

COMMUNITY DEVELOPMENT BLOCK GRANT
FOR
PUBLIC FACILITIES (CDBG-PF)
AND PLANNING (CDBG-PLNG)

2019 APPLICATION TRAINING

February 14, 2019:
Crowne Plaza
4401 E. Washington Avenue
Madison, WI



February 19, 2019:
Westwood Conference Center
1800 Westwood Boulevard
Wausau, WI

AGENDA*

| | |
|-------------------|--|
| 9:00am – 9:05am | Welcome & Introductions |
| 9:05am – 10:30am | CDBG Program Overview Public Facilities Projects & Application Planning Projects & Application |
| 10:30am – 10:45am | Break |
| 10:45am – 12:00pm | Application Documents Attachments Q & A Closing Remarks |
| 12:00pm – 1:00pm | Special Session: Income Surveys |

*times are approximate

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INTRODUCTION: DEPARTMENT OF ADMINISTRATION STAFF

APPLICATION TRAINING PRESENTERS:

- Dave Pawlisch, Director, Bureau of Community Development
- Mark Staff, Section Chief
- Angela Davis, Grants Specialist – Advanced
- Amanda Knack, Grants Specialist – Advanced

ADDITIONAL STAFF:

- Miriam Anderson, Grants Specialist – Advanced
- Tamra Fabian, Grants Specialist – Advanced
- Stan Kaitfors, Grants Specialist – Advanced
- Joanna Storm, Grants Specialist – Advanced



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INTRODUCTION: TRAINING GOALS

- Inform potential applicants about the programs
- Explain the application submission and review processes
- Explain the application requirements and contents of the application packets
- Answer questions

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CDBG PROGRAM ADMINISTRATION

- The Community Development Block Grant (CDBG) program is a federal formula-based grant program
- Title 1 of the Housing and Community Development Act (1974), as amended
- Code of Federal Regulations (24 CFR 570)
- Administered by the Department of Administration (DOA) – Division of Energy, Housing and Community Resources (DEHCR) Bureau of Community Development

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CDBG PROGRAM PURPOSE

- Program purpose = the development of viable communities through the provision of decent housing, a suitable living environment, and the expansion of economic opportunities, principally for the benefit of low-income and moderate-income (LMI) persons
- LMI Threshold = Less than 80% of the area median income (AMI) as determined by HUD for:
 - Local Municipalities, and
 - Census Block Groups

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CDBG PROGRAMS

- Public Facilities (PF)
- Planning (PLNG)
- Public Facilities Economic Development (PFED)
- Economic Development (ED)
- Housing (HSG)
- Emergency Assistance Program (EAP)
- Rural Economic Area Development Initiative (READI)

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ELIGIBILITY CRITERIA

- Applicants **must** be non-entitlement Units of General Local Government (UGLGs)
- Projects **must** meet a CDBG National Objective and be an eligible activity
- Project costs **must** be eligible for CDBG funding and applicants **must** meet the minimum match requirements
 - CDBG-PF Grant Maximum Award = up to \$1,000,000
 - UGLG match requirement \$2 CDBG: \$1 match
 - CDBG-PLNG Grant Maximum Award = up to \$50,000
 - UGLG match requirement \$2 CDBG: \$1 match

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ADDITIONAL APPLICANT CRITERIA

- Citizen Participation: **Must** have Citizen Participation Plan and **must** hold pre-application Public Hearing [with hearing notice, minutes and/or Citizen Participation Certification, and sign-in sheet(s)]
- Authorizing Resolution by Municipality and Certifications from Chief Elected Official
- Compliance with prior CDBG Awards
- Awards from the same CDBG program for two consecutive (back-to-back) years are **NOT** allowed for the Public Facilities and Planning programs (i.e., an UGLG cannot receive two CDBG-PF awards in two consecutive years; or two CDBG-PLNG awards in two consecutive years)

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ADDITIONAL APPLICANT CRITERIA

- Must be able to accept award and proceed with negotiating the Grant Agreement within 45 days of award notification
- The UGLG may **consider passing a resolution during the application preparation process** to grant approval/acceptance rights to the Chief Elected Official on behalf of the UGLG in the event that the application is awarded CDBG funds

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CDBG PROGRAM REQUIREMENTS

Upon Award:

- Award Acceptance
- Pre-Agreement Documents
- Execution of Grant Agreement
- CDBG Implementation Training Sept./Oct. 2019
- Compliance with Grant Agreement & current Implementation Handbook (posted on website)
 - Policies/Regulations
 - Reporting & Recordkeeping Requirements
 - Project Milestones/Deadlines and Processes

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CDBG PROGRAM REQUIREMENTS

Non-compliance may result in cancellation of
grant and/or payback of CDBG funds

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CDBG PROGRAM REQUIREMENTS

Procurement:

(Implementation Handbook, Chapter 3; 24 CFR Part 85.35-.36)

- May contract for professional services
(e.g., Grant Application, Grant Administration, Engineering, Planning, etc.)
- Match = Follow Local Govt. Procurement/Purchasing/Contracting Policies
- CDBG = Follow Federal/State and Local Govt. Policies
- Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Outreach
- Section 3 Firm/Business Outreach

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CDBG PROGRAM REQUIREMENTS

Procurement (continued):

(Implementation Handbook, Chapter 3; 24 CFR Part 85.35-.36)

- **Exception:** Contracting with Regional Planning Commission (RPC)
Competitive procurement not required when using federal funds (follow Local policy)
- Refer to the CDBG Implementation Handbook for further guidance:
<http://www.doa.wi.gov/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview/#handbook>
- Fees for preparation of grant application:
 - May be published on DEHCR website
 - Cannot be included in the CDBG Project Budget (not as CDBG or Match)

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CDBG PROGRAM REQUIREMENTS

Financial Management:

- Financial management system with appropriate controls
- Separate, non-interest bearing account (or separate account register) for CDBG funds

Environmental Requirements:

- Environmental regulations compliance/certification prior to the start of construction

Acquisition and Relocation:

- Uniform Relocation Act (URA) applies; *includes easements*

Davis-Bacon and Related Acts (DBRA) and other Federal Labor Standards Regulations:

- DBRA Wage Rates and Federal Labor Standards required, if applicable to Project

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CDBG PROGRAM REQUIREMENTS

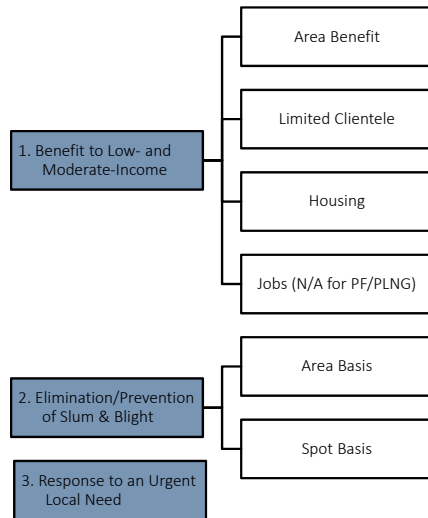
Grant Disbursements:

- Allowable costs incurred prior to Award:
 - Engineering (match only; up to 12 months prior to Application submittal)
- Allowable costs incurred on or after Award Date:
 - Grant Administration; Planning (after Environmental Compliance); Other Costs approved by DOA-DEHCR
- Allowable costs incurred after the Execution of Grant Agreement and Environmental Compliance/Certification:
 - Acquisition, Construction
- CDBG disbursements paid for eligible costs as invoices are received or as a reimbursement for invoices already paid by Grantee

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NATIONAL OBJECTIVE QUALIFICATION

- Must be an Eligible CDBG Activity
- Must meet 1 of 3 CDBG National Objectives:
 1. LOW- AND MODERATE-INCOME (LMI) BENEFIT
 2. SLUM & BLIGHT (SB)
 3. URGENT LOCAL NEED (ULN) *[PF Only]*
- LMI Projects given priority



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LMI NATIONAL OBJECTIVE – HUD LMISD

FY 2018 LMISD Local Governments by State, Based on 2006-2010 American Community Survey

These State-level data sets provide estimates of the number of low and moderate income individuals (LMISD) by Place and County Subdivision (name and ID) in each State based on the 2006-2010 American Community Survey (ACS).

| | | | |
|----------------------|---------------|----------------|----------------|
| Alabama | Illinois | Montana | Puerto Rico |
| Alaska | Indiana | Nebraska | Rhode Island |
| Arizona | Iowa | Nevada | South Carolina |
| Arkansas | Kansas | New Hampshire | South Dakota |
| California | Kentucky | New Jersey | Tennessee |
| Colorado | Louisiana | New Mexico | Texas |
| Connecticut | Maine | New York | Utah |
| Delaware | Maryland | North Carolina | Vermont |
| District of Columbia | Massachusetts | North Dakota | Virginia |
| Florida | Michigan | Ohio | Washington |
| Georgia | Minnesota | Oklahoma | West Virginia |
| Georgia | Mississippi | Oregon | Wisconsin |
| Idaho | Missouri | Pennsylvania | Wyoming |
| All States | | | |

Related Information

ACS 5-Year 2006-2010 Low and Moderate Income Summary Data Main
Data Dictionary
Frequently Asked Questions
Exception Grantees
Uncapped Data
Sec. 244 ARC/RPZ

Data Sets

Map Application
All Block Groups by State
Summarized Low/Mod Data by Grantee
Local Government Summaries by State
Low and Moderate National Data Set

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<https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-local-government/>

LMI NATIONAL OBJECTIVE – HUD LMISD

HUD LMISD Excel Spreadsheet (Example-Local Governments)

Total #
LMI

Total #
Population

Total
LMI %

| | A | B | C | D | E | F | G | H | I | J | K | L |
|------|--------|--------------------------------|--------|-------|-------|--------|--------|-------|--------|-------|------------|------------|
| 1 | Group | geoname | Stusab | State | Place | County | Cousub | low | lowmod | LMMI | lowmoduniv | lowmod_pct |
| 1995 | PLACES | Abbotsford city, Wisconsin | WI | 55 | 00100 | | | 320 | 760 | 1,275 | 1,860 | 40.86% |
| 1996 | PLACES | Abrams CDP, Wisconsin | WI | 55 | 00150 | | | 65 | 85 | 200 | 340 | 25.00% |
| 1997 | PLACES | Adams city, Wisconsin | WI | 55 | 00275 | | | 765 | 1,285 | 1,505 | 1,720 | 74.71% |
| 1998 | PLACES | Adell village, Wisconsin | WI | 55 | 00450 | | | 90 | 150 | 255 | 500 | 30.00% |
| 1999 | PLACES | Albany village, Wisconsin | WI | 55 | 00750 | | | 370 | 590 | 740 | 1,090 | 54.13% |
| 2000 | PLACES | Algoma city, Wisconsin | WI | 55 | 01000 | | | 745 | 1,260 | 2,330 | 3,140 | 40.13% |
| 2001 | PLACES | Allenton CDP, Wisconsin | WI | 55 | 01100 | | | 200 | 375 | 535 | 795 | 47.17% |
| 2002 | PLACES | Allouez village, Wisconsin | WI | 55 | 01150 | | | 1,580 | 3,125 | 6,070 | 12,660 | 24.68% |
| 2003 | PLACES | Alma city, Wisconsin | WI | 55 | 01225 | | | 145 | 290 | 410 | 765 | 37.91% |
| 2004 | PLACES | Alma Center village, Wisconsin | WI | 55 | 01300 | | | 95 | 205 | 255 | 470 | 43.62% |

