

**STATE OF WISCONSIN**  
Department of Administration



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

**2019 ANNUAL GRANT  
APPLICATION INSTRUCTIONS**



## **CDBG-PF PROGRAM CONTACT INFORMATION**

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

Telephone: David Pawlisch, Director,  
Bureau of Community Development  
(608) 261-7538

Email: [DOACDBG@wisconsin.gov](mailto:DOACDBG@wisconsin.gov)

### **PLEASE NOTE:**

2019 CDBG-Public Facilities Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Energy, Housing and Community Resources website at:

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

Please **download the electronic document(s) prior to application submission** to ensure that you are referencing the most up-to-date version of the application as periodic revisions may have been made since this copy was printed.

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## CDBG – Public Facilities (PF) Grant Program Overview

### **Background:**

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

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

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

### **Funding:**

The 2019 CDBG-PF annual competitive grant will make up to approximately \$10 million<sup>1</sup> available to assist UGLGs to expand and improve public infrastructure and facility projects critical to community vitality and sustainability. Typically, these projects will involve streets, sidewalks, water and sewer systems, storm water drainage and retention, senior and community centers, fire stations, libraries, blight elimination, accessibility modifications, and other similar types of activities.

Under the State's CDBG–PF Program, the Department of Administration's Division of Energy, Housing and Community Resources will award grants up to a 2:1 ratio (i.e. maximum \$2 CDBG for every \$1 Grantee Match) toward the total project cost, up to a maximum \$1,000,000 award. [\$6,000 or up to 1.5% (a maximum of \$15,000), whichever is greater, of the awarded CDBG-PF grant funds may be used for administration purposes.]

***The Division submitted Substantial Amendment #4 to the 2015-2019 Consolidated Plan to HUD for approval. SA#4 increased the maximum award size to \$1,000,000 and modified the match ratio. In the event that SA#4 is not approved by HUD, the Division will revert back to the previous funding maximum and match requirements. The Division will notify applicants in the event this occurs.***

*UGLGs that have received a CDBG-PF award in the previous calendar year are not eligible for consideration in the 2019 CDBG-PF annual competition except in cases where the award is provided to meet an "Urgent Local Need" National Objective. In addition, CDBG-PF applications may not be considered if there are outstanding or unresolved instances of non-compliance associated with prior CBDG awards not limited to PF grants, including non-compliance related to administrative, financial management, underwriting, recordkeeping, reporting, auditing, completion, payment, reimbursement or other requirements except in cases where the award is provided to meet an "Urgent Local Need" National Objective.*

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

## *CDBG-PF 2019 Annual Grant Application Instructions*

### **Application Submission:**

To be considered for 2019 CDBG-PF Annual Competitive Grant funding, the completed and signed original application (including all required application attachments) must be received **prior to 4 PM on Friday, May 17, 2019** at:

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

### PLEASE NOTE:

- Applications submitted by fax and email will **not** be accepted.
- One (1) paper copy of the complete CDBG application must be submitted. *Part 2 Applicant Information* of the application must have the Chief Elected Official's (CEO's) ***original*** signature and *Part 3 Initial Eligibility* of the application must have the CEO's ***original*** written initials.
- All application materials and attachments (including maps) must be printed on standard 8.5" x 11" paper.
- Applications must be unbound. No staples, paperclips or spiral binding. Use a rubber band or binder clip to hold the application and its attachments together.
- Include the index for all attachments in the order specified in the application so that a reviewer can easily reference the relevant documents (refer to pages 13-21 of the CDBG application).
- It is the responsibility of the applicant to ensure that the CDBG application packet is complete for submission. Applications that are incomplete, missing the required attachments, or missing the original CEO signature in *Part 2* and original CEO written initials in *Part 3* of the application will **not** be reviewed.

### **Application Training:**

Both community representatives and consultants are **strongly** encouraged to participate in one of the application training sessions presented by DEHCR staff. Training dates and information are posted on the Bureau of Community Development website.

### **Application Scoring and Selection:**

The application review process is designed to ensure that CDBG funds are awarded to UGLGs for projects that:

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

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

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

| Scoring Categories | Possible Points | Point Criteria Basis  |
|--------------------|-----------------|---|
| Project Need       | 100             | <p>Severe Need = 61 to 100 points will be awarded to projects needed to alleviate a significant existing problem. A significant existing problem may include vital health and safety problems or other issues that are essential to the community's residents, businesses, or local government.</p> <p>Moderate Need = 31 to 60 points will be awarded to projects needed to alleviate a moderately serious problem.</p> <p>Slight Need = 0 to 30 points will be awarded to projects needed to address a less serious problem.</p>  |
| Community Distress | 70              | <p>Median Household Income (MHI) - UGLGs will be awarded up to 40 points based on their community's MHI in comparison to the statewide median.</p> <p>Per Capita Property Value - UGLGs will be awarded up to 15 points based on their community's per capita property value in comparison to the statewide median.</p> <p>Property Tax Rate - UGLGs will be awarded up to 15 points based on their community's property tax rate in comparison to the statewide average.</p>   |
| Financial Need     | 30              | <p>If the proposed project <b>is not water and/or sewer related</b>:</p> <ul style="list-style-type: none"> <li>• UGLGs will be awarded up to 30 points based on the percentage of current used General Obligation (G.O.) debt (excluding any G.O. debt used to secure financing for the proposed CDBG project) in relation to the UGLG's current G.O. Debt capacity;</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>If the proposed project <b>is a water and/or sanitary sewer project</b>:</p> <ul style="list-style-type: none"> <li>• UGLGs will be awarded up to 30 points based on the community's water and/or sewer rates in relation to the statewide average.</li> </ul>   |
| Planning           | 10              | <p>Planning – UGLGs will be awarded up to 10 points if they can demonstrate the proposed project is consistent with the goals and objectives included in the community's comprehensive plan, redevelopment plan, Capital Improvements Plan, and/or other long-range plan(s). Factors for scoring include:</p> <ul style="list-style-type: none"> <li>• the level of consistency between the proposed CDBG project's scope and the goals and objectives within the UGLG's plan(s);</li> <li>• the level of specificity of the goals and objectives in the UGLG's plan(s) in relation to the scope of the proposed CDBG project;</li> <li>• whether the UGLG's plan(s) has/have been adopted by the local governing body;</li> <li>• whether the UGLG's plan(s) is/are current; and</li> </ul> <p>the extent to which supporting documentation is provided to verify the information presented in this section.</p> |

