

STATE OF WISCONSIN
Department of Administration



**COMMUNITY DEVELOPMENT BLOCK GRANT –
PUBLIC FACILITIES
(CDBG-PF)**

**2016 ANNUAL GRANT
APPLICATION INSTRUCTIONS**



CDBG-PF PROGRAM CONTACT INFORMATION

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Bureau of Community Development
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PLEASE NOTE:

CDBG-Public Facilities Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Energy, Housing and Community Resources website at: <http://www.doa.wi.gov/divisions/housing/bureau-of-community-development.gov>. Please **download the electronic document(s) prior to application submission** to ensure that you are referencing the most up-to-date version of the application as periodic revisions may have been made since this copy was printed.

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CDBG – Public Facilities (PF) Grant Program Overview

Background:

The Community Development Block Grant (CDBG) program is a federal formula-allocated grant program under the U.S. Department of Housing and Urban Development (HUD). The program was created when Congress passed the Housing and Community Development Act, Title 1 in 1974 and is governed by rules set forth in the Code of Federal Regulations (24 CFR Part 570).

The Wisconsin Department of Administration (DOA) – Division of Energy, Housing and Community Resources (DEHCR) administers the State Community Development Block Grant Program that provides funding to units of general local government (UGLGs) that do not receive an annual allocation directly from HUD.

The primary purpose of the CDBG program is the development of viable communities through the provision of decent affordable housing, a suitable living environment, and the expansion of economic opportunities, principally for the benefit of persons of low and moderate income.

Funding:

The 2016 CDBG-PF annual competitive grant will make up to approximately \$4.9 - \$9¹ million available to assist UGLGs to expand and improve public infrastructure and facility projects critical to community vitality and sustainability. Typically, these projects will involve streets, sidewalks, water and sewer systems, storm water drainage and retention, senior and community centers, blight elimination, accessibility modifications, and other similar types of activities.

Under the State's CDBG–PF Program, the Department of Administration's Division of Energy, Housing and Community Resources will award grants for 50% of the total project cost, up to a maximum of \$500,000. [\$6,000 or up to 2 percent (a maximum of \$10,000), whichever is greater, of the awarded CDBG-PF grant funds may be used for administration purposes.] At least 90% of the CDBG-PF funds will be awarded to projects that meet the National Objective of benefitting low- to moderate-income persons.

UGLGs that have received a CDBG-PF award in 2015 are not eligible for consideration in the 2016 CDBG-PF annual competition except in cases where the award is provided to meet an "Urgent Local Need" National Objective.

¹ Pending federal allocation to the State of Wisconsin and approval of the state's Annual Action Plan.

Application Submission:

To be considered for 2016 CDBG-PF Annual Competitive Grant funding, submit a completed and signed original application (including all required application attachments) **prior to 4 PM on Friday, May 27th, 2016** at:

Wisconsin Division of Administration
Division of Energy, Housing and Community Resources
Bureau of Community Development
ATTN: CDBG-PF Applications
101 E. Wilson Street, 6th Floor
P.O. Box #7970
Madison, WI 53707-7970

PLEASE NOTE:

- Applications submitted by fax will **not** be accepted.
- A complete electronic copy of the application (including all required application attachments) must be provided along with the signed original paper application.
 - The electronic copy may be submitted by email to DOADEHCRCommunityDevelopment@wisconsin.gov or on a USB stick or CD along with the paper application.
 - The electronic copy is not a replacement for the original paper application. If the electronic copy is submitted by the application deadline, but the signed original copy is not received until after the application deadline then the application will **not** be reviewed.
- It is the responsibility of the applicant to ensure that the Grant Application packet is complete for submission. Applications that are incomplete, missing the required attachments, or are submitted without the required electronic copy will **not** be reviewed.
- Applications must be unbound. No staples or spiral binding. Use rubber bands or binder clips to hold the application and its attachments together.
- Include an index for all attachments so that a reviewer can easily reference the relevant documents.
- All application materials and attachments (including maps) should be printed on standard 8.5" x 11" paper. The electronic copies can be enlarged by the reviewer for more detailed viewing if necessary.

