



State of Wisconsin
Department of Administration
(DUNS No. 80-903-6098)

2021 Annual Action Plan

State of Wisconsin ■ Tony Evers, Governor
Department of Administration ■ Joel Brennan, Secretary

Annual Action Plan
2021

Executive Summary	4
AP-05 EXECUTIVE SUMMARY - 24 CFR 91.200(C), 91.220(B)	4
PR-05 LEAD & RESPONSIBLE AGENCIES - 91.300(B)	9
Table 1 – Responsible Agencies	11
AP-10 CONSULTATION - 91.110, 91.300(B); 91.315(L)	13
Table 2 – Agencies, groups, organizations who participated	14
Table 3 - Other local / regional / federal planning efforts.....	25
AP-12 PARTICIPATION - 91.115, 91.300(C).....	26
Table 4 – Citizen Participation Outreach	28
Expected Resources	29
AP-15 EXPECTED RESOURCES – 91.320(C)(1,2)	30
Table 5 - Expected Resources – Priority Table	28
Annual Goals and Objectives	29
AP-20 ANNUAL GOALS AND OBJECTIVES – 91.320(C)(3)&(E)	30
Table 6 – Goals Summary.....	31
Table 7 – Goal Descriptions.....	32
AP-25 ALLOCATION PRIORITIES – 91.320(D)	36
Table 8 – Funding Allocation Priorities	40
AP-30 METHODS OF DISTRIBUTION – 91.320(D)&(K)	41
Table 9 - Distribution Methods by State Program	42
AP-40 SECTION 108 LOAN GUARANTEE – 91.320(K)(1)(II).....	63
AP-45 COMMUNITY REVITALIZATION STRATEGIES – 91.320(K)(1)(II)	64
AP-50 GEOGRAPHIC DISTRIBUTION – 91.320(F).....	65
Affordable Housing	66
AP-55 AFFORDABLE HOUSING – 24 CFR 91.320(G).....	66
Table 10 - One Year Goals for Affordable Housing by Support Requirement	66
Table 11 - One Year Goals for Affordable Housing by Support Type.....	66
AP-60 PUBLIC HOUSING - 24 CFR 91.320(J)	67

AP-65 HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES – 91.320(H)	68
AP-70 HOPWA GOALS – 91.320(K)(4)	70
Table 12 - One Year Goals - HOPWA.....	70
AP-75 BARRIERS TO AFFORDABLE HOUSING – 91.320(I).....	71
AP-85 OTHER ACTIONS – 91.320(J)	73
Program Specific Requirements.....	79
AP-90 PROGRAM SPECIFIC REQUIREMENTS – 91.320(K)(1,2,3)	80
Table 13 – CDBG Projects-Program Income.....	80
Table 14 –Other CDBG Requirements.....	80

Executive Summary

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

1. Introduction

This *2021 Annual Action Plan*, referred to as the *Plan*, covers the second year of the 2020-2024 Consolidated Plan (April 1, 2021, through March 31, 2022). It represents the planning and application efforts by the State of Wisconsin to secure federal funds earmarked to meet the critical housing and community needs of the State's citizens.

The State of Wisconsin has been awarded a total of \$51,216,316 in funding through five formula grant programs of the U.S. Department of Housing and Urban Development (HUD):

- Small Cities Community Development Block Grants (CDBG)
- HOME Investment Partnerships (HOME)
- Emergency Solutions Grants (ESG)
- Housing Opportunities for Person with AIDS (HOPWA)
- Housing Trust Fund (HTF)

2. Summarize the objectives and outcomes identified in the Plan

The *Plan* addresses housing, community, and economic development needs. The goals, objectives, and activities focus on the needs of low and moderate-income persons, including persons with special needs. The Plan develops strategies and actions offering flexibility and responsiveness with accountability. The Plan continues the implementation of the CDBG-CLOSE program. CDBG-CLOSE liquidates the remaining funding and closes all Revolving Loan Funds (RLF). UGLG's that currently administer an Economic Development RLF's are required to participate in CDBG-CLOSE.

The State, in partnership with other local, state and federal entities share common goals and interests. These other entities include tribes, local and regional organizations or commissions, non-profit and for-profit corporations and other state agencies and authorities.

The Department's response to the identified housing and community development priority needs is broad-based and sensitive to local markets that are both economically and geographically diverse.

The *2021 Annual Action Plan* has 13 separate goals.

1. Rehabilitate Owner Occupied Housing
2. Rehabilitate Rental Housing
3. Build New Rental Housing
4. Provide Down Payment Assistance to Homebuyers
5. Provide Tenant-Based Rental Assistance
6. Provide Homeless Assistance
7. Assist Communities with Public Facilities Projects
8. Create Jobs Through Economic Development Assistance and Job Training
9. Increase Housing Options for Persons with HIV/AIDS
10. Assist Communities with Emergency Assistance
11. Assist Communities with Local Planning
12. Special Projects
13. Prevent, prepare for, and respond to coronavirus

Three overarching objectives of the activities outlined in the *Plan*:

- **Providing Decent, Affordable Housing:** housing activities whose purpose is to meet individual family or community affordable housing needs;
- **Creating Suitable Living Environments:** activities designed to benefit communities, families, or individuals (primarily LMI persons) faced by addressing issues in their living environment; and
- **Creating Economic Opportunities:** job creation/retention, economic development, and commercial revitalization.

- **Availability/Accessibility:** activities that make public facilities, infrastructure, services, housing, shelter available or accessible to low- to moderate-income people;
- **Affordability:** activities that provide affordability in a variety of ways to low- to moderate income people;
- **Sustainability:** activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- to moderate-income.

These goals and expected outcomes can also be found in the *2021 Annual Action Plan: AP-20 Annual Goals and Objectives*.

3. Evaluation of past performance

The State of Wisconsin will continue to build upon the progress made over recent years to increase the number of affordable and accessible housing units and to contribute to the economic sustainability of communities across the state. The Division of Energy, Housing and Community Resources will continue to support program activities which have proven to be effective while also looking for areas where the efficiency or impact of these programs can be improved.

Specific areas where the Division of Energy, Housing and Community Resources has made performance improvements have been to increase funding to the HOME-Tenant Based Rental Assistance (TBRA) program and to restructure the method of distribution of CDBG-Housing grants around a regional fair-share model. The Division's HOME-TBRA program targets individuals or families who are homeless or at risk of homelessness. Clients served by the TBRA program live in non-entitlement areas of the State where it can be difficult to find affordable and accessible housing. The Division increased funding for this program because this was an area identified where additional funding could have the greatest impact.

The CDBG-Housing program continues allocating funding through a regional model of funds disbursement. The "regional fair share model" has improved the State's CDBG-Housing program both through increasing administrative efficiencies and expanding program impact. The regional model increases coordination and control at the local level and helps to ensure funds are spread across the entire State. As the State of Wisconsin moves into its next round of grant making under the proven regional model it continues to seek input on ways this model can be strengthened and improved.

Under the CDBG-CLOSE program, all locally held, and funded by a CDBG award made on January 1, 1992 or later, Economic Development Revolving Loan Funds as well as current Economic Development RLF accounts receivable will be held for UGLG's. These UGLG's will have non-competitive access to the funds to use as grants for eligible activities.

4. Summary of Citizen Participation Process and consultation process

The Division of Energy, Housing and Community Resources consulted with public and private agencies when developing Wisconsin's 2020-2024 Consolidated Plan. The Division consulted with private and public housing providers, Continuum of Care (CoC), homeless service providers, grantees, and government entities by attending conferences, conducting surveys, soliciting input via a Partner and Stakeholder Letter, and holding five public input sessions around the state as well as an online webinar.

The Division provided opportunities for the public to participate during the development of the 2020-2024 Wisconsin Consolidated Plan. Prior to developing the 2020-2024 Consolidated Plan, the Division of Energy, Housing and Community Resources conducted an online public survey, solicited and accepted general public comments, attended conferences, and held five public input sessions in various locations around the state. The Division's online public survey and online webinar format ensured that both rural and urban residents, as well as those who were unable to travel to the chosen locations, had the opportunity to offer feedback.

In compliance with the 2020-2024 Consolidated Plan (Appendix A: Citizen Participation Plan), the Department of Administration held a public hearing and made the *2021 Annual Action Plan* available for public review and comment for 30 days prior to its submission to HUD.

On April 30, 2021 and May 7, 2021, the Department posted a legal notice in the State's newspaper of record, the Wisconsin State Journal. The notice announced both the May 14, *2021 Annual Action Plan* public hearing and the availability of the draft *Plan* on the DOA website during the public comment period (May 14, 2021 – June 14, 2021).

5. Summary of public comments

One public comment was received during the public comment period.

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

Not applicable

7. Summary

The Division of Energy, Housing and Community Resources offers a broad range of financial and technical assistance to improve and expand housing, increase affordable housing opportunities, and provide services to people without housing. The variety of federal and state programs it manages

benefits persons with disabilities, low- and moderate-income residents, and homeless populations. The Division partners with local governments, homeless service providers, developers, and housing organizations throughout the state to improve housing conditions for low- to moderate-income Wisconsin residents. It distributes approximately \$45 million annually.

It is the Division of Energy, Housing and Community Resource's mission to assist Wisconsin governments, businesses, and non-profit agencies in building and sustaining quality communities. This mission is accomplished through the creation of economic opportunities, facilitation of local solutions to infrastructure issues, access to affordable housing and related services, and creation and retention of jobs. DEHCR is continuously working to expand the availability of quality housing in rural, underserved areas of Wisconsin. The Division's fair-share, regional approach to housing exemplifies this effort and is key to the Division's housing strategy. The Division seeks to create efficiencies and to serve more households annually through collaboration between divisional service providers and programs; specifically, its home weatherization and CDBG rehabilitation grantees.

PR-05 Lead & Responsible Agencies - 91.300(b)

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

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

Agency Role	Name	Department/Agency
CDBG Administrator		WI Dept of Administration, DEHCR
HOPWA Administrator		WI Dept of Administration, DEHCR
HOME Administrator		WI Dept of Administration, DEHCR
ESG Administrator		WI Dept of Administration, DEHCR
HTF Administrator		WI Housing and Economic Development Authority

Table 1 – Responsible Agencies

Narrative

WHEDA is the administrator of the HTF.

Consolidated Plan Public Contact Information

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AP-10 Consultation - 91.110, 91.300(b); 91.315(l)

1. Introduction

The Division of Energy, Housing and Community Resources (DEHCR) consulted with public and private agencies when developing Wisconsin's 2020-2024 Consolidated Plan. DEHCR consulted with private and public housing providers, Continua of Care (CoC's), homeless service providers, grantees, and government entities. These entities are listed below in the section "Agencies, groups, organizations and others who participated in the process and consultations."

Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

DEHCR reached out to multiple different partners and/or stakeholders at the state, local, private, and nonprofit level for input. DEHCR sought input on specific evidence-based program modifications or new initiatives. Feedback was sought regarding the funding prioritization of local housing, community, and economic development needs.

DEHCR has participated as a member on the Wisconsin State Treasurer's Homeownership Task Force group which is leveraging local resources to assist homeowners to stay in their homes as well as promote fair housing. DEHCR staff solicited input on the use of CDBG, CDBG-CV and other funds during the development of the 2021 Annual Action Plan.

DEHCR attended the 2019 "A Home for Everyone Conference". The conference had approximately 250 attendees and was held on July 17-18, 2019 in Eau Claire, WI. DEHCR held a workshop session in which it identified its HUD-funded as well as State funded programs, award requirements, identified changes, potential updates and solicited input regarding the 2020-2024 Consolidated Plan.

DEHCR held an application training session on February 4, 2021 for CDBG grantees including representatives from regional planning, economic development corps, consultants, and Units of General Local Government (UGLG). During the training, staff discussed allowable activities based upon the Consolidated and Annual Action Plan. The Division encouraged participants to provide their ideas as it started planning for 2021 Annual Action Plan.

DEHCR held an implementation training session on October 6 and October 8, 2020 for CDBG grantees including representatives from regional planning, economic development corps, consultants, and Units of General Local Government (UGLG) to learn more about the updates to program requirements and goals. During the training, DEHCR discussed program goals, participation requirements and allowable

activities based upon the Consolidated and Annual Action Plan. The Division encouraged participants to provide their ideas as it started planning for 2021 Annual Action Plan.

DEHCR attended the 2019 Poverty Matters! Conference. The conference was held on September 11-12, 2019 in Wisconsin Rapids, WI. The Poverty Matters! Conference is committed to reducing poverty in communities in Wisconsin. DEHCR attended panel sessions which informed the Consolidated Plan's Needs Assessment and Market Analysis sections.

DEHCR attended the Wisconsin Economic Development Association's Governor's Conference on Economic Development held on February 5-7, 2020 in Madison, WI. The Summit provides an opportunity to address the unique challenges and opportunities of blending community and economic development efforts to advance social outcomes. Participants included state and local government, tribal representatives, business owners, and others. Participants were encouraged to communicate their thoughts about our 2021 AAP, visit our web site where the draft would be posted for public review and provide us with their feedback.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

DEHCR's Administrator and Bureau of Affordable Housing staff regularly attend Wisconsin CoC meetings and work closely with CoC staff to administer DEHCR programs. DEHCR attended the Wisconsin Balance of State Continuum of Care (WIBOSCOC) Quarterly meeting held on February 12, 2021. WIBOSCOC is a 501(c)3 non-profit organization serving all the counties in Wisconsin, except Dane, Milwaukee, and Racine. Participants were asked for their feedback, encouraged to communicate their thoughts about our 2021 Annual Action Plan, and visit our web site where the draft would be posted for public review.

DEHCR is working with the Wisconsin Housing and Economic Development Authority (WHEDA) to implement the Housing Trust Fund in Wisconsin. HTF provides additional resources to construct and rehabilitate housing for extremely low-income Wisconsin families including homeless persons, persons at risk of homelessness, individuals, families, families with children and veterans.

Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Information regarding DEHCR's consultation with Wisconsin's CoC's is provided above. DEHCR's Administrator and ESG staff regularly attend the four Wisconsin CoC meetings and work closely with CoC's to administer the ESG program.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Madison/Dane County Continuum of Care
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
2	Agency/Group/Organization	Milwaukee County Continuum of Care
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
3	Agency/Group/Organization	Racine County Continuum of Care
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter

4	Agency/Group/Organization	Balance of State Continuum of Care
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
5	Agency/Group/Organization	Center on Wisconsin Strategy (COWS)
	Agency/Group/Organization Type	Other government - State
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
6	Agency/Group/Organization	Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP)
	Agency/Group/Organization Type	Other government - State

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
7	Agency/Group/Organization	Wisconsin Department of Child and Family Services (DCF)
	Agency/Group/Organization Type	Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Market Analysis Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
8	Agency/Group/Organization	Wisconsin Department of Financial Institutions (DFI)
	Agency/Group/Organization Type	Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
9	Agency/Group/Organization	Wisconsin Department of Health Services (DHS)
	Agency/Group/Organization Type	Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
10	Agency/Group/Organization	Wisconsin Department of Natural Resources (DNR)
	Agency/Group/Organization Type	Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
11	Agency/Group/Organization	Wisconsin Department of Administration's Division of Intergovernmental Relations
	Agency/Group/Organization Type	Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
12	Agency/Group/Organization	Wisconsin Department of Corrections (DOC)
	Agency/Group/Organization Type	Other government - State
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
13	Agency/Group/Organization	Wisconsin Department of Transportation (DOT)
	Agency/Group/Organization Type	Other government - State

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
14	Agency/Group/Organization	Wisconsin Department of Public Instruction (DPI)
	Agency/Group/Organization Type	Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
15	Agency/Group/Organization	Wisconsin Department of Veterans Affairs (WDVA)
	Agency/Group/Organization Type	Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Veterans Homelessness Strategy Non-Homeless Special Needs Market Analysis

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
16	Agency/Group/Organization	Wisconsin Department of Workforce Development (DWD)
	Agency/Group/Organization Type	Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
17	Agency/Group/Organization	Wisconsin Economic Development Corporation (WEDC)
	Agency/Group/Organization Type	Health Agency Quasi-governmental
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter

18	Agency/Group/Organization	WISCONSIN COMMUNITY ACTION PROGRAM ASSOCIATION INC.
	Agency/Group/Organization Type	Community Action Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
19	Agency/Group/Organization	WISCONSIN HOUSING AND ECONOMIC DEVELOPMENT AUTHORITY
	Agency/Group/Organization Type	Quasi-governmental
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development HTF Administrator
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter

20	Agency/Group/Organization	Vivent Health, Inc.
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS
	What section of the Plan was addressed by Consultation?	HOPWA Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	E-mail/Letter
21	Agency/Group/Organization	Wisconsin Interagency Council
	Agency/Group/Organization Type	Interagency Council
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Sought feedback at quarterly meetings
22	Agency/Group/Organization	Economic Development Corporations
	Agency/Group/Organization Type	Economic Development Corporations
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Sought feedback at Wisconsin Economic Development Corporation Economic Development Summits

Identify any Agency Types not consulted and provide rationale for not consulting

DECHR consulted all relevant agencies.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Balance of State CoC	Assist those experiencing homelessness and decrease the number of people experiencing homelessness
Dane CoC 10 Year Plan	Madison CoC	Assist those experiencing homelessness and decrease the number of people experiencing homelessness
Milwaukee CoC 10 Year Plan	Milwaukee CoC	Assist those experiencing homelessness and decrease the number of people experiencing homelessness
Racine CoC 2013 Application	Racine CoC	Assist those experiencing homelessness and decrease the number of people experiencing homelessness
WHEDA Qualified Allocation Plan (QAP)	WHEDA	Assist those in need of safe, quality, affordable rental housing in Wisconsin; Support housing goals and objectives to decrease the number of people experiencing a housing cost burden and homelessness
2014-2020 Long Range Plan for a Safe Wisconsin	Wisconsin's Governor's Council on Domestic Abuse	To assist victims of domestic violence, dating violence, sexual assault, and stalking
Brown County Housing Authority	Brown County	Assist those experiencing homelessness and decrease the number of people experiencing homelessness
Hand and a Home	Governor's Interagency Council on Homelessness	Provides a detailed roadmap with the goal of ending homelessness in Wisconsin.

Table 3 - Other local / regional / federal planning efforts

Narrative

AP-12 Participation - 91.115, 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The Division of Energy, Housing and Community Resources (DEHCR) provided opportunities for the public to participate during the development of the 2020-2024 Wisconsin Consolidated Plan, in accordance with the current Citizen Participation Plan. DEHCR conducted an online public survey, solicited and accepted general public comments, attended multiple conferences and stakeholder group meetings and held five public input sessions in various locations around the state. DEHCR's online survey tool and online webinar format ensured that both rural and urban communities, as well as those who were unable to travel to the chosen locations, had the opportunity to offer feedback.

Online Public Survey: As part of the Wisconsin 2020-2024 Consolidated Plan, the Department of Administration's Division of Energy, Housing and Community Resources (DEHCR) conducted an online public survey in order to gather feedback from Wisconsin citizens. The survey was open from July through September 2019 and had 203 respondents (not all respondents answered every question). Following is a summary of the results, which were used in the development of the Wisconsin 2020-2024 Consolidated Plan. The needs and priorities outlined in the survey informed the Needs Assessment and Market Analysis and helped DEHCR set appropriate goals in the Strategic Plan and Annual Action Plan. The online public survey was available in English, Spanish and Hmong and other formats upon request. The results of the survey can be found in Appendix B of the 2020-2024 Consolidated Plan.

General Public Comments: DEHCR solicited general public comment by posting information about the 2020-2024 Consolidated Plan on the Division's website and accepting emailed comments. DEHCR read, responded to, and recorded every email received. To the extent possible, DEHCR incorporated public comments into the Consolidated Plan.

DEHCR attended the 2019 "A Home for Everyone Conference". The conference had approximately 250 attendees and was held on July 17-18, 2019 in Eau Claire, WI. DEHCR held a workshop session in which it identified its HUD-funded as well as State funded programs, award requirements, identified changes, potential updates and solicited input regarding the 2020-2024 Consolidated Plan.

Public Input Sessions: DEHCR held five Public Input Sessions and an online webinar throughout the state. All locations for the Public Input Sessions had accessibility features and were open to the public. They were chosen based on their location in order to distribute input sessions spatially around Wisconsin. The online webinar was recorded and available for those who were unable to attend any of the Public Input Sessions, but still wanted to provide their input.

On April 30, 2021 and May 7, 2021, the Department posted a legal notice in the State's newspaper of record, the Wisconsin State Journal. The notice announced both the May 14, 2021 *Annual Action*

Plan public hearing and the availability of the draft 2021 Annual Action Plan on the DOA website during the public comment period (May 14, 2021 – June 14, 2021).