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LMI NATIONAL OBJECTIVE – HUD LMISD

Documenting LMI – HUD LMI Summary Data (LMISD)

- Project Area Map
- HUD LMISD Info. (Total # LMI, Total # Population, LMI %)
- LMI Percentage Calculation Worksheet (multi-jurisdictions or combining HUD LMISD & income survey data)

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LMI NATIONAL OBJECTIVE – INCOME SURVEY

Documenting LMI – Income Survey

Application Submission:

- Refer to list in CDBG Application and Income Survey Guide

UGLG Records:

- All documents submitted with CDBG Application
- All returned survey forms (returned completed or returned undeliverable)
- Records of survey methodology and process
- Correspondence with DEHCR

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LMI NATIONAL OBJECTIVE – LIMITED CLIENTELE

Limited Clientele (LMC) – Persons in a group *presumed* to be at least 51.0% LMI:

- Abused children
- Elderly persons (age 62 and older)
- Battered spouses
- Homeless persons
- Severely disabled adults
- Illiterate adults
- Persons living with AIDS
- Migrant farm workers
- LMI families (income certification required)

Project/activity must exclusively serve persons in one or more of the groups above to meet the LMC criteria and presume the group is at least 51.0% LMI.

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LMI NATIONAL OBJECTIVE – LIMITED CLIENTELE

Documenting LMI – Limited Clientele [Low-Income & Moderate-Income Clientele (LMC)]

- Verification (e.g., signed letter/certification) of exclusive service to one or more LMC groups
 - Must include:
 - Nature of facility and services provided
 - Type(s) of clientele served
 - Verification of exclusively serving LMC or income certifications
 - Demographics data: # families, family size, race/ethnicity

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SLUM AND BLIGHT NATIONAL OBJECTIVE

Documenting Slum & Blight (Area Basis & Spot Basis)

- Slum & Blight Certification & Compliance Form
- Slum & blight resolution by UGLG [required for *Area Basis Only*]
- Record/evidence of blighted conditions
 - Must be at least 25% of properties in area for *Area Basis*
- Demonstration of project activities being eligible
- Record of how project activities will address blight

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URGENT LOCAL NEED NATIONAL OBJECTIVE

Documenting Urgent Local Need (ULN)

- Record of conditions posing serious and immediate threat to health and welfare
- Date conditions developed or became urgent (must be within 18 months)
- Evidence that applicant has no other means to fund project

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CDBG PROGRAM OVERVIEW

Questions?



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COMMUNITY DEVELOPMENT BLOCK GRANT FOR PUBLIC FACILITIES (CDBG-PF)

PUBLIC FACILITIES (PF) PROGRAM



CDBG-PF PROGRAM



<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGPublicFacilitiesProgram.aspx>

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CDBG-PF PROGRAM OVERVIEW

- Eligible communities may be awarded grants of up to \$1,000,000 to support infrastructure and facility improvement projects such as:
 - Water and Sewer System Upgrades
 - Neighborhood Facilities
 - Street Improvements
 - Drainage Systems
- CDBG-PF awards are made through an annual competitive process
- Applications are scored and ranked
- Informed in writing with a decision letter

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CDBG-PF PROGRAM OVERVIEW

- 2019 CDBG-PF: Approximately \$10 million available CDBG-PF Applications
- Additional grants may be awarded based on rankings, if additional funds become available
- Appeal of a denial must be made by the UGLG within thirty (30) days of the date of denial

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CDBG-PF FUNDING AMOUNTS, MAXIMUM AWARD & REQUIRED MATCH

| | Public Facilities (CDBG-PF) |
|---|---|
| Maximum CDBG Award Amount | up to \$1,000,000 |
| Required Minimum Grantee Match | 2:1 Ratio (Maximum \$2 CDBG for every \$1 Match) |
| Amount of CDBG Funds allowed for Grant Administration | CDBG = \$6,000 or up to 1.5% (max. \$15,000) of CDBG-PF Award |

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TIMELINE: 2019 ANNUAL CDBG-PF (COMPETITIVE) GRANT CYCLE

| APPLICATION PROCESS: | TARGET/DUE DATE(S): |
|---|---|
| | Public Facilities (CDBG-PF) <i>Competitive Cycle</i> |
| Applications Available | February 4, 2019 |
| Application Training #1 | February 14, 2019 |
| Application Training #2 | February 19, 2019 |
| Applications Due to DOA | May 17, 2019 @ 4pm |
| Award Letters | No later than July 19, 2019 |
| Acceptance of Award | Within 45 Days of Award |
| Implementation Training #1 | September 2019 |
| Implementation Training #2 | October 2019 |
| Pre-Contract Process; Contracts Drafted, Negotiated, & Executed | July 19, 2019 – December 31, 2019 |

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ADDITIONAL CDBG-PF APPLICANT EXPECTATIONS

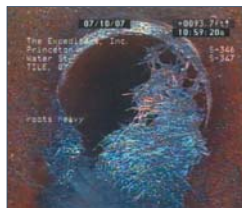
| 2019 CDBG-PF Awards Project Timeline | |
|---|---|
| Pre-Construction Activities: | Start by April 1, 2020 |
| Construction Start: | Start by July 1, 2020 |
| Construction Completion: | Complete by October 31, 2021 |
| Project Completion Documents & Final Payment Request: | Received by DEHCR no later than December 31, 2021 |

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CDBG-PF PROJECTS: ELIGIBLE ACTIVITIES



Water System Improvements



Sanitary Sewers



Wells & Water Towers



Waste Water Treatment Facilities/Plants (WWTF/P)



Storm Sewers & Curb/Gutter



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CDBG-PF PROJECTS: ELIGIBLE ACTIVITIES (CONTINUED)



Main Street Improvements



Libraries



Fire Stations



Senior Centers



Accessibility Improvements

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CDBG-PF PROJECTS: INELIGIBLE ACTIVITIES

Ineligible CDBG-PF Projects & Costs:

- Construction/renovation of building used for general local government business (other than Architectural Barrier Removal projects)
- General government expenses
- Furnishings**
- Operating and maintenance expenses
- Engineering costs**

** Engineering and Furnishing(s) costs can be counted toward a Community's match requirement.

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PUBLIC FACILITIES (CDBG-PF) PROGRAM APPLICATION

STATE OF WISCONSIN
Department of Administration



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

2019 ANNUAL GRANT
APPLICATION



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CDBG-PF APPLICATION FORM PART 1 & PART 2

- Part 1 - Grant Request
 - Project Funding
 - Project Title
 - Brief Description
- Part 2 - Applicant Information
 - UGLG Contact Information
 - Senate/Assembly District, DUNS #, FEIN
 - Must be signed by Chief Elected Official
 - Application or 3rd Party Contact Information
 - Current CDBG Assistance
 - Any open CDBG awards

WARNING: The UGLG's current CDBG projects must be in compliance with program requirements for a 2019 Application to be considered eligible for review and possible award.

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CDBG-PF APPLICATION FORM PART 3

- Part 3 - Initial Eligibility
 - Read and understand what is being submitted
 - Applicant acknowledges by signing the Eligibility Checklist that:
 - Professional Services contracts for grant administration and engineering are between the Applicant and contracted Firm(s)
 - Applicant is responsible for ensuring CDBG Grant Agreement requirements are met
 - Fees paid for Grant Application and Grant Administration may be published on DEHCR's web page
 - Incomplete applications may be denied before review
 - Denial of incomplete applications cannot be appealed
 - All boxes should be checked "Yes"
 - Chief Elected Official initials at bottom

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CDBG-PF APPLICATION FORM PART 4

- Part 4 - CDBG National Objective and Project Beneficiaries
 - Number of Project Beneficiaries
 - National Objective Compliance
 - Benefit to Low- and Moderate-Income Persons
 - Area Benefit – Local Government LMISD
 - Area Benefit – Census Block Group LMISD
 - Area Benefit – Income Survey
 - Area Benefit – Combining HUD LMISD and Income Survey Data
 - Limited Clientele
 - Prevention/Elimination of Slum and Blight
 - Area Basis
 - Spot Basis
 - Urgent Local Need

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CDBG-PF APPLICATION SCORING CATEGORIES

- 5 Scored Categories, 250 Point Maximum
 - Part 5 – Project Need 100 points
 - Part 6 – Community Distress 70 points
 - Part 7 – Financial Need 30 points
 - Part 8 – Planning 10 points
 - Part 9 – Matching Funds 40 points

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CDBG-PF APPLICATION FORM PART 5

- Part 5 - Project Need (up to 100 points)
 - Up to 2 pages, not less than 11-point font
 - Address:
 - Current condition of the problem
 - Frequency with which the problem occurs
 - Number of persons and/or families/households affected by the problem
 - Effects to which the completion of the proposed project will address the problem
 - Scope of work
 - Extent to which CDBG funding is needed to complete the project
 - Supporting documentation may not exceed 20 pages

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CDBG-PF APPLICATION FORM PART 6

- Part 6 - Community Distress (up to 70 points)
 - Median Household Income (up to 40 points)
 - American Community Survey 5-Year Estimates (2013-2017 ACS)
 - <https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>
 - Per Capita Property Value (up to 15 points)
 - Source Data (2017): <https://www.revenue.wi.gov/Pages/Report/t.aspx#tvc>
 - Local Property Tax Rate (up to 15 points)
 - Source Data (2017): <https://www.revenue.wi.gov/Pages/Report/t.aspx#tvc>