Application Training:

Both community representatives and consultants are **strongly** encouraged to participate in one of the application training sessions presented by DEHCR staff. The trainings will be held:

Holiday Inn (webinar available)
Wednesday, Feb 24th, 2016
Madison, WI
8:30am – 12:30pm

The Waters
Wednesday, March 2th, 2016
Minocqua, WI
8:30am – 12:30pm

Application Scoring and Selection:

The application review process is designed to ensure that CDBG funds are awarded to Units of General Local Government (UGLGs) for projects that:

1. Meet all program eligibility requirements;
2. Has a substantial impact on the community; and,
3. Demonstrate significant community need.

PLEASE NOTE: Projects that meet the National Objective of Benefiting Low- to Moderate-Income Persons will be given priority in the scoring process.

Applications will be scored and ranked by a panel of reviewers based on the scoring criteria included in the following table. It is anticipated that through this competitive process, funds will be distributed throughout the State. If additional funding becomes available due to a community declining an award or other factors, additional funds may be awarded based on the applications rankings.

Scoring Categories	Possible Points	Point Criteria Basis
Project Need	90	Severe Need = 61 to 90 points will be awarded to projects needed to alleviate a significant existing problem. A significant existing problem may include vital health and safety problems or other issues that are essential to the community's residents, businesses, or local government. Moderate Need = 31 to 60 points will be awarded to projects needed to alleviate a moderately serious problem. Slight Need = 1 to 30 points will be awarded to projects needed to address a less serious problem.
Community Distress	60	Median Household Income (MHI) - UGLGs will be awarded up to 30 points based on their community's MHI in comparison to the statewide median. Per Capita Property Value - UGLGs will be awarded up to 15 points based on their community's per capita property value in comparison to the statewide median. Property Tax Rate - UGLGs will be awarded up to 15 points based on their community's property tax rate in comparison to the statewide average.
Financial Need	30	If the proposed project will be funded through General Obligation (G.O.) debt capacity, application scoring points will be awarded based on: <ul style="list-style-type: none"> • the overall cost of the project, • the amount of CDBG funds being used for the project, • the overall G.O. debt capacity of the community requesting CDBG funds, and • the G.O. debt capacity already used by the community. <p style="text-align: center;">OR</p> If the proposed project is a water and/or sanitary sewer project: <ul style="list-style-type: none"> • UGLGs will be awarded up to 30 points based on their community's water and/or sewer rate in comparison to the statewide average.

<p>Planning and Collaboration</p>	<p>20</p>	<p>Planning – UGLGs will be awarded up to 10 points if they can demonstrate the proposed project is consistent with the goals & objectives included in the community’s comprehensive and/or redevelopment plan.</p> <p>Coordination of Efforts – Applicants will be awarded up to 10 points when the proposed project will generate efficiencies by occurring in conjunction with other planned public improvement or construction projects in the project area—including those with other local governments, state agency (DOT, DNR, etc.), and/or federal agency (USDA, Army Corp of Engineers, etc.) <i>NOTE: Full documentation of additional funding sources stemming from coordinated projects is required.</i></p>
<p>Committed Matching Funds</p>	<p>50</p>	<p>Matching Funds – Applicants will be awarded up to 50 points if they can demonstrate that all of the matching funds for the proposed Public Facilities project have been fully committed and are ready to be used (i.e. the project is considered “shovel-ready”). Points will be awarded on a percentage basis, in proportion to the percentage of matching funds that the Applicant is able to prove have been fully committed to the Public Facilities project:</p> <ul style="list-style-type: none"> • Up to 50 points will be earned if the Applicant can prove that 100% of their Public Facilities budget’s matching funds are fully committed and are ready for use. • Up to 25 points will be earned if the Applicant can prove that 50% of their Public Facilities budget’s matching funds are fully committed and are ready for use. • 0 points will be earned if the Applicant is unable to provide any proof of commitment for their matching funds.

Award Notification:

DEHCR anticipates that award announcements will be made **no later than August 5th, 2016**. Once final funding decisions have been made, award letters will be sent to UGLGs. Unsuccessful UGLGs will be contacted and notified with a written decision.

Appeals Process for CDBG Grant Applicants Not Funded:

Applicants for CDBG-PF program funds have the right to appeal if the application is denied. A formal Appeals Process is available for UGLGs who feel that a non-funding decision has been made in error. The Appeals Process provides an opportunity for an UGLG to have its application reviewed a second time to ensure no errors were made during the review process.