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Input Session, Spooner, WI	Northwest Wisconsin	8 attendees	See 2020-2024 Consolidated Plan Appendix	n/a	
2	Public Input Session, Crandon, WI	Northeast Wisconsin	0 Attendees	See 2020-2024 Consolidated Plan Appendix	n/a	
3	Public Input Session, Stevens Point, WI	Central Wisconsin	0 Attendees	See 2020-2024 Consolidated Plan Appendix	n/a	
4	Public Input Session, Madison, WI	Southeast Wisconsin, Broad outreach, Wisconsin citizens	In person: 0 Attendees Online: 18 Attendees	See 2020-2024 Consolidated Plan Appendix	n/a	
5	Public Input Session, Platteville, WI	Southwest Wisconsin	0 Attendees	See 2020-2024 Consolidated Plan Appendix	n/a	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Wisconsin Consolidated Plan Online Public Survey	Broad outreach, Wisconsin Stakeholders and Citizens	203 Respondents	See 2020-2024 Consolidated Plan Appendix	n/a	
7	Public Input Session, multiple conferences	Wisconsin Stakeholders	Approximately 500 Attendees	See 2020-2024 Consolidated Plan Appendix	n/a	
8	General Public Comment	Wisconsin Stakeholders and Citizens	9 Emailed comments	See 2020-2024 Consolidated Plan Appendix	n/a	
9	Public Hearing	Wisconsin Stakeholders and Citizens	1 attendee; 0 comments	See 2019 Annual Action Plan Appendix	n/a	
10	Public Hearing	Wisconsin Stakeholders and Citizens	0 attendee; 1 comment	See 2021 Annual Action Plan Appendix C	n/a	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.320(c)(1,2)

Introduction

The following table summarizes the anticipated resources, broken down by program type, allocated by the Division of Energy, Housing and Community Resources during the Consolidated Plan’s planning period (FY 2020-2024).

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	24,201,451	20,644,097	39,945,263	84,790,811	71,390,994	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	11,288,631	4,893,834	7,921,199	24,103,664	33,865,893	
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	877,341	0	0	877,341	2,632,023	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	3,689,266	0	0	3,689,266	11,067,798	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Housing Trust Fund	public - federal	Admin and Planning Multifamily rental new construction Multifamily rental rehab	11,159,627	0	8,591,856	19,751,483	21,000,000	The Wisconsin Housing and Economic Development Authority, Wisconsin designated administrative of HTF fund will make awards to eligible recipients construct and rehabilitat housing for extremely low-income families utilizing H funds.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Acquisition Admin and Planning Economic Development Homeowner rehab Housing Multifamily rental new construction New construction for ownership Public Improvements Short term or transitional housing facilities	0	0	0	0	0	
Other	public - federal	Acquisition Admin and Planning Economic Development Multifamily rental rehab Other	0	0	0	0	0	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG-DR	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services Homeowner rehab Multifamily rental rehab	0	0	\$15,355,000	\$15,355,000	\$15,355,000	
Other	FY2020 ESG-CV	Prevent, prepare for, and respond to coronavirus	0	0	\$32,484,591	32,484,591	\$0	
Other	FY2020 CDBG-CV	Prevent, prepare for, and respond to coronavirus	0	0	\$44,006,396	44,006,396	\$0	
Other	FY2020 HOPWA-CV	Prevent, prepare for, and respond to coronavirus	0	0	\$113,711	113,711	\$0	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

CDBG Economic Development funding is often used as gap financing, allowing it to leverage other sources of funds at the local level. CDBG Public Facilities for Economic Development has a 50% match

requirement. CDBG Planning and Public Facilities require a \$1 match for \$2 in CDBG funds awarded. Planning awards for broadband internet expansion do not require match. This requirement is often satisfied using funds from local government and other state or federal agencies.

Eligible recipients may utilize their CDBG-CLOSE grant award for the currently authorized programs as outlined in the State of Wisconsin 2020-2024 Consolidated Plan without the matching funds requirement:

1. Public Facilities;
2. Housing Rehabilitation Conversion;
3. Economic Development projects;
4. Public Facilities for Economic Development projects;
5. Planning projects

In addition to the programs identified above, the RLF Closeout Account can be used for the following special purposes:

6. Broadband/high speed internet access for low and moderate income (LMI) residents. grant funds can be used by the Unit of General Local Government (UGLG) for public infrastructure projects to expand broadband internet access. Examples of eligible expenses include the purchase of materials and installation.
7. Mitigation measures specifically those that address natural hazard risks; must connect the mitigation development or action to address impacts on LMI residents.
8. Public services.

Under CDBG-CLOSE, local match for projects is encouraged, but not required. Funding limits for eligible programs under CDBG-CLOSE are as follows:

9. Public Facilities: \$3,000,000 per project;
10. Housing Rehabilitation: existing CDBG-H costs apply.
11. Economic Development projects: \$3,000,000 per project.
12. Public Facilities for Economic Development projects; \$3,000,000 per project.
13. Planning projects: \$75,000 per project

In addition to the programs identified above, the RLF Closeout Account can be used for the following special purposes:

14. Broadband/high speed internet: \$3,000,000 per project.
15. Mitigation measures specifically those that address natural hazard risks: \$3,000,000 per project.
16. Public services: \$300,000 per project

HOME funding may also be used to leverage other funding. The 25% match requirement for the HOME

programs is met through a combination of private financing, cash contributions, investments from state and local government sources, and donated land, materials, services, and labor. The Division of Energy, Housing and Community Resources administers the state funded Housing Cost Reduction Initiative, which is used to fund affordable housing programs.

The 100% ESG match requirement is met through use of state homeless funds, federal and state programs, local government contributions, cash donations, and donated materials, services, and labor. State funds used to end homelessness include the Homeless Prevention Program, Housing Assistance Program, State Shelter Subsidy Grants, and Critical Assistance program. HOPWA formula grants do not have matching requirements.

HTF funds are administered by the Wisconsin Housing and Economic Development Authority. No match is required by WHEDA; however, additional points are provided to applicants based on non-federal funds applied to the project.

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

Not Applicable.

Discussion

The Division of Energy, Housing and Community Resources will meet with the Wisconsin Housing and Economic Development Authority (WHEDA), the administrator of the Low-Income Housing Tax Credits and the Housing Trust Fund to coordinate affordable housing resources. Members of WHEDA's staff provide advice to DEHCR's Rental Housing Development (RHD) program.

All Economic Development Revolving Loan Fund Accounts that were originally capitalized with payments of loans made from CDBG grant funds awarded prior to January 1, 1992 by the State of Wisconsin and have not received a subsequent award from January 1, 1992 to present from the State of Wisconsin are not subject to CDBG-CLOSE. These funds qualify under the program income reporting guidelines as defined in CPD Notice 04-11.

If an UGLG retains the responsibility of servicing existing loans, the potential responsibility for re-paying the loan due to the UGLG's failure to meet a National Objective still resides with the UGLG.

Under CDBG-CLOSE, UGLG's must:

1. Return to the Department the full balance of the locally held Revolving Loan Fund as indicated on the final report;

2. Dissolve the RLF under the process identified by the Department;
3. Complete all documentation required and requested by the Department.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Rehabilitate Owner Occupied Housing	2020	2024	Affordable Housing		Affordable Housing	CDBG: \$23,500,447 HOME: \$2,609,987	Homeowner Housing Rehabilitated: 931 Household Housing Unit
2	Rehabilitate Rental Housing	2020	2024	Affordable Housing		Affordable Housing	CDBG: \$1,992,021 HOME: \$2,781,249 HTF: \$3,950,297	Rental units rehabilitated: 237 Household Housing Unit
3	Build New Rental Housing	2020	2024	Affordable Housing		Affordable Housing	CDBG: \$0 HOME: \$5,562,498 HTF: \$15,801,186	Rental units constructed: 109 Household Housing Unit
4	Provide Down Payment Assistance to Homebuyers	2020	2024	Affordable Housing		Affordable Housing	CDBG: \$2,398,753 HOME: \$3,604,268	Direct Financial Assistance to Homebuyers: 353 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Provide Tenant-Based Rental Assistance	2020	2024	Affordable Housing		Affordable Housing	HOME: \$7,295,651	Tenant-based rental assistance / Rapid Rehousing: 1,282 Households Assisted
6	Provide Homeless Assistance	2020	2024	Homeless		Homelessness	ESG: \$3,689,266	Tenant-based rental assistance / Rapid Rehousing: 1,638 Households Assisted Homeless Person Overnight Shelter: 14,000 Persons Assisted Homelessness Prevention: 4,000 Persons Assisted Other: 1,000 Other
7	Assist Communities with Public Facilities Projects	2020	2024	Non-Housing Community Development		Community Development	CDBG: \$46,866,721	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 140,600 Persons Assisted
8	Create Jobs Through ED Assistance and Job Training	2020	2024	Non-Housing Community Development		Economic Development	CDBG: \$2,570,548	Jobs created/retained: 73 Jobs
9	Increase Housing Options for Persons with HIV/AIDS	2020	2024	Non-Homeless Special Needs		Special Needs Assistance	HOPWA: \$877,341	Tenant-based rental assistance / Rapid Rehousing: 131 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
10	Assist Communities with Emergency Assistance	2020	2024	Homeless Non-Homeless Special Needs Non-Housing Community Development		Affordable Housing Community Development	CDBG: \$1,870,033 CDBG-DR: \$15,355,000	Low/Moderate Income Housing Benefit: 68 Persons Assisted
11	Assist Communities with Local Planning	2020	2024	Non-Housing Community Development		Community Development	CDBG: \$233,754	Other: 9 Other

12	Special Projects	2020	2024	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development		Affordable Housing Homelessness Special Needs Assistance Community Development Economic Development	CDBG: \$1,402,524 HOPWA: \$0 HOME: \$1,121,147 ESG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 0 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 0 Households Assisted Public service activities other than Low/Moderate Income Housing Benefit: 0 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 0 Households Assisted Facade treatment/business building rehabilitation: 0 Business Brownfield acres remediated: 0 Acre Rental units constructed: 0 Household Housing Unit Rental units rehabilitated: 0 Household Housing Unit Homeowner Housing Added: 0 Household Housing Unit Homeowner Housing Rehabilitated: 0 Household Housing Unit Direct Financial Assistance to Homebuyers: 0 Households Assisted
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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
								Tenant-based rental assistance / Rapid Rehousing: 0 Households Assisted Homeless Person Overnight Shelter: 0 Persons Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 0 Beds Homelessness Prevention: 0 Persons Assisted Jobs created/retained: 0 Jobs Businesses assisted: 0 Businesses Assisted Housing for Homeless added: 0 Household Housing Unit Housing for People with HIV/AIDS added: 0 Household Housing Unit HIV/AIDS Housing Operations: 0 Household Housing Unit Buildings Demolished: 0 Buildings Housing Code Enforcement/Foreclosed Property Care: 0 Household Housing Unit Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Rehabilitate Owner Occupied Housing
	Goal Description	The Division of Energy, Housing and Community Resources will provide funds to rehabilitate owner occupied housing thorough its HOME and CDBG programs. Eligible category for CDBG-CLOSE funding; however, unclear whether or how much funding will be applied for. Beginning in program year 2019, DEHCR will expend funds formerly designated as CDBG SF as CDBG PI in order to satisfy the requirements of 24 CFR 570.489(f)(2). This change in methodology is expected to eliminate this source of funding available in subsequent years.
2	Goal Name	Rehabilitate Rental Housing
	Goal Description	The Division of Energy, Housing and Community Resources will provide funds to rehabilitate rental housing through its HOME and CDBG programs. In addition, the Wisconsin Housing and Economic Development Authority, Wisconsin's designated administrator of Housing Trust Funds, will make awards to eligible recipients to rehabilitate rental housing for extremely low-income families. Eligible category for CDBG-CLOSE funding; however, unclear whether or how much funding will be applied for. Beginning in program year 2019, DEHCR will expend funds formerly designated as CDBG SF as CDBG PI in order to satisfy the requirements of 24 CFR 570.489(f)(2). This change in methodology is expected to eliminate this source of funding available in subsequent years.
3	Goal Name	Build New Rental Housing
	Goal Description	The Division of Energy, Housing and Community Resources will provide funds to build new rental housing through its HOME program. In addition, the Wisconsin Housing and Economic Development Authority, Wisconsin's designated administrator of Housing Trust Funds, will make awards to eligible recipients to construct new rental housing for extremely low-income families.
4	Goal Name	Provide Down Payment Assistance to Homebuyers
	Goal Description	The Division of Energy, Housing and Community Resources will provide down payment assistance to homebuyers through its CDBG and HOME programs. Beginning in program year 2019, DEHCR will expend funds formerly designated as CDBG SF as CDBG PI in order to satisfy the requirements of 24 CFR 570.489(f)(2). This change in methodology is expected to eliminate this source of funding available in subsequent years.

5	Goal Name	Provide Tenant-Based Rental Assistance
	Goal Description	The Division of Energy, Housing and Community Resources will provide Tenant-Based Rental Assistance (TBRA) to homeless persons and families. DEHCR will also assist persons or families with special needs through its HOME TBRA program.
6	Goal Name	Provide Homeless Assistance
	Goal Description	The Division of Energy, Housing and Community Resources will provide assistance to those experiencing homelessness or at risk of homelessness through its ESG program. The "other" goal outcome indicator refers to the number of persons assisted with street outreach.
7	Goal Name	Assist Communities with Public Facilities Projects
	Goal Description	The Division of Energy, Housing and Community Resources will assist communities with public facilities projects using CDBG funding. Eligible category for CDBG-CLOSE funding; however, unclear whether or how much funding will be applied for. In previous years, CDBG-SF funds were only allowed to be utilized for CDBG-Public Facilities for Economic Development awards. Beginning in program year 2019, DEHCR will expend funds formerly designated as CDBG SF as CDBG PI in order to satisfy the requirements of 24 CFR 570.489(f)(2). This change in methodology is expected to eliminate this source of funding available in subsequent years.
8	Goal Name	Create Jobs Through ED Assistance and Job Training
	Goal Description	The Division of Energy, Housing and Community Resources will create jobs through economic development assistance and job training using CDBG funding. Eligible category for CDBG-CLOSE funding; however, unclear whether or how much funding will be applied for. In previous years, CDBG-SF funds were only allowed to be utilized for CDBG-Public Facilities for Economic Development awards. Beginning in program year 2019, DEHCR will expend funds formerly designated as CDBG SF as CDBG PI in order to satisfy the requirements of 24 CFR 570.489(f)(2). This change in methodology is expected to eliminate this source of funding available in subsequent years. At this time, the Division has not received any applications for broadband internet projects.
9	Goal Name	Increase Housing Options for Persons with HIV/AIDS
	Goal Description	The Division of Energy, Housing and Community Resources will increase housing options for persons living with HIV/AIDS through its HOPWA program.

10	Goal Name	Assist Communities with Emergency Assistance
	Goal Description	The Division of Energy, Housing and Community Resources will provide emergency assistance to communities to assist low- and moderate-income residents recover from a disaster.
11	Goal Name	Assist Communities with Local Planning
	Goal Description	The Division of Energy, Housing and Community Resources will assist communities with local planning using CDBG funds. The "other" goal outcome indicator refers to the number of communities assisted. Eligible category for CDBG-CLOSE funding; however, unclear whether or how much funding will be applied for. Beginning in 2018, increase the maximum award amount to \$50,000 from \$25,000 and add a 1 for 2 match requirement. For Planning awards for broadband internet expansion, the maximum Planning award is \$75,000 with no match required. Beginning in program year 2019, DEHCR will expend funds formerly designated as CDBG SF as CDBG PI in order to satisfy the requirements of 24 CFR 570.489(f)(2). This change in methodology is expected to eliminate this source of funding available in subsequent years.
12	Goal Name	Special Projects
	Goal Description	The Division of Energy, Housing and Community Resources will fund special projects as needs arise throughout the state. These projects may be pilot-type projects or may be new activities that the state has not funded in the past. The "other" goal outcome indicator refers to the number of special projects undertaken. Eligible category for CDBG-CLOSE funding; however, unclear whether or how much funding will be applied for. Beginning in program year 2019, DEHCR will expend funds formerly designated as CDBG SF as CDBG PI in order to satisfy the requirements of 24 CFR 570.489(f)(2). This change in methodology is expected to eliminate this source of funding available in subsequent years.
13	Goal Name	Prevent, prepare for, and respond to coronavirus
		The Division of Energy, Housing and Community Resources will fund the prevention, preparation for, and response to the coronavirus throughout the state. These projects may be pilot-type projects or may be new activities that the state has not funded in the past. The "other" goal outcome indicator refers to the number of funding sources associated with the goal.

The Division of Energy, Housing and Community Resources has not funded any special projects with the goal of preventing, preparing for, and responding to the coronavirus.

AP-25 Allocation Priorities – 91.320(d)

Introduction:

The Division of Energy, Housing and Community Resources’ funding allocation priorities for the federal formula grant programs of CDBG, HOME, HOPWA, HTF and ESG are outlined in the table below. The percentage of funds allocated is shown by program type and the associated goal (see previous discussion of goals in SP-45 and AP-20).

As only whole numbers are allowed, there may be a small amount of rounding error in the estimates.

Funding Allocation Priorities

	Rehabilitate Owner Occupied Housing (%)	Rehabilitate Rental Housing (%)	Build New Rental Housing (%)	Provide Down Payment Assistance to Homebuyers (%)	Provide Tenant-Based Rental Assistance (%)	Provide Homeless Assistance (%)	Assist Communities with Public Facilities Projects (%)	Create Jobs Through ED Assistance and Job Training (%)	Increase Housing Options for Persons with HIV/AIDS (%)	Assist Communities with Emergency Assistance (%)	Assist Communities with Local Planning (%)	Special Projects (%)
CDBG	28%	3%	0	2%	0	0	58%	3%	0	2%	1%	3%
HOME	12%	12%	24%	14%	34%	0	0	0	0	0	0	4%
HOPWA	0	0	0	0	0	0	0	0	100	0	0	0
ESG	0	0	0	0	0	100	0	0	0	0	0	0
HTF	0	20%	80%	0	0	0	0	0	0	0	0	0
Other CDBG-DR	0	0	0	0	0	0	0	0	0	100	0	0

Table 7 – Funding Allocation Priorities

Reason for Allocation Priorities

The allocation priorities shown above are a reflection of the needs of the state and the restrictions of the programs. The Needs Assessment and Market Analysis showed a statewide need for affordable housing, homeless and special needs assistance, and community and economic development. Each of these priorities is addressed by the allocation and is addressed by the program and funding type best suited to respond to the needs of the state. Funds contained in housing revolving loan funds may be used for owner occupied rehabilitation, rental rehabilitation, security deposits for those at risk of homelessness or experiencing homelessness, or down payment assistance. Therefore, an estimated \$19,242,320 of CDBG funding used to further housing related goals will be collected by local housing revolving loan funds.

In addition, an estimated \$1,401,777 of CDBG funding used to further the "Create Jobs Through Economic Development Assistance and Job Training" goal will be collected by local economic development revolving loan funds. All Economic Development Revolving Loan Fund Accounts that were originally capitalized with payments of loans made from CDBG grant funds awarded prior to January 1, 1992 by the State of Wisconsin **and** have not received a subsequent award from January 1, 1992 to present from the State of Wisconsin are not subject to CDBG-CLOSE. These funds qualify under the program income reporting guidelines as defined in CPD Notice 04-11.

The State's implementation of CDBG-CLOSE includes its interpretation of "maximum extent possible" as contained in 24 CFR 570.489(e)(3)(i). DEHCR has identified two significant feasibility problems regarding administering the CDBG-CLOSE program while adhering absolutely to distributing any and all program income before drawing grant funds. The first problem occurs when UGLGs request funds under open awards for other State CDBG Programs. The program income would displace and offset the committed grant funds. As the State's accounting system is grant-specific, this issue would require the modification and execution of potentially hundreds of additional award contracts from the same overall number of activities and dollar amounts.

The second problem is that using program income ahead of grant funds in such absolute terms disrupts the State's ability to plan for and ensure basic compliance with regulatory expenditure limitations on certain activity types, including overall low- and moderate-income (LMI) benefit, the public service cap, and the planning and administration cost cap. The State has legitimate concerns about its ability to comply with these

limitations if grant funds are budgeted within the regulatory limitations, and those grant funds are later displaced by program income based solely on availability without regard for activity type.

Based on these expressed concerns, it is not possible or practical for the State to easily or conveniently adhere absolutely to distributing any and all program income before drawing grant funds, nor would it be suitable under the circumstances to do so. Therefore, adhering absolutely to distributing any and all program income before drawing grant funds would go above and beyond what is the maximum extent feasible. Therefore, the State will administer the CDBG-CLOSE Program without running afoul of 24 CFR 570.489(e)(3)(i) so long as it tailors its use of program income in such a manner as to demonstrate that it is using it to the maximum extent feasible before making draws from the U.S. Treasury.

The State is using the following guidelines to allow it to effectively segregate CDBG-CLOSE program income from other sources of program income and allow draws from the U.S. Treasury for State CDBG Programs other than CDBG-CLOSE without tapping into CDBG-CLOSE program income. The guidelines are summarized as follows:

- a) From program income amounts returned to the State under CDBG-CLOSE and in accordance with 24 CFR 570.489(e)(3), program income is committed to specific UGLG awards and program income is committed ahead of grant funds for any new or amended UGLG awards;
- b) DEHCR-held program income that is not budgeted for UGLG awards is used ahead of draws from the U.S. Treasury for the State's administrative and technical assistance expenditures in accordance with 24 CFR 570.489(a);
- c) UGLG-held program income will be used ahead of draws from the U.S. Treasury for that same UGLG, to the maximum extent feasible according to 24 CFR 570.489(e)(3)(i); and
- d) Revolving fund program income remains subject to 24 CFR 570.489(f), which states that payments to the revolving fund are program income and must be substantially disbursed from the revolving fund before additional grant funds are drawn from the U.S. Treasury for revolving fund activities. Such program income will not be required to be disbursed for non-revolving fund activities.