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| Scoring Categories | Possible Points | Point Criteria Basis   |
|--------------------|-----------------|--|
| Matching Funds     | 40              | Matching Funds – UGLGs will be awarded up to 40 points for demonstrating that the matching funds for the proposed CDBG project have been fully secured, committed and are ready to be used (i.e. the project is considered “shovel-ready”). <ul style="list-style-type: none"> <li>• Points will be awarded with consideration for the extent to which matching funds are verified (with supporting documentation submitted with the CDBG application) as secured, committed and available for use.</li> <li>• Documentation regarding the status of the UGLG’s pursuit of pending and other potential matching funds may be provided for consideration.</li> <li>• 0 points will be awarded if the UGLG does not provide any proof of commitment for matching funds.</li> </ul> |

**Award Notification:**

DEHCR anticipates that award announcements will be made **no later than July 19, 2019**. Once final funding decisions have been made, award letters will be sent to UGLGs. Unsuccessful UGLGs will be contacted and notified with a written decision.

**Appeals Process for CDBG Grant Applicants Not Funded:**

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

**The Appeals Process:**

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

**Implementation Training:**

The State of Wisconsin is responsible for ensuring that the CDBG-PF program is implemented in compliance with State and Federal regulations and in accordance with program guidelines. UGLGs awarded CDBG funds will be required to participate in CDBG grantee implementation training. Training dates and information will be posted on the Bureau of Community Development website.



**Federal Grant Requirements:**

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

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

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

Other federal reporting and compliance requirements may apply to the project, including Procurement, Acquisition, Anti-Displacement and Relocation Assistance provisions, Environmental and Equal Opportunity regulations. ***Important Note: Acquisition pertains to all real property. This includes temporary and permanent easements required to complete the project.*** Non-compliance with the applicable regulations and standards may result in the project being deemed ineligible for CDBG funding. Consulting with DEHCR during the application process prior to application submittal is strongly recommended.

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

**Additional Information:**

Check the DEHCR website for additional information on the CDBG requirements, grant timelines, training sessions, and other updates:

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

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

### PART 1: GRANT REQUEST

#### **Grant Request (CDBG Funds), Applicant Match and Total Project Cost:**

Under the CDBG-PF program, UGLGs may request CDBG funds at a 2:1 ratio (i.e., maximum \$2 CDBG for every \$1 Grantee Match) toward the total project cost, up to \$1,000,000. For example, the Village of Yourville is applying for a grant to pay for part of the cost of replacing sanitary sewer and water system on Main Street (STH 36) from Wisconsin Street to Madison Street. The total project cost is \$1,500,000. The Village is requesting \$1,000,000 in CDBG funds. The remaining \$500,000 will come from a \$200,000 loan to the Village through the Yourville Bank and Trust and a \$300,000 grant to the Village from the Wisconsin Department of Natural Resources.

The dollar amounts provided must be consistent with the financial data provided in *Part 7 Financial Need* and *Part 9 Budget and Matching Funds* of the CDBG application.

CDBG-PF UGLGs must demonstrate a match investment that is within the 2:1 ratio allowed (i.e., maximum \$2 CDBG for every \$1 Grantee Match) toward the total project cost. Eligible match investments for CDBG-PF projects may include grants and/or loans provided by private, local, or state partners. DEHCR may allow in-kind match such as the use of donated materials, property, labor and services as contributions to meet match requirements, contingent upon verification of compliance with applicable environmental, acquisition, relocation, labor standards, procurement and financial management regulations. Contact DEHCR for guidance on the valuation of donated materials, labor, property and services and compliance with applicable regulations. Consultation with DEHCR prior to application is strongly recommended.

The minimum match requirement may be waived when specific events have occurred that drastically impact the economic distress of a community (e.g. natural disasters) or the project will have a drastic positive effect on the economic well-being of the community. For consideration, the UGLG must indicate a waiver is being requested in *Part 7 Financial Need* of the CDBG application and submit a formal letter of request for a waiver of match funds with the application.

To be eligible for funding through the CDBG – PF program:

- A. The proposed project must be consistent with the State's current CDBG program goals, included in the Annual Action Plan:
  - Ensuring the affordability of basic services that enhance community vitality;
  - Promoting improved housing and economic opportunities for low- and moderate-income (LMI) households;
  - Supporting revitalization of established neighborhoods, downtown business districts and blighted sites;
  - Assisting with capital improvement projects that support previous planning efforts and are part of broader community development strategies;
  - Improving accessibility to public facilities;
  - Encouraging the use of energy efficient design, retrofitting, and equipment, as well as projects that benefit bicyclists and pedestrians; and

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- Responding to natural and man-made disasters or catastrophic events.

Wisconsin’s current Annual Action Plan is available at:

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

- B. CDBG funds must be used for one or more Public Facility “eligible activities” enumerated in section 105(a) of Title 1 of the Housing and Community Development Act of 1974 and are not otherwise excluded as activities allowed for CDBG funding by the Wisconsin CDBG program. Additional details regarding activities eligible for CDBG funding can be found at: [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_16364.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_16364.pdf).

| <b>Examples of CDBG Eligible Activities That May Be Funded:</b>  | <b>Examples of Activities That Will <u>Not</u> Be Funded with Wisconsin CDBG Funds:</b>   |
|--|---|
| Acquisition of deteriorated/blighted building(s) or environmentally contaminated property(ies) for site improvements | Construction or renovation of a building used for general local government business (other than Architectural Barrier Removal projects) |
| Demolition and clearance of deteriorated/blighted building(s) for site improvements                                  | General government expenses   |
| Street construction and expansion  | Furnishings**   |
| Rehabilitation of a deteriorated/blighted building(s)  | Operating and maintenance expenses  |
| Community Facilities (e.g., Community Centers, Libraries, Senior Centers, fire stations)                             | Engineering costs**   |
| Architectural barrier removal to ensure accessibility in a public building   |   |
| Storm sewer installation or improvements   |   |
| Water main installation or improvements  |   |
| Sanitary sewer installation or improvements including lift stations  |   |
| Wastewater treatment facility  |   |

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

**Project Title:**

This is a brief statement to provide the nature of the project.