The Appeals Process:

- The appeal must include the application name and a short summary of the reason why the UGLG is appealing the decision.
- The appeal must be filed with the Bureau Director within thirty (30) days of the date the applicant received written notice of the decision.
- The Bureau Director will review the application and will make a decision whether to reverse the denial.
- If the Bureau Director denies the appeal, the applicant may file an additional appeal with the Secretary’s office within thirty (30) days from the date of the Bureau Director’s denial letter.
- The Secretary’s office will review the application and will make a final determination.

Implementation Training:

The State of Wisconsin is responsible for ensuring that the CDBG-PF program is implemented in compliance with State and Federal regulations and in accordance with program guidelines. Both the UGLG's grant administrator and UGLG representatives will be required to attend a CDBG grantee implementation training. The training sessions are tentatively scheduled for:

**Wednesday & Thursday
Sept 27-28, 2016**

**Wednesday & Thursday
Oct 4-5, 2016**

*** The training locations will be announced at a later date. ***

Federal Grant Requirements:

Federal labor standards requirements (also known as "Davis-Bacon") will apply to projects for which the total project costs exceed \$2,000. If the project is funded, the agreement will require compliance with Davis-Bacon requirements, including (but not limited to):

- obtaining wage decisions for use in the project;
- including federal labor standards provisions in bid and agreement documents; and
- monitoring contractors for compliance with wage rates and collecting restitution from contractors that violate wage requirements.

UGLGs are required to submit semi-annual labor standards & Section 3 enforcement reports to DEHCR.

Other federal reporting and compliance requirements may apply to your project, including Procurement, Acquisition, Anti-Displacement and Relocation provisions, and Equal Opportunity regulations.

In addition, in accordance with 2 CFR Part 200, non-federal entities that expend \$750,000 or more in federal funding in any one calendar year must undergo an independent Single Audit.

Additional Information:

Check the DEHCR website for additional information on the CDBG requirements, grant timelines, training sessions, and other updates: <http://www.doa.state.wi.us/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview/>

Guidance for Completing the CDBG-PF Grant Application:

PART 1: GRANT REQUEST

Under the CDBG-PF program, UGLGs can request 50% of their total project cost up to \$500,000. [\$6,000 or up to 2 percent (a maximum of \$10,000) of the CDBG-PF award—whichever is greater—may be used for administration purposes.]

Grant Request (CDBG funds), Applicant Match, and Total Project Cost:

Amounts need to be consistent with the financial data on the attached Proposed Project Budget.

CDBG-PF UGLGs must demonstrate a match investment of at least 50 percent of the total project cost, of which at least 10 percent must come from the UGLG. Eligible match investments for CDBG-PF projects may include grants and/or loans provided by private, local, or state partners. DEHCR will not allow the use of in-kind contributions to meet match requirements.

The match requirement and/or the minimum local financial participation may be waived when specific events have occurred to drastically impact the economic distress of a community (e.g. natural disasters) or the project will have a drastic positive effect on the economic well-being of the community. The UGLG must submit a formal request for waiver of match fund requirements to the Division of Energy, Housing and Community Resources (DEHCR) for review, if applicable. To be eligible for funding through the Community Development Block Grant - Public Facilities program:

- A. The proposed project must be consistent with the State's current CDBG program goals, included in the Annual Action Plan:
 - ensuring the affordability of basic services that enhance community vitality;
 - promoting improved housing and economic opportunities for low- and moderate-income households;
 - supporting revitalization of established neighborhoods, downtown business districts and blighted sites;
 - assisting with capital improvement projects that support previous planning efforts and are part of broader community development strategies;
 - improving accessibility to public facilities;
 - encouraging the use of energy efficient design, retrofitting, and equipment, as well as projects that benefit bicyclists and pedestrians; and
 - responding to natural and man-made disasters or catastrophic events.

Wisconsin's current Annual Action Plan is available at: <http://www.doa.state.wi.us/Divisions/Housing/Consolidated-Plan>.

- B. CDBG funds must be used for one or more Public Facility "eligible activities" enumerated in section 105(a) of Title 1 of the Housing and Community Development Act of 1974, and are not otherwise excluded as activities allowed for CDBG funding by the Wisconsin CDBG program. Additional details regarding activities eligible for CDBG funding can be found at: http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_16364.pdf.