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CDBG-PF APPLICATION PART 6 SCORING – MEDIAN HOUSEHOLD INCOME (MHI)

| POINT VALUE | MEDIAN HOUSEHOLD INCOME | |
|-------------|-------------------------|------------|
| 0 | Greater than \$56,759 | |
| 2 | \$55,340 | - \$56,759 |
| 4 | \$53,921 | - \$55,339 |
| 6 | \$52,502 | - \$53,920 |
| 8 | \$51,083 | - \$52,501 |
| 10 | \$49,664 | - \$51,082 |
| 12 | \$48,245 | - \$49,663 |
| 14 | \$46,826 | - \$48,244 |
| 16 | \$45,407 | - \$46,825 |
| 18 | \$43,988 | - \$45,406 |
| 20 | \$42,569 | - \$43,987 |
| 22 | \$41,150 | - \$42,568 |
| 24 | \$39,731 | - \$41,149 |
| 26 | \$38,312 | - \$39,730 |
| 28 | \$36,893 | - \$38,311 |
| 30 | \$35,474 | - \$36,892 |
| 32 | \$34,055 | - \$35,473 |
| 34 | \$32,636 | - \$34,054 |
| 36 | \$31,217 | - \$32,635 |
| 38 | \$29,798 | - \$31,216 |
| 40 | Less than \$29,798 | |

← 2013-2017 ACS 5-Year Estimates
MHI of \$35,500 = 30 points

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CDBG-PF APPLICATION PART 6 SCORING – PER CAPITA PROPERTY VALUE

| POINT VALUE | PER CAPITA PROPERTY VALUE |
|-------------|---------------------------|
| 0 | Greater than \$90,949 |
| 1 | \$87,701 - \$90,949 |
| 2 | \$84,453 - \$87,700 |
| 3 | \$81,205 - \$84,452 |
| 4 | \$77,956 - \$81,204 |
| 5 | \$74,708 - \$77,955 |
| 6 | \$71,460 - \$74,707 |
| 7 | \$68,212 - \$71,459 |
| 8 | \$64,964 - \$68,211 |
| 9 | \$61,716 - \$64,963 |
| 10 | \$58,467 - \$61,715 |
| 11 | \$55,219 - \$58,466 |
| 12 | \$51,971 - \$55,218 |
| 13 | \$48,723 - \$51,970 |
| 14 | \$45,475 - \$48,722 |
| 15 | Less than \$45,475 |

2017 Dept. of Revenue Tax Bulletin
Per Capita Property Value Calculation:

$\text{Total Population} \div \text{Total Property "Full Value"}$

Per Capita Property Value
of \$50,000 = 13 points

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CDBG-PF APPLICATION FORM PART 6 SCORING – TAX RATE

| POINT VALUE | FULL VALUE GROSS TAX RATE |
|-------------|---------------------------|
| 0 | Less than .01700 |
| 1 | 0.01700 - 0.01761 |
| 2 | 0.01762 - 0.01821 |
| 3 | 0.01822 - 0.01882 |
| 4 | 0.01883 - 0.01943 |
| 5 | 0.01944 - 0.02004 |
| 6 | 0.02005 - 0.02064 |
| 7 | 0.02065 - 0.02125 |
| 8 | 0.02126 - 0.02186 |
| 9 | 0.02187 - 0.02246 |
| 10 | 0.02247 - 0.02307 |
| 11 | 0.02308 - 0.02368 |
| 12 | 0.02369 - 0.02429 |
| 13 | 0.02430 - 0.02489 |
| 14 | 0.02490 - 0.02550 |
| 15 | Greater than .02550 |

2017 Dept. of Revenue Tax Bulletin
Full Value Gross Tax Rate of
.021350 = 8 Points

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CDBG-PF APPLICATION FORM PART 7

- Part 7 - Financial Need (up to 30 Points)
 - Matching funds
 - Must match amount in Part 1 and Part 9
 - Waiver request if match does not meet 2:1 Ratio (\$2 CDBG for every \$1 Match)
 - Source of matching funds
 - UGLG G.O. Debt
 - For water and sewer projects – *Must include Calculation Worksheet Attachment*
 - Residential water charge calculated for a household using 70,000 gallons
 - Residential sewer charge calculated for a household using 70,000 gallons

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PART 7 SCORING – G.O. DEBT

| UGLG G.O. DEBT CAPACITY | UGLG USED G.O. DEBT | | | | | | |
|---------------------------|---------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 30 Points | 25 Points | 20 Points | 15 Points | 10 Points | 5 Points | 0 Points |
| \$10,000,000 or Greater | 70% or Greater | 65-69% | 60-64% | 55-59% | 50-54% | 45-49% | Less than 45% |
| \$7,500,000 - \$9,999,999 | 65% or Greater | 60-64% | 55-59% | 50-54% | 45-49% | 40-44% | Less than 40% |
| \$5,000,000 - \$7,499,999 | 60% or Greater | 55-59% | 50-54% | 45-49% | 40-44% | 35-39% | Less than 35% |
| \$3,000,000 - \$4,999,999 | 55% or Greater | 50-54% | 45-49% | 40-44% | 35-39% | 30-34% | Less than 30% |
| \$1,000,000 - \$2,999,999 | 50% or Greater | 45-49% | 40-44% | 35-39% | 30-34% | 25-29% | Less than 25% |
| \$500,000 - \$999,999 | 45% or Greater | 40-44% | 35-39% | 30-34% | 25-29% | 20-24% | Less than 20% |
| \$250,000 - \$499,999 | 40% or Greater | 35-39% | 30-34% | 25-29% | 20-24% | 15-19% | Less than 15% |
| Less than \$250,000 | Maximum Points | Maximum Points | Maximum Points | Maximum Points | Maximum Points | Maximum Points | Maximum Points |

NOTE: The G.O. Debt score for the UGLG is calculated based on the UGLG's **current** Used G.O. Debt compared to the UGLG's G.O. Debt Capacity. The UGLG **cannot** include in the calculation for Used G.O Debt any debt incurred or used for the proposed 2019 CDBG project.

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PART 7 SCORING – UTILITY RATES (WATER AND SEWER PROJECTS)

| POINT VALUE | ANNUAL WATER & SEWER RATES | | | | | |
|-------------|----------------------------|---------|--------------------|---------|----------------------|-----------|
| | Water Only | | Sewer Only | | Combined | |
| 0 | Less than \$291 | | Less than \$501 | | Less than \$787 | |
| 2 | \$291 | - \$309 | \$501 | - \$532 | \$787 | - \$836 |
| 4 | \$310 | - \$327 | \$533 | - \$564 | \$837 | - \$885 |
| 6 | \$328 | - \$346 | \$565 | - \$595 | \$886 | - \$935 |
| 8 | \$347 | - \$364 | \$596 | - \$626 | \$936 | - \$984 |
| 10 | \$365 | - \$382 | \$627 | - \$658 | \$985 | - \$1,033 |
| 12 | \$383 | - \$400 | \$659 | - \$689 | \$1,034 | - \$1,082 |
| 14 | \$401 | - \$418 | \$690 | - \$720 | \$1,083 | - \$1,131 |
| 16 | \$419 | - \$437 | \$721 | - \$752 | \$1,132 | - \$1,181 |
| 18 | \$438 | - \$455 | \$753 | - \$783 | \$1,182 | - \$1,230 |
| 20 | \$456 | - \$473 | \$784 | - \$814 | \$1,231 | - \$1,279 |
| 22 | \$474 | - \$491 | \$815 | - \$845 | \$1,280 | - \$1,328 |
| 24 | \$492 | - \$509 | \$846 | - \$877 | \$1,329 | - \$1,377 |
| 26 | \$510 | - \$527 | \$878 | - \$908 | \$1,378 | - \$1,426 |
| 28 | \$528 | - \$564 | \$909 | - \$971 | \$1,427 | - \$1,525 |
| 30 | Greater than \$564 | | Greater than \$971 | | Greater than \$1,525 | |

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(Based on 70,000 gallons usage.)

CDBG-PF APPLICATION FORM PART 8

- Part 8 - Planning (up to 10 points)
 - Supports and further promotes UGLG long-range plans
 - Scoring based on consistency and specificity within plan to project
 - Include relevant section(s) of approved plans in Attachments
 - Do not attach copy of entire plan
 - Mark relevant text
 - Label with plan's page number, title and date of adoption/approval

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CDBG-PF APPLICATION FORM PART 9

- Part 9 - Budget and Matching Funds (up to 40 points)
 - Activity
 - CDBG Funds
 - Matching Funds
 - UGLG funds
 - Other public funds
 - Private funds
 - Include source, amount, status of funds after table

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CDBG-PF APPLICATION FORM PART 9 – BUDGET AND MATCHING FUNDS FORM

| PART 9 – BUDGET AND MATCHING FUNDS (0 - 40 Points) | | | | | |
|---|------------------|-----------------------------|--------------------|------------------|--------------------|
| APPLICANT: City of Yourville | | | DATE: 05/ 02/ 2019 | | |
| Attach a detailed itemization of project costs (e.g., engineer's estimate or similar itemization of costs) [required] to verify the costs listed in the Budget below and attached documentation of Matching Funds [if available]. | | | | | |
| Activity | CDBG Funds | Source(s) of Matching Funds | | | Total |
| | | UGLG Funds | Other Public Funds | Private Funds | |
| Acquisition - Land | | | | | |
| Acquisition - Building | \$500,000 | | | \$50,000 | \$550,000 |
| Building Improvements | | | | | |
| Center/Facility Construction | | | | | |
| Clearance - Site | | | | | |
| Curb and Gutter | | | | | |
| Electrical System Improvements | | | | | |
| Environmental Remediation | | | | | |
| Equipment | | | | | |
| Fire Station | | | | | |
| Relocation | | | | | |
| Sanitary Sewer | | | \$350,000 | | \$350,000 |
| Sidewalks | | | | | |
| Storm Sewer | | | | | |
| Streets | | | \$350,000 | | \$350,000 |
| Wastewater Treatment Facility | | | | | |
| Water | | | \$150,000 | | \$150,000 |
| Fixtures | | | | | |
| Furnishings | | | | | |
| Engineering (match only) | | \$25,000 | | \$50,000 | \$75,000 |
| Administration | | \$25,000 | | | \$25,000 |
| Sub-Total(s): | \$500,000 | \$50,000 | \$850,000 | \$100,000 | \$1,500,000 |

Detailed Itemization of Project Costs is attached to this application: Yes No

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CDBG-PF APPLICATION FORM PART 9 – BUDGET AND MATCHING FUNDS

Match Funding Status Options to Report:

- Applied
- Pending
- Committed
- Secured/Awarded
- Other

***For CDBG-PF Applications:
No Documentation = 0 Point Score!***

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CDBG-PF APPLICATION FORM PART 9 – BUDGET AND MATCHING FUNDS

Report only match funding sources that the UGLG intends to utilize/accept.