- Example 1: Main Street Sewer, Water and Street Improvements
- Example 2: Senior Center Project

**Brief Project Description:**

This description should identify the eligible activity(ies) and project location(s).

- Example 1: Sanitary sewer and water main replacements and street reconstruction on Main Street from Wisconsin Street to Madison Street.
- Example 2: Construction of new senior center at 123 Main Street.

**Project Begin and Completion Dates:**

To ensure CDBG program goals and objectives are met, projects awarded funding under the CDBG-PF program must be feasible. To be considered feasible, proposed projects’ pre-

construction activities should be completed within eight (8) months of the award date; construction completed by October 31, 2021; and the project completion report and final CDBG request for payment submitted by December 31, 2021.

## PART 2: APPLICANT INFORMATION

### **Applicant:**

Enter the UGLG's full name (e.g., Village of Yourville), check the appropriate box for government type, and enter the Senate and Assembly district numbers. Provide the joint applicant information, if applicable.

For the population, enter the number of residents according to the 2013-2017 U.S. Census American Community Survey (ACS) 5-Year Estimates data for the municipality, unless the proposed project is qualifying based on a community-wide income survey of **all** residents living within the boundaries of the municipality or the HUD LMI Summary Data for the UGLG. If the project is qualifying based on a community-wide income survey of **all** residents, then enter the total population for the municipality as recorded on the *Income Survey Results Income Tabulation* form. If the project is qualifying based on HUD LMI Summary Data for the UGLG, then enter the total population for the municipality as recorded on the HUD LMI Summary Data record.

Enter the full names and titles of the Chief Elected Official (CEO) and municipal staff, contact information, Dun & Bradstreet Data Universal Numbering System (DUNS) number and federal employer identification number (FEIN) for the UGLG.

Provide the contract/invoice amount for CDBG application preparation services, if applicable, or enter "N/A" if the UGLG did not contract with any entity to assist with preparing the application.

The CEO must sign and date the application. The CEO's signature must be an **original** signature in *Part 2 Applicant Information* of the CDBG application.

### **Application Contact:**

Enter the full name, title and contact information for the person designated by the UGLG to serve as the contact if DEHCR has any questions regarding the UGLG's application. This may be the person from a contracted third party preparing the application on behalf of the UGLG or another designated individual.

### **Current CDBG Assistance:**

Enter the information requested for all current/open CDBG awards from all CDBG programs. The Award Date is the date of the initial award letter and the Performance Period End Date is the date recorded as the end of the grant period (e.g., completion report/closeout report submission due date) in the CDBG grant agreement. Contact DEHCR for guidance as needed.

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

In addition, CDBG-PF applications may not be considered if there are outstanding or unresolved non-compliance issues with prior CDBG awards not limited to PF grants, including non-compliance related to administrative, financial management, underwriting, recordkeeping, reporting, auditing, completion, payment, reimbursement or other requirements except in cases where the award was provided to meet the "Urgent Local Need" National Objective.

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

### PART 3: INITIAL ELIGIBILITY

Items #1-15 in *Part 3 Initial Eligibility* of the CDBG application must be acknowledged as "Yes" for the application to be eligible for a CDBG award. The CEO's initials must be **original** written initials in *Part 3* on the CDBG application.

#### **Citizen Participation:**

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

**SPECIAL NOTE:** The CPP must reflect current information and the minimum required components shown in the *Sample Citizen Participation Plan* template found in the provided attachments to the CDBG application.

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

- A. Provision for and encouragement of citizen participation, with particular emphasis on participation by persons of low- and moderate-income (LMI) who are residents of target area neighborhoods in which the CDBG funds are proposed to be used. The UGLG must meet this requirement by performing **at least one** of the following:
  1. Establish a committee composed of persons representative of the community's demographics. This committee shall include at least one LMI person and one resident of the designated target area. This committee will assume the responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the community.
  2. Distribute timely notification of all required meetings to 100 percent of the designated target area or neighborhood. UGLGs not having a target area must design a notification system which will reach a majority of the community's LMI population. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation.
- B. Provision to citizens of reasonable and timely access to local meetings, information, and records relating to the UGLG's proposed and actual use of funds. To meet this requirement, the UGLG must:
  1. Attempt to have at least one of the public hearings in the target area; **and**
  2. Give adequate advance notice to the community of upcoming meetings in accordance with the advance notice specifications in the UGLG's Citizen

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Participation Plan (in effect on the date of the first notice) **and no less than the equivalent of a Class 2 Notice** prior to the meeting; **and**

3. Specify in the CPP and execute the method(s) by which notices of public hearings must be given (all Citizen Participation public hearing notices for the CDBG program must be published in the local newspaper *unless* the UGLG does not have a local designated newspaper for posting public hearing and meeting notices, posting in lieu of publishing notices for public hearings and meetings is standard practice for the UGLG **and** the notice is posted in at least three locations within the community); **and**
  4. In all meeting announcements, include where, and during what hours, information and records relating to the proposed and actual use of funds may be found.
- C. Provision for technical assistance to groups representative of LMI households that request such assistance in developing proposals with the level and type of assistance to be determined by the UGLG. To meet this requirement, the UGLG must include in the adopted Citizen Participation Plan:
1. The type of assistance generally available; and
  2. The procedure used to request the assistance.
- D. Provision for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least:
1. The identification and development of housing, public facility and economic development needs;
  2. The review of proposed activities; and
  3. The review of program performance (hearings shall be held after adequate public notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for individuals with disabilities).
- E. Provision of timely written answers to written complaints and grievances within 15 working days. To meet this requirement, the UGLG must:
1. Include complaint/grievance procedure steps in Citizen Participation Plan; and
  2. Develop a procedure to ensure compliance with the 15 working day response time.
- F. Identify how the needs of non-English speaking (including the hearing impaired) will be met in the case of public hearings where a significant number of non-English speaking residents reasonably can be expected to participate. To meet this requirement, the UGLG must:
1. Identify all non-English speaking populations in the community (regardless of American or Wisconsin citizenship) and make a determination of their special needs.
  2. Include evidence in the CPP that the community has conducted a review of this matter consistent with the Housing and Community Development Act of 1974 as amended

***Important Note: Failure to submit a current adopted Citizen Participation Plan that includes the minimum required components listed in Part 3 of the Application Instructions will disqualify the UGLG's CDBG application.***

**24 CFR 570.486 (5)**

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

**NOTE REGARDING NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS:** An additional citizen participation related requirement regarding non-violent civil rights demonstrations applies to CDBG projects. To be eligible for CDBG funding, an UGLG must have a policy in place that prohibits the use of excessive force and enforces state and local laws prohibiting the barring of entrances and exits for non-violent civil rights demonstrations. UGLGs must submit a policy that complies with this requirement. The required language is shown in the *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* found in the provided attachments to the CDBG application.

