activity. The 12 individuals was their maximum enrollment that the program could handle given staffing and resources. As a new activity, staff feels that they have achieved their program goal. This activity was continued in PY2015 and the clients from PY2013 continued in PY2014 since achieving GED/HSED, employment or other milestones takes more than 9-12 months to complete. The program is still utilizing PY2014 funds and no funds have been expended in PY2015.
- 5) Solutions Center exceeded its goals for the utility assistance and for warming shelter programs. The utility assistance had a goal of 175 women and 300 men. This goal does not appear to reflect the duration individuals are allowed to stay. During PY2015, 467 individuals had been assisted. The warming shelter had a goal of providing shelter to 50 individuals and they assisted 163 individuals through the extended hours.

#### 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).

Two (2) loans were approved in PY2015. Within the two (2) loans, 7 FTE jobs were expected to be created. Of those 7 jobs, both loans have created the jobs are staff is awaiting the one-year retention of that created job before closing out the loans. Final job creation numbers may be adjusted upon completion of the one-year mark.

- 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 a continuing need 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 started mailing information regarding the Housing Rehabilitation Loan Program to all owner occupied housing units on designated streets.
  - b. Staff continued the outreach effort that included sending information letters out to adjoining property owners where a recent Housing Rehabilitation Loan had been approved.
- 2) Reviewing the type and conditions of Housing Rehabilitation Loans is another way to improve the effectiveness of the Program. In the past, when the housing market and economy was strong, the number of individuals that qualified for the Program was high. However, the downturn in the housing market and economy had significant impacts on the Housing Rehabilitation

Loan Program and more specifically, low-and moderate income (LMI) households. LMI households experienced decreases in housing values (less equity), had greater challenges overcoming financial obstacles and lower incomes. However, the need for rehabilitation work items was still strong.

a. Using the existing Housing Rehabilitation Loan guidelines as previously administered would have resulted in some households being denied outright and having no other options. After a pilot test in PY2012 that created some flexibility in assisting LMI households that would not meet the guidelines as presented, the Redevelopment Authority formally adopted this flexible funding through an amendment to the Housing Rehabilitation Loan Program Guidelines and Policies in PY2013. During PY2014, this flexible approach allowed the Redevelopment Authority to assist a household that would not have had sufficient equity to correct the necessary code issues.

## 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 2015 CAPER Affordable Housing # 14a response:

Extremely low income owner occupied goal: 3, actual: 0

Low income owner occupied goal: 6, actual: 1

Moderate income owner occupied goal: 9, actual: 6

Extremely low income renter occupied goal: 1, actual: 0

Low income owner renter occupied goal: 1, actual: 0

Moderate income renter occupied goal: 0, actual: 0

The City did not achieve its goals for meeting affordable housing objectives. Staff's efforts to increase outreach resulted in more inquiries into the Housing Rehabilitation Loan Program. Many of the potential applicants could not be assisted due to exceeding income eligibility requirements; outstanding financial issues (excessive collections, recent bankruptcy, etc.); and/or insufficient equity. Staff will continue its outreach efforts to increase awareness about the program and applications in order to improve progress

towards goals during the Consolidated Plan period (2012-2016). For PY2014, the City adjusted its goals for the Housing Rehabilitation Loan Program from 30 units to 18 units. This adjustment also acknowledges the City's increased participation in homeownership opportunities through rehabilitation and home sales to income eligible homebuyers.

- 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 2014 CAPER Affordable Housing # 14c response:

- a. 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.
- b. As indicated above, ADVOCAP's Transitional Housing Program provides a "stepped" rent system that enables individuals that are entering stable employment become independent while still receiving supportive services. In PY2014, the City completed the rehabilitation of one of ADVOCAP's transitional housing units (a duplex).
- c. The City continued to provide 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 involuntarily been displaced. 163 individuals received improved access to case management and supportive services.
- d. In PY2015, the City worked with a developer on a potential property for a low-income housing tax credit application. However, the property exceeded Wisconsin Housing and Economic Development Authority's (WHEDA) development standards for the program and an application was not submitted. The developer and City continue to work on the project to determine if additional units could be accommodated above what was previously approved by the Board of Appeals.
- e. The City also worked with two (2) other developers on LIHTC applications to WHEDA for three (3) properties near the downtown. Two (2) projects undertaken by the same developer include converting former schools into residential units. The other project involves converting an office building to residential units.
- f. 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 River Park Neighborhood Group (formerly Hamilton Area Neighborhood District) 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 2015 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. Community Development and Housing Authority continued to work together to identify other grant opportunities to improve accessibility for all developments within the community.
- 2) 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 developmental 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. Staff contacts ADRC staff if a program or activity could benefit or assist persons with disabilities so that the case workers can refer individuals as appropriate.
- 5) Habitat for Humanity has programs that extend beyond new affordable single family home construction. Through the A Brush with Kindness Program and other build programs, Habitat for Humanity is able to assist various individuals, including those with disabilities with accessibility needs.