If the UGLG reports on the CDBG application secured matching funds that it does not intend to utilize/accept for the CDBG project, receives a CDBG award (with a match score based on secured funding), and then causes delay in the Grant Agreement execution process due to needing to secure alternative funding; then DEHCR may rescind the CDBG award.

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CDBG-PF APPLICATION FORM PART 9 – BUDGET AND MATCHING FUNDS

Summarize the UGLG's Match Funds and other Public and Private sources of Match Funds for the CDBG Project:

| Source | Amount | Status | CHECK ALL THAT APPLY: | Supporting Documentation Included? |
|---|-----------------------|---|--|---|
| Source: City of Yourville Utility Account | Amount: \$ 50,000 | Status: <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Committed <input type="checkbox"/> Other | <input type="checkbox"/> Applied <input checked="" type="checkbox"/> Secured/Awarded | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Source: Friends of the Yourville Library | Amount: \$ 100,000* | Status: <input checked="" type="checkbox"/> Pending <input checked="" type="checkbox"/> Committed <input checked="" type="checkbox"/> Other | <input type="checkbox"/> Applied <input checked="" type="checkbox"/> Secured/Awarded | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Source: WI DNR Clean Water Fund Loan | Amount: \$ 750,000** | Status: <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Committed <input checked="" type="checkbox"/> Other | <input type="checkbox"/> Applied <input type="checkbox"/> Secured/Awarded | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Source: WI Department of Transportation | Amount: \$ 100,000*** | Status: <input checked="" type="checkbox"/> Pending <input checked="" type="checkbox"/> Committed <input checked="" type="checkbox"/> Other | <input checked="" type="checkbox"/> Applied <input type="checkbox"/> Secured/Awarded | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

For any source with a status of "Other" provide a brief explanation (No more than a one-sentence narrative per source). (Insert Text Here.)

*Friends of the Yourville Library funds include \$50,000 in funds on hand/collected for the project, and \$50,000 in pledged donations anticipated to be paid/collected within the next calendar year.

**DNR CWF: Intent to Apply approved by City Council and submitted to DNR. Application due 9/30/19.

***WisDoT: Application submitted. Letter received stating DoT will invest \$75,000 in street reconstruction. Request from City for DoT to invest another \$25,000 for street reconstruction is under consideration by DoT.

CDBG-PF APPLICATION FORM ATTACHMENTS & SUPPORTING DOCUMENTATION CHECKLIST

| Topic | Documents | Required For All Apps | Included with this application submission? | |
|------------------------------|--|-------------------------------------|--|--------------------------|
| | | | YES | NO |
| Citizen Participation | 1. Adopted Citizen Participation Plan (see Part 3 Initial Eligibility) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | 2. Citizen Participation Public Hearing Notice (with proof of publication (if required) and/or posting (if required) and proof of adequate advance notice in accordance with the UGLG's CDFR in effect on the date of the first notice and no less than the equivalent of a Class 2 Notice) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3. Citizen Participation Public Hearing Certification Form | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4. Public Hearing Meeting Minutes (with the attendees listed in the Minutes or on a separate Sign-in sheet provided) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Financial | 5. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Blocks of Entrances/Exit | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 6. Detailed Itemization of Project Costs (supporting document for the Budget in Part 2 of this application) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 7. Authorizing Resolution to Commit Matching Funds (recommended) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 8. Proof of Match Funds Committed, Secured, Pending and/or have Other Status (all documentation available) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 9. Match Funding Waiver Request Letter (with explanation of and/or supporting documentation for an economic hardship) (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 10. Proof of Current Water Sewer Rates (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 11. Current Water/Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 12. Map of Project Area (with project location, type of work being completed on each street (if applicable), and Service Area Boundary area boundaries marked) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 13. Demographic Profile Sheet of households in Service Area (must use form supplied by CDFR in the Application Attachments) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 14. LMI Calculation Worksheet (FHED LMI Summary Data (LMSD) for multiple census blocks or multiple local governments that make up the entire service area were used to calculate the LMI percentage for the service area; or if a combination of HUD LMSD and income survey data were used to calculate the LMI percentage for the service area (if applicable)) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Service Area & Income Survey | 15. Map of Boundaries of Census Block(s) that make(s) up Service Area; if HUD LMI Census Block data were used to determine the LMI percentage for the service area (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 16. Map of Income Survey Area (with survey area boundaries marked; residences surveyed marked; and responding, non-responding and vacant residences marked or provided on a separate sheet) (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 17. Income Survey Results Income Tabulation Form (if applicable; see Appendix C in Income Survey Guide) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 18. Income Survey Results Race/Ethnicity Tabulation Form (if applicable; see Appendix C in Income Survey Guide) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 19. Income Survey Form used to conduct Income Survey (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 20. List of street addresses of service area/survey area (and associated mailing address, if different than street address and the mailing address was used to distribute the income survey) (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PUBLIC FACILITIES (CDBG-PF): 34 Items

| | | | | |
|------------------------------|---|-------------------------------------|--------------------------|--------------------------|
| Service Area & Income Survey | 21. List of other contact information associated with the addresses of residents surveyed, if methods other than mailing or door-to-door-in-person methods were used (e.g., telephone, email, etc.) (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 22. List of assigned survey numbers for income surveys distributed/conducted with the response data tracking for each (date) survey was distributed/conducted or attempt were made; date surveyed/response received; and family size, income and race/ethnicity information for each) (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fair Housing | 23. Income Survey Letter and/or other related correspondence sent to residents regarding the survey distribution and collection process (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 24. Potential Fair Housing Actions Checklist (Specifying the three (3) actions that the local community will undertake) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Slum & Blight | 25. Fair Housing Ordinance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 26. Slum and Blight Certification (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Acquisition/Relocation | 27. Slum and Blight supporting documentation (for Area Basis only) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 28. Residential Anti-Displacement and Relocation Assistance Plan | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | 29. Acquisition/Relocation/Demolition Questionnaire | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 30. Authorizing Resolution to Submit CDBG Application | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 31. Project Need Supporting Documentation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 32. Planning supporting documentation (e.g. relevant sections from adopted comprehensive plan, community redevelopment plan, etc.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 33. Statement of Assurances | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 34. Lobbying Certification | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Fileable forms and sample documents can be found electronically on the Bureau of Community Development Website at <http://bcbd.wi.gov/Pages/2019/Grants/CDBG-PublicFacilitiesProgram.aspx>

CDBG-PF APPLICATION FORM ATTACHMENTS & SUPPORTING DOCUMENTATION COVER PAGES

- Grantees must use cover page organizers and compile attachments and supporting documents in the prescribed order shown on cover pages provided

| CITIZEN PARTICIPATION ATTACHMENTS AND SUPPORTING DOCUMENTATION | FINANCIAL ATTACHMENTS AND SUPPORTING DOCUMENTATION |
|---|---|
| <p>Attach this cover page, followed by the documents in the order listed below.</p> <p>Attachments:</p> <ol style="list-style-type: none">1. Adopted Citizen Participation Plan (CPP) (with date of adoption and components)2. Citizen Participation Public Hearing Notice (with proof of publication and proof of adequate advance notice in accordance with applicable laws and no less than the equivalent of a public hearing)3. Citizen Participation Public Hearing Certification Form4. Public Hearing Meeting Minutes with Attendees Listed in Minutes5. Policy for Non-Violent Civil Rights Demonstrations/Prohibitions of Entrances/Exits (with date of adoption/approval shown on minutes) <p><i>Failure to submit the Citizen Participation documents listed above with all CPP, citizen participation public hearing, and non-violent requirements will disqualify the UGLG's application. Refer to the Application Instructions for guidance.</i></p> | <p>Attach this cover page, followed by the documents in the order listed below, to the end of the Application <u>after</u> the Citizen Participation attachment(s).</p> <p>Attachments:</p> <ol style="list-style-type: none">6. Detailed Itemization of Project Costs (e.g., engineer's estimate or similar itemization of costs to verify the costs listed in the Budget in Part 9 of this application) – required for all applicants7. Authorizing Resolution to Commit Matching Funds, if committed8. Proof of Match Funds Secured, Committed, Pending and/or have Other Status (all documentation available) [Proof of 100% Match Committed and Secured is required to receive maximum points for Match Score]9. Match Funding Waiver Request Letter (with explanation of and/or supporting documentation for an economic hardship), if applicable10. Proof of Current Water/Sewer Rates (e.g., rate statement(s) distributed to or published for customers, or similar document), if applicable11. Current Water/Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage, if applicable |

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CDBG-PF APPLICATION SUBMISSION

- Must submit via mail to address provided in Application Instructions
 - Submission by fax and email will **NOT** be accepted
- Submit one (1) Application (must have **original** CEO signature in Part 2 / CEO initials in Part 3)
- Application documents must be unbound (no staples, paperclips, or spiral binding)
 - A removable rubber band or binder clip is acceptable
- **ALL** materials must be printed on standard 8.5" x 11" paper
- Be succinct and follow the page limit requirements
- Non-compliance may result in Application being deemed ineligible
- Incomplete applications will **NOT** be reviewed

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CDBG-PF PROGRAM OVERVIEW & APPLICATION

Questions?



COMMUNITY DEVELOPMENT BLOCK GRANT FOR PLANNING (CDBG-PLNG)

PLANNING (PLNG) PROGRAM



CDBG-PLNG PROGRAM



<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGPlanningProgram.aspx>

CDBG-PLNG OVERVIEW

- Applications accepted on continuous basis year-round
- Award contingent upon eligibility and funding availability
- Applicants informed in writing with decision letter
- Appeal must be made within 30 days of decision letter
- Identify a specific project that needs further planning that will serve a public purpose
- Address major local economic or community development need or unexpected economic activities that adversely impact the community

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CDBG-PLNG REQUIREMENTS

- Support of local community/organizations/businesses
- Reasonable Budget cost estimates
- Applicant capacity and capability to conduct planning or Applicant will procure planning services (in accordance with CDBG competitive procurement requirements)
- Will likely result in implementation of project being planned
- Formal approval of Plan or adoption of the Plan (if deemed feasible to pursue) by local governing body
- Compliance with all State and Federal regulations for CDBG Project

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CDBG-PLNG FUNDING AMOUNTS, MAXIMUM AWARD & REQUIRED MATCH

| | Planning (CDBG-PLNG) |
|--|---|
| Maximum CDBG Award Amount | Up to \$50,000 |
| Required Minimum Grantee Match | 2:1 Ratio (Maximum \$2 CDBG for every \$1 Match) |
| CDBG Amount Allowed for Grant Administration | Not Applicable (Planning Costs) |