Citizen Participation documents to be submitted by applicants include:

1. UGLG's *Citizen Participation Plan*, which is current and has been adopted by the UGLG's governing body, with the adoption date shown on the Plan;
2. Public Hearing Notice(s) as published in the local newspaper with proof of publication in accordance with the specifications set forth in the UGLG's CPP in effect on the date of the first notice (a *Sample Public Hearing Notice* can be found in the provided attachments to the CDBG application);
3. A completed *Citizen Participation Certification* (a *Citizen Participation Certification* form can be found in the provided attachments to the CDBG application);
4. Meeting minutes from the Public Hearing as a record of actions taken;
5. The sign-in sheet(s) from the Public Hearing(s) (*only required if the meeting minutes do not include a list of attendees*); and
6. UGLG's policy for prohibiting the use of excessive force and the barring of entrances and exits for non-violent civil rights demonstrations.

**Authorization to Submit CDBG Application:**

The applicant must submit a resolution signed by the CEO of the UGLG requesting the funds authorizing the submission of the 2019 CDBG-PF Application. A *Sample Authorizing Resolution to Submit CDBG Application* form can be found in the provided attachments to the CDBG application.

**Statement of Assurances and Lobbying Certification:**

The applicant must submit the *Statement of Assurances* and *Lobbying Certification* forms, signed by the CEO of the UGLG applying for CDBG funds, as verification that the UGLG will comply with the grant requirements as specified in these documents. The *Statement of Assurances* and *Lobbying Certification* forms are found in the provided attachments to the CDBG application.

**Fair Housing:**

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

The applicant must complete this form by selecting three (3) actions that will be taken to affirmatively further fair housing and submit it with the application materials. If the project is funded, the selected actions will be included in the Grant Agreement timetable and the UGLG will be required to implement them by the specified due date.\*

*\*If the UGLG adopts a new/updated Fair Housing Ordinance during the process of preparing the CDBG application, this activity may be considered an act of strengthening the local fair housing law and included as one of the three (3) required actions.*

Other fair housing related requirements also apply, as summarized below.

All applicants must submit with the CDBG application a current Fair Housing Ordinance, which has been adopted by the UGLG's governing body, with the adoption date shown on the Ordinance, and referencing the most current Fair Housing state statute [[ss. 106.50 Wis.](#)]. For more information visit: <http://docs.legis.wisconsin.gov/statutes/statutes/106/III/50>.

If the protected classes for equal opportunities in housing are included in the UGLG's Fair Housing Ordinance, the protected classes list **must** be up-to-date, reflecting the current state statutory language. The current protected classes list for fair housing is also available on the State of Wisconsin Department of Workforce Development Equal Rights Division website: [https://dwd.wisconsin.gov/er/civil\\_rights/housing/housing.htm](https://dwd.wisconsin.gov/er/civil_rights/housing/housing.htm)

A *Sample Resolution to Adopt a Fair Housing Ordinance* template and a *Sample Fair Housing Ordinance* template, which include citations of the current fair housing state statute, may be found in the provided attachments to the CDBG application.

**Important Note: Failure to submit a current adopted Fair Housing Ordinance that reflects language from the current Fair Housing state statutes will disqualify the UGLG's CDBG application.**

All applicants must have a current adopted *Residential Anti-Displacement and Relocation Assistance Plan* (RADRAP) in place prior to being awarded CDBG funds. A *Residential Anti-Displacement and Relocation Assistance Plan* template with the required language for a RADRAP may be found in the provided attachments to the CDBG application. An adopted RADRAP, with the adoption date shown on the Plan, must be submitted with the completed application.

**Important Note: Failure to submit a current adopted RADRAP that includes the required components will disqualify the UGLG's CDBG application.**



All applicants must submit a completed *Acquisition/Relocation/Demolition Questionnaire* with the completed application. The questionnaire form may be found in the provided attachments to the CDBG application.

**Environmental Review:**

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

State and local regulations and requirements also apply to all CDBG projects. In some cases, state and/or local regulations may be more restrictive than federal regulations.

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

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

At the completion of the environmental review process, DEHCR will issue a *Letter of Environmental Certification*. In addition, please note that:

- A grantee may not commit any HUD assistance funds or non-HUD matching funds until an award has been made and the environmental review has been completed. Exceptions may be granted for pre-award costs if approved by DEHCR in advance; and
- DEHCR cannot disburse funds until the environmental review process is complete and an award and executed grant agreement are in place.

**Procurement and Professional Services:**

An UGLG may procure a consultant to serve as the administrator of a CDBG-PF grant; however, all consulting services for which CDBG funds will be used must follow established Federal, State and Local procurement policies. Information on procurement requirements may be found in the *Bureau of Community Development CDBG Implementation Handbook, Chapter 3: Procurement and Contracting*, linked at:

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

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

***Exception for Wisconsin Regional Planning Commissions (RPCs):*** Wisconsin RPCs are public entities that provide intergovernmental planning and coordination efforts for a region. Federal provisions include an exception regarding competitive procurement requirements when an UGLG contracts with these types of organizations for professional services. Competitive procurement processes specified within the Federal regulations that are otherwise applicable to professional services funded with CDBG dollars are not required/applicable for RPC contracts.

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The State is not responsible for or part of any contracts between the UGLG and any professional services provider (for application preparation, grant administration, etc.); the UGLG is responsible for ensuring CDBG contract requirements are met; and fees paid for grant application and grant administration may be published on DEHCR's web page.

### **Debarment:**

To be eligible for CDBG funding, the UGLG cannot be debarred from receiving federal grant funds. DEHCR will verify this certification on the federal System for Award Management (SAM) at <https://SAM.gov/SAM/> during the application review process.