These guidelines allow DEHCR to use funding for an UGLG from the budgeted source, without displacing other sources and requiring the administratively burdensome modification and execution of new awards to UGLGs. Furthermore, it facilitates DEHCR's compliance with overall LMI benefit, the public service cost cap, and the planning and administration cost cap, by giving DEHCR control over the funding source used by activity type.

These guidelines adhere to 24 CFR 570.489(e)(3)(i) as they require DEHCR to use program income before making draws from the U.S. Treasury where doing so is, to the maximum extent, feasible under the circumstances. As such, HUD's concurrence with DEHCR's interpretation of 24 CFR

570.489(e)(3)(i) is not plainly inconsistent with the Act, and HUD should give due deference to such interpretation if doing so is not plainly inconsistent with HUD's obligation to enforce compliance with Congress' intent as declared in the Act.

Under CDBG-CLOSE, UGLG's must:

1. Return to the Department the full balance of the locally held Revolving Loan Fund as indicated on the final report.
2. Dissolve the RLF under the process identified by the Department.
3. Complete all documentation required and requested by the Department.

Eligible recipients may utilize their CDBG-CLOSE grant award for the currently authorized programs as outlined in the State of Wisconsin 2020-2024 Consolidated Plan without the matching funds requirement:

1. Public Facilities;
2. Housing Rehabilitation Conversion;
3. Economic Development projects;
4. Public Facilities for Economic Development projects;
5. Planning projects

In addition to the programs identified above, the RLF Closeout Account can be used for the following special purposes:

6. Broadband/high speed internet access for low and moderate income (LMI) residents. grant funds can be used by the Unit of General Local Government (UGLG) for public infrastructure projects to expand broadband internet access. Examples of eligible expenses include the purchase of materials and installation.
7. Mitigation measures specifically those that address natural hazard risks; must connect the mitigation development or action to address impacts on LMI residents.
8. Public services.

The "Special Projects" category contains funding that will be used toward pilot projects and projects not typically funded by the Division in order to best respond to the evolving needs of the state.

How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?

The funding is distributed between goals in a way that meets the needs of the state, given the needs of the state and the capacity of current state programs. As described above, the priority needs, and specific objectives are addressed by the distribution of funding amongst the goals. In previous years, CDBG-SF funds were only allowed to be utilized for CDBG-Public Facilities for Economic Development awards. Beginning in program year 2019, DEHCR will expend funds formerly designated as CDBG SF as CDBG PI in order to satisfy the requirements of 24 CFR 570.489(f)(2). This change in methodology is expected to eliminate this source of funding available in subsequent years. The Division will comply with the requirements under 24 CFR 570.489(e)(3)(i) as to the use of program income; however, DEHCR will utilize the following steps, specifically for the use of formerly designated CDBG SF funds, in such a manner as to demonstrate that it is using it to the maximum extent feasible before making draws from the U.S. Treasury. The process steps are summarized as follows:

- a) From formerly CDBG SF now programmed as CDBG PI funds and in accordance with 24 CFR 570.489(e)(3), program income is committed to specific CDBG awards in a fungible fashion as grant funds and CDBG PI is committed ahead of grant funds for any new or amended UGLG awards.
- b) From formerly CDBG SF now programmed as CDBG PI funds that are not budgeted for UGLG awards will be used ahead of draws from the U.S. Treasury for the State's administrative and technical assistance expenditures in accordance with 24 CFR 570.489(a).

These guidelines adhere to 24 CFR 570.489(e)(3)(i) as they require DEHCR to use program income before making draws from the U.S. Treasury where doing so is, to the maximum extent, feasible under the circumstances. As such, HUD's concurrence with DEHCR's interpretation of 24 CFR 570.489(e)(3)(i) is not plainly inconsistent with the Act, and HUD should give due deference to such interpretation if doing so is not plainly inconsistent with HUD's obligation to enforce compliance with Congress' intent as declared in the Act.

AP-30 Methods of Distribution – 91.320(d)&(k)

Introduction:

The Division of Energy, Housing and Community Resources (DECHR) will use the following distribution methods for awarding program funds in CDBG, HOME, HOPWA, and ESG. The Wisconsin Housing and Economic Development Authority's Allocation Plan for HTF funds, pending HUD's approval, is included in the Attachments. Key elements of the method of distribution include the criteria used to select and rank applications, availability of application manuals, applicable threshold factors, and grant size limits. Additional information about each program can be found on the State of Wisconsin DECHR website.

The Division will comply with the requirements under 24 CFR 570.489(e)(3)(i) as to the use of program income; however, DEHCR will utilize the following steps, specifically for the use of formerly designated CDBG SF funds, in such a manner as to demonstrate that it is using it to the maximum extent feasible before making draws from the U.S. Treasury. The process steps are summarized as follows:

- a) From formerly CDBG SF now programmed as CDBG PI funds and in accordance with 24 CFR 570.489(e)(3), program income is committed to specific CDBG awards in a fungible fashion as grant funds and CDBG PI is committed ahead of grant funds for any new or amended UGLG awards.
- b) From formerly CDBG SF now programmed as CDBG PI funds that are not budgeted for UGLG awards will be used ahead of draws from the U.S. Treasury for the State's administrative and technical assistance expenditures in accordance with 24 CFR 570.489(a).

These guidelines adhere to 24 CFR 570.489(e)(3)(i) as they require DEHCR to use program income before making draws from the U.S. Treasury where doing so is, to the maximum extent, feasible under the circumstances. As such, HUD's concurrence with DEHCR's interpretation of 24 CFR 570.489(e)(3)(i) is not plainly inconsistent with the Act, and HUD should give due deference to such interpretation if doing so is not plainly inconsistent with HUD's obligation to enforce compliance with Congress' intent as declared in the Act.

The State's implementation of CDBG-CLOSE includes its interpretation of "maximum extent possible" as contained in 24 CFR 570.489(e)(3)(i). DEHCR has identified two significant feasibility problems regarding administering the CDBG-CLOSE program while adhering absolutely to distributing any and all program income before drawing grant funds. The first problem occurs when UGLGs request funds under open awards for other State CDBG Programs. The program income would displace and offset the committed grant funds. As the State's accounting system is grant-specific, this issue would require the modification and execution of potentially hundreds of additional award contracts from the same overall number of activities and dollar amounts.

The second problem is that using program income ahead of grant funds in such absolute terms disrupts the State's ability to plan for and ensure basic compliance with regulatory expenditure limitations on certain activity types, including overall low- and moderate-income (LMI) benefit, the public service cap, and the planning and administration cost cap. The State has legitimate concerns about its ability to comply with these limitations if grant funds are budgeted within the regulatory limitations, and those grant funds are later displaced by program income based solely on availability without regard for activity type.

Based on these expressed concerns, it is not possible or practical for the State to easily or conveniently adhere absolutely to distributing any and all program income before drawing grant funds, nor would it be suitable under the circumstances to do so. Therefore, adhering absolutely to distributing any and all program income before drawing grant funds would go above and beyond what is the maximum extent feasible. Therefore, the State will administer the CDBG-CLOSE Program without running afoul of 24 CFR 570.489(e)(3)(i) so long as it tailors its use of program income in such a manner as to demonstrate that it is using it to the maximum extent feasible before making draws from the U.S. Treasury.

The State is using the following guidelines to allow it to effectively segregate CDBG-CLOSE program income from other sources of program income and allow draws from the U.S. Treasury for State CDBG Programs other than CDBG-CLOSE without tapping into CDBG-CLOSE program income. The guidelines are summarized as follows:

- e) From program income amounts returned to the State under CDBG-CLOSE and in accordance with 24 CFR 570.489(e)(3), program income is committed to specific UGLG awards and program income is committed ahead of grant funds for any new or amended UGLG awards;
- f) DEHCR-held program income that is not budgeted for UGLG awards is used ahead of draws from the U.S. Treasury for the State's administrative and technical assistance expenditures in accordance with 24 CFR 570.489(a);
- g) UGLG-held program income will be used ahead of draws from the U.S. Treasury for that same UGLG, to the maximum extent feasible according to 24 CFR 570.489(e)(3)(i); and
- h) Revolving fund program income remains subject to 24 CFR 570.489(f), which states that payments to the revolving fund are program income and must be substantially disbursed from the revolving fund before additional grant funds are drawn from the U.S. Treasury for revolving fund activities. Such program income will not be required to be disbursed for non-revolving fund activities.

These guidelines allow DEHCR to use funding for an UGLG from the budgeted source, without displacing other sources and requiring the administratively burdensome modification and execution of new awards to UGLGs. Furthermore, it facilitates DEHCR's compliance with overall LMI benefit, the public service cost cap, and the planning and administration cost cap, by giving DEHCR control over the funding source used by activity type.

These guidelines adhere to 24 CFR 570.489(e)(3)(i) as they require DEHCR to use program income before making draws from the U.S. Treasury where doing so is, to the maximum extent, feasible under the circumstances. As such, HUD's concurrence with DEHCR's interpretation of 24 CFR 570.489(e)(3)(i) is not plainly inconsistent with the Act, and HUD should give due deference to such interpretation if doing so is not plainly inconsistent with HUD's obligation to enforce compliance with Congress' intent as declared in the Act.

Distribution Methods

Table 8 - Distribution Methods by State Program

1	State Program Name:	CDBG Economic Development
	Funding Sources:	CDBG, CDBG-DR, CDBG-CV

<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The CDBG Economic Development program provides funds to local government to assist with business expansion and retention. Examples of eligible activities include business loans to expand facilities, purchase equipment, and employee training. The activity must result in job opportunities for low to moderate income individuals. In previous years, CDBG-SF funds were only allowed to be utilized for CDBG-Public Facilities for Economic Development awards. Beginning in program year 2019, DEHCR will expend funds formerly designated as CDBG SF as CDBG PI in order to satisfy the requirements of 24 CFR 570.489(f)(2). These funds will be spent in a fungible fashion with grant funds. This change in methodology is expected to eliminate this source of funding available in subsequent years.</p> <p>UGLG's that currently administer an Economic Development RLF are <u>required</u> to participate in CDBG-CLOSE. Under CDBG-CLOSE, all locally held, and funded by a CDBG award made on January 1, 1992 or later, Economic Development RLF as well as current Economic Development RLF accounts receivable will be held for UGLG's. These UGLG's will have non- competitive access to the funds to use as grants for eligible activities.</p> <p>There are three ways UGLG's will participate in CDBG-CLOSE. First, UGLG's that do not have <u>any</u> outstanding, current loans and <u>only</u> have cash on hand will receive credit for their RLF bank balance as grant funding. Under this option, UGLG's RLF Closeout Account will be determined as follows:</p> <p>RLF Bank Balance = RLF Closeout Account</p> <p>UGLG's with outstanding loans have the option under CDBG-CLOSE to either:</p> <ol style="list-style-type: none"> 1. Purchase the value of <u>all</u> outstanding loans in the RLF portfolio and transfer those funds to DEHCR;
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		<p>2. <u>Retain the responsibility to</u> service outstanding loans locally.</p> <p>Under CDBG-CLOSE, UGLG’s that opt to <u>purchase</u> all outstanding loans will receive their RLF bank balance plus their purchase of their outstanding balance as grant funding. Under this option, UGLG’s RLF Closeout Account will be determined as follows:</p> <p>RLF Bank Balance + Purchased RLF Accounts Receivable = RLF Closeout Account</p> <p>Under CDBG-CLOSE, UGLG’s that opt to <u>retain the responsibility to</u> service outstanding loans locally will only receive credit for their RLF bank balance as grant funding. Under this option, UGLG’s RLF Closeout Account will be determined as follows:</p> <p>RLF Bank Balance = RLF Closeout Account</p> <p>DEHCR will enter into a written agreement with all UGLG’s that opt to retain the responsibility to service all outstanding loans. UGLG’s must return all applicable loan repayments to the State.</p> <p>Amounts received by the State will be committed to specific UGLG awards; and, as sufficient amounts are accumulated these funds will be committed ahead of grant funds for any new awards. Amounts received will not displace grant funding from other UGLG’s grant-funded awards.</p> <p>CDBG-CV funds will be used to fund services to microenterprises consistent with the use of the funds.</p>
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<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>The primary criteria used to select applications for funding are:</p> <ul style="list-style-type: none"> • the three National Objectives (benefit to LMI individuals, slum and blight, urgent local need) • activities listed must be eligible activities • need for the funding <p>All Revolving Loan Fund Accounts that were originally capitalized by a CDBG award from the State of Wisconsin prior to January 1, 1992 and have not received a subsequent award from January 1, 1992 to present from the State of Wisconsin and the State has closed out the source grant from which funds were originally used to capitalize the RLF and HUD has closed out the CDBG grant between HUD and the State for the original source year that capitalized the RLF are not subject to CDBG-CLOSE. These funds qualify under the program income reporting guidelines as defined in CPD Notice 04-11.</p> <p>Consistent with their use, in addition to the traditional “small cities” recipients, the State will also accept applications from Entitlement Communities and Counties for the second award of CDBG-CV funds. In addition to this activity, the State will allow Entitlement Communities and Counties to identify activities for funding that are consistent with the use of CDBG-CV funds.</p>
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Applications are available on the DEHCR website. The CDBG-CLOSE application packet is included in the Appendices.</p>

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Only existing Units of General Local Government (UGLG) that hold a CDBG RLF-ED fund will apply for funding. UGLG's that do not have any outstanding, current loans and only have cash on hand will receive credit for their RLF bank balance as grant funding.</p> <p>UGLG's with outstanding loans have the option under CDBG-CLOSE to either:</p> <ol style="list-style-type: none"> 1. <u>Purchase</u> the value of all outstanding loans in the RLF portfolio and transfer those funds to DEHCR; or 2. Retain all outstanding loans and service them locally. <p>Under CDBG-CLOSE, UGLG's must:</p> <ol style="list-style-type: none"> 1. Return to the Department the full balance of the locally held Revolving Loan Fund as indicated on the final report; 2. Dissolve the RLF under the process identified by the Department; 3. Complete all documentation required and requested by the Department.
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>n/a</p>

<p>Describe how resources will be allocated among funding categories.</p>	<p>Applications and handbooks are available on the DEHCR website.</p> <p>Eligible recipients may utilize their RLF Closeout grant award for the currently authorized programs as outlined in the State of Wisconsin 2020-2024 Consolidated Plan without the matching funds requirement:</p> <ol style="list-style-type: none"> 1. Public Facilities; 2. Housing Rehabilitation Conversion; 3. Economic Development projects; 4. Public Facilities for Economic Development projects; 5. Planning projects <p>In addition to the programs identified above, the RLF Closeout Account can be used for the following special purposes:</p> <ol style="list-style-type: none"> 6. Broadband/high speed internet access for low and moderate income (LMI) residents. grant funds can be used by the Unit of General Local Government (UGLG) for public infrastructure projects to expand broadband internet access. Examples of eligible expenses include the purchase of materials and installation. 7. Mitigation measures specifically those that address natural hazard risks; must connect the mitigation development or action to address impacts on LMI residents. 8. Public services.
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<p>Describe threshold factors and grant size limits.</p>	<p>Resource allocation to CDBG Economic Development will be based upon several factors, including:</p> <ul style="list-style-type: none"> • the number of applications received • historical funding amounts • State of Wisconsin needs • DEHCR priorities • Funding limits for eligible programs under CDBG-CLOSE are as follows: Public Facilities: \$3,000,000 per project; Housing Rehabilitation: existing CDBG-H costs apply; Economic Development projects: \$3,000,000 per project; Public Facilities for Economic Development projects; \$3,000,000 per project; Planning projects: \$75,000 per project In addition to the programs identified above, the RLF Closeout Account can be used for the following special purposes: Broadband/high speed internet: \$3,000,000 per project; Mitigation measures specifically those that address natural hazard risks: \$3,000,000 per project; Public services: \$300,000 per project
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	<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>The State will publish an updated listing of current RLF accounts in its final, approved Annual Action Plan. Published amounts are estimates as they do not reflect current loan and repayment activity. See Attachments.</p> <p>Grantees have up to twenty-four (24) months from the start date of the CDBG-CLOSE program as defined by the State to submit an application for funding to DEHCR. Project activities must usually be completed within twenty-four (24) months from the date the funding is awarded (RLFs with large balances may be allowed additional time). Funds not disbursed within the specified time limit may be recaptured by DEHCR for reallocation to any other eligible CDBG project. All grant agreements will incorporate timelines to assure the project is on track to have successful completion within the grant term.</p>
2	<p>State Program Name:</p>	<p>CDBG Emergency Assistance Program</p>
	<p>Funding Sources:</p>	<p>CDBG, CDBG-DR</p>
	<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The Emergency Assistance Program (EAP) utilizes CDBG housing funds for communities that have sustained damages to LMI housing as a result of natural or manmade disasters (flooding, tornados, windstorms etc.). EAP funds are available on an on-going basis. In previous years, CDBG-SF funds were only allowed to be utilized for CDBG-Public Facilities for Economic Development awards. Beginning in program year 2019, DEHCR will expend funds formerly designated as CDBG SF as CDBG PI in order to satisfy the requirements of 24 CFR 570.489(f)(2). These funds will be spent in a fungible fashion with grant funds. This change in methodology is expected to eliminate this source of funding available in subsequent years.</p>

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>Emergency Assistance Program (EAP) applications are evaluated for:</p> <ul style="list-style-type: none"> • the severity of impact from the disaster • the LMI benefit • the financial need of the applicant
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>The EAP program description and application materials are available on the Division’s website. Funds are directed specifically to non-entitlement communities. EAP is in a unique position to address emergency (natural or manmade disasters) housing rehabilitation and business assistance needs in a coordinated and timely response. The DECHR is exploring options to get needed resources to the affected households more quickly. The seven CDBG housing regions could play a critical role in expediting this process.</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>n/a</p>

<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>n/a</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>Explained above.</p>
<p>Describe threshold factors and grant size limits.</p>	<p>EAP funds are available statewide and, depending on the nature and frequency of natural disasters, vary in their award amounts.</p>

	<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>Unknown at this time. Funding allocated based on disaster event.</p>
<p>3</p>	<p>State Program Name:</p>	<p>CDBG Housing</p>
	<p>Funding Sources:</p>	<p>CDBG, CDBG-DR, CDBG-CV</p>
	<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The Wisconsin Community Development Block Grant (CDBG) housing program provides grants to general purpose units of local government for housing programs which principally benefit low and moderate income (LMI) households. These funds are primarily used for rehabilitation of housing units (owner occupied and rental) and homebuyer assistance. CDBG dollars are flexible and responsive to local needs. DEHCR is seeking opportunities for CDBG-Housing grantees to collaborate with local home weatherization providers to achieve efficiencies and maximize available resources. In previous years, CDBG-SF funds were only allowed to be utilized for CDBG-Public Facilities for Economic Development awards. Beginning in program year 2019, DEHCR will expend funds formerly designated as CDBG SF as CDBG PI in order to satisfy the requirements of 24 CFR 570.489(f)(2). These funds will be spent in a fungible fashion with grant funds. This change in methodology is expected to eliminate this source of funding available in subsequent years. CDBG-CV funds will be allocated to this category. Projects funded will reflect goals of the funding to prevent, prepare for and respond to the coronavirus (COVID-19).</p>

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>The state is divided into seven housing regions to administer the CDBG housing program. The regions receive fair share funds. These shares include base funding for each region. In addition to the base funding, the remainder of the funds are divided using four factors:</p> <ul style="list-style-type: none"> • households below 80% of County Median Income and pay more than 30% of income on housing • average unemployment rate • percentage of LMI Households compared to the total statewide • percentage of structures built before 1950 compared to the total statewide <p>In addition to the regions, DEHCR offers municipalities the opportunity to withdraw from a region and apply separately for set-aside funds. These funds are determined using the same four-factor formula as the CDBG housing regions. Consistent with their use, in addition to the traditional “small cities” recipients, the State will also accept applications from Entitlement Communities and Counties for the second award of CDBG-CV funds. In addition to this activity, the State will allow Entitlement Communities and Counties to identify activities for funding that are consistent with the use of CDBG-CV funds.</p>
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<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>The regional and the non-regional applications are available on the Division’s website when the application periods are open. In addition, the non-regional application is emailed to every municipality in the state, except for the counties of Dane, Waukesha, and Milwaukee which receive funds directly from HUD. The regional applications are targeted to each region. Consistent with their use, in addition to the traditional “small cities” recipients, the State will also accept applications from Entitlement Communities and Counties for the second award of CDBG-CV funds. In addition to this activity, the State will allow Entitlement Communities and Counties to identify activities for funding that are consistent with the use of CDBG-CV funds.</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>CDBG Housing Rehabilitation Conversion is eligible under CDBG-CLOSE; however, DEHCR is unable to accurately predict whether or how much CDBG-CLOSE funding will be expended under this category.</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>n/a</p>

	Describe how resources will be allocated among funding categories.	Explained above.
	Describe threshold factors and grant size limits.	The fair share is determined based on funds available for CDBG Housing. The allocation for CDBG housing is entered into the formula and determined using the factors above.
	What are the outcome measures expected as a result of the method of distribution?	The State will publish an updated listing of current RLF accounts in its final, approved Annual Action Plan. Published amounts are estimates as they do not reflect current loan and repayment activity. See Attachments.
4	State Program Name:	CDBG Planning
	Funding Sources:	CDBG

<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The CDBG Planning program allows communities to create plans to address issues of LMI and slum and blight. The plans can be comprehensive plans, economic development plans, and downtown redevelopment plans. Each plan must have an outcome that meets a national objective. In previous years, CDBG-SF funds were only allowed to be utilized for CDBG-Public Facilities for Economic Development awards. Beginning in program year 2019, DEHCR will expend funds formerly designated as CDBG SF as CDBG PI in order to satisfy the requirements of 24 CFR 570.489(f)(2). These funds will be spent in a fungible fashion with grant funds. This change in methodology is expected to eliminate this source of funding available in subsequent years.</p>
<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>The primary criteria used to select applications for funding are:</p> <ul style="list-style-type: none"> • the three National Objectives (benefit to LMI individuals, slum and blight, urgent local need) • activities listed must be eligible activities • need for the funding
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Applications and handbooks are available on the DEHCR website.</p>

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>n/a</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>n/a</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>Resource allocation to CDBG Planning will be based upon several factors, including:</p> <ul style="list-style-type: none"> • the number of applications received • historical funding amounts • State of Wisconsin needs • DEHCR priorities Planning is eligible under CDBG-CLOSE; however, DEHCR is unable to accurately predict whether or how much CDBG-CLOSE funding will be expended under this category.