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TIMELINE: 2019 ANNUAL CDBG-PLNG (CONTINUOUS) GRANT CYCLE

| APPLICATION PROCESS: | TARGET/DUE DATE(S): |
|---|--|
| | Planning (CDBG-PLNG) <i>Continuous Cycle</i> |
| Applications Available | February 4, 2019 |
| Application Training #1 | February 14, 2019 |
| Application Training #2 | February 19, 2019 |
| Applications Due to DOA | Open |
| Award Letters | Within 30 Days of Application Submission |
| Acceptance of Award | Within 45 Days of Award |
| Implementation Training #1 | September 2019 |
| Implementation Training #2 | October 2019 |
| Pre-Contract Process; Contracts Drafted, Negotiated, & Executed | Within 90 Days of Award |

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ADDITIONAL CDBG-PLNG APPLICANT EXPECTATIONS

| Planning (CDBG-PLNG) Project Timeline | |
|---|---|
| Planning Activities: | Begin within 6 months of Award |
| Plan Completion: | Plan completed within 22 months of Award |
| Project Completion Documents & Final Payment Request: | Received by DEHCR within 24 months of Award |

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CDBG-PLNG PROJECTS: ELIGIBLE AND INELIGIBLE ACTIVITIES

Eligible CDBG-PLNG Projects & Costs:

- Comprehensive plans
- Individual project plans
- Community development plans
- Capital improvement plans
- Small area & neighborhood plans
- Local analysis of impediments to fair housing
- Downtown revitalization plans
- Functional plans
- Environmental & historic preservation studies

Ineligible CDBG-PLNG Projects & Costs:

- Engineering, architectural, and design costs related to a specific activity
- Direct development of a CDBG Application
- Other costs of implementing plans
- Operating costs for an organization
- Construction or any other non-professional services
- Any otherwise eligible planning project costs incurred prior to the DEHCR grant award date

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CDBG-PLNG CRITERIA

■ Community-Wide Plans:

- Emphasize collaboration among community stakeholders;
- Address economic conditions;
- Identify strategies to increase access to affordable housing;
- Improve community vitality by addressing slum/blight conditions; or
- Address other issues that will improve the well-being of LMI persons

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CDBG-PLNG CRITERIA (CONTINUED)

- **Site-Specific Plans:**
 - Plans and strategic development activities
 - May be for specific neighborhood or district within a community or to plan for the use or reuse of a specific site
 - Examples: adaptive reuse of former hospital, school building or other vacant structure, or potential use of a parcel of land



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CDBG-PLNG APPLICATION REVIEW CATEGORIES

- 1) Project Need
- 2) Budget and Matching Funds
- 3) Planning

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CDBG-PLNG APPLICATION FORM

DIFFERENCES: PF vs. PLNG APPLICATION

- Parts 1-3 – No Differences
- Part 4- CDBG National Objective and Project Beneficiaries
 - Urgent Local Need not PLNG National Objective
- Part 5- Project Need
 - Narrative ½ page; Address:
 - How funds will have a positive impact on community
 - What steps will take place at conclusion of planning activity
 - How is community able and ready to implement project being planned
 - Supporting documentation may not exceed 10 pages
- Part 7- Planning
 - Explain how project is consistent with *or a continuation of* community long-range plan(s)

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CDBG-PLNG APPLICATION FORM ATTACHMENTS & SUPPORTING DOCUMENTATION CHECKLIST

| Topic | Documents | Required For All Apps | Included with this application submission? | |
|----------------------------|--|-----------------------|--|--------------------------|
| | | | YES | NO |
| Citizen Participation | 1. Adopted Citizen Participation Plan (see Part 3 Initial Eligibility) | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2. Citizen Participation Public Hearing Notice (with proof of publication of required and/or clerk's certification of posting dates and locations (if required) and proof of adequate advance notice in accordance with the DCLDC's CDP in effect on the date of the first notice and no less than the equivalent of a Class 2 Notice) | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3. Citizen Participation Public Hearing Certification Form | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4. Public Hearing Meeting Minutes (with the attendees listed in the Minutes or on a separate page, as stated previously) | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| | 5. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Barricade Tactics | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Financial | 6. Authorizing Resolution to Commit Matching Funds | | <input type="checkbox"/> | <input type="checkbox"/> |
| | 7. Proof of Match Funds Committed, Secured, Pending and/or have Other Status (all available documentation) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | 8. Match Funds Voucher Request Letter (with explanation of and/or supporting documentation for an economic hardship) (if applicable) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | 9. Map of Project Area (with Service Area boundaries marked and location of project site, if File will be for a specific site) | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| | 10. Demographic Profile Sheet of beneficiaries in Service Area (must use form provided by DCLDC in the Application Attachments) | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Service Area Income Survey | 11. LMI Calculation Worksheet (HUD LMI Summary Data (LMSD) for multiple census blocks or multiple local governments that make up the entire service area were used to calculate the LMI percentage for the service area, or a combination of HUD LMSD and income survey data were used to calculate the LMI percentage for the service area (if applicable)) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | 12. Map of Boundaries Census Blocks that make(s) up Service Area, if HUD LMI Census Block data were used to determine the LMI percentage for the service area (if applicable) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | 13. Map of Income Survey Area (with residences surveyed and responding, non-responding and vacant residences marked or provided on a separate sheet) (if applicable) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | 14. Income Survey Results Income Tabulation Form (if applicable: see Appendix C in Income Survey Guide) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | 15. Income Survey Results Race/Ethnicity Tabulation Form (if applicable: see Appendix C in Income Survey Guide) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | 16. Income Survey Form used to conduct Income Survey (if applicable) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | 17. List of three addresses of service area survey area used associated mailing address, if different than street address and the mailing address was used to conduct the income survey (if applicable) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | 18. List of other contact information associated with the addresses of residents surveyed, if methods other than mailing or door-to-door-person methods were used to e.g. telephone, email, etc. (if applicable) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | 19. List of assigned survey numbers for income surveys distributed/conducted with the response data tracking for each (date) survey was distributed/conducted or attempts were made, date survey/response received, and family size, income and race/ethnicity information for each (if applicable) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | 20. Income Survey Letters and/or other related correspondence sent to residents regarding the survey distribution and collection process (if applicable) | | <input type="checkbox"/> | <input type="checkbox"/> |
| Fair Housing | 21. Potential Fair Housing Actions Checklist (specifying the three (3) actions that the local community will undertake) | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| | 22. Fair Housing Ordinance | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Slum & Blight | 23. Slum and Blight Certification (if applicable) | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| | 24. Slum and Blight supporting documentation (for Area Basis only) | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Acquisition/Relocation | 25. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| | 26. Authorizing Resolution to Submit CDBG Acquisition | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |

PLANNING (CDBG-PLNG): 30 Items

| | | | |
|---|---|--------------------------|--------------------------|
| 27. Project Need Response I and II Supporting Documentation | | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Planning Supporting documentation (e.g. relevant sections of adopted comprehensive plan, community reinvestment plan, etc.) | | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Statement of Assurances | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Lobbying Certification | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |

Filable forms and sample documents can be found electronically on the Bureau of Community Development Website at: <https://bca.wis.gov/Pages/LocalGov/Forms/CDBG/PlanningProgram.aspx>

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CDBG-PLNG APPLICATION FORM ATTACHMENTS & SUPPORTING DOCUMENTATION COVER PAGES

- Grantees must use cover page organizers and compile attachments and supporting documents in the prescribed order shown on cover pages provided

| | |
|--|--|
| <p style="text-align: center;">CITIZEN PARTICIPATION ATTACHMENTS AND SUPPORTING DOCUMENTATION</p> <p>Attach this cover page, followed by the documents in the order listed below.</p> <p>Attachments:</p> <ol style="list-style-type: none">1. Adopted Citizen Participation Plan (CPP) (with date of adoption and components)2. Citizen Participation Public Hearing Notice (with proof of publication and proof of adequate advance notice in accordance with applicable laws and no less than the equivalent of a public hearing)3. Citizen Participation Public Hearing Certification Form4. Public Hearing Meeting Minutes with Attendees Listed in Minutes5. Policy for Non-Violent Civil Rights Demonstrations/Prohibitions of Entrances/Exits (with date of adoption/approval shown on minutes) <p><i>Failure to submit the Citizen Participation documents listed above with all CPP, citizen participation public hearing, and non-violent requirements will disqualify the UGLG's application. Refer to the Application Instructions for guidance.</i></p> | <p style="text-align: center;">FINANCIAL ATTACHMENTS AND SUPPORTING DOCUMENTATION</p> <p>Attach this cover page, followed by the documents in the order listed below, to the end of the Application <u>after</u> the Citizen Participation attachment(s).</p> <p>Attachments:</p> <ol style="list-style-type: none">6. Detailed Itemization of Project Costs (e.g., engineer's estimate or similar itemization of costs to verify the costs listed in the Budget in Part 9 of this application) – required for all applicants7. Authorizing Resolution to Commit Matching Funds, if committed8. Proof of Match Funds Secured, Committed, Pending and/or have Other Status (all documentation available) [Proof of 100% Match Committed and Secured is required to receive maximum points for Match Score]9. Match Funding Waiver Request Letter (with explanation of and/or supporting documentation for an economic hardship), if applicable10. Proof of Current Water/Sewer Rates (e.g., rate statement(s) distributed to or published for customers, or similar document), if applicable11. Current Water/Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage, if applicable |
|--|--|

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CDBG-PLNG APPLICATION SUBMISSION

- Must have a pre-application meeting or conference call with DEHCR
- Must submit via mail to address provided in Application Instructions
 - Submission by fax and email will **NOT** be accepted
- Submit one (1) Application (must have **original** CEO signature in Part 2 / CEO initials in Part 3)
- Application documents must be unbound (no staples, paperclips, or spiral binding)
 - A removable rubber band or binder clip is acceptable
- **ALL** materials must be printed on standard 8.5" x 11" paper
- Be succinct and follow the page limit requirements
- Non-compliance may result in Application being deemed ineligible
- Incomplete applications will **NOT** be reviewed

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CDBG-PLNG PROGRAM OVERVIEW & APPLICATION

Questions?



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COMMUNITY DEVELOPMENT BLOCK GRANT FOR PUBLIC FACILITIES (CDBG-PF)
AND PLANNING (CDBG-PLNG)

APPLICATION ATTACHMENTS



CDBG-PF/PLNG APPLICATION ATTACHMENTS CITIZEN PARTICIPATION PLAN - SAMPLE

Division of Energy, Housing and Community Resources
Community Development Block Grant – SAMPLE Citizen Participation Plan

SAMPLE

Citizen Participation Plan
for the
Community Development Block Grant (CDBG) Program

(Name of UGLG/ Community)

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the _____ (county, city, village, town; select one), the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

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CDBG-PF/PLNG APPLICATION ATTACHMENTS CITIZEN PARTICIPATION PLAN – PUBLIC HEARING NOTICE

CITIZEN PARTICIPATION

1. The _____ (county, city, village, or town; select one) shall **establish a committee** composed of persons representative of the _____ (county, city, village, or town; select one) demographics. This committee must include at least one LMI person.