### **Incomplete Applications:**

An incomplete application may be denied before review and denial of incomplete applications cannot be appealed.

## PART 4: CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

### 1. Beneficiaries

Check the appropriate box (for Yes or No) to report whether the project will have community-wide benefit.

When entering the number of individuals who will benefit from the project and the number who meet the qualification of LMI, enter the numbers from the source used to determine the population and number of LMI persons in the service area (i.e., primary beneficiary area) for the proposed project. Examples:

- Blight-elimination project that has community-wide benefit: Enter the population data from the U.S. Census 2013-2017 American Community Survey (ACS) 5-Year Estimates data, and enter "N/A" for the LMI qualification question.
- Water and sanitary sewer improvements project that has community-wide benefit or has primary benefit to only residents in 1 or more census blocks, with at least 51.0% of the residents living in the community or benefitting census block(s) being LMI according to the HUD LMI Summary Data (LMISD) – the service area must be coterminous with the community or census block(s) boundaries to use HUD LMISD to qualify the project: Enter the numbers for population and LMI persons according to the HUD LMISD for the local government or census block(s).
- Street improvements project that has neighborhood benefit and the neighborhood qualifies due to at least 51.0% of the beneficiaries being LMI according to an income survey: Enter the numbers for the population and LMI persons according to the income survey data, as calculated on the *Income Survey Results Income Tabulation* form.
- Senior Center project: Enter the number of persons age 62 and older in the community, according to the U.S. Census 2013-2017 ACS 5-Year Estimates data.
- Accessibility upgrades to Village Hall: Enter the number of persons with disabilities in the community, according to the U.S. Census 2013-2017 ACS 5-

Year Estimates data, or enter the number from an alternative data source and provide justification for how the source is more valid/reliable than the ACS data.

## 2. National Objective

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

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

Under the CDBG Public Facilities program, a project can meet the low- and moderate-income (LMI) national objective by serving an area in which at least 51.0% of the residents are LMI persons (area basis) or by providing services to a group of persons principally made up of LMI individuals (i.e. low- and moderate-income clientele classified as limited clientele (LMC)).

#### A. Area Benefit

An activity may qualify as benefitting LMI persons on an area basis if at least 51.0 % of the persons residing in the area served by the activity (i.e., the service area) are of low-to moderate-income. Determining whether an activity qualifies as benefitting LMI individuals on an area basis requires the UGLG to determine both the area served by the activity and the percentage of LMI persons residing in the service area (i.e., location in which the primary beneficiaries of the project live.) Service areas may or may not be coterminous with municipal boundaries, census blocks or other officially designated boundaries.

When a service area is coterminous with municipal boundaries (i.e., the project will have community-wide benefit), census blocks/tracts or other officially designated boundaries, HUD LMI Summary Data (LMISD) should be used to the greatest extent feasible to determine the percentage of LMI residents within the area.

Using **HUD Local Government LMISD** for determining Area Benefit is only allowed for projects having community-wide benefit (i.e., all residents in the community are primary beneficiaries of the project) *or* projects having primary benefit to multiple entire municipalities.

- Data on LMI residents in Wisconsin municipalities (i.e., the overall LMI percentage for each municipality) is available at:  
<https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-local-government/> (select "Wisconsin" link).
- A project area map showing the area in which the project/construction activities are occurring must be provided in the attachments and the nature of the work described in *Part 5 Project Need* in the CDBG application must reflect that the project has primary benefit to *only and all* residents in the entire community *or* to *only and all* residents in *all* of the municipalities involved if combining LMISD of multiple municipalities to calculate the total population and LMI percentage.
- If the project involves water/sewer main, well, and/or street improvements, the locations of the mains, wells, and/or streets that will be improved must be shown on the project area map.
- If the project will have community-wide benefit to two or more entire communities and the HUD LMISD are used to determine Area Benefit, an LMI calculation worksheet that shows the calculations used to determine the LMI percentage for the total service area must also be submitted as an attachment with the

completed CDBG application. Contact DEHCR for guidance on calculating the LMI percentage using the HUD LMISD of multiple local governments.

Using **HUD Census Block LMISD** for determining Area Benefit is only allowed when the service area is coterminous with one or more census blocks/tracts (i.e., all residents in the census block(s)/tract(s) are primary beneficiaries of the project).

- Data on LMI residents in Wisconsin census blocks and tracts is available at: <https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places> (select “Wisconsin” link).
- A project area map showing the area in which the project is occurring in relation to the boundaries of the selected census block(s)/tract(s) must be provided in the attachments, and the work described in *Part 5 Project Need* in the CDBG application must reflect that the project has primary benefit to *only and all* residents in the selected census block(s)/tract(s).
- If the project involves water/sewer main, well, and/or street improvements, the locations of the mains, wells, and/or streets that will be improved must be shown on the project area/census block/tract map.
- If all residents in multiple census blocks/tracts are primary beneficiaries and the HUD LMISD for multiple census blocks/tracts were used to determine Area Benefit, an LMI calculation worksheet that shows the calculations used to determine the LMI percentage for the total service area must also be submitted as an attachment with the completed CDBG application. Contact DEHCR for guidance on calculating the LMI percentage using the HUD LMISD of multiple census blocks/tracts.

B. Income Survey

If an activity’s service area is not coterminous with community or census block/tract boundaries or there is reason to believe that the HUD LMISD do not accurately reflect income levels in the area, an UGLG may elect to conduct a survey to determine the percentage of LMI residents in the service area. If a survey is used to determine Area Benefit, an applicant must demonstrate that the survey is methodologically sound and submit documentation of the survey instrument, responses, and results in the attachments to the CDBG application. The attachments must include the following:

1. Map of Project Area (with project location, type of work being completed on each street (if applicable), and Service Area/beneficiary area boundaries marked);
2. 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);
  - For income surveys with small populations (generally under 50 residences), residences that were surveyed must be marked on the income survey map when feasible, with responding, non-responding, and vacant residences labeled. For income surveys with larger populations (generally 50 or more residences), the income survey map must include a marked boundary around the residential area/homes where the survey was conducted, with the residences included in the survey that sit on the borders of the boundary clearly marked. The list of responding, non-responding and vacant

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residences may be provided on a separate sheet rather than being marked on the income survey map.