## **Public Housing Strategy**

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

PY 2015 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) - 135 units; general occupancy  
Westnor Apartments (653 W Arndt Street) – 100 units; elderly & disabled  
Grand Court Apartments (630 W Arndt Street) – 31 units; general occupancy  
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** – (May 2016)

One bedroom – 48 families  
Two bedroom – 35 families  
Three bedroom – 29 families  
Four bedroom – 3 families  
Five bedroom – 6 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. The Housing Authority and Community Development staff continue to look for opportunities to partner on grant funding to improve the quality of life for public housing residents.
- 3) 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.
- 4) 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.

## **Barriers to Affordable Housing**

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

PY 2015 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.
- 2) The City provided support to a low-income tax credit (LIHTC)/affordable housing development in PY2012 which was completed in PY2013. This support included relevant data; a letter of support for a LIHTC application; or tax increment financing (TIF).

- a. In PY2015, the City worked with a developer on a potential property for a low-income housing tax credit application. However, the property exceeded Wisconsin Housing and Economic Development Authority's (WHEDA) development standards for the program and an application was not submitted. The developer and City continue to work on the project to determine if additional units could be accommodated above what was previously approved by the Board of Appeals.
  - b. The City also worked with two (2) other developers on LIHTC applications to WHEDA for three (3) properties near the downtown. Two (2) projects undertaken by the same developer include converting former schools into residential units. The other project involves converting an office building to residential units.
- 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 PY2015, the City acquired one (1) property for donation to Habitat for Humanity for a build site for a new single-family home for an income eligible household. In PY2015, Habitat for Humanity completed construction of one (1) new single-family home on a privately donated lot using a small amount of CDBG funds for site work.
  - 5) The City utilized Neighborhood Stabilization Program (NSP) funds to complete the rehabilitation of a vacant property that was listed for sale in Fall 2014. The home was sold to a low-and-moderate income individual (50% CMI) in January 2015. In PY2015, the City acquired another foreclosed property that will be rehabilitated in PY2016 using NSP and CDBG funds and sold as a homeownership opportunity.
  - 6) The City purchased a vacant and blighted property and rehabilitated the home using CDBG funds. ADVOCAP partnered with the City by providing down payment assistance to the eligible homebuyer. The property was sold in October 2015. The City will utilize the program income generated from the sale to rehab another property as a homeownership.
  - 7) 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.
  - 8) The City contracted with the Fair Housing Council to improve and expand fair housing outreach/education and enforcement activities. 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.

## **Lead-based Paint**

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

PY 2015 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.
- 3) The Housing Rehabilitation Loan Program also receives referrals from the Fond du Lac County Health Department for households that have a lead poisoning that reside in the City. Staff will assist those households with corrective rehab work items or partner with other agencies or private lenders to complete the work.
- 4) The City works closely with the Fond du Lac County Health Department and has provided grant funding to assist a homeowner who had a child that had lead poisoning.

## HOMELESS

### Homeless Needs

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

PY 2015 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 input in the development of the PY2015 Annual Action Plan that would provide the short term plan for meeting needs of future homeless persons.
  - b. As a member of the Housing Coalition, staff participated in discussions regarding allocation of grant resources and efforts to improve coordination among agencies.
- 2) The City continued to provide 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 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 funding for utility assistance towards the operation of the men's, women's and family shelters. This funding support enables Solutions Center to direct its limited funds towards case management and other supportive services that enables individuals to move out of homelessness.

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 present information to the Coalition to expand the understanding and awareness of resources within the community.
- 19) Identify actions to help homeless persons make the transition to permanent housing and independent living.