The **committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible.** This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the _____ (county, city, village, or town; select one).

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the _____ (Name of local newspaper) at least **two full weeks prior to the hearing.** In addition, the public notice shall be posted at the _____ (county, city, village, or town; select one) municipal building. These notices will include **time, place and date of meetings, as well as a brief agenda.**
2. All notifications of meetings and available assistance must be worded in such a way as to **encourage LMI participation.** In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

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CDBG-PF/PLNG APPLICATION ATTACHMENTS CITIZEN PARTICIPATION PLAN – PUBLIC HEARING NOTICE

- *MUST follow local CPP at time of Notice!*
- *Sample CPP: 2-Week Notice (14 full days)*
- *Minimum Class 2 Notice [ss.985.07] if local CPP allows*
- *Exclude first day of publication in computation of time; may include date of hearing (ss.985.09)*
- *Failure to give notice in accordance with CDBG and local CPP will result in Application being deemed ineligible*

| | SUN | MON | TUE | WED | THU | FRI | SAT |
|-------|--------------|--------------|---------------------------------------|-------------|-------------|--------------|--------------|
| APRIL | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | 8 | 9 | 10 Posting/ Publication Date | 11 DAY 1 | 12 DAY 2 | 13 DAY 3 | 14 DAY 4 |
| | 15 DAY 5 | 16 DAY 6 | 17 DAY 7 | 18 DAY 8 | 19 DAY 9 | 20 DAY 10 | 21 DAY 11 |
| | 22 DAY 12 | 23 DAY 13 | 24 Hold Hearing DAY 14 | 25 | 26 | 27 | 28 |
| | 29 | 30 | | 1 | 2 | 3 | 4 |
| | 5 | 6 | | 7 | 8 | 9 | 10 |
| | 11 | 12 | | 13 | 14 | 15 | 16 |
| | 17 | 18 | | 19 | 20 | 21 | 22 |
| | 23 | 24 | | 25 | 26 | 27 | 28 |
| | 29 | 30 | | 1 | 2 | 3 | 4 |
| | 5 | 6 | | 7 | 8 | 9 | 10 |
| | 11 | 12 | | 13 | 14 | 15 | 16 |
| | 17 | 18 | | 19 | 20 | 21 | 22 |
| | 23 | 24 | | 25 | 26 | 27 | 28 |

NOTES: First day of publication does **NOT** count toward 14-day notice period.

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CDBG-PF/PLNG APPLICATION ATTACHMENTS CITIZEN PARTICIPATION PLAN – PUBLIC HEARINGS

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

Page 2

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1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.

3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. The _____ (county, city, village, or town; select one) will attempt to have at least one of the public hearings in the service area (if applicable).

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CDBG-PF/PLNG APPLICATION ATTACHMENTS CITIZEN PARTICIPATION PLAN – DEHCR CONTACT

COMPLAINTS

The _____ (county, city, village, or town; select one) will handle citizen complaints about the program in a timely manner. By federal regulation the _____ (county, city, village, or town; select one) will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to the _____.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
WI Department of Administration
Division of Energy, Housing and Community Resources, 5th Floor
P.O. Box #7970
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

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PF/PLNG APPLICATION ATTACHMENTS CITIZEN PARTICIPATION – POLICY ON CIVIL RIGHTS DEMONSTRATIONS

Division of Energy, Housing and Community Resources
Community Development Block Grant – SAMPLE Resolution to Adopt Civil Rights Demonstration Policy

SAMPLE

Resolution to Adopt the Policy to
Prohibit the Use of Excessive Force and the Barring of Entrances/Exits
for Non-Violent Civil Rights Demonstrations

RESOLUTION NO. _____ [NUMBER] _____

A RESOLUTION OF THE [GOVERNING BODY] OF THE [MUNICIPALITY TYPE] OF [MUNICIPALITY];

POLICY TO PROHIBIT THE USE OF EXCESSIVE FORCE AND THE BARRING OF ENTRANCES/EXITS FOR NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS

WHEREAS Section 104 (L)(1) U.S.C. 69 §5304) prohibits the any unit of general local government from authorizing local law enforcement agencies to engage in nonviolent civil rights demonstrations; and a policy of prohibition of such demonstrations at any facility or location which is the subject of such nonviolent civil rights demonstrations;

NOW THEREFORE, BE IT RESOLVED BY THE [CHIEF ELECTED OFFICIAL TITLE] AND THE [GOVERNING BODY] OF THE [MUNICIPALITY TYPE] OF [MUNICIPALITY];

It is POLICY of the [MUNICIPALITY TYPE] to prohibit the use of excessive force by law enforcement agencies within the [MUNICIPALITY TYPE]'s jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

It is POLICY of the [MUNICIPALITY TYPE] to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the [MUNICIPALITY TYPE]'s jurisdiction.

The [MUNICIPALITY TYPE] officials and employees of the [MUNICIPALITY TYPE] shall assist in the orderly prevention of all excessive force within the [MUNICIPALITY TYPE] OF [MUNICIPALITY] by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.

The [GOVERNING BODY] directs the [LOCAL LAW ENFORCEMENT AGENCY CHIEF OFFICIAL TITLE] to implement this Resolution by amending applicable [LOCAL LAW ENFORCEMENT AGENCY] procedures.

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CDBG-PF/PLNG APPLICATION ATTACHMENTS FINANCIAL – DETAILED COST ESTIMATE

*Must provide
detailed cost
estimate of project
[PF – Part 9/
PLNG – Part 6]*

**CITY OF YOURTOWN
2019 WATER TOWER PROJECT
DETAILED ESTIMATE OF PROBABLE COSTS
(CITY OF YOURTOWN, DANE COUNTY, WISCONSIN)**

ASSUMPTIONS:

- 500 GALLON SPHEROID ELEVATED STORAGE TANK
- LOCAL
- COUNTY
- EXT
- GR
- MC
- NO

| DESCRIPTION | QTY. | UNIT | UNIT PRICE | TOTAL PRICE |
|-------------------------------|------|------|-------------|-------------|
| WATERMAIN | | | | |
| CONNECT TO EXISTING WATERMAIN | 1 | EA | \$2,500 | \$2,500 |
| WATERMAIN, 6" | 10 | LF | \$50 | \$500 |
| WATERMAIN, 12" | 100 | LF | \$80 | \$8,000 |
| GATE VALVE, 6" | 1 | EA | \$2,000 | \$2,000 |
| GATE VALVE, 12" | 4 | EA | \$3,000 | \$12,000 |
| HYDRANT | 1 | EA | \$4,000 | \$4,000 |
| FOUNDATION | 1 | LUMP | \$100,000 | \$100,000 |
| CATHODIC PROTECTION | 1 | LUMP | \$25,000 | \$25,000 |
| WATER TOWER | 1 | LUMP | \$1,650,000 | \$1,650,000 |
| LOGO PAINTING | 1 | LUMP | \$25,000 | \$25,000 |

CDBG-PF/PLNG APPLICATION ATTACHMENTS FINANCIAL – AUTHORIZING RESOLUTION TO COMMIT MATCH

*Submission
Recommended;
Not Required
[PF – Part 9 /
PLNG – Part 6]*

SAMPLE

Resolution to Commit Match Fund

RESOLUTION NO. [NUMBER]

A RESOLUTION OF THE [GOVERNING BODY] OF THE [MUNICIPALITY TYPE] OF [MUNICIPALITY], providing a Guarantee of Matching Funds for the 2018 [CDBG-PF OR CDBG PLNG] Application

Related to the [MUNICIPALITY TYPE] of [MUNICIPALITY]'s participation in the Community Development Block Grant (CDBG) Program;

WHEREAS, federal monies are available under the CDBG ["Annual Public Facilities Competition" OR "Planning Continuous Application"], administered by the State of Wisconsin Department of Administration, for the purpose of ["the provision or improvement of public facilities" OR "the provision to develop a plan that serves the community and public good"]; and

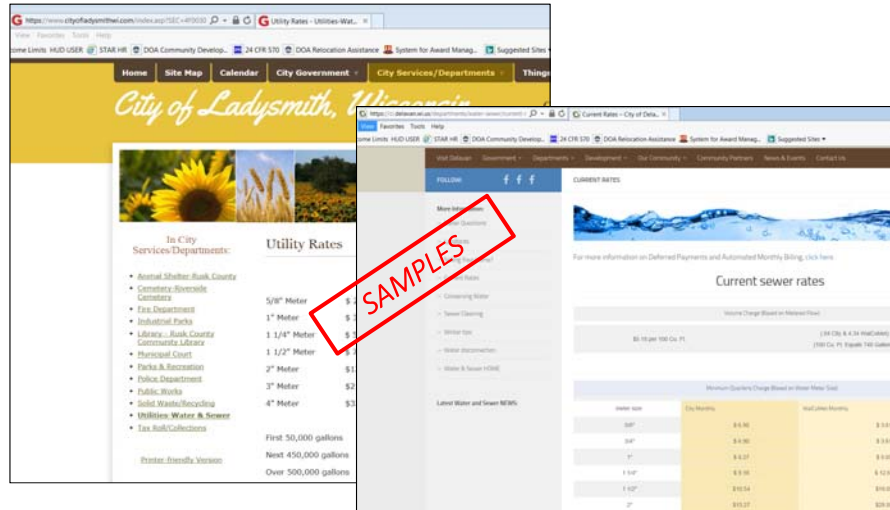
WHEREAS, the [GOVERNING BODY] of the [MUNICIPALITY TYPE] of [MUNICIPALITY] has authorized the submission of a Community Development Block Grant ["Public Facilities" OR "Planning"] Application to the State of Wisconsin for the following project: [Project Title]; and

WHEREAS, an adequate local financial match must be provided for the proposed ["Public Facilities" OR "Planning"] project by the [MUNICIPALITY TYPE] of [MUNICIPALITY].

NOW, THEREFORE, BE IT RESOLVED, that the [MUNICIPALITY TYPE] of [MUNICIPALITY] does hereby authorize the commitment of match funds to be used as outlined in the CDBG application, for a total match amount of \$[Amount], from the following secured source(s): [List Sources and Corresponding Amounts, if known]; and the following pending or potential source(s): [List Sources and Corresponding Amounts, if known].