- When marking responding, non-responding and vacant residences on the income survey map or providing the list of addresses on a separate sheet, **do not include the responses regarding the family size, income levels and race/ethnicity with the residential address or contact information.** The specific responses for each residence should be recorded on a separate sheet with the assigned survey number as the identifier, rather than the address/contact information identifiers, for greater confidentiality.
3. *Income Survey Results Income Tabulation* (form provided in the *Income Survey Guide*);
  4. *Income Survey Results Race/Ethnicity Tabulation* (form provided in the *Income Survey Guide*);
  5. Income Survey Form used to conduct the Income Survey (sample template provided in the *Income Survey Guide*);
  6. List of addresses in the service area/survey area, including the street address where the residence is located *and* mailing address if used to distribute the survey and it is different than the actual residential street address;
  7. List of other contact information associated with the addresses of residents surveyed, if methods other than mailing and door-to-door/in-person methods were used to distribute/conduct the survey (e.g., telephone, email, etc.);
  8. List(s) of survey numbers for surveys distributed/conducted with the response data tracking for each, including the date(s) the survey was distributed/conducted or attempts were made to distribute/conduct the survey for the address, date surveyed (i.e., date survey was returned or date survey interview was conducted), family size information, income level information, and race/ethnicity information; and
  9. Income Survey Letter and/or other related correspondence sent to residents (if applicable) regarding the survey distribution and collection process (sample letter template provided in the *Income Survey Guide*).

**NOTE:** For data from an income survey to be accepted for calculating the LMI percentage for the service area, the following criteria must be met:

- the survey was *initiated* (first distributed/administered) on or after July 1, 2014 (after the HUD LMISD began being based on American Community Survey 5-Year data);
- the HUD income limits in effect at the time the survey was *initiated* were the income thresholds used/listed on the survey form;
- no significant demographic, economic, and non-economic changes in the service area occurred since the survey was conducted;
- the survey distribution and collection process (from start to finish) was held within a reasonable period of time that can be verified as methodologically sound;
- the survey data calculations are accepted as valid and methodologically sound;
- the survey data are submitted for the CDBG application on the most current versions of the *Income Survey Results Income Tabulation Form* and *Income Survey Results Race/Ethnicity Tabulation Form* provided in the current *Income Survey Guide*, with the

LMI percentage calculated according to the specifications in the most current *Income Survey Results Income Tabulation* form; **and**

- all requirements set forth in the most current *Income Survey Guide* that are deemed necessary by DEHCR to verify the survey is valid and methodologically sound are met.

Guidance for conducting an income survey is provided in the *Income Survey Guide*, which is available on the Bureau of Community Development website:

<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGPublicFacilitiesProgram.aspx> [document linked under “Additional Reference Materials” section].

C. Combination of HUD LMI Summary Data and Income Survey Data

A project may have beneficiaries in both areas for which HUD LMISD local government and/or census block(s) data are available/used to determine the population and number of LMI persons in the area, and other areas for which HUD LMISD are not available/used and instead income survey data are used to determine the population and number of LMI persons in the other area(s). If data from both sources are used to calculate the LMI for the entire service area, check this option in *Part 4* on the application. The total LMI calculation for the entire service area must be made by aggregating the data, dividing the total population by the total number of LMI persons (i.e., the sum of the HUD LMISD population and income survey population numbers, divided by the sum of the HUD LMISD total LMI persons and income survey total LMI persons numbers). An LMI calculation worksheet that shows the calculations used to determine the LMI percentage for the total service area must also be submitted as an attachment with the completed CDBG application. Contact DEHCR for guidance on calculating the LMI percentage using a combination of HUD LMISD and income survey data.

D. Limited Clientele

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

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

Activities that principally benefit LMI persons may qualify as serving limited clientele. Contact DEHCR and/or refer to 24 CFR 570.208(a)(2) for additional guidance regarding limited clientele projects.

**Prevention or Elimination of Slum and Blight:**

Activities that qualify under the National Objective of Preventing or Eliminating Slum and Blight address deteriorated infrastructure and living conditions which have long-lasting

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effects on community viability. Slum and blight can be addressed on an area wide basis or a spot basis.

### A. Area Basis

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

- 1) The local government has passed a formal resolution declaring the area as a blight as defined by Wisconsin Law; **and**
- 2) At least 25% of properties throughout the area experience, and document *one or more* of the following conditions (based on language found in 24 CFR 570.483):
  - physical deterioration of buildings or improvements;
  - abandonment of properties;
  - chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial building;
  - significant declines in property values or abnormally low property values relative to other areas in the community;
  - known or suspected environmental contamination; or
  - the public improvements throughout the area are in a documented general state of deterioration: **and**
- 3) The assisted activity addresses one or more of the conditions which contributed to the deterioration of the area.

**NOTE:** Applications must include a map of the designated blighted area, including a total percentage of buildings in that area that are blighted, in the attachments to the CDBG application.

### B. Spot Basis

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

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

**NOTE:** Applications must include a map of the designated blighted location in the attachments to the CDBG application.

**Urgent Local Need:**

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

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

The narrative must be limited to one (1) page single spaced page using a 11-point font.

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

**PART 5: PROJECT NEED NARRATIVE (0-100 Points)**

The project need narrative must not exceed two (2) single-spaced pages with not less than 11-point font. Information on pages exceeding this limit will not be considered in the scoring process.

Use the space provided in the CDBG application to write a narrative summary describing the community’s need for the proposed project and CDBG funding. Address each of the bullet points below and provide information that may serve as justification for the need:

1. Current condition of the problem – *Describe the issue, circumstance and/or disposition that has led to the need for the project.*
2. Frequency with which the problem occurs – *Identify the number of times the issue(s) has/have occurred or the need arose/arises over a given period of time. Provide recent examples and specific data if available. For projects involving community-use facilities such as libraries, community centers and senior centers, include information regarding related facility utilization and/or projected utilization if available.*
3. Number of persons and/or families/households affected by the problem – *The information provided for this question should be consistent with the beneficiary information provided in Part 4 of the CDBG application.*
4. Effect(s) of the problem if left untreated/unaddressed – *Describe known and/or anticipated results and consequences if the problem is not addressed or the project is not completed.*
5. Extent to which completion of the proposed project will address the problem – *Describe how the project will address deficiencies in the community and positively impact the beneficiaries within the community, including how the project meets the National Objective checked in Part 4 of the CDBG application. Give particular attention to the goals and objectives of the CDBG program.*