Examples of CDBG Eligible Activities That May Be Funded:	Examples of Activities That Will <u>Not</u> Be Funded with Wisconsin CDBG Funds:
Acquisition of Deteriorated/Blighted Building or Environmentally Contaminated Property for Site Improvements	Construction or Renovation of a Building Used for General Local Government Business (other than Architectural Barrier Removal projects)
Demolition and Clearance of Deteriorated/Blighted Building for Site Improvements	General Government Expenses
Street Construction and Expansion	Furnishings**
Rehabilitation of a Deteriorated/Blighted Building	Operating and Maintenance Expenses
Community Facilities (e.g., Community Centers, Libraries)	Engineering Costs**
Architectural Barrier Removal to Ensure Accessibility in a Public Building	
Storm Sewer Installation or Improvements	
Water Main Installation or Improvements	

**Engineering and Furnishing costs can be counted toward a Community’s match requirement.

Brief Project Description:

This description should identify the eligible activity(s) and how the overall proposed project is consistent with one of more of the CDBG Program goals.

Project Begin and Completion Dates:

To ensure CDBG program goals and objectives are met, projects awarded funding under the CDBG-PF program must be feasible. To be considered feasible, proposed projects’ pre-construction activities should be completed within 6 months of the award date, and the project should be completed within 24 months of the award date.

PART 2: APPLICANT INFORMATION

Previous CDBG Assistance:

UGLGs that have received a CDBG-PF award in last year’s award cycle are not eligible for consideration in this year’s CDBG-PF annual competition except in cases where the award was provided to meet an “Urgent Local Need” National Objective.

In addition, CDBG-PF applications will not be considered if there are any outstanding or unresolved instances of non-compliance associated with prior CBDG awards not limited to public facility grants, including non-compliance related to administrative, financial management, underwriting, recordkeeping, reporting, auditing, completion, payment, reimbursement or other requirements.

DEHCR will also continue to evaluate projects’ feasibility after awards are made. Successful applicants will be required to submit semi-annual project performance reports to DEHCR as part of the project grant agreement and will be monitored at least once during the performance period by a Grants Specialist.

PART 3: INITIAL ELIGIBILITY

Citizen Participation:

Federal regulations require that UGLGs provide citizens with advance notice of and opportunity to comment on proposed activities in an application to the State for CDBG assistance. Citizen participation is required in the planning and administration of CDBG projects. All CDBG applicants must prepare and implement a written Citizen Participation Plan (CPP) as specified in Section 104 (a)(3) of the Housing and Community Development Act of 1974 as amended. All CDBG–PF applicants must demonstrate compliance with federal citizen participation requirements at the time of application. Applicants that do not include documentation of citizen participation as part of their application materials will be determined ineligible for CDBG funding, and the application will **not** be reviewed.

SPECIAL NOTE: The Citizen Participation Plan must reflect current information and follow the template provided by the **SAMPLE CITIZEN PARTICATION PLAN** provided in the attachments to this application.

A CDBG grant may be made only if the applicant certifies that it has established and is following such a plan. The Citizen Participation Plan must include, at a minimum, the elements listed below:

- A. Provision for and encouragement of citizen participation, with particular emphasis on participation by persons of low- and moderate-income (LMI) who are residents of target area neighborhoods in which the CDBG funds are proposed to be used. The UGLG must meet this requirement by performing **at least one** of the following:
 1. Establish a committee composed of persons representative of the community's demographics. This committee shall include at least one LMI person and one resident of the designated target area. This committee will assume the responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the community.
 2. Distribution of timely notification of all required meetings to 100 percent of the designated target area or neighborhood. UGLGs not having a target area, must design a notification system which will reach a majority of the community's LMI population. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation.
- B. Provision to citizens of reasonable and timely access to local meetings, information, and records relating to the applicant's proposed and actual use of funds. To meet this requirement, the UGLG must:
 1. Attempt to have at least one of the public hearings in the target area; **and**
 2. Notify the community of upcoming meetings **not less than two (2) weeks/fourteen (14) days** prior to the meeting; **and**
 3. In all meeting announcements, include where, and during what hours, information and records relating to the proposed and actual use of funds may be found.
- C. Provision for technical assistance to groups representative of LMI households that request such assistance in developing proposals with the level and type of assistance to

be determined by the applicant. To meet this requirement, the UGLG must include in the adopted Citizen Participation Plan:

1. The type of assistance generally available; and
 2. The procedure used to request the assistance.
- D. Provision for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least:
1. The identification and development of housing, public facility and economic development needs;
 2. The review of proposed activities; and
 3. The review of program performance (hearings shall be held after adequate public notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for individuals with disabilities).
- E. Provision of timely written answers to written complaints and grievances within 15 working days. To meet this requirement, the UGLG must:
1. Include the complaint/grievance procedure steps in the Citizen Participation Plan; and
 2. Develop a procedure to ensure compliance with the 15 working day response time.