PY 2015 CAPER Homeless Need #19 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 (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 build new homes for low income individuals. Although this activity may not serve homeless persons directly, it provides affordable permanent housing to individuals who may not otherwise have an opportunity for homeownership and who may have transitioned from homelessness to supportive housing to independent living.
  - 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 36 different individuals.
- 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 2015 CAPER Homeless Needs #20 response:

The Fond du Lac Housing Coalition acts as the Continuum of Care (COC). This Coalition is led 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.

As such, ADVOCAP is the primary agency for implementing the continuum of care strategy and obtaining Federal funds. ADVOCAP applies for all grant funds on behalf of the COC members. These grant funds include ESG and SHP.

- 1) As a member of the Housing Coalition/Continuum of Care, staff is made aware of the needs that arise in relation to the Continuum of Care. When longer hours at the warming shelter were needed or additional funding for motel vouchers was needed, the City provided CDBG funding. As needs arise, staff works with the COC members agencies to determine if the activity is eligible for CDBG funding.
- 2) Staff assisted ADVOCAP, lead agency and chair of the group, to identify and contact additional agencies and community partners that should present information to the Coalition to expand the understanding and awareness of resources within the community. In addition to the information they provide, each agency that is a member of the CoC brings their own level of funding (whether federal, public or private) which, even if not accessible by the agency, may be accessible to their clients.

## **Specific Homeless Prevention Elements**

21) Identify actions taken to prevent homelessness.

PY 2015 CAPER Specific Homeless Prevention #21 response:

- 1) The City provided CDBG funding to Solutions Center for extended hours of the warming shelter and utility assistance for the men's and women's shelters. 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 150 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.
- 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.

## 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 2015 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 2015 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 2015 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 2015 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 2015 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 2015 CAPER ESG # 26a response:

NA

- 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 2015 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 2015 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 meets with various agencies (Fond du Lac Aging & Disability Resource Center (ADRC); Senior Services; Social Services, ARC, Inc.) to discuss special needs of individuals within the community. These agencies are 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. Housing Authority and Community Development staff continue to identify grant opportunities that may enhance the quality of life for those individuals with special needs.
- 3) The Department of Community Development updated and posted 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.
- 4) As part of the Annual Plan process, staff reached out to our community partners to identify any specific needs that could be addressed through the Annual Plan.
- 5) One of the needs identified within the community was a lack of access to dental care. Many of the individuals in need of dental care are not homeless, but are in supportive housing and in need of access to dental care. Individuals in need of dental care typically go to the emergency room. With the Dental Care Assistance Program, administered by the Fond du Lac County Health Department, low-and-moderate non homeless special needs children are able to have access to dental. This decreases emergency room visits and improves overall health.

## 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 2015 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 \$220,000 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 \$100,000 in grant funds to this program along with the anticipated \$120,000 in program income.
  - 2) The next priority was Blight Elimination and Brownfields. The City reallocated \$10,000 in PY2015; \$28,000 in PY2014; allocated \$30,000 in PY2013 and reallocated \$155,000 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. This Brownfield activity was located within a low-and-moderate income area that had been a focus on community investment and redevelopment.
  - 3) The Homestead Opportunity Program received approximately \$48,000 in CDBG funds during PY2015. 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 2015 CAPER CDBG Progress Evaluation # 28b response:

For PY2015, progress toward goals has lagged towards providing affordable housing using CDBG funds, through the City's Owner Occupied Residential Rehabilitation program. The goal for PY2015 was assisting 18 homeowners. Actual results show the City assisted 7 homeowners with CDBG funds. Additionally, the City had a goal to donate one vacant residential lot to Habitat for Humanity through its Homestead Opportunity Program. As part of PY2015 efforts, the City was able to acquire one lot which will be the sites for affordable housing/homeownership opportunity.

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

PY 2015 CAPER CDBG LMI Benefit # 28c response:

The City used CDBG funds for the following activities that benefited low-and-moderate income persons. Please note that not all activities were funded with PY2015 grant funds; however, all beneficiaries were reported during PY2015.

Extremely Low Income Persons

- 1) In PY2015, the City allocated approximately \$15,800 to the Solutions Center's homeless programs which assist extremely low income individuals.
  - a. Through the Warming Shelter Extended Hours Program, 163 individuals received improved access to shelter and services.
  - b. Through the Utility Assistance Program, 467 individuals received improved access.
- 2) Through the Boys & Girls Club, 78 extremely low income children attended an after-school program at Parkside Elementary and 187 kids participated in the Project Learn Program.