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6. Scope of work – *Provide a brief list of construction activities and location(s) where they will take place, equipment and other purchases to be included in the project, any acquisition and/or relocation that will be required, etc.*
7. Extent to which CDBG funding is needed to complete the project – *Describe why CDBG funding is needed to complete the project and identify other sources of income or grants that have been pursued. Describe the various methods that will be used to fund the project and include the status of other grant or loan applications. Attach supporting documentation that verifies the status of other financing that is secured, committed, pending, etc. (e.g. award and/or commitment letters from other government agencies, municipal resolutions for financing, TID creation, etc.), if available. **Important Note:** Include the project financing/match funding attachments with the UGLG’s “Financial Attachments and Supporting Documents” (applicable to Part 9 Budget and Matching Funds) in the CDBG application rather than with the UGLG’s “Other Attachments and Supporting Documentation” (applicable to Part 5 Project Need).*

All additional/supporting documentation for Project Need may not exceed 20 pages and must be titled using the *Attachments and Supporting Documentation Checklist* on pages 13-14 of the CDBG application form. The additional documentation provided by the applicant in the attachments must support/verify the information and data included in the *Project Need Narrative* response.

### **PART 6: COMMUNITY DISTRESS (0-70 Points)**

DEHCR will consider the per capita property value of a community as an indicator of community distress. The greater per capita property value a municipality has, the lower the tax rate required to generate revenue. A lower per capita property value makes it difficult for municipalities to raise the same amount of revenue as municipalities with higher per capita value. When evaluating an application, DEHCR will look at an UGLG's per capita property value and compare it to other UGLGs.

Median Household Income (MHI) and an UGLG's Property Tax Rate will also be a part of determining community distress. Please refer to the scoring tables that follow in *Part 6*.

If an UGLG is located in more than one county, then the Tax Rate Scoring Table and Per Capita Property Value Scoring Table must be interpreted as follows:

- If the proposed project is community-wide, then the scoring is based on the county where the majority of the UGLG's population is located; or
- If the service area of the proposed project is less than community-wide, then the scoring is based on the county in which the majority of the service area is located.

**Median Household Income Scoring Table:**

| 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      |

Source: U.S. Census 2013-2017 American Community Survey 5-Year Estimates.  
<https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF>

The Median Household Income (MHI) score for the UGLG is calculated based on the UGLG's MHI according to the U.S. Census 2013-2017 American Community Survey (ACS) 5-Year Estimates. Example: The MHI for the Village of Yourville is \$35,500 according to the 2013-2017 ACS. The Village's MHI score is 30.

**Per Capita Property Value Scoring Table:**

| 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        |

Source: *2017 Town, Village and City Taxes Bulletin*. Wisconsin Department of Revenue (DOR) – Division of State and Local Finance – Bureau of Local Government Services.

<https://www.revenue.wi.gov/Pages/Report/t.aspx#tvc>

The Per Capita Property Value for the UGLG is calculated by dividing the UGLG's "Full Value" (including TIF) of Property by the Population, as listed in the Wisconsin Department of Revenue *2017 Taxes Bulletin*. Example: The Village of Yourville's "Full Value" of Property was \$50,000,000 and the "Population" was 1,000 in 2017 according to the *Taxes Bulletin*. The Village's Per Capita Property Value calculation is:  $\$50,000,000/1,000 = \$50,000$ . The Village's Per Capita Property Value score is 13 Points.

**Local Property Tax Rate Scoring Table:**

| 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       |

Source: 2017 Town, Village and City Taxes Bulletin. Wisconsin Department of Revenue (DOR) – Division of State and Local Finance – Bureau of Local Government Services.  
<https://www.revenue.wi.gov/Pages/Report/t.aspx#tvc>

The Tax Rate score for the Unit of General Local Government (UGLG) is calculated based on the UGLG's "Full Value Gross Rate" tax rate according to the Wisconsin Department of Revenue 2017 Taxes Bulletin. Example: The Village of Yourville's "Full Value Gross Rate" in 2017 was .021350 according to the Taxes Bulletin. The Village's Tax Rate score is 8 Points.

**PART 7: FINANCIAL NEED (0-30 Points)**

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

The amount of matching funds entered must be consistent with the funds shown in the budget found in *Part 9 Budget and Matching Funds* of the CDBG application. A waiver request letter must be submitted to DEHCR if the Matching Funds contribution does not meet the 2:1 ratio allowed (maximum \$2 CDBG for every \$1 Grantee Match) toward the total project cost. The waiver request must be on municipal letterhead signed by the UGLG's CEO and attached to the CDBG application. The letter must include justification and a brief explanation of the hardship imposed if the UGLG were to meet the 2:1 ratio requirement.

All sources for matching funds committed to the project must be identified. The sources identified must be consistent with the sources listed in *Part 9 Budget and Matching Funds* of the CDBG application.

The tables that follow in *Part 7* will be used to determine the points to be awarded for water and sewer rates and General Obligation Debt.

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**G.O Debt Scoring Table:**

| 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 |

The G.O. Debt score for the UGLG is calculated based on the UGLG's **current** Used G.O. Debt to date (at the time of application) compared to G.O. Debt Capacity. ***The UGLG cannot include in the calculation for Used G.O. Debt any debt incurred/G.O. Debt used for the proposed 2019 CDBG project.***

Example 1: The City of Yourtown's CDBG project is to renovate a senior center. The City will be scored based on G.O. Debt. The City has a G.O. Debt Capacity of \$5,000,000. The City currently has \$2,500,000 in G.O. Debt (i.e., Used G.O. Debt). Given the City has used 50% of its G.O. Debt Capacity to date, the City's G.O. Debt score is 20 Points.

Example 2: The Village of Yourville's CDBG project is street reconstruction on Main Street. The Village will be scored based on G.O. Debt. The Village has a G.O. Debt Capacity of \$200,000 with no G.O. Debt (\$0 used). Given the Village's G.O. Debt Capacity is less than \$250,000, maximum points are awarded. The Village's G.O. Debt score is 30 points.