	<p>Describe threshold factors and grant size limits.</p>	<p>The grant size limit for a CDBG Planning Grant is \$50,000 and includes a 1 for 2 match requirement. CDBG Planning for Broadband Expansion have a maximum of \$75,000 with no match required. Under CDBG-CLOSE, the maximum award size is \$75,000.</p>
	<p>What are the outcome measures expected as a result of the method of distribution?</p>	
<p>5</p>	<p>State Program Name:</p>	<p>CDBG Public Facilities</p>
	<p>Funding Sources:</p>	<p>CDBG, CDBG-DR, CDBG-CV</p>

<p>Describe the state program addressed by the Method of Distribution.</p>	<p>CDBG Public Facilities program addresses infrastructure issues in communities including, but not limited to: water, sanitary sewer, storm sewer, utilities, streets, wastewater treatment, broadband communications, fire stations, community centers, and libraries. In previous years, CDBG-SF funds were only allowed to be utilized for CDBG-Public Facilities for Economic Development awards. Beginning in program year 2019, DEHCR will expend funds formerly designated as CDBG SF as CDBG PI in order to satisfy the requirements of 24 CFR 570.489(f)(2). These funds will be spent in a fungible fashion with grant funds. This change in methodology is expected to eliminate this source of funding available in subsequent years. CDBG-CV funds will be allocated to this category. Projects funded will reflect goals of the funding to prevent, prepare for and respond to the coronavirus (COVID-19).</p>
<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>The primary criteria used to select applications for funding are:</p> <ul style="list-style-type: none"> • the three National Objectives (benefit to LMI individuals, slum and blight, urgent local need) • activities listed must be eligible activities • need for the funding Public Facilities is eligible under CDBG-CLOSE; however, DEHCR is unable to accurately predict whether or how much CDBG-CLOSE funding will be expended under this category. <p>Consistent with their use, in addition to the traditional “small cities” recipients, the State will also accept applications from Entitlement Communities and Counties for the second award of CDBG-CV funds. In addition to this activity, the State will allow Entitlement Communities and Counties to identify activities for funding that are consistent with the use of CDBG-CV funds.</p>

<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Applications and handbooks are available on the DEHCR website.</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>n/a</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>n/a</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>Resource allocation to CDBG Planning will be based upon several factors, including:</p> <ul style="list-style-type: none"> • the number of applications received • historical funding amounts • State of Wisconsin needs • DEHCR priorities

	<p>Describe threshold factors and grant size limits.</p>	<p>The grant size limit for a CDBG Public Facilities grant is \$2,000,000 and includes a \$1 for every \$2 in CDBG funds awarded as a match requirement. Under CDBG-CLOSE, the maximum award size is \$3,000,000.</p>
	<p>What are the outcome measures expected as a result of the method of distribution?</p>	
6	<p>State Program Name:</p>	<p>CDBG Public Facilities Economic Development</p>
	<p>Funding Sources:</p>	<p>CDBG</p>
	<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The CDBG Public Facilities program addresses infrastructure issues in communities such as water systems, wastewater systems, and streets that are an impediment to economic development. Improving infrastructure deficiencies results in the promotion of economic development. Beginning in program year 2019, DEHCR will expend funds formerly designated as CDBG SF as CDBG PI in order to satisfy the requirements of 24 CFR 570.489(f)(2). These funds will be spent in a fungible fashion with grant funds. This change in methodology is expected to eliminate this source of funding available in subsequent years.</p>

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>The primary criteria used to select applications for funding are:</p> <ul style="list-style-type: none"> • the three National Objectives (benefit to LMI individuals, slum and blight, urgent local need) • activities listed must be eligible activities • need for the funding Public Facilities for Economic Development is eligible under CDBG-CLOSE; however, DEHCR is unable to accurately predict whether or how much CDBG-CLOSE funding will be expended under this category.
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Applications and handbooks are available on the DEHCR website.</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>n/a</p>

<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>n/a</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>Resource allocation to CDBG Public Facilities for Economic Development will be based upon several factors, including:</p> <ul style="list-style-type: none"> • the number of applications received • historical funding amounts • State of Wisconsin needs • DEHCR priorities
<p>Describe threshold factors and grant size limits.</p>	<p>The grant size limit for a CDBG Public Facilities Economic Development grant is \$750,000. Under CDBG-CLOSE, the maximum award is \$3,000,000 per project.</p>

	<p>What are the outcome measures expected as a result of the method of distribution?</p>	
7	<p>State Program Name:</p>	<p>Emergency Solutions Grant (ESG), Emergency Solutions Grant-CV</p>
	<p>Funding Sources:</p>	<p>ESG, ESG-CV</p>
	<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The ESG program provides funding to:</p> <ul style="list-style-type: none"> • engage homeless individuals and families living on the street • improve the quality and quantity of emergency shelters for homeless individuals and families • help operate these shelters • provide essential services to shelter residents • rapidly re-house homeless individuals and families • prevent families and individuals from becoming homeless

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>Applicants to the ESG program are lead agencies representing geographically distributed groups of homeless service providers. These groups are called “local continua of care” (CoC). All lead agencies must complete the ESG application according to guidelines.</p> <p>DEHCR apportions the funding amongst local continua of care using a formula applied against funding floors established in Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) and by DEHCR. The formula’s elements include a number of measures of homelessness and poverty, as well as measures of the efficiency and effectiveness of individual homeless service providers. Additional variables may be added as additional data becomes available in order to best distribute funding according to the needs of communities and performance of homeless service providers.</p>
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>n/a</p>

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>The formula described above is used to give each local continua of care an allocation. While staying within HEARTH and DEHCR limitations, each local continua of care must allocate their portion of the funds to local projects based on local needs. The projects chosen to receive funding must be approved by their HUD COC. Local continua then submit their Consolidated Application to DEHCR for approval. The application contains their proposed projects, and justification for funding these projects. If approved by their HUD COC and if DEHCR does not find problems during technical review, DEHCR approves the application and funds the agencies at the proposed levels. ESG-CV funds will be allocated to this category. Projects funded will reflect goals of the funding to prevent, prepare for and respond to the coronavirus (COVID-19).</p> <p>Local continua of care are made up of the homeless service providers in each community, including local units of government, community and faith-based organizations, and area nonprofits. Decisions about which agencies receive funding and how much funding they receive are local decisions.</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>n/a</p>

	<p>Describe how resources will be allocated among funding categories.</p>	<p>Resources are allocated according to funding floors established by HEARTH and in order to promote best practices and priorities established by the DECHR. Local Continua of Care then decide how to fund agencies within these limitations.</p>
	<p>Describe threshold factors and grant size limits.</p>	<p>Grant awards are based on the amount of funding received from HUD, and the funding formula (described above) is used to distribute funds to local Continua of Care.</p>
	<p>What are the outcome measures expected as a result of the method of distribution?</p>	
<p>9</p>	<p>State Program Name:</p>	<p>HOME Homebuyer and Rehabilitation (HHR)</p>
	<p>Funding Sources:</p>	<p>HOME</p>

<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The program is designed to provide funding for two HOME-eligible activities:</p> <ul style="list-style-type: none"> • Homebuyer assistance: Direct assistance may be provided to eligible homebuyers for acquisition (down payment and closing costs), acquisition and rehabilitation, or new construction. Grantees may utilize the funds to construct housing for sale to low- and moderate-income (LMI) homebuyers (household income at or below 80% County Median Income). • Owner-occupied rehabilitation: Funds are provided for making essential improvements to single-family homes serving as the principal residence of LMI owners. In addition, eligible costs include energy-related improvements, accessibility improvements, lead-based paint hazard reduction, and repair of code violations.
<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>Funding is allocated based on need to service households below 80% of County Median Income. Specific items requested in the application include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Amount of funds requested by each applicant and by activity • Housing need description • Marketing plan • Waiting lists • Outreach process • Implementation schedule

<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>n/a</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>n/a</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>n/a</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>Explained above.</p>

	<p>Describe threshold factors and grant size limits.</p>	<p>Explained above.</p>
	<p>What are the outcome measures expected as a result of the method of distribution?</p>	
<p>10</p>	<p>State Program Name:</p>	<p>HOME Rental Housing Development program (RHD)</p>
	<p>Funding Sources:</p>	<p>HOME</p>

<p>Describe the state program addressed by the Method of Distribution.</p>	<p>The priorities of the HOME RHD program are:</p> <ul style="list-style-type: none"> • To provide leverage of private financing for affordable rental housing • To provide persons at or below 60% of County Median Income (CMI) additional affordable housing units • To provide gap financing for affordable rental housing • To construct buildings that provide accessibility features following Universal Design, and follow visitability principles • To develop projects that emphasize high energy efficiency and sustainability • To promote supportive housing projects for populations with special needs • To facilitate affordable rental projects that are “shovel-ready” and will start construction within 12 months of contract execution
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<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>The application rounds are a competitive process including both threshold criteria as well as scoring categories. These requirements were implemented to both meet and exceed those outlined in the 2013 HOME Final Rule. Chief among these new requirements are the financial feasibility standards requiring that a subsidy layering review be completed for all projects to determine the staffing and financial capacity of the developing entity as well as the long-term feasibility of the proposed rental project. Specific criteria include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Percentage of units at or below 60% CMI/homeless/Section 811 • Preservation of any subsidized property (excluding Public Housing) • Percentage of visitable HOME units • Energy efficiency and sustainability • HOME cost per unit
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>n/a</p>

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>n/a</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>n/a</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>If projects pass threshold then they will be scored and ranked. Projects will be funded as funds permit and until funding is exhausted.</p>

	<p>Describe threshold factors and grant size limits.</p>	<p>Threshold factors for applications:</p> <ul style="list-style-type: none"> • Long term viability • Demonstrated experience • Audited financials • CHDO certification • Debarment certification for entities receiving federal funds • Market demand documentation • Department of Financial Institutions (DFI) documentation • Readiness to proceed • Percentage of CMI units <p>HOME RHD sets a maximum of \$1,000,000 per award, and no more than 2 awards per developer per year, except for CHDO recipients.</p>
	<p>What are the outcome measures expected as a result of the method of distribution?</p>	
<p>11</p>	<p>State Program Name:</p>	<p>HOME Tenant Based Rental Assistance (TBRA)</p>
	<p>Funding Sources:</p>	<p>HOME</p>

Describe the state program addressed by the Method of Distribution.	Tenant Based Rental Assistance (TBRA) is a rental subsidy that sub-grantees can use to help individual households with incomes at or below 80% of the county median income (CMI) afford housing costs such as rent and security deposits. Sub-grantees may also assist tenants with utility deposits when HOME is used for rental assistance or security deposits. Households targeted for the HOME-TBRA funds include homeless individuals or families and households at risk of homelessness. TBRA funds will also target homeless households with at least one household member with a disability as well as youth transitioning from foster care and homeless and have experienced domestic violence. DEHCR encourages using a “Housing First” model of housing and support services.
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<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>Funds are awarded through a multi-year grant application process open to any UGLG (Units of General Local Government) or private nonprofit agency in Wisconsin that meets the application eligibility criteria. Awarded grants can potentially be renewed in subsequent years, but the submission of a grant application is still required. Submitted grant applications are reviewed and scored. Grant applications will be evaluated based on the factors described below. Some criterion may be added based on the overall performance or issues that arose in the previous contract period.</p> <ul style="list-style-type: none"> • Completeness of application and attachments • Agency staff, background and experience working with the described target population/TBRA program • Agency budget and ability to provide support staff and resources to support TBRA • Targeted population and strength of justification in choosing target population • Program design and administration • Outreach and inclusion of beneficiaries • Explanation for how the match requirement will be met • Availability of support services • Long-term impact • Coordination with local Continua of Care • WISP Participation and accuracy of report included in application • Goal setting and implementation schedule
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	<ul style="list-style-type: none"> Organization’s track record, including the sub-grantee’s past performance and progress regarding all of their DEHCR-funded grant programs
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	n/a
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	n/a
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	n/a

	Describe how resources will be allocated among funding categories.	
	Describe threshold factors and grant size limits.	
	What are the outcome measures expected as a result of the method of distribution?	
12	State Program Name:	Housing Opportunities for Persons With AIDS (HOPWA), Housing Opportunities for Persons with AIDS - CV
	Funding Sources:	HOPWA, HOPWA-CV

<p>Describe the state program addressed by the Method of Distribution.</p>	<p>HOPWA provides housing assistance and supportive services for income-eligible persons with acquired immunodeficiency syndrome or related diseases, and their families.</p>
<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>Selected applicants must be able to provide the full range of HOPWA and HOPWA-CV services statewide or have formal subcontracts in place with local service providers.</p>
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>n/a</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>n/a</p>

<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>The Division of Energy, Housing and Community Resources issues a request for proposal statewide for a project sponsor. The applicant is chosen based on ability to provide HOPWA services statewide, either directly or through subcontracts. HOPWA-CV funds will be allocated to this category. Projects funded will reflect goals of the funding to prevent, prepare for and respond to the coronavirus (COVID-19).</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>For DEHCR's HOPWA and HOPWA-CV grants, assistance will be provided for:</p> <ul style="list-style-type: none"> • short term rental assistance • associated supportive services • housing counseling
<p>Describe threshold factors and grant size limits.</p>	<p>HOPWA and HOPWA-CV funds are received from HUD as a formula grant annually. Funds are awarded to one project sponsor.</p>

	What are the outcome measures expected as a result of the method of distribution?	The outcome measures are numbers of HOPWA eligible persons and their families who receive housing assistance and supportive services necessary to maintain housing.
13	State Program Name:	Housing Trust Fund
	Funding Sources:	HTF
	Describe the state program addressed by the Method of Distribution.	HTF provides additional resources to construct and rehabilitate housing for extremely low-income Wisconsin families.
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	The Wisconsin Housing and Economic Development Authority developed its HTF Allocation Plan and it is included in the Attachments.
	If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	n/a

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>n/a</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>n/a</p>
<p>Describe how resources will be allocated among funding categories.</p>	<p>The Wisconsin Housing and Economic Development Authority developed its HTF Allocation Plan and it is included in the Attachments.</p>

<p>Describe threshold factors and grant size limits.</p>	<p>HTF funds are received by the Wisconsin Housing and Economic Development Authority from HUD as a formula grant annually. The Wisconsin Housing and Economic Development Authority will utilize the per unit subsidy limits for the HOME program.</p>
<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>The outcome measures are numbers of new and rehabilitated housing units created with HTF funds annually.</p>

Discussion:

In addition to the programs discussed above, DEHCR is committed to working with businesses and other public agencies in order to develop initiatives that will lead to increased stability and long-term employment opportunities for targeted group members. While DEHCR recognizes that targeted group members have a wide variety of needs, it anticipates that its efforts will also be focused on the following areas:

1. Job Training
2. Public Services
3. Economic and Community Development
4. Microenterprises
5. Housing
6. Public Infrastructure

If enough applications meeting the criteria described in the above-mentioned DEHCR programs are not received in a given action plan year, DEHCR reserves the right to redirect each program's unused funds to other programs described in the method of distribution to ensure maximum utilization of funds.

Economic Development RLF Reporting

UGLG	ACTIVITY	OBJECTIVE	Balance	Contact Name	Contact Phone	Contact Email
Menomonee Falls, Village of	Econ Dev	Low/Mod Employ	\$989,585.36	Gabriel Gilbertson	262-532-4277	ggilbertson@menomonee-falls.org
Rock, County of	Econ Dev	Low/Mod Employ	\$412,191.90	James Otterstein	608-757-5598	otterste@co.rock.wi.us

CDBG Housing RLF Reporting

UGLG	BALANCE	CONTACT	PHONE	CONTACT EMAIL
Douglas County	\$0	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
Langlade County	\$0	Barb Garbrielson	715.752.4620	barb.gabrielson@gmail.com
Chippewa County	\$0	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
Juneau County	\$0	Julie Olson	608.847.7309	juncoha@frontier.com
Brown County	\$0	Todd Mead	920.448.6485	Mead_TD@co.brown.wi.us

La Crosse County	\$0	Ashley Lacenski	608.782.5520	ashley.lacenski@couleecap.org
Columbia County	\$0	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Adams County	\$9,494	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Algoma	\$5,120	Jeffrey Wiswell	920.487.5203	jeff.wiswell@algomacity.org
Village of Alma Center	\$29,215	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
City of Amery	\$95,741	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Antigo	\$174,532	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Argyle	\$187,627	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
City of Ashland	\$268,587	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
Ashland County	\$4,020	Denise Lutz	705.274.8311	deniselutz@centurytel.net
Village of Athens	\$44,655	Lisa Czech	715.257.9170	athensclerk@villageofathens.com
City of Augusta	\$106,010	Georgia Crownhart	715.839.6230	georgia.crownhart@co.eau-claire.wi.us
Village of Avoca	\$72,152	Liz Wilkinson	608.532.6831	lizvilavoca@gmail.com
Village of Bagley	\$102,250	Lori Bekkum	608.326.7333	lbekkum@developmentplanning.net
Village of Balsam Lake	\$41,871	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
City of Baraboo	\$511,776	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Barron County	\$38,195	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
Village of Bay City	\$95,761	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
City of Bayfield	\$7,290	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
Bayfield County	\$156,634	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
Town of Bear Creek	\$41,804	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Village of Bear Creek	\$21,656	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
City of Beaver Dam	\$110,480	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Berlin	\$128,360	Susan Thom	920.361.5400	sthom@cityofberlin.net
Village of Birchwood	\$132,768	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
Town of Birnamwood	\$2,451	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Village of Birnamwood	\$116,403	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
City of Black River Falls	\$195,909	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com

City of Blair	\$108,318	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
City of Bloomer	\$35,706	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
Village of Blue River	\$130,033	Lori Bekkum	608.326.7333	lbekkum@developmentplanning.net
Village of Bonduel	\$183,645	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Boyceville	\$107,707	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
Village of Boyd	\$46,922	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
Brown County	\$23,569	Todd Mead	920.448.6485	Mead_TD@co.brown.wi.us
Village of Butternut	\$26,775	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
Village of Cadott	\$54,060	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
Village of Cameron	\$71,940	Carolyn Martin	715.532.2271	carolynfayemartin@gmail.com
Village of Camp Douglas	\$21,145	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Casseville	\$72,722	Lori Bekkum	608.326.7333	lbekkum@developmentplanning.net
Village of Cazenovia	\$2,816	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Chetek	\$155,339	Cheryl Freese	715.607.0318	cherylfreese7@gmail.com
City of Chippewa Falls	\$303,215	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
Chippewa County	\$238,624	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
Clark County	\$259,430	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
Village of Clayton	\$59,651	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
City of Clintonville	\$33,820	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Village of Clyman	\$2,274	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Town of Colby	\$55,088	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
City of Colby	\$29,642	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Village of Colfax	\$31,314	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
Columbia County	\$86,540	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Cornell	\$194,770	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
City of Crandon	\$92,109	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Crawford County	\$0	Lori Bekkum	608.326.7333	lbekkum@developmentplanning.net
Village of Dallas	\$44,417	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Darien	\$157,718	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Dodge County	\$2,305	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com