24 CFR 570.486 (5)

“There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.”

- F. Identify how the needs of non-English speaking (including the hearing impaired) will be met in the case of public hearings where a significant number of non-English speaking residents reasonably can be expected to participate. To meet this requirement, the applicant must:
1. Identify all non-English speaking populations in the community (regardless of American or Wisconsin citizenship) and make a determination of their special needs.
 2. Include evidence in the Citizen Participation Plan that the community has conducted a review of this matter consistent with the Housing and Community Development Act of 1974 as amended.

Citizen Participation documents to be submitted by applicants include:

1. A copy of the Applicant’s Citizen Participation Plan (signed or accompanied by a copy of the adopting resolution);

2. A copy of the Public Hearing Notice(s) as published in the local newspaper (a **Sample Public Hearing Notice** can be found in the provided attachments to this application);
3. A completed Citizen Participation Certification (the **Citizen Participation Certification** form can be found in the provided attachments to this application);
4. Meeting minutes from the Public Hearing (*optional*), and
5. A copy of the sign-in sheet(s) from the Public Hearing(s) (*optional*).

In addition to documentation of citizen participation, all CDBG–PF applicants must submit a resolution signed by the Chief Elected Official (CEO) of their Unit of General Local Government (UGLG) requesting the funds authorizing the submission of the Community Development Block Grant Application. (A **Sample Authorizing Resolution** form can be found in the provided attachments to this application.)

Fair Housing:

Per HUD regulations at 24 CFR 570.487(b), recipients of CDBG funds must take some action(s) to affirmatively further fair housing during the agreement period. A **Potential Fair Housing Actions** form can be found in the provided attachments to this application.

Please complete this form by indicating the three (3) actions that will be taken to affirmatively further fair housing and submit it with the application materials. If the project is funded, the selected actions will be included in your Grant Agreement timetable and you will be required to implement them during that period. For more information

visit: <http://docs.legis.wisconsin.gov/statutes/statutes/106/III/50>

Environmental Review:

The National Environmental Policy Act of 1969 (NEPA) applies to **every CDBG project**. Regulations governing *Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities* can be found in 24 CFR Part 58, which is available via the following link: <http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=d4966c17222ec9dc63a434ad9599aa6c&rgn=div5&view=text&node=24:1.1.1.1.33&idno=24>.

Because the type of review required and amount of time it will take can vary depending on the nature of the project, DEHCR **strongly encourages** applicants for CDBG funding to begin the environmental review process in the early stages of project planning. Doing this in advance will provide adequate time to address environmental factors that may impact project scheduling and obtaining any services that may be needed for the project to move forward.

While applicants are not required to have completed the environmental review process by the application deadline, the status of the review and amount of work required to be completed may impact DEHCR's assessment of a project's feasibility.

At the completion of the environmental review process, DEHCR will issue an environmental clearance letter. In addition, please note that:

- A grantee may not commit any HUD assistance funds or non-HUD matching funds until an award has been made and the environmental review has been completed. Exceptions may be granted for pre-award costs if approved by DEHCR in advance; and

- The DEHCR cannot disburse funds until the environmental review process is complete and an award and agreement are in place.

Procurement:

An UGLG may procure a consultant to serve as the administrator of a CDBG-PF grant; however, all consulting services for which CDBG funds will be used must follow established State and local procurement policies. Information on State procurement policies, including simplified bidding and the Request for Proposal process can be found at: <http://vendornet.state.wi.us/vendornet/procman/index.asp>.

For grants awarded, DEHCR staff is available to provide technical assistance on the procurement processes and requirements.

Please note: Regional Planning Commissions (RPCs) in the State of Wisconsin are public entities that provide intergovernmental planning and coordination efforts for a region, and therefore are not subject to procurement regulations. If a community chooses to utilize the services of a RPC for CDBG-funded activities, identify the RPC and service.

PART 4: CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

To ensure compliance with federal regulations requiring that CDBG-funded activities meet a national objective, the application must clearly document how the objective is met.

Benefit to Low- and Moderate-Income Persons:

Under the CDBG Public Facilities program, a project can meet the low- and moderate-income (LMI) national objective by serving an area in which at least 51 percent of the residents are LMI persons (area basis) or by providing services to a group of persons principally made up of LMI individuals (limited clientele).