**Sewer and Water Rates Scoring Table:**

| 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 |   |         |

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

The Water/Sewer Rate score for the UGLG is calculated based on the UGLG’s **current** (at the time of application) annual residential water/sewer rates (i.e., average annual water rates for residential usage of 70,000 gallons; average annual sewer rate for residential usage).

**Important Note:** Fire protection service charges may only be included in the water utility rate reported in this section if the fire protection service charges are billed/collected through the water utility. Fire protection service charges billed/collected through taxes are not to be included in the water utility rate calculation.

Example 1. The focus of the Village of Yourville’s CDBG project will be water main replacements, with some affiliated street reconstruction. The Village will be scored based on the water rates. The average annual residential water rate for 70,000 gallons of usage in the community is \$500. The Village’s Water score is 24 points.

Example 2: The Town of Yourville’s CDBG project is for wastewater treatment facility upgrades. The Town will be scored based on sewer rates. The average annual residential sewer charge in the community is \$600. The Town’s Sewer score is 8 points.

Example 3: The City of Yourtown’s CDBG project will include water and sanitary sewer main replacements and affiliated street reconstruction. The City will be scored based on water and sewer rates combined. With an annual residential water rate of \$500 and annual residential sewer rate of \$600, the total of water and sewer rates combined is \$1,100. The City’s Water/Sewer score is 14 points.

**PART 8: PLANNING (0 - 10 Points)**

Applications will be awarded points based on whether the proposed CDBG project supports and further promotes the UGLG's adopted/approved long-range plans. Scoring is based the level of consistency and specificity within the UGLG's adopted long-range plan(s) in relation to the proposed CDBG-PF project scope and the extent to which supporting documentation is provided to verify the information. On the CDBG application, briefly explain in the space(s) provided how the proposed project supports the UGLG's other community plan(s). UGLGs will be awarded up to 10 points if they can demonstrate the proposed project is consistent with the goals and objectives included in the community's Comprehensive Plan, Capital Improvements Plan, Strategic Plan, redevelopment plan(s) and/or other similar long-range plan(s). Include copies of relevant pages of the plan(s) in the attachments with the completed CDBG application. Mark the relevant sections of the text on the attachment(s), and label plan pages with the page number and the plan's title and adoption/approval date. [Do not attach a full copy of the entire plan(s).]

Considerations for scoring will include:

- whether the UGLG's plan(s) has/have been adopted by the governing body;
- whether the UGLG's plan(s) is/are current;
- the level of consistency between the proposed CDBG project's scope and the goals and objectives within the UGLG's plan(s);
- the level of specificity of the goals and objectives in the UGLG's plan(s) in relation to the scope of the proposed CDBG project; and
- the extent to which supporting documentation is provided to verify the information presented in this section.

For example: The Village of Yourville will make sanitary sewer, water, or street improvements on Main Street for the CDBG project in accordance with the community's adopted Comprehensive Plan, which specifies that these Main Street improvements are goals/priorities.

**PART 9: BUDGET AND MATCHING FUNDS (0 – 40 Points)**

Applicants will be awarded up to 40 points if they can demonstrate that all matching funds for the proposed Public Facilities project have been fully secured, committed and are ready to be used (i.e. the project is considered “shovel-ready”).

- Points will be awarded with consideration for the extent to which matching funds are verified (with supporting documentation submitted with the CDBG application) as secured, committed, and available for use.
- Documentation regarding the status of the UGLG’s pursuit of pending and other potential matching funds may be provided for additional consideration.
- 0 points will be awarded if the UGLG does not provide any proof of commitment for 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.*

**Proposed Project Budget:**

Complete the budget table. The proposed project budget should contain all costs associated with the project including administration and engineering costs. Please note the following when completing the budget table:

- The UGLG **must** include in the attachments a detailed itemization of costs as supporting documentation to verify the costs listed in the budget in *Part 9* (e.g., engineer’s detailed cost estimate(s) for the project or similar itemization of costs); and
- \$6,000 or up to 1.5% (a maximum of \$15,000) of the CDBG-PF award—whichever is greater— may be used for administration costs (contingent upon compliance with state and federal procurement regulations and standards).
- CDBG may not be applied to engineering, equipment, furnishings and fixtures costs.

**UGLG Match and Other Public and Private Sources of Match Funding:**

Complete the table summarizing the UGLG match and other public and private match funding sources for the project. Indicate the status of all funding sources as applied, pending, committed, secured/awarded and/or an “other” status. **Check all that apply** for each funding source. For any sources with a status of “Other”, provide a brief explanation (no more than a one sentence narrative per source.) **Provide all available documentation supporting each source, status and level of commitment of funding.** For the purposes of the CDBG application, the terms used to describe the status of funding are defined as:

- Applied – the UGLG has applied/submitted an application to the funding source for matching funds;
- Pending – the UGLG has applied for matching funds and received a response from the funding source, indicating the UGLG is eligible or potentially eligible for



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funding, but the UGLG has not yet received a firm award/commitment of funding;

- Committed – the UGLG’s local governing body has formally approved the use of funds from the funding source as matching funds for the CDBG project; and/or has formally approved the acceptance of funds from the funding source (e.g., acceptance of a loan, acceptance of an award, etc.) and committed the available or awarded funds to the CDBG project;
- Secured/Awarded – the UGLG has received notification from the funding source that the funds are available to/awarded to the UGLG and/or funds are on-hand in the UGLG’s bank account(s) available for use; and
- Other – any other status that requires further explanation not covered in the other status options (e.g., the Intent to Apply has been submitted; the UGLG intends to submit a bank loan application upon receiving the CDBG award; revenue bonds will be issued on a future date; a referendum has been passed; a referendum has been approved to be on the ballot for a future election; etc.).

### ATTACHMENTS AND SUPPORTING DOCUMENTATION

Applicants **must** complete the *Attachments and Supporting Documentation Checklist* found in the CDBG application. The *Checklist* lists the required as well as optional attachments and supporting documentation for the CDBG application. Applicants **must** fill out the *Checklist* to specify all the documents attached. Also, the cover pages at the end of the CDBG application **must** be used to separate each set of supporting documents. By using the *Checklist* and the cover sheets provided as well as following the **required** document order will ensure the application is complete, documents can be found easily, and the application may be quickly reviewed.

Fillable forms and sample documents can be found electronically on the Bureau of Community Development Website at:

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