Village of Dorchester	\$16,544	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Douglas County	\$6,015	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
Village of Dresser	\$30,629	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Dunn County	\$123,713	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
Town of Dupont	\$57,033	James Barrett	715.343.7142	jbarrett@capmail.org
City of Durand	\$91,089	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
Village of Eastman	\$53,113	Lori Bekkum	608.326.7333	lbekkum@developmentplanning.net
Eau Claire County	\$6,062	Georgia Crownhart	715.839.6230	georgia.crownhart@co.eau-claire.wi.us
Village of Edgar	\$111,789	Louella Luedtke	715.352.2891	Louella.Luedtke@EdgarWI.org
City of Edgerton	\$48,790	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Eland	\$97,507	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Village of Eleva	\$175,032	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
Village of Ellsworth	\$90,722	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
City of Elroy	\$27,220	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Endeavor	\$23,238	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Evansville	\$384,048	Kari Justmann	920-392-5137	Kjustmann@msa-ps.com
Village of Fairchild	\$9,952	Ashley Lacenski	608.782.5520	ashley.lacenski@couleecap.org
Town of Fifield	\$49,942	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Village of Footville	\$74,197	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
City of Fox Lake	\$12,068	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Frederic	\$23,755	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Friesland	\$18,373	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Galesville	\$536	Troy Bjorgo	715.985.2391 ext 1241	troy.bjorgo@wdeoc.org
Village of Gays Mills	\$95,978	Lori Bekkum	608.326.7333	lbekkum@developmentplanning.net
Village of Gilman	\$300	Jessica Mudgett	715.748.1456	jessica.mudgett@co.taylor.wi.us
City of Glenwood City	\$71,322	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
Town of Grant	\$2,634	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Grant County	\$35,665	Lori Bekkum	608.326.7333	lbekkum@developmentplanning.net

Village of Granton	\$32,202	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
Green County	\$155,272	Lori Olson-Pink	608-935-2326	l.olson-pink@swcap.org
Green Lake County	\$37,309	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Greenwood	\$31,094	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Gresham	\$106,979	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Village of Hancock	\$15,814	James Barrett	715.249.5521	vhancock@uniontel.net
City of Hartford	\$118,502	Christine Marks	262.670.3772	cmarks@ci.hartford.wi.us
Village of Highland	\$145,305	Becky Fredericks	608.929.7781	bfredericks@villageofhighland.net
City of Hillsboro	\$78,942	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Hurley	\$124,280	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Huster	\$36,310	Joyce Duescher	608.427.6575	hustler@mwt.net
Village of Iola	\$45,876	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Iron County	\$74,903	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
Jackson County	\$43,239	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
Town of Johnson	\$9,628	Marilyn Bhend	715.581.7006	marilyn.bhend@gmail.com
Town of Jump River	\$7,313	Carolyn Martin	715.532.2271	carolynfayemartin@gmail.com
Village of Junction City	\$39,174	James Barrett	715.343.7142	jbarrett@capmail.org
City of Juneau	\$20,105	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Juneau County	\$16,446	Julie Olson	608.847.7309	juncoha@frontier.com
Village of Kendall	\$83,931	Ashley Lacenski	608.782.5520	ashley.lacenski@couleecap.org
Kenosha County	\$24,393	Chris Parisey	262.857.1843	Christopher.Parisey@kenoshacounty.org
Village of Knapp	\$4,672	Kyra Mitchell	608.434.3198	kyrak2589@outlook.com
Village of La Valle	\$54,597	Lori Dee	608.985.8774	ldeebug@mwt.net
City of Ladysmith	\$33,625	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
City of Lancaster	\$26,795	Lori Bekkum	608.326.7333	lbekkum@developmentplanning.net
Langlade County	\$184,182	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Town of Laona	\$6,578	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Linden	\$88,609	Shelly Bull	608.623.2800	clerk@villageoflinden.com
Village of Lowell	\$54,813	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Loyal	\$47,495	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us

Village of Luck	\$130,520	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Town of Lynn	\$62,912	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
Town of Madison	\$351,532	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Village of Maiden Rock	\$68,377	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
City of Manitowoc	\$205,786	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Marinette	\$76,224	Jacqueline Miller	715.732.5143	jmiller@marinette.wi.us
City of Marion	\$80,410	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Marquette County	\$7,527	James Barrett	715.343.7142	jbarrett@capmail.org
Town of Marshall	\$5,371	Carolyn Martin	715.532.2271	carolynfayemartin@gmail.com
City of Marshfield	\$28,997	Amy Van Wyhe	715.387.3033	amy.vanwyhe@ci.marshfield.wi.us
Village of Mattoon	\$5,651	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
City of Mauston	\$116,491	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Mazomanie	\$116,086	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Menasha	\$219,626	Alison Humski	920.967.3650	ahumski@ci.menasha.wi.us
City of Menomonie	\$408,553	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
City of Merrill	\$93,083	Shari Wicke	715.536.4880	shari.wicke@ci.merrill.wi.us
Village of Milltown	\$77,716	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
City of Milton	\$32,298	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Mondovi	\$112,749	Dawn Moy	715.926.3866	dawn@mondovi.com
City of Mosinee	\$67,633	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
City of Neillsville	\$107,320	Rex Roehl	715.743.2105	clerk@neillsville-wi.com
City of Nekoosa	\$68,956	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of New Auburn	\$78,562	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
City of New Lisbon	\$44,703	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of New London	\$32,604	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
City of New Richmond	\$64,259	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
Village of North Fond du Lac	\$44,365	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com

City of Omro	\$89,189	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Ontario	\$58,240	Terri Taylor	608.337.4381	villageofontario@centurytel.net
City of Owen	\$74,583	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
Village of Oxford	\$39,471	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Park Falls	\$123,471	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
Village of Pepin	\$14,188	Cindy Fayerweather	715.442.2461	clerk@pepinwisconsin.org
City of Phillips	\$127,192	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
Pierce County	\$73,775	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
Town of Pine Grove	\$60,067	James Barrett	715.343.7142	jbarrett@capmail.org
City of Pittsville	\$142,297	Sue Shute	715.884.2422	sshute@tds.net
Village of Plainfield	\$27,028	James Barrett	715.343.7142	jbarrett@capmail.org
City of Platteville	\$117,325	Ashley Lacenski	608.782.5520	ashley.lacenski@couleecap.org
Village of Plum City	\$77,200	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
City of Plymouth	\$92,866	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Polk County	\$136,139	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
Village of Poplar	\$24,206	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
City of Portage	\$146,622	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Prairie du Chien	\$50,804	Lori Bekkum	608.326.7333	lbekkum@developmentplanning.net
Village of Prairie Farm	\$56,763	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Prentice	\$16,195	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
Village of Radisson	\$2,582	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Randolph	\$20,140	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Readstown	\$42,709	Lori Bekkum	608.326.7333	lbekkum@developmentplanning.net
Village of Redgranite	\$97,481	James Barrett	715.343.7142	jbarrett@capmail.org
City of Reedsburg	\$449,075	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Rhinelander	\$153,981	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Rib Lake	\$137,397	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com

City of Rice Lake	\$40,862	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Richland Center	\$39,150	Derek Kalish	608-647-3466	derek.kalish@richlandcenter.com
Village of Ridgeland	\$17,864	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Rio	\$90,970	Amy Stone	920.992.5454	astone@riowi.us
City of Ripon	\$45,979	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Rock County	\$528,656	Colin Byrnes	608.757.5587	byrnes@co.rock.wi.us
Town of Rock Elm	\$75,784	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
Village of Rudolph	\$47,612	James Barrett	715.343.7142	jbarrett@capmail.org
Rusk County	\$91,283	Carolyn Martin	715.532.2271	carolynfayemartin@gmail.com
Town of Sand Lake	\$12,808	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
Sauk County	\$42,508	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Sawyer County	\$71,986	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
Village of Sharon	\$4,187	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Shawano	\$32,016	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Shawano County	\$39,276	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Shell Lake	\$35,271	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
City of Shullsburg	\$5,439	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Village of Soldiers Grove	\$11,605	Lori Bekkum	608.326.7333	lbekkum@developmentplanning.net
Village of Somerset	\$13,720	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
City of Sparta	\$57,443	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Spencer	\$121,975	Paul Hensch	715.659.5423	clerk@vil.spencer.wi.us
City of Spooner	\$152,788	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
Village of Spring Valley	\$182,383	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
City of Stanley	\$330,207	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
City of Stevens Point	\$182,846	James Barrett	715.343.7142	jbarrett@capmail.org
Town of Stone Lake	\$50,035	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com

Village of Stratford	\$45,438	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Superior	\$30,788	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
Town of Swiss	\$29,702	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
Village of Taylor	\$33,894	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
Taylor County	\$63,415	Denise Johnson	715.748.1456	denise.johnson@co.taylor.wi.us
Town of Thorp	\$36,424	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
City of Thorp	\$157,489	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
Village of Tigerton	\$79,709	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
City of Tomah	\$95,358	Rachel Muehlenkamp	608.374.7455	tomahpha@tomahonline.com
City of Tomahawk	\$27,291	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Turtle Lake	\$31,098	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
City of Two Rivers	\$22,694	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Town of Union	\$52,498	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
Vernon County	\$22,127	Ashley Lacenski	608.782.5520	ashley.lacenski@couleecap.org
Town of Vilas	\$55,315	Dawn Moller	715.627.7050	townofvilas@yahoo.com
City of Viroqua	\$13,139	Ashley Lacenski	608.782.5520	ashley.lacenski@couleecap.org
Town of Wabeno	\$112,765	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Village of Warrens	\$98,788	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Washburn	\$164,558	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
Washburn County	\$109,657	Sheldon Johnson	715.635.2197	sjohnson@nwrpc.com
City of Watertown	\$234,624	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Waupaca	\$40,800	Beth Baar	715.343.7140	bbaar@capmail.org
City of Waupun	\$64,660	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Waushara County	\$79,424	James Barrett	715.343.7142	jbarrett@capmail.org
City of Wautoma	\$112,023	James Barrett	715.343.7142	jbarrett@capmail.org
Village of Wauzeka	\$10,021	Lori Bekkum	608.326.7333	lbekkum@developmentplanning.net
Village of Webster/Siren	\$69,899	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com

City of Westby	\$5,401	Mary Holte	608.634.3214	mholte@cityofwestby.org
City of Weyauwega	\$49,600	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Village of Wheeler	\$94,153	Diane Berry	715.632.2403	vwheeler@charter.net
City of Whitewater	\$12,839	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Village of Wild Rose	\$61,068	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
Town of Williamstown	\$67,331	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Village of Wilton	\$165,293	Lori Brueggen	608.435.6666	villageofwilton@centurytel.net
Village of Winneconne	\$79,931	Jacquin Stelzner	920-582-4381	jstelzner@winneconnewi.gov
City of Wisconsin Dells	\$67,138	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com
City of Wisconsin Rapids	\$362,486	James Barrett	715.343.7142	jbarrett@capmail.org
Town of Withee	\$4,565	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
Village of Withee	\$15,331	Jessica Oleson-Bue	715.726.7935	jolesonbue@co.chippewa.wi.us
Village of Wittenburg	\$107	Barb Gabrielson	715.752.4620	barb.gabrielson@gmail.com
Wood County	\$2,050	James Barrett	715.343.7142	jbarrett@capmail.org
Village of Woodville	\$20,823	Renee Swenson	715.235.9081	renee.swenson@cedarcorp.com
Village of Wycena	\$38,645	Kari Justmann	920.392.5137	Kjustmann@msa-ps.com

AP-35 Projects – (Optional)

Introduction:

The state has not identified site specific projects for 2021 at this time. Funding allocations for CDBG, HOME, ESG, HOPWA and HTF projects will not be determined until program-specific applications are received and evaluated. Awards made in 2021 will be reported in the 2021 CAPER. Only entitlement communities report projects under this section.

UGLG's that currently administer an Economic Development Revolving Loan Fund are required to participate in the CDBG-CLOSE program.

These UGLG's will have the option to utilize CDBG-CLOSE funds for up to two (2) projects totaling the amount of their RLF Closeout Account. In addition, UGLG's may submit an application for up to one (1) additional Planning project. Depending upon the RLF Closeout Account balance, some communities may be eligible to apply for more than two projects.

UGLG's that opt to purchase all outstanding loans will have the option to utilize these funds for up to three (3) projects. For UGLG's with large RLF Closeout Balances, an additional fourth (4) project may be applied for, as determined by DEHCR.

UGLG's that opt to retain all outstanding loans and service them locally will have the option to utilize CDBG-CLOSE funds for up to two (2) projects totaling the amount of their RLF Closeout Account. In addition, UGLG's may submit an application for up to one (1) additional Planning project. Depending upon the RLF Closeout Account balance, some communities may be eligible to apply for more than two projects. DEHCR will enter into a written agreement with all UGLG's that opt to retain the responsibility to service all outstanding loans. UGLG's must return all applicable loan repayments to the State. Amounts received by the State will be committed to specific UGLG awards; and, as sufficient amounts are accumulated these funds will be committed ahead of grant funds for any new awards. Amounts received will not displace grant funding from other UGLG's grant-funded awards.

#	Project Name

Table 9 – Project Information

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

In 2018, Wisconsin experienced severe storms, tornadoes, and flooding. In response to these events, HUD appropriated CDBG Disaster Recovery Funds to affected states. These funds will be used in Wisconsin to meet housing, business, and infrastructure needs caused by the disasters.

AP-38 Project Summary

Project Summary Information

Not applicable

AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)

Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?

No.

Available Grant Amounts

Not Applicable.

Acceptance process of applications

Not Applicable.

AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)

Will the state allow units of general local government to carry out community revitalization strategies?

No

State’s Process and Criteria for approving local government revitalization strategies

Not applicable. The Division of Energy, Housing and Community Resources (DEHCR) allows all non-entitlement communities to submit applications to programs on a competitive basis.

AP-50 Geographic Distribution – 91.320(f)

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

The Division of Energy, Housing and Community Resources (DEHCR) has not chosen geographic target areas as a basis for funding allocation priorities. Rather, DEHCR allows all non-entitlement communities to submit applications to programs on a competitive basis.

Geographic Distribution

Target Area	Percentage of Funds

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

CDBG and CDBG-CV: DEHCR does not typically award CDBG funds in entitlement communities that receive CDBG funds from HUD directly. CDBG Non-Housing programs typically receive applications from units of local government (UGLGs) across Wisconsin. Applications are reviewed and funded with those projects and areas that will have a significant impact or make a substantial contribution to enhancing the overall economic well-being of the state receiving priority.

CDBG-CV projects funded will reflect goals of the funding to prevent, prepare for and respond to the coronavirus (COVID-19). Consistent with their use, in addition to the traditional “small cities” recipients, the State will also accept applications from Entitlement Communities and Counties for the second award of CDBG-CV funds. The State will allow Entitlement Communities and Counties to identify activities for funding that are consistent with the use of CDBG-CV funds.

UGLG’s that currently administer an Economic Development Revolving Loan Fund are required to participate in the CDBG-CLOSE program. The CDBG Housing program distributes funds to seven housing regions, and then the regional administrator of each housing region distributes dollars around the region.

HOME: DEHCR does not award HOME funds in participating jurisdictions or consortia that receive HOME funds directly from HUD. Rental Housing Development, Homebuyer and Rehabilitation, and Tenant Based Rental Assistance funds are awarded in the rest of the state (not in participating jurisdictions or consortia) on a competitive basis.

ESG and ESG-CV: In Wisconsin, DEHCR, and the cities of Madison, Milwaukee, and Racine receive ESG funds directly from HUD. DEHCR ESG funds are awarded on a formula basis to regional entities throughout the state using indicators of poverty and homelessness. ESG-CV funds will be allocated to this category. Projects funded will reflect goals of the funding to prevent, prepare for and respond to the coronavirus (COVID-19).

HOPWA and HOPWA-CV: DEHCR ensures, currently through its contract with Aids Resource Center of Wisconsin (ARCW), full coverage in the 68 counties in DEHCR’s HOPWA and HOPWA-CV area.

HTF: Wisconsin Housing & Economic Development Authority (WHEDA) is the administrator of the National Housing Trust Fund

(HTF) program in Wisconsin. WHEDA's HUD-approved HTF Allocation Plan does not limit HTF awards geographically; however, provides preference to potential projects located in the following areas:

1. Properties located in a High Need Area as defined in the WHEDA Qualified Allocation Plan for the Low-Income Housing Tax Credit program which can be found at <https://www.wheda.com/LIHTC/Allocating/> OR
2. On Federally designated Tribal Lands, a Rural Area without a Recent Housing Tax Credit Award, or a Workforce Housing Community – areas to be defined through WHEDA's 2021-2022 Qualified Allocation Plan for the Low-Income Housing Tax Credit program.

Discussion

Affordable Housing

AP-55 Affordable Housing – 24 CFR 91.320(g)

Introduction:

In the tables below the Division of Energy, Housing and Community Resources (DEHCR) PY 2021 goals for the number of homeless, non-homeless, and special needs households to be provided affordable housing are listed. Affordable housing support will be provided through multiple program activities including, rental assistance, construction of new units, rehabilitation of existing units, and potentially acquisition of existing units. The estimates do not include the provision of homeless services such as emergency shelter, etc.

One Year Goals for the Number of Households to be Supported	
Homeless	359
Non-Homeless	1,631
Special-Needs	923
Total	2,913

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	1,282
The Production of New Units	109
Rehab of Existing Units	1,169
Acquisition of Existing Units	353
Total	2,913

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion:

The estimates above are derived from the “Rehabilitate Owner Occupied Housing,” “Rehabilitate Rental Housing,” “Build New Rental Housing,” “Provide Down Payment Assistance to Homebuyers,” and “Provide Tenant-Based Rental Assistance” goals.

AP-60 Public Housing - 24 CFR 91.320(j)

Introduction:

The Division of Energy, Housing and Community Resources (DEHCR) will continue to review non-entitlement Annual and 5-Year Public Housing Authority (PHA) Plans to ensure that they are consistent with DEHCR's Consolidated Plan.

The Division of Energy, Housing, and Community Resources is committed to preventing and ending homelessness in Wisconsin. PHAs are a vital community partner, and their involvement is crucial to successful efforts to end homelessness. The Division encourages PHAs to partner with their area's HUD Continuum of Care and consider the needs of households experiencing homelessness when developing their PHA Plan. If such needs exist, the Division strongly encourages PHAs to take steps described in HUD's Notice PIH 2013-15 to target housing assistance to households who are experiencing homelessness.

DEHCR solicited and received comments from stakeholder groups on its 2020-2024 Consolidated Plan and 2021 Annual Action Plan. Stakeholder groups are encouraging the Division to request PHA's to work with local Continua of Care in order to gain access to their networks of homeless assistance providers. The Division is currently reviewing how to encourage PHA's to work with CoC's in order to best leverage homeless assistance providers' knowledge, skills and follow-up services.

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

Not Applicable.

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

Not Applicable.

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

DEHCR has no administrative authority over Public Housing Authorities. Although the Division does not have any specific responsibility related to addressing SEMAP issues, DEHCR staff will continue to serve as resource advisors to the Wisconsin Association of Housing Authority (WAHA) board of directors and be available to provide assistance to "troubled" PHAs where feasible.

Discussion:

AP-65 Homeless and Other Special Needs Activities – 91.320(h)

Introduction

The Division of Energy, Housing and Community Resources (DEHCR) is committed to preventing and ending homelessness in Wisconsin. Because DEHCR has a limited amount of funds available for homeless service programs, it will seek to collaborate with the four HUD Continua of Care, other state agencies, local governments, nonprofits, and private business in order to work towards these goals. DEHCR programs will emphasize the use of evidence-based practices and efficient uses of funds. Additional details are found below as well as in the AP-20 Annual Goals section.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Centralized or coordinated assessment has the potential to create more efficient homeless service systems by targeting resources toward those who need them most and helping clients move through the system faster. In Wisconsin, coordinated assessment has been implemented at the CoC level. DEHCR will continue to require participation in coordinated assessment for their CoC as a part of the ESG program. If the coordinated assessment system is still in the implementation phase, the recipient must participate in its implementation and eventually its use.

DEHCR recognizes that street outreach to those experiencing homelessness is necessary to engage them and work towards housing stability. Street outreach is especially critical to those experiencing chronic homelessness, and DEHCR encourages agencies to use street outreach to engage the population of persons experiencing chronic homelessness. DEHCR encourages the use of best practices in street outreach which seek to meet basic needs and engage those persons experiencing homelessness in a respectful way.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency shelter is a critical part of the homeless service system. Shelters provide temporary refuge and often serve as the “front door” or first place of entry to those experiencing homelessness. It is important that emergency shelters have the ability to connect those experiencing homelessness with the resources needed to exit homelessness using the lightest touch possible. DEHCR measures the performance of emergency shelters and continua of care using a variety of metrics, including clients served, average length of stay, recurrence and occupancy rate. DEHCR will continue to measure the performance and direct more funding towards best performing shelters. New transitional housing projects are not funded by the ESG program, but DEHCR encourages the use of transitional housing in cases where it has been demonstrated to be to an efficient and effective use of scarce resources.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and

families who were recently homeless from becoming homeless again

The ESG program requires each local CoC to have a rapid-rehousing program and encourages local CoC's to spend more than the minimum requirement on rapid re-housing programs. Rapid re-housing focuses on quickly moving households out of homelessness and into permanent housing. Rapid re-housing has the potential to decrease the length of time participants spend homeless, lessening the strain on the shelter system. Case management and other voluntary services provided along with rental subsidies may stabilize families so that they can maintain rent payments after rental assistance ends.