A. *Area Benefit*

An activity may qualify as benefitting low- and moderate-income (LMI) persons on an area basis if at least 51 percent of the persons residing in the area served by the activity are of low- to moderate-income. Determining whether an activity qualifies as benefitting LMI individuals on an area basis requires the UGLG to determine both the area served by the activity and the percentage of low and moderate income persons residing in the area. Service areas may or may not be identical with census tracts or other officially designated boundaries.

When a service area is contiguous with census tracts or other officially designated boundaries, census data should be used to the extent feasible to determine the percentage of low and moderate incomes residents within the area. Data on low to moderate income residents in Wisconsin census tracts and municipalities is available at: <https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-local-government/> (for municipalities; select “Wisconsin” link) and <https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places> (for census blocks; select “Wisconsin” link)

B. *Community Survey*

If an activity's service area is not contiguous with census data or there is reason to believe that available census data do not accurately reflect income levels in the area, an UGLG may elect to conduct a survey instead. If a survey is used to document

compliance with the LMI national objective on an area basis, an applicant must demonstrate that the survey is methodologically sound and submit documentation of the survey instrument, responses, and results to DEHCR as part of the application. This documentation includes a project map clearly showing the boundary of the survey area and the boundaries of the project.

NOTE: *For survey data to be considered valid, the survey **must** have been conducted within thirty-six (36) months of the due date of the application. The number of LMI individuals must be calculated and included in the data submitted.* (LMI Eligibility will be made based on the total number of LMI individuals, and NOT on the number of LMI households.) Utilize the **Income Survey Guide**, which can be found on our website:

<http://www.doa.state.wi.us/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview/#ApplicationMaterials>

C. Limited Clientele

An activity that provides benefits to a particular group of persons rather than residents within a specified service area may qualify as benefitting LMI individuals based on serving limited clientele. Activities that exclusively benefit one of the following groups are presumed by HUD to be made up of principally low and moderate income persons:

- abused children;
- elderly persons;
- battered spouses;
- homeless persons;
- severely disabled adults;
- illiterate adults;
- persons living with AIDS; and
- migrant farm workers.

Prevention or Elimination of Slum and Blight:

Activities that qualify under the national objective of preventing or eliminating slum and blight deteriorated infrastructure and living conditions which have long-lasting effects on community viability. Slum and Blight can be addressed on an area wide basis or a spot basis.

A. Area Basis

Per 24 CFR 570.483, an activity can qualify as addressing slum and blight on an area basis if all of the following can be documented:

- 1) the local government has passed a formal resolution declaring the area as a blight as defined by Wisconsin Law;

AND

- 2) at least 25% of properties throughout the area experience, and document *one or more* of the following conditions (based on language found in 24 CFR 570.483):
 - physical deterioration of buildings or improvements;
 - abandonment of properties;

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- chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial building;
- significant declines in property values or abnormally low property values relative to other areas in the community;
- known or suspected environmental contamination; or
- the public improvements throughout the area are in a documented general state of deterioration.

NOTE: Your application must include a map of the designated blighted area including a total percentage of buildings in that area that are blighted.

AND

- 3) the assisted activity addresses one or more of the conditions which contributed to the deterioration of the area.

B. Spot Basis

An activity can qualify as addressing slum and blight on a spot basis when the activity is not located in a designated slum or blighted area. Spot basis can be met if the community specifically identifies **eligible activities that treat one or more of the following conditions:**

- acquisition
- clearance
- relocation
- historic preservation
- remediation of environmentally contaminated properties
- rehabilitation of buildings or improvements (limited to eliminating conditions detrimental to public health and safety)

Urgent Local Need:

Activities may qualify under the national objective of an Urgent Local Need if conditions threaten the safety or welfare of the community, for example, because of a natural or man-made disaster. To document the existence of an urgent local need, an UGLG must provide written certification that the funded activities are designed to alleviate conditions that:

- Pose a serious and immediate threat to the health or welfare of the community; and
- Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and
- The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

PLEASE NOTE: HUD's guide to "Meeting a National Objective" states "planning grants are not allowed under this objective and activities designated solely to prevent a threat will not qualify."

PART 5: PROJECT NEED NARRATIVE (0-90 Points)

Please limit your project narrative to no more than two (2) single-spaced pages using a 12 point font. Information exceeding these limits will not be considered in the scoring process.