#### Low Income Persons

- 1) Through the Boys & Girls Club, 9 low income children attended an after-school program at Parkside Elementary and 157 kids participated in the Project Learn Program.
- 2) Through the Housing Rehabilitation Loan Program, the City was able to assist one (1) low income owner occupied unit with rehabilitation loans.
- 4) The Redevelopment Authority provided \$10,000 in initial CDBG funds towards Dental care Assistance for low-and-moderate income children. An additional \$7,500 was allocated to the program. Through the program, 100 low income persons have received dental care to date with funds still available for expenditure.

#### Moderate Income Persons

- 1) Through the Boys & Girls Club, 15 moderate income children attended after-school program at Parkside Elementary and 248 moderate income kids participated in the Project Learn.
- 2) Through the Housing Rehabilitation Loan Program, the City was able to assist six (6) moderate income owner occupied units.

#### 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.

The City did not make any changes in program objectives for PY2015.

PY 2015 CAPER CDBG #29 response:

#### 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 2015 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 PY2015.

- 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 2015 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 2015 CAPER CDBG # 32a response:

The City did not undertake any activities in PY2015 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 PY2015, 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 2015 CAPER CDBG # 32b response:

None of the activities proposed in the Annual Action Plan included relocation.

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

PY 2015 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 2015 CAPER CDBG # 33a response:

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. These goals are outlined in the EDRLF Manual of Policies and Procedures, EDRLF Loan Agreements and the Subrecipient Agreement between the City and the Fond du Lac County Economic Development Corporation (FCEDC) which administers the program on behalf of the City.

Actions taken by the City and FCEDC include:

- 1) The City continued to require that available jobs are posted with the local Job Service office and in the Action Advertiser.
  - 2) Assisted businesses are required to track applicants and processes used to advertise and fill positions.
  - 3) EDRLF Manual and Loan Agreements were revised to strengthen the focus on low-and-moderate income (LMI) job creation, including a penalty for failing to meet LMI job creation goals. Loan recipients are required to focus on LMI job creation as part of the overall job creation. Updated loan documents also included required recordkeeping and documentation for both the loan recipient and FCEDC.
- b) List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.

PY 2015 CAPER CDBG # 33b response:

Of the 7 FTE jobs created to date as part of the 7 total job creation goals are under the following job titles:

- a. Office/Manager – 0
- b. Professional – 0
- c. Technicians - 0
- d. Sales – 0
- e. Office/Clerical -0
- f. Craft Worker (Skilled) – 0
- g. Operatives (Semi-skilled) -0
- h. Laborers - 0
- i. Service Worker – 7

The total number of jobs created had been reported by the Fond du Lac Economic Development Corporation (FCEDC) 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 2015 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).
  - 3) Loan recipients are required to demonstrate how a position was made "available to" an LMI applicant, including documentation of applicant's income and process for selecting applicants which would document how first consideration was provided to an LMI applicant.
- 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.

PY 2015 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) For the Dental Care Assistance Program, administered by the Fond du Lac County Health Department, the staff collects income verification.
- 3) Solutions Center received CDBG funding for utility assistance and extended hours at the warming shelter. These services are provided through the three (3) homeless shelters and the clientele is a presumed benefit population. Solutions Center collects income information on their clients.
- 4) For the CARE Mentoring Program, administered by Ebony Vision, the staff collects income verification from each participant.
- 5) For the Homestead Opportunity Program in which the City donates a lot to Habitat for Humanity and ADVOCAP, Inc, the nonprofit organization provides income information to the City. Both Habitat and ADVOCAP have income limits for their programs and the income information reported to the City is based upon their income verification processes.

For all Housing Rehabilitation Loan Program and Homestead Opportunity Program (rehabilitated home sales) activities undertaken by the City, each participant must complete an application through which staff then verifies income in a manner that complies with CDBG rules and regulations.

**35) Program income received**

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

PY 2015 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 2015 CAPER CDBG # 35b response:

Housing Rehabilitation Repayments - \$174,461.36

Economic Development Repayments - \$290,208

Other - \$100 (subordination fees).

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

PY 2015 CAPER CDBG # 35c response:

The City acquired the property at 301 E 1<sup>st</sup> Street utilizing Py2012 CDBG funds. The vacant and blighted home was rehabilitated and sold in October 2015. The CDBG Program Income was approximately \$116,500 (Receipt #5184188).