Homeless prevention programs are also funded by both ESG and other state funds. These funds allow agencies to keep individuals and families from becoming homeless in the first place. Prevention allows families to avoid potential trauma, upheaval, and an eviction on their record. In order to promote efficient use of funds, DEHCR encourages targeting of prevention funds towards those who are most likely to experience homelessness without assistance.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Through its involvement with the Interagency Council on Homelessness, DEHCR works with the four Wisconsin CoC's and other state agencies which house publicly funded systems that may discharge persons into housing instability or homelessness. Collaboration allows DEHCR and these agencies to work towards discharge planning solutions. DEHCR collaborates with the Department of Children and Families to administer a program targeted at youth who have aged out of the foster care system and are experiencing homelessness or are at risk of homelessness.

DEHCR works with the Wisconsin Housing and Economic Development Authority (WHEDA) to administer the Housing Trust Fund in Wisconsin. HTF provides additional resources to construct and rehabilitate housing for extremely low-income Wisconsin families including homeless persons, persons at risk of homelessness, individuals, families, families with children and veterans.

Discussion

AP-70 HOPWA Goals – 91.320(k)(4)

One-year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	131
Tenant-based rental assistance	0
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	131

AP-75 Barriers to affordable housing – 91.320(i)

Introduction:

The Division of Energy, Housing and Community Resources (DEHCR)'s overall strategy to address barriers to affordable housing has been previously discussed in SP-55. Due to an unavoidable overlap between issues of furthering affordable housing and of providing fair housing, the actions outlined in DEHCR's 2020-2024 Fair Housing Plan should also be consulted. Below, the State's limited legal authority for addressing barriers to affordable housing is explained and DEHCR's planned actions are outlined.

The EAP is strictly a housing rehab program that does not directly address barriers to affordable housing. The program assists recipients through the provision of affordable housing by addressing their situation after a natural disaster event through rehab, replacement and relocation.

DEHCR works with the Wisconsin Housing and Economic Development Authority (WHEDA) to administer the Housing Trust Fund in Wisconsin. HTF provides additional resources to construct and rehabilitate housing for extremely low-income Wisconsin families including homeless persons, persons at risk of homelessness, individuals, families, families with children and veterans.

Describe planned actions to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The State of Wisconsin's "home rule" provisions mean that zoning ordinances are left to the judgment of local governments. Sometimes local governments, in an attempt to cover the broad-based costs of public facilities improvements or to slow down a boom in new housing starts, will choose to impose impact fees, increasing lot sizes and setbacks, or establishing minimum square foot requirements for new residences. State statutes do allow local governments to waive impact fees for affordable housing developments, but it is not known how often these fees are actually waived. The net effect of these local actions may make housing more expensive than it would be without the new fees and regulations, which may represent a barrier to affordable housing for people in lower income brackets.

DEHCR cannot directly intervene to remove barriers to affordable housing that results from a local ordinance's imposition of regulations or fees. DEHCR and other state agencies work to ameliorate barriers to affordable housing in several ways, including:

- Support for the WIHousingSearch.org website. This free online resource provides Wisconsin individuals and families a searchable database of statewide affordable rental housing.
- DEHCR works to improve the stock of affordable housing in non-entitlement jurisdictions through its state- and federally funded housing programs.
- The Wisconsin Housing and Economic Development Authority's (WHEDA) Low-Income Housing Tax Credit (LIHTC) program offers a reduction in tax liability to property owners and private investors to encourage the development of affordable rental housing.
- WHEDA's administration of the Housing Trust Fund provides additional housing units for extremely low-income persons

or families in Wisconsin.

Discussion:

AP-85 Other Actions – 91.320(j)

Introduction:

The Division of Energy, Housing and Community Resources (DEHCR) plans a number of other actions to address issues related to: obstacles to meeting underserved needs, fostering and maintaining affordable housing, reducing lead-based paint hazards, reducing the number of poverty-level families, developing institutional structure, and enhancing coordination between public and private housing and social service agencies. These are outlined below.

Actions planned to address obstacles to meeting underserved needs

DEHCR will continue efforts to ensure maximum state coverage with program resources. Emphasis will also be placed on enhancing local capacity building and serving disadvantaged and under-served areas.

DEHCR continually evaluates its administration of CDBG and HOME funds in order to meet Wisconsin's affordable housing and community and economic development needs. Two examples of this dedication to program evolution is HUD's approval of DEHCR's Substantial Amendment #4 and #5 to its 2015-2019 Consolidated Plan to make the following programmatic changes:

1. Expand the use of CDBG-RLF funding to allow for public facilities/infrastructure improvements.
2. CDBG – Public Facilities – increase the award amount to \$2,000,000 and creates a \$1 match requirement for every \$2 in CDBG funding awarded.
3. CDBG – Public Facilities for Economic Development – increase award amount to \$750,000 from current limit of \$500,000.
4. Increase the CDBG - Planning grant to \$50,000, from its current limit of \$25,000 and add a \$25,000 match requirement.
5. Create a new category of CDBG - Planning for Broadband Expansion. Fund awards at a maximum of \$75,000/ no match required.
6. Expand the use of CDBG PI from the former CDBG SF account as funds spent in a fungible fashion with grant funds.
 - a) Beginning in program year 2019, DEHCR will expend funds formerly designated as CDBG SF as CDBG PI in order to satisfy the requirements of 24 CFR 570.489(f)(2). This change in methodology is expected to eliminate this source of funding available in subsequent years.
7. Eliminate the requirement for CHDO's to re-certify on an annual basis.
8. Create new flexibilities under the HOME – Tenant Based Rental Assistance to enable grantees to rent to homeless persons or families without the current requirement that they have a family member with a disability.
9. Increase its maximum award under the Rental Housing Development (RHD) program from \$500,000 to \$1,000,000.
10. For CHDO applicants only, eliminate the \$1,000,000 maximum per year per recipient.

DEHCR will continue to work collaboratively with units of general local government (UGLGs) so that nonprofit entities and businesses will be able to receive grants, loans and/or equity investments for activities that are allowed under the federal guidelines and best address the needs of the local community.

DEHCR will continue proven program approaches as well as efforts to improve strategies and explore more efficient and effective approaches to address community needs with maximum responsiveness, including:

- Collaborate with WHEDA, HUD, USDA Rural Development, and US Department of Commerce-Economic Development Administration to address special housing and community and economic development opportunities and sponsor training and technical assistance for local officials to increase knowledge of and access to available state and federal

programs and resources.

Review current policies and procedures related to maximizing the efficient reuse of program income funds to meet critical needs. DEHCR will pursue modifications where redirecting resources could address gaps in programs with unmet critical needs.

Actions planned to foster and maintain affordable housing

The Division of Energy, Housing and Community Resources (DEHCR) will continue to fund affordable housing programs through CDBG Housing and HOME funding. The HOME program funds the construction, acquisition, and rehabilitation of single family and multifamily affordable housing, and provides rental and down payment assistance to lower income households. The CDBG-Housing program funds rehabilitation of single family and multifamily affordable housing and provides down payment assistance to lower income households. Rehabilitation is eligible for funding under CDBG-CLOSE.

DEHCR supports the WIHousingSearch.org website. This free online resource provides Wisconsin individuals and families a searchable database of statewide affordable rental housing.

DEHCR will coordinate affordable housing resources with the Wisconsin Housing and Economic Development Authority (WHEDA), the administrator of the Low-Income Housing Tax Credits and Housing Trust Fund. Members of WHEDA's staff provide advice to DEHCR's Rental Housing Development (RHD) program.

DEHCR will use Tenant Based Rental Assistance (TBRA) funds in markets where there are rental housing choices for lower income renters and persons experiencing homelessness, but where they are experiencing or would experience a housing cost burden and need temporary assistance with monthly payments.

DEHCR will use HOPWA funding to provide short-term rental assistance and supportive services to persons with HIV/AIDS and their families.

New units of rental housing will be constructed in markets with a significant number of Low-Income renter households and an insufficient stock of affordable housing units.

Rehabilitation will be used in markets where there are significant numbers of Low-Income households requiring rental or owner-occupied housing and an adequate stock of housing units which could be rehabilitated into decent, safe, and sanitary housing.

Acquisition will be used in markets where there are significant numbers of low-income families requiring decent, safe, and sanitary housing. DEHCR will provide acquisition funds, including preservation, to grantees based on a competitive application for funding.

Actions planned to reduce lead-based paint hazards

In programs administered by DEHCR, lead-safe work practices will be used in pre-1978 units whenever the rehabilitation disturbs a painted or varnished surface. Examples of this include window and door replacement, and exterior treatments to

include siding and porch repair and/or replacement. DEHCR, the Department of Housing and Urban Development and the Division of Public Health (Department of Health Services) will work together to offer training to interested parties. DEHCR's programs work in concert with the Division of Public Health's Lead Safe Homes Program which helps low-income families living in homes older than 1978 by fixing lead hazards before children are exposed to lead. Contractor and risk assessor training opportunities will be communicated to interested parties through current DEHCR CDBG, ESG, Supportive Housing, and HOME grantees as well as through local housing authorities. Lead Risk Assessors, Lead-Safe Renovators and Lead Abatement Workers/Supervisors must be trained in accordance with the WI Department of Health Services Administrative Rule 163.

Lead risk assessments will be conducted on units in accordance with the Lead-Safe Housing Rule. The decision to conduct a risk assessment is based on the age of the property and the cost of the rehabilitation necessary to bring the property up to the decent, safe and sanitary requirements. All projects that are completed in a pre-1978 home that disturb painted/varnished surfaces must be conducted by trained Lead-Safe Renovators and pass a lead clearance. While all projects may not be intended to reduce a lead-based paint hazard, many lead hazards are addressed through the use of lead-safe work practices in the course of the rehabilitation on a housing unit.

All properties identified containing a child with an elevated blood-lead level will continue to be addressed by a certified Lead Abatement contractor to carry out the lead hazard reduction activities.

Actions planned to reduce the number of poverty-level families

The Projects for Assistance in Transition from Homelessness (PATH) initiatives, as administered by the State of Wisconsin, Department of Health Services, target individuals experiencing serious mental illness and homelessness, resulting in greater self-sufficiency for participants. ESG rapid re-housing and prevention programs create housing stability plans with clients with the goal of ensuring housing stability after ESG assistance ends. DEHCR will continue to review and expand, when possible, the use of Tenant Based Rental Assistance funding.

DEHCR administers the Temporary Assistance to Needy Families (TANF) funded program that provides funding for homeless case management services at shelter facilities. This new program, established in 2017 Wisconsin Act 59, provides shelters with funding to connect homeless families with services to facilitate employment and transition towards self-sufficiency. In addition, DEHCR administers the state-funded Homeless Grants pilot program which provides municipalities with \$75,000 to connect homeless individuals with permanent employment.

DEHCR and Wisconsin Economic Development Corporation (WEDC) will continue collaborative efforts with WHEDA and USDA-RD to help local communities, particularly in rural areas, increase their awareness of available programs and opportunities to leverage dollars to maximize both the impact of program funding and the quality of housing and community development.

In the Public Facilities for Economic Development Program and Economic Development Programs, priority will continue to be given to those projects that produce high wages and offer decent health insurance where the employer pays more than half the cost of the premiums. High wages are defined as an hourly amount that will provide for disposable income for a household

after meeting basic shelter, food and health costs.

Actions planned to develop institutional structure

The need for CDBG housing and community development projects continues to exceed available funding. The allocation of CDBG funds that will occur in Program Year 2021 will allow the Division of Energy, Housing and Community Resources (DEHCR) to focus needed resources on housing and public facility projects without adversely affecting the Division's ability to support appropriate economic development projects.

Under CDBG rules, DEHCR has enabled Units of General Local Government (UGLG) to retain the proceeds of loans made under the Economic Development and Housing programs as Revolving Loan Funds (RLF's). The Department, through the implementation of the CDBG-CLOSE program, has determined that the best course of action is to liquidate the remaining funding and to ultimately close all Revolving Loan Funds (RLF). UGLG's that currently administer an Economic Development Revolving Loan Fund are required to participate in the CDBG-CLOSE program.

Under the CDBG-CLOSE program, all locally held, and funded by a CDBG award made on January 1, 1992 or later, Economic Development Revolving Loan Funds will be held for UGLG's. These UGLG's will have non- competitive access to the funds to use as grants for eligible activities.

DEHCR also has HOME programs to complement existing networks of service providers. DEHCR continues its long-term support of stable non-profit organizations that provide services in areas covering most of the state. ESG is provided to regional groups of providers, encouraging them to collaborate in application and service delivery. Collaborative efforts among local agencies are strongly encouraged in DEHCR homeless assistance applications. Training and technical assistance continue to improve the delivery of housing and homeless assistance.

DEHCR administers the Weatherization Assistance Program. Many of these grantees also administer DEHCR's HUD-funded activities. Activities consist of attic and sidewall insulation, air infiltration reduction, and heating system replacements. DEHCR also administers the Low-Income Home Energy Assistance Program and state-funded Public Benefits Program to assist households with heating assistance, emergency fuel assistance, counseling for energy conservation and energy budgets, and emergency furnace repair and replacement. Coordinated efforts and referrals between program areas are on-going and increasing.

Actions planned to enhance coordination between public and private housing and social service agencies

In addition to the connections with WHEDA noted in several places in the Plan, DEHCR staff members will work with these other state agencies and entities:

- **Balance of State, Milwaukee, Dane, and Racine Homeless Continua of Care**
- **Council of State Community Development Agencies (COSCDA)**
- **Interagency Council** - Agencies involved with homelessness include Homeless Continuum of Care entities, the Departments of Health Services, Veterans Affairs, Workforce Development, Children and Families, Corrections, Public

Instruction, as well as representation by homeless service providers.

- **Inter-Tribal network**
- **Main Street Communities**
- **National Alliance on Mental Illness of Wisconsin (NAMI WI)**
- **Other State Agencies** (building code review, business development)
- **Refugee Network**
- **Statewide Independent Living Council**
- **University of Wisconsin-Extension** (tenant and homebuyer education)
- **USDA – Rural Development housing**
- **Weatherization Operators of WI**
- **WI Association of Housing Authorities**
- **WI Community Action Programs Association**
- **WI Council on Mental Health** (interagency forum that includes housing needs of mentally ill persons)
- **WI Council on Physical Disabilities**
- **WI Department of Health Services** (transitional and permanent housing for elderly persons and persons with physical, sensory, behavioral and developmental disabilities, and lead-based paint hazard programs).
- **WI Department of Natural Resources** (water/sewer connection funding in rural areas)
- **WI Department of Transportation**
- **WI Economic Development Association**
- **WI Economic Development Corporation**
- **WI Historical Society** (Federal Section 106 review process)
- **WI Rural Water Association**
- **WI Waste Siting Board**

Discussion:

The Division of Energy, Housing and Community Resources (DEHCR) staff members will participate in the following coalitions of public- and private-sector housing organizations:

Childhood Lead Poisoning Committee: A collaboration of public and private entities dedicated to eliminating lead-based paint hazards in housing. A strategic plan was adopted in 2004 and updated in 2006. Implementing and evaluating the Elimination Plan is actively ongoing.

Interagency Council on Homelessness: 2017 Wisconsin Act 74 created the Interagency Council on Homelessness, whose membership consists of all cabinet agencies with funding or programming that relates to homelessness in Wisconsin. In addition, the Council includes representatives from the Wisconsin Housing and Economic Development Authority and the four CoC's of the state. The Council will establish a statewide policy on preventing and ending homelessness and will report to the Governor and Legislature on its activities and progress towards meeting its goals.

WI Collaborative for Affordable Housing: This group covers information-sharing and training issues. It includes representatives from Legal Action of Wisconsin, HUD's Wisconsin Field Office, Wisconsin Association of Housing Authorities, Wisconsin Community Action Program Association, Wisconsin Partnership for Housing Development, WHEDA, USDA and other housing

organizations and local governments.

WI Fair Housing Network: This coalition focuses on fair housing education and promotion. Its membership includes representatives from the Wisconsin Equal Rights Division, Department of Safety and Professional Services, HUD's Wisconsin Field Office, WHEDA, Wisconsin Realtors Association, local boards of Realtors, equal opportunity commissions, fair housing councils, community housing resources boards and landlord and apartment associations.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.320(k)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

- | | |
|---|--------------|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed | |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan | \$20,644,097 |
| 3. The amount of surplus funds from urban renewal settlements | \$0 |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan. | \$0 |
| 5. The amount of income from float-funded activities | \$0 |

Total Program Income: **\$20,644,097**

Other CDBG Requirements

- | | |
|--|-----|
| 1. The amount of urgent need activities | 15% |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low-and moderate-income. | 85% |
| 3. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate-income. Specify the years covered that include this Annual Action Plan. | 1 |

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.320(k)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

DEHCR utilizes only forms of investment included in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

DEHCR's HOME-HHR implementation manual provides the following guidelines for the resale or recapture of HOME funds:

Certain restrictions must be placed on assisted homebuyer properties in order to help preserve affordable housing. If ownership of a property is transferred during the affordability period, these provisions are triggered. Grantees have two options to ensure that the HOME subsidy originally invested in the property is used to preserve affordable housing: recapture or resale. Except when a grantee project consists of development subsidies only, with no direct subsidy to the homebuyer, then the grantee must use the resale provision since development subsidies are not subject to recapture.

RECAPTURE: These provisions apply when direct assistance is provided to the homebuyer. Recapture is a mechanism to recapture all or a portion of the direct HOME assistance if the recipient decides to sell the house within the affordability period at whatever price the market will bear. Under this option, the grantee may require the homebuyer to repay all of the HOME assistance received or may forgive part or all of the assistance over the term of the affordability period. The amount of repayment required and method of calculating the amount of repayment (if only partial repayment is required) must be clearly outlined in the written agreement with the homebuyer. Forgiveness must be tied to the length of time the homebuyer has occupied the home in relation to the period of affordability (i.e., the grantee would forgive 50% of the assistance amount for an owner who sold the home half-way through the period of affordability).

NET PROCEEDS: When the net proceeds are not sufficient to repay the direct HOME assistance and the homebuyer's investment, the net proceeds may be shared in either of two ways:

1. Recapture may be based on the ratio of the HOME assistance to the sum of the homeowner's investment (down payment and any capital improvement investment made by the owner since purchase), plus the HOME subsidy: $[HOME \text{ \$} / (HOME \text{ \$} + \text{ Homeowner Investment})] \times \text{Net Proceeds} = \text{Recapture}$
2. The homeowner's investment may be repaid in full before any HOME funds are recaptured.

The grantee may choose to use the available proceeds from the resale to repay the homeowner's investment first. The HOME assistance is then repaid to the extent that proceeds are available.

RESALE: This option ensures that the HOME-assisted property remains affordable for the entire period of affordability. If the unit is sold during the period of affordability, the sale must meet the following criteria: The new purchaser must be LMI and occupy the property as the family's principal residence. The sales price must be "affordable" to the new purchaser. Affordable is defined by the grantee. Affordable has been defined as a maximum percentage of the purchaser's income that can be used to pay the fixed costs of owning a home (i.e., loan payment of principal and interest, taxes and insurance--PITI.) Grantees must use deed restrictions or land covenants to enforce the resale restrictions.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

A period of affordability of units acquired with HOME funds will be followed per CFR 92.254(a)(4) and as outlined by the guidelines in the previous answer.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds

along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

DEHCR does not intend to use its HOME funds to refinance existing debt secured by multifamily housing rehabilitated with HOME funds.

Housing Opportunities for Persons with AIDS Program (HOPWA)

Inserted under "Add Text" link

1. Identify the method of selecting project sponsors and describe the one-year goals for HOPWA-funded projects

The Division of Energy, Housing and Community Resources issues a request for proposal statewide for a project sponsor. The applicant is chosen based on ability to provide HOPWA services statewide, either directly or through subcontracts.

Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family totals: 131

Emergency Solutions Grant (ESG)

Reference 91.320(k)(3)

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

DEHCR recognizes that flexibility is needed to best serve various homeless populations in various areas of the state. Recipients and subrecipients of ESG funding must adhere to their area's HUD COC established written standards for each program type. If no such standards are established by the HUD COC, the recipient must develop and consistently apply written standards. All written standards must provide a clear policy or instruction for the items listed in (24 CFR § 576.400 (e)(3)) and must be approved by DEHCR.

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

Each HUD Continuum of Care is required to develop and/or operate a centralized or coordinated intake or assessment system if any agencies in the Continuum of Care receive Emergency Solutions Grant funding. Recipients and subrecipients must participate in the centralized intake for their continuum of care. If there is not yet a centralized intake, a recipient or sub-recipient must participate in its implementation and eventually its use.

