**STATE OF WISCONSIN**

Department of Administration

****

**COMMUNITY DEVELOPMENT BLOCK GRANT -PUBLIC FACILITIES**

**(CDBG-PF)**

**2020 ANNUAL GRANT**

**APPLICATION**

****

**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., 9th Floor

P.O. Box 7970

Madison, WI 53707-7970

Telephone: David Pawlisch, Director

Bureau of Community Development

(608) 261-7538

Email: *DOACDBG@wisconsin.gov*

**PLEASE NOTE:**

2020 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/CDBGPublicFacilitiesProgram.aspx*.](http://www.doa.wi.gov/divisions/housing/bureau-of-community.) 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.

Wisconsin Department of Administration: Division of Energy, Housing and Community Resources

**Community Development Block Grant - Public Facilities (CDBG-PF)**

**2020 Grant Application**

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| **PART 1 – GRANT REQUEST** |
| Grant RequestAmount: $  | Applicant’s Match: $  | Total ProjectCost: $  |
| *NOTE: The amounts listed above must be the same as those submitted on the accompanying* ***Project Budget & Matching Funds Form*** *attachment.* |
| Project Title:  |
| Brief Project Description:  |
| Upon receiving CDBG funding, the municipality applying for funds commits to ensuring that: * Construction begins no-later than July 1, 2021;
* Construction is completed no later than October 31, 2022; and
* The Final Payment Request and Project Completion documents will be received by DEHCR no later than December 31, 2022.
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| **PART 2 – APPLICANT INFORMATION & SIGNATURE** |
| **APPLICANT** (Unit of General Local Government [UGLG]):  |
| UGLG Type: **[ ]** City **[ ]** Village **[ ]** Town **[ ]** County | County:  |
| Senate District #:  | Assembly District #:  |
| Joint Application? **[ ]**  No **[ ]**  Yes (If yes, list other unit[s] of government):  |
| Chief Elected Official (CEO):  | Title:  |
| Clerk:  | Title:  |
| Municipal Administrator (if applicable):  | Title:  |
| Treasurer/Finance Director:  | Title:  |
| UGLG Street Address:  |
| UGLG Mailing Address if different than above:  |
| City:  | Zip:  | DUNS #: XX - XXX - XXXX  |
| UGLG Phone: ( ) \_\_\_\_ – \_\_\_\_\_\_  | UGLG Fax: ( ) \_\_\_\_ – \_\_\_\_\_\_ | FEIN: XX - XXXXXXX  |
| UGLG E-Mail:  | Clerk E-Mail:  |
| If the UGLG contracted with a third party to complete this application, please provide the contract/invoice amount for application preparation services: $ \_\_\_\_\_\_\_\_\_\_ |
| **Chief Elected Official (CEO) Signature:** | Date:  |
| *By signing above, the CEO is certifying that they have been authorized by the governing body of the UGLG to submit this CDBG-PF application; the information submitted in this application is true and accurate; and the UGLG agrees to the terms set forth in the CDBG-PF Application and CDBG-PF Application Instructions for applying for and receiving CDBG-PF funds, upon award and acceptance of award by the UGLG.* |
| **Application Contact**  |
| Name:  | Title:  |
| Firm/Company/Entity:  |
| Mailing Address:  |
| City:  | State:  | Zip:  |
| Phone: ( ) \_\_\_ – \_\_\_\_\_\_ | Fax: ( ) \_\_\_ – \_\_\_\_\_\_ | E-Mail:  |

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| **Current CDBG Assistance**  |
| List currently open CDBG-PF, CDBG-ED, CDBG-PLNG, CDBG-PFED, CDBG-Close and CDBG-Housing awards: |

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| --- | --- | --- | --- | --- |
| Project: | Grant Agreement #: | Award Date: | Performance Period End Date: | Award Amount: |
|  |  |  |  | $  |
|  |  |  |  | $  |
|  |  |  |  | $  |
|  |  |  |  | $  |
| Did any previous CDBG award(s) monies fund part or all of the PublicFacilities (PF) project for which you are applying with this application? **[ ]** Yes [ ]  No |
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| **PART 3 – CERTIFICATIONS** |
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| I,  |  | ,  |  | of |  |
|  | *Name of the Chief Elected Official (CEO)* |  | *Specify the CEO’s Job Title* |  | *Unit of General Local Government’s (UGLG’s) Name* |