Use the space provided in the application to write a narrative summary describing the community's need for the proposed project. Be sure to address each of the bullet points below and provide data that quantifies the need:

- the current condition of the problem and frequency with which it occurs;
- the number of persons and/or households affected by the problem;
- the effect(s) of the problem if left untreated;
- the extent to which completion of the proposed project will address the problem; and
- the scope of work (including a detailed project area description)

In your 2-page narrative summary, you may want to include some of the following information:

- 1) Project Implementation: Describe the project, the activities that will take place, and how the project meets the National Objective checked on previous page.
- 2) Project Impact and Need: Describe how the project will address deficiencies in your community and how it will positively impact businesses and individuals within your community. Pay particular attention to the goals and objectives of the program as described.
- 3) Project Financing: Describe why CDBG funding is needed, and what other sources of income or grants have been pursued. Describe the various methods that will be used to fund the project and include the status of other grant or loan applications. Attach supporting documentation that demonstrates the commitment of other financing sources, e.g. commitment letters from other government agencies, municipal resolutions for financing, TID creation, etc.

PART 6: COMMUNITY DISTRESS (0-60 Points)

Criteria DEHCR will consider as an indicator of community distress is the per capita property value of a community. The greater per capita property value a municipality has, the lower the tax rate required generating a given increase in revenue. A lower per capita property value makes it difficult for municipalities to raise the same amount of revenue as municipalities with higher per capita value. When evaluating an application, DEHCR will look at an UGLG's per capita property value and compare it to other units of government of the same type (villages compared to villages, towns to towns, etc.).

Median Household Income (MHI) and an UGLG's Property Tax Rate will also be a part of determining community distress. Both these values are scored in relation to the state median for each category. Please refer to the scoring tables listed below.

To find your per capita property value locate your community in Wisconsin Department of Revenue's *Town, Village, and City Taxes – 2014* publication (<https://www.revenue.wi.gov/pubs/slf/tvc14.pdf>). Then divide Column 2 by Column 1.

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Tax Rate Scoring Table:

POINT VALUE	TAX RATE OF MUNICIPALITY RANGE
0	Less than .0200
1	0.0200 - 0.0217
2	0.0218 - 0.0229
3	0.0230 - 0.0235
4	0.0236 - 0.0241
5	0.0242 - 0.0248
6	0.0249 - 0.0254
7	0.0255 - 0.0260
8	0.0261 - 0.0266
9	0.0267 - 0.0272
10	0.0273 - 0.0279
11	0.0280 - 0.0285
12	0.0286 - 0.0291
13	0.0292 - 0.0297
14	0.0298 - 0.0303
15	Greater than .0303

Source: 2014 Town, Village and City Taxes Bulletin. Wisconsin Department of Revenue – Division of State and Local Finance – Bureau of Local Government Services. (Full Value Gross Tax Rate) <https://www.revenue.wi.gov/pubs/slf/tvc14.pdf>

Per Capita Property Value Scoring Table:

POINT VALUE	PER CAPITA PROPERTY VALUE RANGE
0	Greater than \$83,556
1	\$80,572 - \$83,556
2	\$77,588 - \$80,571
3	\$74,603 - \$77,587
4	\$71,619 - \$74,602
5	\$68,635 - \$71,618
6	\$65,651 - \$68,634
7	\$62,667 - \$65,650
8	\$59,683 - \$62,666
9	\$56,699 - \$59,682
10	\$53,714 - \$56,698
11	\$50,730 - \$53,713
12	\$47,746 - \$50,729
13	\$44,762 - \$47,745
14	\$41,778 - \$44,761
15	Less than \$41,778

Source: 2014 Town, Village and City Taxes Bulletin. Wisconsin Department of Revenue – Division of State and Local Finance – Bureau of Local Government Services. <https://www.revenue.wi.gov/pubs/slf/tvc14.pdf>

Municipality Per Capita Property Value derived by dividing Full Value of property by Population of municipality.