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

ESG funds will continue to be distributed to one fiscal agent in each HUD or local Continuum of Care on behalf of all project applicants in that continuum. The Continuum of Care will be pre-defined, based on historical partnership for previous grant competitions within the DEHCR, the HUD COC process and geographic proximity.

Each HUD or local Continuum of Care will decide how to best allocate funding to participating agencies by considering local

needs, program performance and parameters laid out through HEARTH and grant program rules.

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

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

5. Describe performance standards for evaluating ESG.

ESG funding is allocated using a funding formula which takes into account factors such as regional homelessness, local performance in preventing and ending homelessness, poverty levels, and other indicators of the extent of homelessness in each HUD and local Continuum of Care. Recently, DEHCR created a performance measure to include in the funding formula, which incentivizes efficient and effective use of ESG funds. The ESG program will continue to measure the performance of recipients and sub-recipients and encourage the use of evidence-based practices in service delivery.

Housing Trust Fund (HTF)
Reference 24 CFR 91.320(k)(5)

1. How will the grantee distribute its HTF funds? Select all that apply:

Applications submitted by eligible recipients

Subgrantees that are State Agencies

Subgrantees that are HUD-CPD entitlement grantees

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter "N/A".

N/A

3. If distributing HTF funds by selecting applications submitted by eligible recipients,

- a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Please see attached Allocation Plan.

- b. Describe the grantee's application requirements for eligible recipients to apply for HTF funds. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Please see attached Allocation Plan.

c. Describe the selection criteria that the grantee will use to select applications submitted by eligible recipients. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Please see attached Allocation Plan.

d. Describe the grantee's required priority for funding based on geographic diversity (as defined by the grantee in the consolidated plan). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Please see attached Allocation Plan.

e. Describe the grantee's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Please see attached Allocation Plan.

f. Describe the grantee's required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Please see attached Allocation Plan.

g. Describe the grantee's required priority for funding based on the financial feasibility of the project beyond the required 30-year period. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Please see attached Allocation Plan.

h. Describe the grantee's required priority for funding based on the merits of the application in meeting the priority housing needs of the grantee (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Please see attached Allocation Plan.

i. Describe the grantee's required priority for funding based on the extent to which the application makes use of non-federal funding sources. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Please see attached Allocation Plan.

4. Does the grantee's application require the applicant to include a description of the eligible activities to be conducted with HTF funds? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".

Yes.

5. Does the grantee's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".

Yes.

6. **Performance Goals and Benchmarks.** The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress, consistent with the grantee's goals established under 24 CFR 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

Yes.

7. **Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds.** Enter or attach the grantee's maximum per-unit development subsidy limits for housing assisted with HTF funds.

The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area.

If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

Please see attached Allocation Plan.

8. **Rehabilitation Standards.** The grantee must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The grantee's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The grantee must attach its rehabilitation standards below.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

The grantee will use the HUD issued affordable homeownership limits. Please see attached Allocation Plan.

9. Resale or Recapture Guidelines. Below, the grantee must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

N/A

10. HTF Affordable Homeownership Limits. If the grantee intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

The grantee does not intend to use National Housing Trust Funds for homebuyer activities.

11. Grantee Limited Beneficiaries or Preferences. Describe how the grantee will limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population to serve unmet needs identified in its consolidated plan or annual action plan. If the grantee will not limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population, enter "N/A."

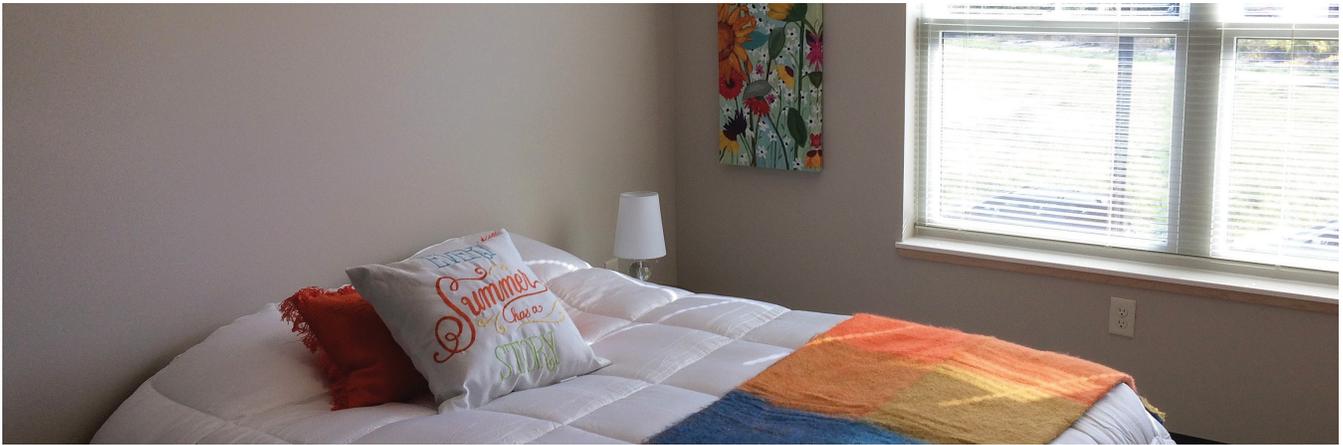
Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.

Please see attached Allocation Plan.

12. Refinancing of Existing Debt. Enter or attach the grantee's refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the grantee will not refinance existing debt, enter "N/A."

N/A

Discussion:



STATE OF WISCONSIN NATIONAL HOUSING TRUST FUND ALLOCATION PLAN

Fiscal Year 2021

Submission to the U.S. Department of Housing
and Urban Development

Tony Evers, Governor | Joaquín Altoro, CEO

The National Housing Trust Fund (NHTF) program was established by Title I of the Housing & Economic Recovery Act of 2008 (HERA), Section 1131 (Public Law 110-289) to increase the construction and preservation of rental housing for extremely low-income (ELI) households, including homeless families and individuals with special needs through formula grants to states. Fannie Mae and Freddie Max set aside 4.2 basis points of unpaid principal purchases. 65% of those set asides are dedicated to the NHTF program while the remainder is reserved for Capital Magnet Funds. Davis-Bacon wages were not made applicable to the NHTF program.

For years in which the total national funding is under \$1 billion, 100% of each state's allocation must go towards benefiting extremely low income (ELI) households, specifically households at or below 30% of area median income or households with income below federal poverty level (greater of). WHEDA anticipates that 100% of funding will be targeted towards these rental households for the foreseeable future.

The Wisconsin Housing & Economic Development Authority (WHEDA) was designated by the Governor of the State of Wisconsin to be the administrator of the National Housing Trust Fund (HTF) program in Wisconsin. WHEDA will prioritize the use of NHTF to expand the overall number of housing units available to the Extremely Low-Income population.

The state is required to submit an annual National Housing Trust Fund Allocation Plan. WHEDA reserves the right to make modifications to this proposal as new guidance is provided by the U.S Department of Housing and Urban Development (HUD). Additionally, should HUD change the allocation of HTF funds to Wisconsin, WHEDA reserves the right to proportionately modify the Allocation Plan.

Funding Availability

WHEDA anticipates holding a competitive allocation cycle in 2021/2022 to allocate the 2021PY award of \$11,159,627 made to the state of Wisconsin. A Request for Proposals (RFP) will be released describing eligible applicants, activities, threshold items, scoring priorities, application deadlines, and an overview of both the review and awarding process. WHEDA has identified the following objectives for the National Housing Trust Funds: expanding the quantity of extremely low-income housing by allocating dollars to both Housing Tax Credit properties and non-Housing Tax Credit multifamily developments. WHEDA will not be providing housing trust funds to subgrantees.

Award Structure

National Housing Trust Fund awards are expected to be structured as cash flow contingent subordinate loans to be re-paid from available cash flow. Interest rates on the loans will be at a below-market rate.

Affordability Period

Applicants must commit to keeping HTF units affordable, including all applicable income, and rent restrictions, for a period of no less than 30 years from the point of project completion.

Maximum Per-Unit Subsidy

NHTF expenditures must be reasonable and based on actual costs. Maximum per-unit subsidy is the same as Wisconsin 2021 HOME maximum per-unit subsidy limits as determined by HUD (Section 234 Basic Limits Per No. of Bedrooms).

The designation of HOME maximum per-unit subsidy limits is justified, reasonable, and appropriate under the NHTF interim rule. When establishing the per-unit subsidy limit, WHEDA reviewed construction data for LIHTC properties receiving an LIHTC allocation and found a high level of consistency in the statewide development cost per unit across all regions of the state when looking at new construction projects. New construction properties can be found throughout the state, and rehab properties can have wide variations in development budgets based on the amount of rehab that is required at any individual property. WHEDA's review of statewide development costs does not support consistently higher development costs in certain geographic areas over others. As utilization of the existing HOME subsidy limit is permitted under the HTF program, and statewide data does not demonstrate a significant statewide variation, we have opted to select the HOME per-unit subsidy limit for the HTF.

A review of projects will include an examination of sources and uses and a determination that all costs are reasonable. Subsidy shall not exceed eligible development costs of the unit or amount necessary for feasibility of project through the affordability period. Costs shall be deemed reasonable and not provide excessive profit to the developer.

Application Process

1. WHEDA intends to make an application packet available for the HTF program. The application will include the scoring criteria, as described but not limited to items on the following pages, application evaluation process, timeline for commitment and expenditure of funds, etc. Materials will be available at: www.wheda.com/Developers/National-Housing-Trust-Fund
2. Applicants will be evaluated by a staff level review committee and will be reviewed and selected with consideration being given to both the below threshold and priority funding criteria.

**As applications may utilize LIHTCs, the RFP response requirements may be constructed as an addendum to the LIHTC application for those developments.

Threshold:

Applicants must meet all requirements of 24 CFR 93.2. Failure to respond or satisfy these requirements will result in removal from NHTF consideration.

Category	Description
Eligible Applicants	Eligible applicants include nonprofit or for-profit entities, Housing Authorities, and Tribal Housing Authorities. The applicant must be an owner or developer of the project applying for assistance.
Ability to Obligate Award	<ul style="list-style-type: none"> • Readiness to proceed, developers will be required to meet deadlines established at time of application in order to adhere to HUD commitment requirements. • Capacity of the development team, as well as a review of the depth of experience by each member of the development team, and past success in developing and managing affordable multifamily housing projects. <ul style="list-style-type: none"> ○ Applicants must demonstrate the ability and financial capacity to undertake, manage, complete, and meet all compliance requirements of the eligible activity.
Eligible Activities	<p>NHTF may be used for the production, preservation, and rehabilitation of affordable rent housing. Eligible activities include, but may not be limited to, acquisition, new construction, reconstruction, or rehabilitation of non-luxury housing with suitable amenities. More specifically, this includes real property acquisitions, site improvements, conversion, demolition, financing costs, and relocation expenses of any displaced persons. NHTF may only be used for public housing in limited circumstances. A description of the eligible activity must be provided at time of application.</p> <p>Funds are not available for operating subsidies or to refinance existing debt secured to rental housing. WHEDA does not intend to use any NHTF for homebuyer activities. Therefore, there are no resale, recapture, or affordability provisions related to homebuyer activities.</p>
Ability to undertake eligible activities in a timely manner	<p>Applicants will be required to:</p> <ul style="list-style-type: none"> • Make acceptable assurances that applicant will comply with the requirements of the HTF program during the entire period that begins upon selection of the recipient to receive HTF funds, and ending upon the conclusion of all HTF-funded activities; • Demonstrate the ability and financial capacity to undertake, comply, and manage the eligible activity • Demonstrate its familiarity with the requirements of other Federal, State, or local housing programs that may be used in conjunction with HTF funds to ensure compliance with all applicable requirements and regulations of such programs; and • Have demonstrated experience and capacity to conduct an eligible HTF activity as evidenced by its ability to: <ul style="list-style-type: none"> ○ Own, construct, or rehabilitate, and manage and operate an affordable multifamily rental housing development; or ○ Design, construct, or rehabilitate, and market affordable housing for homeownership.
Must meet Wisconsin Housing	Applicants must meet at least one of the State’s Consolidated Plan housing priorities.

priority needs	
Financial Necessity of Subsidy	Applicants will be required to evidence that an award of National Housing Trust Funds is necessary for financial feasibility.

Priority Funding (Scoring) Criteria:

WHEDA will award points to projects that advance Wisconsin policy priorities. Applications will be scored based on the below characteristics; awards will be made to the highest scoring projects until all National Housing Trust Fund money has been allocated.

Category	Description
Geographic Diversity	Priority given to projects located in either an area identified by WHEDA as a “High Needs Area”, on Federally designated Tribal Lands, a Rural Area without a Recent Housing Tax Credit Award, or a Workforce Housing Community – areas to be defined through WHEDA’s 2021-2022 Qualified Allocation Plan for the Low-Income Housing Tax Credit program.
Use of Rental Assistance	The extent to which the project provides a higher number of units committed with federal, state, or local project-based rental assistance so that rents are affordable to extremely low-income families. Assistance must ensure residents pay no more than 30% of their income towards rent. Commitments may include: <ul style="list-style-type: none"> • Section 8 or 515 project-based assistance; and • Other local, state, or federal project-based rental assistance or operating subsidy that limit tenant rental contribution to 30% of gross household income
Priority Housing Needs of State	Up to 20 points will be awarded to properties that will be targeting households earning at or below 30% CMI and which are headed by veterans, persons with disabilities, and/or are experiencing or at risk of homelessness.
Leveraging	Extent to which application makes use of non-Federal sources. Eligible sources include state and local publicly controlled funds, land donated by state or local government, tax credit equity, deferred developer fees. Sources must be committed at time of application.
Proportion of units designated as HTF units	Percentage of total project units designated as Housing Trust Fund units.

In the event of a tie score, the following criteria will determine funding priority:

1. Projects that received the highest score under the category of Proportion of Units Designated as HTF Units
2. Projects requesting the lowest Housing Trust Fund award per HTF unit

Performance Goals and Benchmarks

WHEDA expects that in PY21, NHTF will support approximately seven new or preserved housing developments and will create approximately seventy-five units with rents affordable to extremely low-income households. Recipients will be responsible for compliance with applicable reporting, file and physical inspections, and record keeping requirements.

WHEDA and the State reserve the right to suspend all HTF applications and awards until HUD approves the Substantial Amendment and the HTF allocation plan.

Development Quality

WHEDA will require that all projects funded with NHTF meet applicable property standards upon completion. This includes all applicable state and local codes, ordinances, and zoning requirements. All projects must meet the following requirements:

- The Fair Housing and Americans with Disabilities Act
- Section 504 of the Rehabilitation Act: For newly constructed housing, a minimum of five percent (5%) of the total dwelling units or at least one unit in a multi-family housing project, whichever is greater, shall be made accessible for persons with mobility impairments. An additional two percent (2%) of the units (but not less than one unit) in such a project shall be accessible for persons with hearing or vision impairments. For rehabilitation of existing housing: If alterations are undertaken to a housing facility that has 15 or more units and the cost of the alterations is 75% or more of the replacement cost of the completed facility, then five percent of the total dwelling units or at least one unit, whichever is greater, shall be made accessible for persons with mobility impairments. An additional two percent of the units (but not less than one unit) shall be accessible for persons with hearing or vision impairments. Alterations to dwelling units in a multi-family housing project (including public housing) shall, to the maximum extent feasible, be made to be readily accessible to and usable by individuals with handicaps. If alterations of single elements or spaces of a dwelling unit, when considered together, amount to an alteration of a dwelling unit, the entire dwelling unit shall be made accessible
- Lead-Based paint provisions noted in 24 CFR part 35: For properties originally constructed before 1978: HTF recipients will be required to complete an inspection for the existence of lead-based paint. If lead-based paint is discovered, the rehabilitation plan must include the removal of the lead-based paint, or a detailed description of how the proposed renovation will comply with the EPA's Renovation, Repair and Painting Program. All rehabilitation must comply with HUD's Lead Safe Housing Rule (LSHR)
- Design and Construction requirements noted in 24 CFR 100.205

An environmental review will be conducted to ensure that in addition to federal requirements noted above, properties receiving HTF resources must comply with the State's Environmental Barriers Act, the Wisconsin Accessibility Code, state statutes, local zoning requirements, and all state and local building codes, including the standards for multifamily dwellings established in Administrative Code sections SPS 361-365.

WHEDA will not permit the permanent displacement of residents in properties receiving HTF resources. Temporary relocation of existing residents must comply with the Uniform Relocation Act.

WHEDA will not permit HTF resources to be used in buildings that are located within a 100-year flood plain. Portions of the site may be located in the 100-year flood plain, but may not include parking areas or the footprint of the residential units or accessory buildings. All properties receiving HTF resources must comply with the State of Wisconsin Hazard Mitigation Plan, the 2009 edition of the International Building Code® and the International Existing Building Code®. The Hazard Mitigation plan can be found at http://emergencymanagement.wi.gov/mitigation/state_plan.asp.

*Any process as listed above is subject to change based upon subsequent guidance as identified and provided by HUD

Construction and

Rehabilitation Standards

Rehabilitation Standards

For those properties using HTF resources for rehabilitation of existing housing, applicants must submit a Capital Needs Assessment (CNA) to document that the proposed rehab meets HUDs Uniform Physical Condition Standards (UPCS), and to bring all systems up to a reasonable useful life. All items identified as Level 3 or Health & Safety deficiencies on the “UPCS Condition Standards – Comprehensive Listing” (attached to this plan) will be required to be completed as part of the rehabilitation of the property. If Level 2 items are not included in the rehabilitation budget, deposits to a replacement reserve must be sufficient to complete the repairs at the estimated time identified in the Capital Needs Assessment. A detailed description of UPCS deficiencies can be found at https://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf.

All HTF properties will also be required to comply with Appendix A – Wisconsin HTF Rehabilitation Standards - which is included at the end of this document.

The request for HTF resources will include a Scope of Work describing all rehabilitation to be completed. If the rehabilitation Scope of Work does not result in a useful life that is commensurate with the project’s affordability period, the operating budget must show appropriate replacement reserve deposits for their future replacement when needed.

All rehabilitation proposals must comply with Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®. Chapter SPS 366 can be found at [Admin Code SPS 366](#) and <http://codes.iccsafe.org/I-Codes.html>.

The CNA must address imminent health and safety issues that must be corrected immediately, the condition of major systems (such as structural support, roofing, and plumbing), and the presence of lead-based paint. WHEDA’s Capital Needs Assessment Policy is updated periodically, and include required formats for the assessment, along with the proposed scope or work. The Capital Needs Assessment policy can be found on <https://www.wheda.com/LIHTC/Allocating/>.

Newly-constructed properties must contain the following features:

- Lever-style handles on all interior doors
- Bath/kitchen faucets being replaced or initially installed must be single-lever type
- Non-skid tub/shower pattern covering 75% of tub/shower floor
- All walls within 36” of toilet and in tub/shower area shall have 3/4” plywood behind drywall to provide sufficient support for grab bars or other assist devices
- Bathtub/shower stalls with offset controls
- Low-profile thresholds – 1/4” maximum vertical height or 1/2” maximum beveled at 1:2 are required between ALL interior common areas and in all dwelling unit openings when floor transition height differs

Exhibit A

Wisconsin HTF Rehabilitation Standards Table of Contents

A. Site Conditions	3
1. Site Drainage	3
2. Concrete and Masonry	3
3. Accessory Buildings	3
4. Trees and Shrubs	3
5. Refrigerators and Stoves	3
B. Exterior Wall Assembly	3
1. Exterior Surface Characteristics	3
C. Floor Standards	3
1. Wood Floor Standards	3
2. Floor Sheathing	4
3. Floor Finishes	4
4. Toilet, Bath, Shower, and Kitchen Spaces	4
D. Windows and Doors	4
1. Windows	4
2. Interior and Exterior Doors	4
E. Partitions	4
1. Wall Coverings	4
2. Bathrooms and Kitchens	4
F. Stair Standards	5
1. Stairs	5
2. Illumination	5
3. Handrails and Guardrails	5
G. Ceilings Standards	5
1. Ceiling performance	5
2. Attic Access	6
3. Insulation Clearance	6

4.	Exhaust Ducts and Plumbing Stack Terminations	6
H.	Roofs	6
1.	Re-roofing	6
2.	Sheathing	6
3.	Underlayments	6
4.	Shingles	6
5.	Flat Roofs	7
6.	Flashing	7
7.	Gutters and Downspouts	7
I.	Chimney	7
1.	General Performance	7
2.	Flue Lining	7
3.	Chimney Hood	7
J.	Electrical	8
1.	General	8
2.	Wiring	8
3.	Receptacles	8
4.	Lighting	8
K.	Plumbing	9
1.	Water Distribution System	9
2.	Drain, Waste, and Vent System	9
3.	Hot Water Supply System	9
4.	Fixtures and Faucets	9
L.	HVAC Standards	9
1.	Controls	9
2.	Fuel Supply	10
3.	Combustion Heat	10
4.	Electric Heat	11
5.	Cooling	11
6.	Distribution Systems	11
M.	Ventilation	12
1.	Minimum Ventilation Standards	12
2.	Clothes Dryers Exhaust	12
3.	Range Hoods	13

4. Overhead Exhaust Hoods	13
N. Fire Safety	13
1. Emergency Escape and Rescue Openings	13
2. Exits	13
3. Smoke Alarms	13
O. Hazardous Materials	14
1. Asbestos	14
2. Lead-Based Paint	14
P. Energy Efficiency	14
1. Exterior Walls	14
2. Attics/Ceilings	14
3. Ductwork	14
4. Piping	14
5. Air-Sealing	14
Q. Special Needs	
1. General	15

A. Site Conditions

1. Site Drainage

- a. There shall be positive surface water drainage away from all dwellings.