**PF APPLICATION ATTACHMENTS
FINANCIAL – RECORD VERIFYING WATER/SEWER RATES**

Must provide printed record verifying Water/Sewer Rates (e.g., web posting, standard customer notice or billing statement, etc.) [PF – Part 7]



**PF APPLICATION ATTACHMENTS
FINANCIAL – WATER/SEWER RATES CALCULATION WORKSHEET (SAMPLE)**

Must show calculation of rates for Annual Usage of 70 Gallons [PF – Part 7]

| Residential Water Rates: | |
|--|--|
| Water Rate Table:* | \$2.50 per 1,000 gallons for First 30,000 Gallons Used per Quarter \$1.95 per 1,000 gallons for Over 30,000 per Quarter |
| Average Gallons Used (Residential) Each Quarter: | 20,000 gallons |
| Charge for 70,000 Gallons Annual Residential Water Usage: | Quarter 1 based on 20,000 gallons: $2.50 \times 20 = \$50.00$ Quarter 2 based on 20,000 gallons: $2.50 \times 20 = \$50.00$ |
| Average Residential Meter Size: | |
| Base Meter Charges for Average Residential Meter Size:* | |
| Fire Protection Residential Service Charges [may only include these charges in water rate determination if billed/collected through water utility billing] | |
| TOTAL AVERAGE RESIDENTIAL WATER RATES PER YEAR FOR 70,000 GALLONS USAGE | |

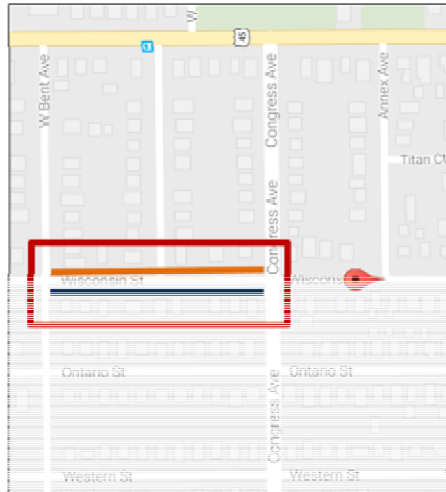
| Residential Sewer Rates: | |
|--|---|
| Sewer Rate Table:* | \$10.00 per 100 Cu. Ft. (100 Cu. Ft. Equals 748 Gallons) |
| Charge for 70,000 Gallons Annual Residential Usage | $70,000 \text{ Gallons} \div 748 \text{ Gallons [100 Cu. Ft.]} = 93.58$ $93.58 \times \$10.00 =$ \$935.80 Average Charge for 70,000 Gallons Usage |
| Average Residential Meter Size: | 1" |
| Base Meter Charges for Average Residential Meter Size:* | $\$6.00/\text{month City} + \$5.00/\text{month JayCoMet} = \$11.00/\text{month for 1" Meter Size}$ $\$11.00/\text{month} \times 12 \text{ months} =$ \$132.00/year Average Annual Meter Charge |
| TOTAL AVERAGE RESIDENTIAL SEWER RATES PER YEAR FOR 70,000 GALLONS USAGE | \$935.80 Sewer Charge for 70,000 Gallons + \$132.00 Meter Charges = \$1,067.80 Annually |

**A Copy of the Customer Rate Schedule Printed from City of Yourtown's Website is Attached as Proof of Water and Sewer Rates*

PF/PLNG APPLICATION ATTACHMENTS SERVICE AREA – PROJECT/SERVICE AREA MAP EXAMPLE #1 (VIEW 1)

Must show:

- Location of project
- Types of work proposed and where each activity will occur [PF Only]
- Location of all residences/families included in service area (i.e., the beneficiaries)

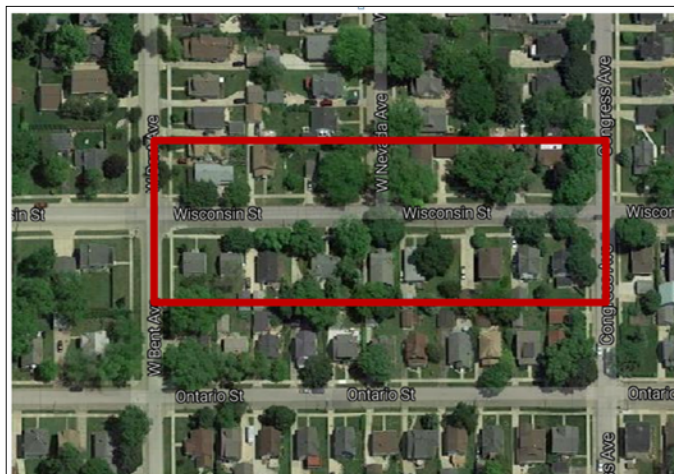


Key:
— Street Reconstruction
— Sanitary Sewer Main Replacements

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PF/PLNG APPLICATION ATTACHMENTS SERVICE AREA – PROJECT/SERVICE AREA MAP EXAMPLE #2 – SATELLITE VIEW

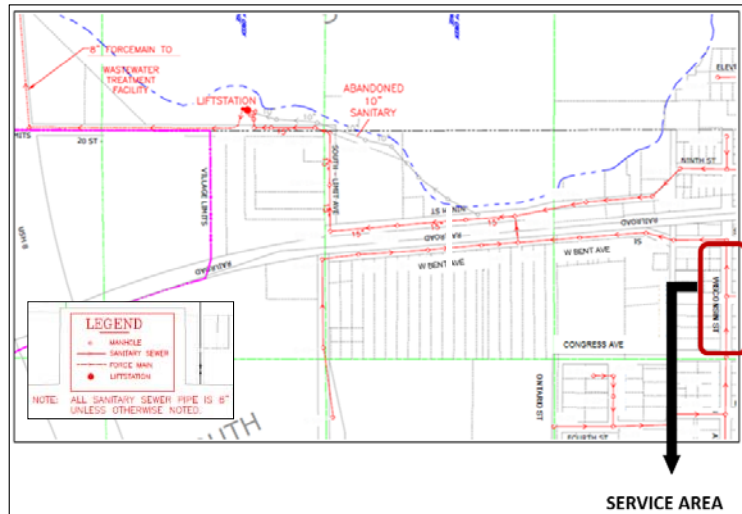
- May need to submit additional map(s) to verify the nature of the service area (e.g., residential and/or downtown business district)



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PF/PLNG APPLICATION ATTACHMENTS SERVICE AREA – PROJECT/SERVICE AREA MAP EXAMPLE #3 – UTILITY

- For water/sewer projects, must show location of project area utilities in relation to other utility mains/services – may require submitting additional map(s) [PF Only]



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CDBG-PF/PLNG APPLICATION ATTACHMENT FAIR HOUSING ORDINANCE

- Fair Housing Ordinance **must** reflect current State Statutes citation and language (ss.106.50)
- Obsolete language will not be accepted and will result in Application being deemed **ineligible**

SAMPLE Fair Housing Ordinance

(Ordinance Section/Number)

Fair and Open Housing

(Ordinance #) State Statutes Adopted

(Ordinance#) Authority and Enforcement Procedures Implemented

(Ordinance #) Complaints

(Ordinance #) STATE STATUTES ADOPTED.

The (governing body) of the (municipality) hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.

(Ordinance #) AUTHORITY AND ENFORCEMENT PROCEDURES IMPLEMENTED.

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CDBG-PF/PLNG APPLICATION ATTACHMENT FAIR HOUSING ACTIONS FORM

- Select 3 Actions (to be completed during grant period if awarded)
- May choose options provided or add "Other" to select a different Action not listed
- Date of completion: expected no later than 9/30/2020

POTENTIAL FAIR HOUSING ACTIONS

According to 24 CFR 570.487(b), the Unit of General Local Government (UGLG) must take some action to affirmatively further fair housing during the contract period if the UGLG receives a CDBG Grant. **Indicate (by checking the appropriate boxes) at least THREE (3) of the actions listed below that will be completed if the UGLG is awarded a CDBG Grant.** If your project is funded, the actions selected (below) will be included in the Grant Agreement (i.e. contract) timetable and will be required to be implemented in accordance with the timetable of the signed Grant Agreement. **Fair housing actions may include, but are not limited to the following:**

| Selection(s) | Actions |
|--------------------------|--|
| <input type="checkbox"/> | 1. Enact, strengthen, or advertise a local fair housing law. |
| <input type="checkbox"/> | 2. Make area-wide zoning revisions to facilitate the dispersal of multi-family housing outside of minority-concentrated areas. |
| <input type="checkbox"/> | 3. Initiate or fund any studies examining current housing opportunities for minority persons, handicapped persons, and families with children and have these studies form the basis of an affirmative action program providing greater housing opportunities for minorities, handicapped persons and families with children. |
| <input type="checkbox"/> | 4. Send letters from the chief elected official of the local government to those in the business of selling, renting, or financing housing, encouraging them to adhere fully to the fair housing law. |
| <input type="checkbox"/> | 5. Have the local governing body or chief elected official publicly endorse the principle of fair housing and of adherence to the fair housing law in the form of a proclamation, resolution, or similar publicized statement of importance. |
| <input type="checkbox"/> | 6. Improve community facilities and public services in racially integrated neighborhoods to help preserve their mixed character. |
| <input type="checkbox"/> | 7. Display a fair housing poster or provide fair housing information at an appropriate public place. |
| <input type="checkbox"/> | 8. Initiate a public education program on fair housing, involving, for example, representatives of fair housing groups, human relations' bodies, minority organizations, the real estate industry, and government, through the local media. This could include talks on the community's housing opportunities. |

Division of Energy, Housing and Community Resources
Community Development Block Grant - Potential Fair Housing Actions

| | |
|--------------------------|---|
| <input type="checkbox"/> | 9. Fund a fair housing organization (such as a local housing authority) to conduct studies and/or to aggressively investigate rental and/or realtor practices. |
| <input type="checkbox"/> | 10. Suggest the use of affirmative marketing and advertising practices by private developers as a condition for obtaining local licenses and permits; and |
| <input type="checkbox"/> | 11. Enlist the participation of local associations (realtors, real estate brokers, home builders, and mortgage lenders) in approved voluntary programs to promote affirmative fair housing marketing and to review mortgage credit and underwriting criteria that may have an adverse impact on minorities, women, handicapped persons, and families with children. |
| <input type="checkbox"/> | 12. OTHER <input type="checkbox"/> |
| <input type="checkbox"/> | 13. OTHER <input type="checkbox"/> |

UGLG Name: _____ Date by which the actions will be completed: _____ (date)

Office of Fair Housing and Equal Opportunity: <http://www.hud.gov/offices/fheo/>
Fair Housing ads and other materials: <http://www.fairhousingads.org/>

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CDBG-PF/PLNG APPLICATION ATTACHMENTS SLUM & BLIGHT CERTIFICATION (PAGE 1)

*Option of
Area Basis or
Spot Basis;
Must meet
requirements
as listed*

How will your proposed project qualify for the Slum & Blight National Objective?