**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:**

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

PY 2015 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 2015 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 2015 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 2015 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 2015 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 2015 CAPER CDBG #37b response:

Total number of other loans outstanding = 6

Total principal balance owed = \$253,894.56

*This represents only those loans that are not deferred or forgivable.*

*Total number of **all** loans (deferred, non-deferred, forgivable): 245  
Total principal balance owed: \$3,856,373.14*

- 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 2015 CAPER CDBG #37c response:

Total number of deferred/forgivable loans = 239

Total principal balance owed = \$3,602,478.58

This represents the number of deferred and forgivable loans.

Low-and-moderate income owner occupied single family residences: Loans are deferred at 0% for as long as the owner continues to occupy the property as their primary residence and hold title to the property in their name. The loans are typically repaid when the property owner sells the home.

Low-and-moderate income owner-occupied 2, 3 and 4 unit structures: Loans are deferred as the long as the property owner occupies the property as their primary residence and holds title to the property. Loans for tenant units that are rented or available to rent to LMI individuals are deferred at 0%. Funds for rehabbing non-LMI occupied units are not available and must come from private resources.

For Non-Owner Occupied 2,3 and 4 unit structures: Loans become payable within 6 months from the closing date at an interest rate between 0% and 4% over 15 years\*. Funding for non-LMI occupied units are not available and must come from private resources.

*\* The Redevelopment Authority adopted changes to the Housing Rehabilitation Loan Program in May 2013. For PY2013 CAPER, staff will be reporting on the revised loan terms for non-owner occupied 2, 3, and 4 unit structures.*

**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 2015 CAPER CDBG #37d response:

The Redevelopment Authority wrote off five (5) loans in February 2015. However, the City's Comptroller's does not log the write off until December 2015.

CDBG loans: 2 loans totaling \$30,859.04  
Other funding (HOME): 1 loan totaling \$4,533.68  
TOTAL: 3 loans totaling \$35,392.72

In PY2012, the Redevelopment Authority established a process by which loans determined to be uncollectible are written off in February or March which represents the end of the City's Program Year.

**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 2015 CAPER CDBG #37e response:

The City did not have any properties listed for sale at the end of PY2014.

**38) Lump sum agreements**

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

PY 2015 CAPER CDBG #38a response:

The City did not have any lump sum agreements.

**b) Provide the date the funds were deposited.**

PY 2015 CAPER CDBG #38b response:

The City did not have any lump sum agreements.

**c) Provide the date the use of funds commenced.**

PY 2015 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 2015 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 2015 CAPER NRSA # 38 response:

The City of Fond du Lac did not operate a Neighborhood Revitalization Strategy Area (NRSA) in 2014.

## 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 2015 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 2015 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 2015 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 2015 CAPER HOME Rental # 43a response:

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

PY 2015 CAPER HOME # 43b response:

- c) Describe outreach to minority and women owned businesses.

PY 2015 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 2015 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 2015 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
    - 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 2014 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 2015 CAPER Other Narrative response:

Looking towards PY2015, staff has identified the following goals to continue to improve the implementation of the CDBG Program and the benefits to the community:

- 1) Continue to improve Fair Housing outreach and education through partnership with the Fair Housing Council.
  - a. Begin planning for update to the Analysis of Impediments and/or other documents required to comply with CDBG regulations pertaining to barriers to affordable housing, fair housing and affirmatively furthering fair housing.
  - b. Continue to partner with the Housing Authority on providing landlord training.
- 2) Continue to improve reporting in IDIS, specifically receipt of Program Income. During PY2014, staff continued to improve the reporting of Program Income but there is still room for additional improvement.
- 3) Identify opportunities for partnerships within the community that will further the effectiveness of funded activities including leveraging private resources and collaboration of services. For example, the Dental Care Assistance Program has resulted in greater private funding/in-kind contributions along with the use of CDBG funds.
- 4) Identify and pursue additional grant opportunities for eligible projects within the community. For example, the City received a Wisconsin Economic Development Corporation (WEDC) Brownfield grant to facilitate the environmental clean-up and redevelopment of a former manufacturing site. In early PY2014, the City also applied for a WEDC Community Development Investment Grant to facilitate the redevelopment of a downtown property that has been vacant for almost a decade.
- 5) Review and update guidelines, policies and procedures that are used as part of the CDBG Program.