

**STATE OF WISCONSIN**  
Department of Administration



**COMMUNITY DEVELOPMENT BLOCK GRANT –  
PLANNING  
(CDBG-PLNG)**

**2016 ANNUAL GRANT  
APPLICATION INSTRUCTIONS**



**CDBG-PLNG PROGRAM CONTACT INFORMATION**

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

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Bureau of Community Development  
(608) 261-7538

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**PLEASE NOTE:**

CDBG-Planning 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 – Planning (PLNG) 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 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-PLNG annual competitive grant will make up to \$820,000<sup>1</sup> available to assist UGLGs for plans that address major local economic or community development proposals or unexpected economic activities that adversely impact the community. Not less than 90% of the funds awarded shall meet the National Objective of benefitting low- to moderate-income persons.

**Community-Wide Plans:** Planning Grants of up to \$25,000 are available for community-wide planning and strategic development activities that:

- emphasize collaboration among community stakeholders;
- address economic conditions such as assisting small business and responding to plant closings;
- identify strategies to increase access to affordable housing;
- improve community vitality by addressing slum and physical blight; or
- address other issues that will improve the well-being of low and moderate income individuals.

**Site-Specific Plans:** Planning Grants can also be used to undertake the above listed planning and strategic development activities for a specific neighborhood or district within a community or to help plan for the use or reuse of a specific site, for example, the adaptive reuse of a former hospital or school building, or potential use of a parcel of land. The Department will provide grants of up to \$15,000 to fund plans and strategic development activities that are neighborhood, district, or site specific.

*UGLGs that have received a CDBG-PLNG award in 2015 are not eligible for consideration in the 2016 CDBG-PLNG annual competition.*

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<sup>1</sup> 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-PLNG Annual Competitive Grant funding, the completed and signed original application and 2 complete copies **must be received prior to 4 PM on Friday, May 27<sup>nd</sup>, 2016** at:

Wisconsin Division of Administration  
Division of Energy, Housing and Community Resources  
Bureau of Community Development  
**ATTN: CDBG-PLNG 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](mailto: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 24<sup>th</sup>, 2016**  
**Madison, WI**  
**8:30am – 12:30pm**

**The Waters**  
**Wednesday, March 2<sup>th</sup>, 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 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 Benefitting Low- to Moderate-Income Persons will be given priority in the scoring process.

Applications will be evaluated by a panel of reviewers based upon the criteria below. Funding decisions will be based on the applicant’s demonstration of how the proposed project meets **ALL** of the following eligibility requirements

1. The proposed project is an eligible CDBG activity.
2. The proposed project meets a CDBG National Objective.
3. The fiscal capacity of the applicant to meet the match requirements, including providing a 50 percent match from sources other than grants awarded by the federal or state government and 25 percent of the total project costs from the applicant.
4. The applicant meets the citizen participation requirements including the adoption of a Citizen Participation Plan and has held a public hearing (providing 14 day notice) prior to the submission of a CDBG application.
5. The local government has identified a specific project that needs further planning.
6. The specific project will serve a public purpose.
7. The specific planning cost estimates are reasonable (cost estimates must be reflected in the Proposed Project Budget section of the application).
8. The planning for the specific project has the support of local community or economic development organizations or business groups.
9. The local government has the capacity and capability to conduct the planning or commits to the retention of professional planning services.
10. The planning will likely result in the implementation of the specific project being planned.

Applications that meet the minimum program eligibility requirements and have no outstanding or unresolved issues of non-compliance with prior CDBG awards will be scored and ranked based on the scoring criteria included in the following table.

Scoring Categories	Possible Points	Point Criteria Basis
Project Need (Narrative Response I)	25	Description of why the proposed plan is needed. It should address the following, as appropriate: <ul style="list-style-type: none"> <li>• community distress factors that will be addressed by the plan;</li> <li>• evidence of support for the plan by community stakeholders</li> <li>• how the plan is consistent with goals and objectives of recently completed community or economic development plans or initiatives.</li> </ul>

Project Need (Narrative Response II)	25	Description of the intended outcome of the proposed planning project. It should address the following as appropriate: <ul style="list-style-type: none"> <li>• how the receipt of planning grant funds will have a positive impact on the applicant community;</li> <li>• what steps will be taken following the conclusion of the planning activity (additional grant funds sought, implementation, construction, etc.);</li> <li>• the community's capacity and readiness to implement the specific project being planned (financial capacity, organizational and staff availability; anticipated timelines, or any other relevant factors).</li> </ul>
Planning and Collaboration	10	<ul style="list-style-type: none"> <li>• Does the applicant have an adopted Comprehensive Plan, Community Redevelopment Plan, or other long-range plan?</li> <li>• Will the proposed project occur in conjunction with other planned public improvement, housing, or economic development projects?</li> </ul>

**Award Notification:**

DEHCR anticipates that award announcements will be made **no later than August 5<sup>th</sup>, 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-PLNG program assistance have the right to appeal if their 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-PLNG program is implemented in compliance with State and Federal regulations and in accordance with program guidelines. Both grant administrator and UGLG representatives will be required to attend a CDBG grantee implementation training presented after awards have been made. The trainings 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:**

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

In addition, in accordance with 2 CFR 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 Application, Award, and Grant 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-PLNG-Program-Overview/>.

## Guidance for Completing the CDBG-PLNG Grant Application:

### PART 1: GRANT REQUEST

Under the CDBG-PLNG program applicants can request up to 50% of the total project cost, with a maximum request of \$25,000 for community-wide plans and \$15,000 for site-specific plans.