Area Basis Spot Basis

For Area Basis projects:

1. As required by 24 CFR 570.483, has your community officially designated the area meeting the definition of a slum, blighted, or deteriorated area under state or local law? Yes No

If you answered **YES** to Question #1, you **must** attach supporting documentation of this designation with this Slum & Blight Certification form.

2. Federal regulations require that at least 25 percent of properties throughout the area experience one or more of the five conditions listed below.

Indicate which conditions are applicable to your project. You **must** attach relevant supporting documentation to this Slum & Blight Certification form to demonstrate that the area meets each of the selected conditions based on language found in 24 CFR 570.483.

- Physical deterioration of buildings or improvements
- Abandonment of properties
- Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings
- Significant declines in property values or abnormally low property values relative to other areas in the community
- Known or suspected environmental contamination

3. Use the space (provided on the next page) to describe how the activity or activities for which you are requesting assistance will address one or more of the conditions that contributed to the deterioration of the area.

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CDBG-PF/PLNG APPLICATION ATTACHMENTS

SLUM & BLIGHT CERTIFICATION (PAGE 2)

Must be signed by Chief Elected Official

For Spot Basis Projects:

1. Under CDBG regulations, only certain activities can be undertaken to prevent slum and blight on a spot basis. Indicate, using the list below, the activities for which you will use CDBG funds if your project is selected:

- 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)

2. Use the space below to describe the conditions of slum or blight at the project location and how the activity or activities for which you are requesting assistance will address the condition(s). Attach relevant supporting documentation as needed.

[Description of the conditions of slum & blight that currently exist at the project location(s) and how the proposed activity, or activities, will address the condition(s).]

| | | |
|--|---|------|
| Signature of the Chief Elected Official | Title | Date |
| Typed Name of the Chief Elected Official | Name of the Unit of General Local Government (UGLG) | |

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CDBG-PF/PLNG APPLICATION ATTACHMENTS

ACQUISITION/RELOCATION - RADRAP

- Required for ALL PF and PLNG Applicants;
- Use Sample for required language
- Steps/actions to minimize displacement should be customized for your community

Division of Energy, Housing and Community Resources
Community Development Block Grant – **SAMPLE** Anti-Displacement and Relocation Assistance Plan

SAMPLE

Residential Anti-Displacement and Relocation Assistance Plan

WISCONSIN RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR CDBG PROGRAMS

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the _____ (city/town/village/county) of _____ in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG¹ projects.

Minimize Displacement
Consistent with the goals and objectives of activities assisted under the Act, the _____ (city/town/village/county) of _____ will take the following steps to minimize the direct and indirect displacement of persons from their homes: *(The steps provided below are examples only, each jurisdiction must determine the actions it will take based on local needs and priorities. Include in this plan the actions the local jurisdiction will take.)*

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CDBG-PF/PLNG APPLICATION ATTACHMENTS ACQUISITION/RELOCATION - RADRAP

- Must have "one-to-one replacement" clause for replacing LMI housing
- Must be signed by Chief Elected Official

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the _____ (city/town/village/county) of _____ may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The [name and phone number of the office] is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The [name and phone number of the office] is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Adopted by the _____ (city/town/village/county) of _____

Board on: _____ (date adopted).

Signature of Authorized Official

Title of Authorized Official

PRINTED NAME of Authorized Official

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CDBG-PF APPLICATION ATTACHMENTS ACQUISITION/RELOCATION - QUESTIONNAIRE

Required of ALL
PF Applicants;
Fill in completely
(no blanks)

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) NAME: _____

ACQUISITION, RELOCATION, & DEMOLITION QUESTIONNAIRE for a Community Development Block Grant (CDBG)

This questionnaire will be used by the Division of Energy, Housing and Community Resources to determine if you have adequately planned and budgeted for acquisition, relocation, down payment assistance, rehabilitation, and demolition activities related to your proposed CDBG project. Requirements are referenced in the Uniform Relocation and Real Property Acquisition Policies of 1970, as amended (URA) and Section 104(d) of the Housing and Community Development Act (Barney Frank Amendment).

Answer the following Acquisition, Relocation, Demolition, and Conversion questions (Yes, No, or N/A).
The proposed CDBG project will involve the:

1. **Yes** Voluntary Acquisition of:
 - Yes** Temporary easement(s)
 - No** Permanent easement(s)
 - No** Vacant land
 - No** Land and building(s)
 - No** Will tenants be, or have they been, displaced?
2. **N/A** Involuntary Acquisition of:
 - N/A** Temporary easement(s)
 - N/A** Permanent easement(s)
 - N/A** Vacant land
 - N/A** Land and building(s)
 - N/A** Are any units occupied? If yes, indicate whether:
 - N/A** Relocation assistance will be provided or has been provided
 - N/A** Residential occupant is low- and moderate-income

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CDBG-PF APPLICATION ATTACHMENTS ACQUISITION/RELOCATION - QUESTIONNAIRE

Must follow State and Federal requirements if answered "Yes" to any entries; contact DEHCR

3. Yes Donation of:
- No Temporary easement(s)
 - No Permanent easement(s)
 - No Vacant land
 - Yes Land and building(s)
 - No Tenant(s) will be displaced or have been displaced
 - No Tenant(s) is residential occupant and is low- and moderate-income
4. N/A Demolition of residential units or conversion/rehabilitation of residential unit to another use, and the:
- N/A Unit is occupiable
 - N/A Unit rents or would rent at or below the Fair Market Rent
 - N/A Unit will be replaced
- NOTE:** If "yes" to any of the three questions above, attach documentation required and listed in your Uniform Relocation Plan.
- N/A Unit is not occupiable and evidence is attached

PLEASE NOTE:
CDBG projects are subject to State and Federal acquisition/relocation/demolition requirements. If you answered "yes" to any of the questions above, please contact the Bureau of Community Development to discuss the applicability of these requirements to the proposed project.

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CDBG-PF/PLNG APPLICATION ATTACHMENT OTHER – STATEMENT OF ASSURANCES (PAGES 1-2)

- Subject to compliance with ALL 16 items
- CEO must enter initials for ALL 16 items and add signature on 2nd page

Division of Energy, Housing and Community Resources
Community Development Block Grant – Statement of Assurance

STATEMENT OF ASSURANCES

I, _____ of _____ County certify that the _____

[Initial each item.]

1. Has authorized its Chief Elected Official or Administrator to submit the application, sign contracts, and conduct other business related to the proposed activity if funded.
2. Has identified its housing and community development needs, including those of low- and moderate-income persons and the activities to be undertaken meet such needs.
3. Will conduct and administer its program in conformance with the Civil Rights Act of 1964 and the Fair Housing Act, and has adopted a local Fair Housing ordinance.
4. Will minimize displacement as a result of activities associated with CDBG funds, and will follow an adopted residential anti-displacement and relocation assistance plan.
5. Will not use special assessments or fees to recover the capital costs of CDBG funded public improvements from low- and moderate-income owner occupants.
6. Will comply with 24 CFR 570.608 regarding notification, inspection, testing, and abatement procedures concerning lead-based paint.
7. Has adopted and will enforce a policy prohibiting use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations in accordance with Section 519 of Public Law 101144.
8. Has a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of non-violent and civil rights demonstrations.
9. Will not enter into a contract with any entity that is debarred.

v2017.02.24 (continued on the next page)

Division of Energy, Housing and Community Resources
Community Development Block Grant – Statement of Assurance

suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation.

10. Understands that the contract for professional services is between the Applicant and the Grant Administrator; the State is not responsible or a part of that relationship.
11. Acknowledges responsibility for ensuring that CDBG contract requirements are met. The fees paid for grant application and grant administration may be published on DEHCR's web page.
12. Is currently in compliance with terms and conditions of all past and/or active CDBG awards and/or contracts.
13. Will not use CDBG funds to directly assist a business, including a business expansion, in the relocation of a plant, facility, or operation from one labor market area (LMA) to another LMA, if the relocation is likely to result in a significant loss of jobs in the LMA from which the relocation occurs, in accordance with 24 CFR 570.210.
14. Acknowledges that the project cannot commence prior to the grant award and certain procedures must first be taken, including but not limited to:
 - Completing the environmental review process;
 - Requesting federal wage rates if applicable;
 - Establishing base employment levels for job-related projects;
 - Entering into a development agreement with the participating business if applicable; and
 - Developing a system for tracking job retention and/or LMI benefits.
15. Understands that incomplete applications may be denied before review and denial of incomplete applications CANNOT be appealed.
16. Will comply with all the provisions of the Community Development Block Grant (CDBG) Program and will maintain documentation of compliance with the above certifications.

I certify that, to the best of my knowledge and belief, the information being submitted to the Wisconsin Department of Administration (DOA) is true and correct.

Signature of the Chief Elected Official (CEO): _____ Date: _____

Signature of the user: _____ Date: _____

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WEB RESOURCES

- State of Wisconsin Department of Administration - Division of Energy, Housing and Community Resources Bureau of Community Development:
<https://doa.wi.gov/Pages/LocalGovtsGrants/CommunityDevelopmentPrograms.aspx>
- State of Wisconsin Department of Revenue Town, Village and City Taxes Bulletin
<https://www.revenue.wi.gov/Pages/Report/t.aspx#tvc>
- State of Wisconsin VendorNet/Procurement Guidance:
<https://vendornet.wi.gov/>
- Code of Federal Regulations 24 CFR 570
<https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=54c36810c6688b0e29b05089163bd2f8&rgn=div5&view=text&node=24:3.1.1.3.4&idno=24>
- HUD CDBG National Objectives and Eligible Activities Guidance:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/library/statguide

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WEB RESOURCES (CONTINUED)

- HUD Income Limits:
<https://www.huduser.gov/portal/datasets/il.html>
- HUD Census Block Group LMI Summary Data:
<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/>
- HUD Local Government LMI Summary Data:
<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/>
- HUD Procurement Guidance - Cost/Price Analysis:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantees/cstprice#who
- U.S. Census Bureau Data:
<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>
- U.S. Census Bureau Geo Maps - Census Block Maps:
<https://www.census.gov/geo/maps-data/maps/block/2010/>

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CDBG-PLNG & CDBG-PF APPLICATION ATTACHMENTS

Questions?



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Thank you for your time and participation.

Please direct any questions you may have concerning the application process to the following email address:

DOACDBG@Wisconsin.gov



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