CDBG-PF 2016 Annual Grant Application Instructions

Median Household Income Scoring Table:

POINT VALUE	MEDIAN HOUSEHOLD INCOME
0	Greater than \$52,738
2	\$50,998 - \$52,738
4	\$49,257 - \$50,997
6	\$47,517 - \$49,256
8	\$45,777 - \$47,516
10	\$44,036 - \$45,776
12	\$42,296 - \$44,035
14	\$40,556 - \$42,295
16	\$38,815 - \$40,555
18	\$37,075 - \$38,814
20	\$35,334 - \$37,074
22	\$33,594 - \$35,333
24	\$31,854 - \$33,593
26	\$30,113 - \$31,853
28	\$28,373 - \$30,112
30	Less than \$28,373

Source: 2010-2014 American Community Survey 5-Year Estimates. Median Household Income Wisconsin Average. <http://factfinder.census.gov/>

PART 7: FINANCIAL NEED (0-30 Points)

Under financial need, DEHCR will award points based on the UGLG's General Obligation (G.O.) Debt capacity, available match funding, and the expected impact on Water & Sewer Rates (if applicable).

G.O Debt Scoring Table:

UGLG G.O. DEBT CAPACITY	USED G.O. DEBT			
	30 Points	20 Points	10 Points	0 Points
\$10,000,000 or Greater	80% or Greater	65% up to 80%	50% up to 65%	Less than 50%
\$7,500,000 - \$9,999,999	75% or Greater	60% up to 75%	45% up to 60%	Less than 45%
\$5,000,000 - \$7,499,999	70% or Greater	55% up to 70%	40% up to 55%	Less than 40%
\$3,000,000 - \$4,999,999	65% or Greater	50% up to 65%	35% up to 50%	Less than 35%
\$1,000,000 - \$2,999,999	60% or Greater	45% up to 60%	30% up to 45%	Less than 30%
\$500,000 - \$999,999	55% or Greater	40% up to 55%	25% up to 40%	Less than 25%
\$250,000 - \$499,999	50% or Greater	35% up to 50%	20% up to 35%	Less than 20%
Less than \$250,000	Maximum Points Awarded			

Sewer and Water Rates Scoring Table:

POINT VALUE	SEWER AND WATER RATES		
	Sewer Only	Water Only	Combined
0	Less than \$501	Less than \$291	Less than \$787
3	\$501 - \$550	\$291 - \$319	\$787 - \$865
6	\$551 - \$600	\$320 - \$348	\$866 - \$943
9	\$601 - \$650	\$349 - \$377	\$944 - \$1,022
12	\$651 - \$700	\$378 - \$406	\$1,023 - \$1,101
15	\$701 - \$751	\$407 - \$436	\$1,102 - \$1,180
18	\$752 - \$801	\$437 - \$465	\$1,181 - \$1,258
21	\$802 - \$851	\$466 - \$494	\$1,259 - \$1,337
24	\$852 - \$901	\$495 - \$523	\$1,338 - \$1,416
27	\$902 - \$951	\$524 - \$552	\$1,417 - \$1,494
30	Greater than \$951	Greater than \$552	Greater than \$1494

Source: The statewide average water and sewer rates used as the basis for this scoring are drawn from the Wisconsin Community Water & Sewer Rate Survey 2010 by Ruckert & Mielke, Inc.

PART 8: PLANNING AND COLLABORATION (0 - 20 Points)

Applications will be awarded points based on whether the proposed CDBG project supports & further promotes the UGLG’s Comprehensive Plan. On the application, briefly explain in the spaces(s) provided how the proposed project supports the following:

- 1) Planning – UGLGs will be awarded up to 10 points if they can demonstrate the proposed project is consistent with the goals & objectives included in the community’s comprehensive and/or redevelopment plan.
- 2) Coordination of Efforts – Applicants will be awarded up to 10 points when the proposed project will generate efficiencies by occurring in conjunction with other planned public improvement or construction projects in the project area—including those with other local governments, state agency (DOT, DNR, etc.), and/or federal agency (USDA, Army Corp of Engineers, etc.) *NOTE: Full documentation of additional funding sources stemming from coordinated projects is required.*

PART 9: COMMITMENT OF MATCHING FUNDS (0 - 50 Points)

Applicants will be awarded up to 50 points if they can demonstrate that all of the matching funds for the proposed Public Facilities project have been fully committed and are ready to be used (i.e. the project is considered “shovel-ready”). Points will be awarded on a percentage basis, in proportion to the percentage of matching funds that the Applicant can prove have been fully committed to the project. “Pending” means the applicant has already applied for matching funds from other sources but has not yet received a commitment of funding.

Proposed Project Budget:

Complete the budget table. If available, please include the detailed engineering cost estimate(s) for this project.