#### **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-PLNG UGLGs must demonstrate a match investment of at least 50 percent of the total grant award from sources other than grants provided by the federal or state government.

UGLGs must provide at least 25 percent of the 50 percent match requirement. Private or public funding can be used for the required match. To be eligible for funding through the Community Development Block Grant - Planning 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 Annual Action Plan is available

at: <http://www.doa.wi.gov/Divisions/Housing/Consolidated-Plan>

- B. CDBG funds must be used for one or more CDBG-PLNG eligible activities. CDBG-PLNG grant funds can be used for the preparation of plans, studies, analyses, data gathering, and identification of actions that will implement plans. The types of plans that may be paid for with CDBG funds include, but are not limited to, the projects and costs shown in the following table:

Examples of Eligible CDBG-PLNG Projects and Costs:	Examples of Ineligible CDBG-PLNG Projects and Costs:
Comprehensive plans	Engineering, architectural, and design costs related to a specific activity
Individual project plans	Direct development of a CDBG application
Community development plans	Other costs of implementing plans
Capital improvement programs	Operating costs for an organization
Small area and neighborhood plans	Construction or any other non-professional services
Local analyses of impediments to fair housing	Any otherwise eligible planning project costs incurred prior to the date of announcement of grant award by the DEHCR
Downtown Revitalization Plans	
Functional plans (such as plans for housing, land use, energy conservation, or economic development)	
Environmental and historic preservation studies	

For a full list of planning activities eligible under Section 105(a)(12) of the Housing and Community Development Act of 1974 and 24 CFR §570.205 can be found at: [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_16364.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_16364.pdf) and [http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5;node=24:3.1.1.3.4#se24.3.570\\_1205](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5;node=24:3.1.1.3.4#se24.3.570_1205).

**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-PLNG program must be feasible. To be considered feasible, proposed projects' activities should begin 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-PLNG award in last year's award cycle are not eligible for consideration in this year's CDBG-PLNG annual competition.

In addition, CDBG-PLNG applications will not be considered if there are any outstanding or unresolved instances of non-compliance associated with prior CBDG awards not limited to planning, 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 agreement 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-PLNG 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 UGLG 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 doing **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 applicant 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 applicant 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 (for which hearings shall be held after adequate public notice, at times and locations convenient to potential or actual beneficiaries and with accommodation for individuals with disabilities).
- E. Provision of timely written answers to written complaints and grievances within 15 working days where practical. To meet this requirement, the applicant 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>.

Planning-only activities are considered “Exempt” activities that have no physical impact on the environment. If the proposed project consists entirely of planning-only related activities, CDBG-PLNG applicants need only submit a completed copy of the **Statement of Activities** form and a **Determination of Exemption** form. These forms are provided in the CDBG PF/PLNG Implementation Handbook.

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 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 Department of Administration cannot release funds until the environmental review process is complete and an award and contract are in place.

**Procurement:**

An UGLG may procure a consultant to serve as the administrator of a CDBG-PLNG 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>.

A community may choose to use consultants to assist in creating a CDBG funded community-wide or site specific plan. DEHCR requires the competitive procurement of services through a Request for Proposal (RFP) process for the procurement of planners, grant writers and consultants.

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 services to be provided in Part 3 of the CDBG-PLNG Application.

**PART 4: CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES**

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

The planning project activity must meet either the national objective of benefit to LMI persons or for the prevention or elimination of slum and blight.

**Benefit to Low- and Moderate-Income Persons:**

Under the CDBG Planning program, a project can meet the low- and moderate-income (LMI) national objective by serving a community or 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 applicant 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 on HUD's website 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 an applicant has reason to believe that available census data do not accurately reflect income levels in the area, an applicant 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.

**NOTE:** *For survey data to be considered valid, the survey **must** have been conducted within thirty six (36) months of the 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://doa.wi.gov/Divisions/Housing/Bureau-of-Community-Development/CDBG-PLNG-Program-Overview/#application>

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:

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

**AND**

- B) 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):

*CDBG-PLNG 2016 Annual Grant Application Instructions*

- physical deterioration of buildings or improvements;
- abandonment of properties;
- 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**

C) 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)

**PART 5: PROJECT NEED NARRATIVE (0-50 Points)**

Please limit your project narrative responses (total for both questions) to one (1) single-spaced page using a 12 point font. Information exceeding this limit will not be considered in the scoring process.

- Each narrative response can receive up to 25 points, for a maximum score of 50 points.
- Additional/ supporting documentation may be attached, but it will **NOT** be scored.

**PART 6: COMMITMENT OF MATCHING FUNDS**

Applicants must demonstrate that all of the matching funds for the proposed planning project have been fully committed and are ready to be used. At least 25% of the total cost of the planning project must originate from sources other than grants provided by the federal or state government. “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.

**PART 7: PLANNING AND COLLABORATION (0-10 Points)**

In the spaces provided, briefly explain how the proposed CDBG project is consistent with the goals & objectives of the UGLGs Comprehensive Plan or other community-wide plan, and whether the project will occur in conjunction with other planned public improvement, housing, and/or economic development projects. Priority is given to CDBG projects that support & further promote an UGLGs Comprehensive (and/or other community-wide) Plan. If the proposed CDBG project is part of a larger project, the applicant must be able to demonstrate how the larger project further supports the UGLGs Comprehensive (and/or other community-wide) Plan.