2. Concrete and Masonry

- a. Cracks in concrete and/or masonry porches, steps or landings more than ¼ inch wide and change in elevation more than ½ inch tall shall be corrected.
- b. Foundations: Cracking, spalling, excessive bowing (bulges vertically), sweeping (bulges horizontally), leaning, and mortar deterioration shall be corrected. Cracks 1/8 inch and larger shall be corrected.

3. Accessory Buildings

- a. Health and/or Safety issues shall be corrected.

4. Trees and Shrubs

- a. Landscaping shall not pose any health or safety hazard.
- b. Trees near the foundation shall not cause an immediate or potential drainage and/or structural problem.
- c. Excessive bushes and trees shall not cause health or safety hazards (overgrown areas).
- d. Dead branches and/or trees, which pose a hazard of falling and/or causing personal harm or property damage, shall be removed.

5. Refrigerator/Stoves

- a. It is recommended that the appliance(s) be replaced if any of the following conditions exist:
 1. Broken or missing shelving.
 2. Deteriorated seals.
 3. Health and safety hazards.
 4. Coolant leaks from the refrigerator.
 5. Missing hardware (handles, controls knobs).
 6. Inefficient or inoperable.

B. Exterior Wall Assembly Standards

- a. All exterior walls shall be reasonably weather tight as to prevent moisture from entering the building and preventing heat from leaving the building.
- c. All siding and exterior wall coverings shall be free of loose, cracked, broken and/or missing sections.
- d. Painted surfaces shall be free of deteriorated paint.
- e. Crawl space access panels and vents shall be in good repair.
- f. Basement/Cellar doors and access panels shall be in good repair.

c. **Floor Standards**

1. Wood Floor Standards

- a. Floors shall not excessively sag or become springy when live or dead loads are applied.

2. Floor Sheathing

- a. Sheathing shall be in good repair and free from structural defects and tripping hazards.

3. Floor Finishes

- a. Floor finishes shall be in good repair, securely fastened, and free of any tripping hazards.
- b. Sub-flooring and cement floors, in living spaces, shall be covered with carpeting or other approved floor finishes.

4. Toilet, Bath, Shower, and Kitchen Spaces

- a. When a new floor finish is installed in the kitchen, it shall extend under moveable appliances, including stoves and refrigerators.

d. **Windows and Doors**

1. Windows

- a. Window panes that are cracked or broken shall be repaired or replaced.
- b. Any deteriorated components of window units shall be corrected.
- c. All windows shall have properly operating locks and hardware.
- d. Damaged storm windows or screens creating a possible safety hazard shall be repaired or removed.

2. Interior/Exterior Doors

- a. All door hardware shall be present and in good working condition.
- b. Interior and exterior doors shall be in good condition.
- c. Door units shall be weather-stripped to prevent air infiltration.
- d. Doors shall be located in the following areas: attic areas where there is a staircase, bathrooms, shower rooms, and basement entrances.

E. Partition Standards

1. Wall Coverings

- a. All wall coverings shall be securely fastened to the wall assembly.
- b. Wall coverings shall be free from excessively loose material, large gouges, holes, and cracks.
- c. Excessive amounts of loose or torn wallpaper shall be corrected.

2. Bathrooms and Kitchens

- a. Bathtubs with showerheads and shower compartments shall be finished with a nonabsorbent surface. Such wall surfaces shall extend to a height of not less than six feet above the floor.
- b. If mildew is present, measures shall be taken to prevent future mildew as well as removing the current mildew.

F. Stair Standards

1. Stairs

- a. Staircases and stairwells shall be in good repair.
- b. Stairs shall not pose a tripping hazard.
- c. Deteriorated, missing or otherwise defective tread, risers, stringers or the supporting structure shall be corrected.

2. Illumination

- a. All exterior and interior stairways shall be provided with illumination of the stairs, landings, and treads.
- b. Exterior stairways shall have an artificial light source located in the immediate vicinity of the top landing of the stairway.
- c. Exterior stairways providing access to a basement from the outside grade level shall have an artificial light source in the immediate vicinity of the bottom landing of the stairway.
- d. The control for the illumination of interior stairways shall be accessible in habitable areas without traversing any step of the stairway. The control for the illumination of exterior stairways shall be located inside the dwelling unit. Lights that are continuously illuminated or automatically activated are exempt from the control standards.

3. Handrails and

Guardrails

Handrails

- a. All interior and exterior stairways having four or more risers must have at least one handrail. Spiral and winding stairways shall have a handrail on the outside perimeter.
- b. Handrails shall have a height of no less than 34 inches and no more than 38 inches, and shall be in good repair. Handrails shall be securely fastened to the floor and/or wall to support loads applied by people using the rails.

Guardrails

- a. All unenclosed floor and roof openings, open sides of stairways, landings and ramps, balconies, decks or porches that are more than 30 inches above grade or floor below, and roofs used for other than service of the building shall be protected by a guardrail in accordance with Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®

g. Ceiling Standards

1. Ceiling Performance

- a. Ceiling framing shall be in good repair and free from structural defects.
- b. Acoustical tile and suspended ceilings shall be in good repair.
- c. Ceilings that excessively sag shall be corrected.
- d. Any bulging, holes, or loose plaster shall be corrected.

2. Attic Access

- a. Existing access panels shall be weatherized and provide a weather-tight seal between the conditioned and unconditioned space.

3. Insulation Clearance

- a. Combustible insulation shall be at least three inches from recessed lighting fixtures, fan motors, and other heating devices. However, when heat producing devices are listed for lesser clearances, combustible insulation complying with the listing requirements may be located at the distance specified by the heat producing device.

4. Exhaust Ducts and Plumbing Stack Terminations

- a. All plumbing stacks shall continue through the roof, wall, or gable and not terminate in the attic. Plumbing stacks shall be in good repair.
- b. Exhaust ducts shall be in good repair and continue through the roof, wall, or gable and not terminate in the attic.

h. Roofs

1. Re-roofing

- a. Roof repairs to existing roofs and roof coverings shall comply with the provisions of the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®. b. Standing-Seam metal roof systems, that are designed to transmit the roof loads directly to the buildings structure system and that do not rely on existing roofs and roof coverings for support, and comply with all provisions of Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates

the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®, are permitted.

2. Sheathing

- a. Sheathing that is sagging, buckling, rotted, or not structurally sound shall be repaired and/or replaced.

3. Underlayments and Moisture Barriers

- a. Where shingles or sheathing need to be repaired or replaced, the underlayment and moisture barrier must also be replaced according to Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

4. Shingles

- a. Shingles must be replaced if one of the following exists: missing, excessive curling, cupping, or deterioration.
- b. Shingles installed on a roof slope below Code requirements for shingles shall be removed and an approved covering installed.

5. Flat Roofs

- a. Punctured, cracked, blistered, wrinkled, or otherwise distressed areas shall be corrected.

6. Flashing

- a. Flashing shall be in good repair and used wherever the roof abuts a wall or vent, around other extensions through the roof, and around masonry chimneys.

7. Gutters & Downspouts

- a. Missing, sagging, or deteriorated gutters must be repaired or replaced.
- b. Downspouts shall be color coordinated with gutters and shall be proportional in size to the drainage needs of the roof.

- c. Gutters shall be supported as per the manufacturer's specifications with spikes and ferrules, wrap-around straphangers, or with hidden hangers.
- d. Downspouts shall be securely attached to the house and connected to an exterior drainage system if one exists or installed in such a manner that storm water will drain away from the house and not result in washing, erosion, or damage to the foundation of the house. If there is no drainage system present, splash blocks or leaders shall be present.

I. Chimney Standards

1. General Performance

- a. Any operable chimney must meet all applicable chimney requirements.
- b. When an existing chimney is found not fit for its intended application it shall be repaired, rebuilt, lined, relined, or replaced with a vent or chimney to conform to the applicable code.
- c. Inoperable and/or deteriorated chimneys, which pose a health/safety risk, shall be corrected or removed.
- d. All empty or cracked mortar joints, including those in interior areas, such as basements and attics shall be tuck-pointed.
- e. Solid fuel burning chimneys, for burning of wood or coal, shall be provided with spark arrestors (screens).

2. Flue Lining

- a. All operable chimneys shall have flue liners in good condition.

3. Chimney Hood

- a. The chimney hood shall have a height above the vent of at least 25 percent of the narrowest dimension of the vent. Hoods shall also be free from spalling or rust.
- b. Minor spalling shall be repaired. If more than small portions are spalling, the hood shall be replaced. If a metal chimney hood has excessive rust, it shall be replaced.

J. Electrical

1. General

- a. Standards exist in Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

2. Wiring

- a. Existing wiring and equipment shall be in proper operating condition and pose no health or safety risk.
- b. All wiring in areas other than the basement, unused attic areas, and garages shall be run in walls, wire mold or in conduit.
- c. A new or old service shall be grounded to a ground rod.
- d. Circuit extensions made with flexible cord wiring in lieu of permanent wiring shall be eliminated.
- e. Copper wiring shall have proper connections to aluminum wiring. It is recommended that aluminum wiring be replaced with copper wiring when possible.

3. Receptacles

- a. All damaged or inoperable receptacles shall be replaced. Broken cover plates shall be replaced.
- b. Replacement of an existing non-utility or non-appliance two-prong receptacle may be with a 15-ampere non-grounding type receptacle.
- c. New or existing grounding type receptacles must be grounded or meet the current requirements of the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®..
- d. Existing baseboard receptacles properly set are acceptable.
- e. Any equipment or appliances with grounded plugs shall have immediate access to a proper size grounded receptacle.

4. Lighting

- a. A permanently installed light fixture controlled by a wall switch is required in the kitchen, bathroom, basement, stairwells, and hallways.
- b. Light fixtures shall be installed properly and have a shield/globe installed.

κ. Plumbing

1. Water Distribution System

- a. Please ensure that anyone performing plumbing work meets the proper licensing requirements as required by the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®. or local jurisdictions.
- b. Dwelling units shall be served by an approved sanitary sewage disposal system.
- c. Leaking drain or supply lines, the presence of lead piping, failed polybutylene joints or pipes, low water pressure, or corroded or broken pipes shall be repaired or replaced. Any cross connections or siphonage between fixtures shall be corrected.
- d. There shall be a properly operating main shut-off valve on the house side of the meter.
- e. Replacement sill-cocks shall be freeze-proof and/or have a shut-off valve located and in accordance with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®..

2. Drain, Waste, and Vent System

- a. Leaks; clogged, slow, or non-working drains; or odors and any cross connections or siphonage between fixtures shall be corrected. Supplies that are located below the overflow drain must be corrected.
- b. Horizontal drainage piping shall be installed in uniform alignment at uniform slopes.
- c. The size of drainage pipe shall not be reduced in the direction of flow.

3. Hot Water Supply System

- a. Each dwelling unit shall have a water heater located, equipped, and installed in accordance to the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which

incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

- b. A discharge pipe, no less than the diameter of the relief valve inlet, shall be installed not less than six inches from the floor. The end of the discharge pipe shall not be threaded.

4. Fixtures and Faucets

- a. Kitchen Sink. Any sink rusted, severely chipped or with badly worn enamel or not in good repair shall be corrected.
- b. Lavatory Sink. A rusted, severely chipped or badly worn enamel or not in good repair shall be corrected. The lavatory sink may be located in the same room as the flush water closet, or, if located in another room, it shall be in close proximity to the water closet compartment.
- c. Bathtub/Showers. A rusted bathtub and/or shower unit or one that is chipped or has badly worn enamel, or not in good repair shall be corrected.
- d. Flush Water Closet. The water closet shall be in good repair and securely installed. All water closets, existing or newly installed, shall have a functioning shut-off valve.

L. HVAC Standards

1. Controls

- a. Each thermostat shall be functional and user friendly.
- b. Each gas and oil combustion system shall have a master switch that serves as an emergency shutoff for the HVAC burner. The switch shall be easily accessible by the client in case an emergency shutoff is necessary. The switch shall also be in the line of sight of the appliances it controls.

2. Fuel

Supply

Piping

- a. Piping shall be properly supported, but not supported by other piping. A sediment trap shall be located as close as practical to the inlet of each combustion appliance (illuminating appliances, ranges, dryers, and outdoor grills need not be equipped). Shutoff valves shall be

installed where required by the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the

International Fuel Gas Code® and the International Existing Building Code®, and have easy access, be user friendly, and be protected from damage.

- b. Piping shall be supported with appropriate hangers for the size of pipe. Supports shall be at such an interval and strength to prevent or dampen excessive vibration. Pipe supports shall be installed so movement of the pipe being supported will not detach them.

3. Combustion Heat (Forced Air Systems only)

Basic Conditions

- a. The unit must have the minimum manufacturer's requirements in front of the unit for maintenance. The unit shall also be free from rust or other physical damage. The heat exchanger must be free from cracks or other openings. Barometric draft regulators shall be located above the unit or on the vent or vent connector in oil burning appliances.
- b. The heating system must be capable of heating all habitable rooms, bathrooms, and water closets to a temperature of at least 70° F for a local design temperature at a distance of 36 inches above floor level.
- c. Combustion air requirements shall be in accordance with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

Vents

General Conditions

- a. Vents shall be sized to properly exhaust all combustion products outdoors. Vents shall also consist of the appropriate vent type for the combustion appliance(s) being vented. Vents shall be free from damage or rust and be tightly connected.
- b. Vents shall be properly supported so that they are generally vertical and comply with the listed clearance to combustibles of the vent.
- c. Direct vent sealed combustion; power venting, and other approved methods of venting are permitted if they are installed according to manufacturer's instructions.

Vent Termination

- a. Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation

Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code® govern.

- b. Vents must terminate vertically unless direct vent sealed combustion, power venting, or other approved methods of horizontal venting are used and installed according to manufacturer's instructions.

Vent Connectors

- a. Vent connectors shall be sized to properly vent combustion products. Vents shall also consist of the appropriate vent type for the combustion appliance(s) being vented. Vents shall be free from damage or rust and be tightly connected. All segments of vent connectors shall be accessible at all times.
- b. Vent connectors shall be properly supported and have a minimum slope of $\frac{1}{4}$ inch per foot and comply with the listed clearance to combustible materials of the vent.

4. Electric Heat

Observable heat

source

- a. All heating elements shall be functional. Heating units shall also be in good condition. The heating system must be capable of heating all habitable rooms, bathrooms, and water closets to a temperature of at least 70° F for local design temperatures at a distance of 36 inches above floor level. Heating elements shall have good connections and no damaged or charred wires. Aluminum shall not be used as wiring unless specified by the manufacturer.
- b. Any heating element that does not adequately heat shall be checked to make sure the connections to the element are satisfactory and that the relay is not malfunctioning.

5. Cooling

- a. Central air conditioners shall be in good, working condition.
- b. Unit/Window and Packaged terminal air conditioners shall have a tight seal around the unit and be properly supported. Unit/Window air conditioners shall also be properly grounded.
- c. If a heat pump is equipped with a reversing valve, it shall function properly.
- d. Bent fins on air conditioners should be combed to straighten them. The condensate shall be properly drained so that moisture problems are not created. Fiberglass shall not be used as

an air sealant around window/unit air conditioners. Both indoor and outdoor coils should be clean. Suction lines should also be insulated to prevent possible moisture problems.

- e. A disconnecting means shall be installed in accordance with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

6. Distribution Systems

- a. The following conditions shall be followed:
 - 1. Duct systems shall be intact, supported properly, and well sealed.
 - 2. Air shall be allowed to flow freely from supply registers into return registers.
 - 3. When furnaces are converted from a gravity fed heating system to a forced air system the duct system should be reconfigured and properly sized so that the heating system functions properly.
 - 4. Duck tape shall not be used to seal or connect ducts.
- b. When possible, supply and return registers shall be located in the same room, except for bathrooms or kitchens. No returns should be located in bathrooms and kitchens. If supplies and returns cannot be in the same room, measures must be taken to allow for air to flow from supplies to a return even if doors are closed separating the rooms. Grills and louvers are two methods of allowing air to flow from room to room.

M. Ventilation

1. Minimum Ventilation Standards

- a. All habitable rooms shall be provided with natural or mechanical ventilation.
- b. Louvers, windows and doors shall be able to let air pass freely between the room and the outdoors.
- c. Exhaust fans must terminate outdoors and not in the attic. Excessive amounts of exhaust ductwork shall be avoided.

Bathrooms

- a. Bathrooms that have a tub or shower shall be ventilated.

- b. Windows must have at least 1.5 square feet of area that air can pass through if mechanical ventilation is not available.
- c. Ventilated air shall be exhausted directly outside and not terminate in any other part of the building.
- d. Any ductwork passing through attics shall be insulated.

2. Clothes dryer

exhaust

General

- a. Dryer exhaust systems shall be independent of all other systems; shall convey the moisture to the outdoors and shall terminate on the outside of the building. Screens shall not be installed at the duct termination. Transition ducts shall not be concealed within construction.
- b. Exhaust ducts shall not be connected with sheet-metal screws or fastening means which extend into the duct.
- c. Exhaust ducts shall be equipped with a backdraft damper.
- d. Exhaust ducts shall be constructed according to Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®, having smooth interior surfaces with joints running in the direction of the airflow.
- e. Flexible transition ducts used to connect the dryer to the exhaust duct system shall be limited to single lengths, not to exceed eight feet in length, and shall be listed and labeled in accordance with UL 2158A.
- f. Exhaust duct terminations shall be in accordance with the dryer manufacturer's installation instructions.

Lint collector

- a. All ducts expelling lint shall be provided with a lint collector unless the dryer is already equipped with one.
- b. Lint collectors shall be installed according to manufacturer's instructions.

Exhaust duct size

- a. The minimum diameter of the exhaust duct shall be as recommended by the manufacturer and shall be at least the diameter of the appliance outlet.

Exhaust clearance

- a. Exhaust ducts for clothes dryers shall have a clearance of at least one inch from combustible materials.

Length limitation

- a. The maximum length of a clothes dryer exhaust duct shall not exceed the limits in Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

3. Range Hoods

- a. Range hoods for gas stoves that discharge to the outdoors must be through a single wall duct. The duct serving the hood shall be airtight and shall be equipped with a backdraft damper. Ducts serving range hoods shall be constructed of galvanized steel or stainless steel and not terminate in an attic or crawl space or areas inside the building.
- b. Variations can be made where installed in accordance with the manufacturer's installation instructions, and where mechanical or natural ventilation is otherwise provided

4. Overhead exhaust hoods

- a. Overhead exhaust hoods shall discharge to the outdoors and shall be equipped with a backdraft damper. Broiler units incorporating an integral exhaust system, and listed and labeled for use without an exhaust hood, need not be provided with an exhaust hood.
- b. Domestic open-top broiler units shall be provided with a metal exhaust hood, not less than 28 gauge, with a clearance of not less than 0.25 inch between the hood and the underside of combustible material or cabinets. A clearance of at least 24 inches shall be maintained between the cooking surface and the combustible material or cabinet. The hood shall be at least as wide as the broiler unit and shall extend over the entire unit and be centered over the unit

N. Fire Safety

1. Emergency Escape and Rescue Openings

- a. Emergency escape and rescue opening shall comply with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

2. Exits

- a. Exits shall comply with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®..

3. Smoke Alarms

- a. Individual dwelling units shall be provided with smoke alarms as required by the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

o. Hazardous Materials

1. Asbestos

- a. Requirements set forth in the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

2. Lead-Based Paint – See 24 CFR part 35.

p. Energy Efficiency

1. Exterior Walls

- a. Walls should be insulated in accordance with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®. when any of the following activities occur:
 - 1. New walls,
 - 2. Walls that have become exposed during rehabilitation, and
 - 3. If the exterior covering is removed.

2. Attics/Ceilings

- a. Attic areas are governed by the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.
- b. Insulation should be installed in accordance to manufacturer's specifications. All insulation in the attic should meet the appropriate fire safety codes. Thorough air sealing of the attic floor must be accomplished prior to addition of insulation.

3. Ductwork

- a. All supply and return air ducts and plenums shall be insulated according to the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

4. Piping

- a. All piping serving as part of a heating or cooling system shall be thermally insulated in accordance with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

5. Air Sealing

- a. Exterior joints, seams or penetrations in the building envelope, that are sources of air leakage, shall be sealed.

q. **Special Needs**

1. Please refer to the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®. for uniform design, construction and alteration of buildings, so that physically handicapped persons will have ready access to and use of them in accordance with the Architectural Barriers Act, 42 U.S.C. 4151-4157.