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| in |  | County(ies) certify that the |  **’s** |
|  | *(County Name)* |  | *Unit of General Local Government’s (UGLG’s) Name* |

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| will comply with terms set forth in the ***Initial Eligibility Information Certification***; ***Statement of Assurances Certification***; ***Lobbying Certification***; ***Acquisition, Relocation and Demolition Certification***; and ***Fair Housing Actions Certification*** as listed in Part 3 of this CDBG Application and the information provided for these Certifications is true and accurate.

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| *Chief Elected Official’s (CEO’s) Full Name* |  | ***Chief Elected Official’s (CEO’s) Signature*** |

**INITIAL ELIGIBILITY CERTIFICATION** |

The Chief Elected Official (CEO) certifies that:1. The Unit of General Local Government (UGLG) is a non-entitlement community that does not receive CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD).
2. The UGLG has an updated *Citizen Participation Plan* that has been adopted by the local governing body, which meets the CDBG Program’s current requirements.
3. The UGLG has held a public hearing prior to the submission of this Application and provided adequate notice (which ***must*** be at least 2 weeks (14 days) notice ***or*** the equivalent of a Class 2 Notice) to the local community in accordance with the UGLG’s *Citizen Participation Plan* in effect on the date of the first notice.
4. The UGLG’s *Citizen Participation Public Hearing Certification* is attached to this application.
5. The Public Hearing Meeting Minutes are attached to this application.
6. A list of the Public Hearing attendees [either provided in the Public Hearing Minutes or on a separate meeting sign-in sheet] is attached to this application.
7. The UGLG’s *Authorizing Resolution to Submit CDBG Application* is attached to this application.
8. The UGLG acknowledges that if the project is funded, the UGLG will be required to complete the environmental review process ***before*** the UGLG begins construction and can receive grant funds.
9. The UGLG acknowledges that if the project is funded, professional services for grant administration will be properly procured in compliance with Federal, State, and local requirements.
10. The UGLG acknowledges that fees paid for grant application preparation and grant administration may be published on DEHCR’s web page.
11. The UGLG is notdebarred from receiving federal grant funds.
12. The UGLG understands that incomplete applications may be denied before review and denial of incomplete applications ***cannot*** be appealed.

*Contact the Bureau of Community Development if the Applicant has any questions or concerns regarding these eligibility requirements.* |
| **PART 3 – CERTIFICATIONS (CONTINUED)** |
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| **STATEMENT OF ASSURANCES CERTIFICATION** |
|  | The Chief Elected Official certifies that the |   | : |

 *(UGLG/Unit of General Local Government’s Name)*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 (LMI) 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 representing current state statutes.
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 (RADRAP).
5. Will not use special assessments or fees to recover the capital costs of CDBG funded public improvements from low- and moderate-income (LMI) 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 civil rights demonstrations.
9. Will not enter into a contract with any entity that is debarred, 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.
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 that certain procedures must first be taken, including but not limited to:
	1. Completing the environmental review process;
	2. Requesting federal wage rates, if applicable;
	3. Establishing base employment levels for job creation/retention related projects;
	4. Entering into a development agreement with the participating business, if applicable; **and**
	5. Developing a system for tracking LMI benefit and job creation/retention, if applicable.
15. Will comply with all the provisions of the Community Development Block Grant (CDBG) Program and will maintain documentation of compliance with the above certifications.
 |
| **PART 3 – CERTIFICATIONS (CONTINUED)** |
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| **LOBBYING CERTIFICATION** |

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| The Chief Elected Official certifies on behalf of the |   | , that: |

 *(UGLG/Unit of General Local Government’s Name)*1. To the best of the Chief Elected Official’s knowledge and belief, no federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Unit of General Local Government (UGLG) shall complete Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The Chief Elected Official of the UGLG shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure. |
| **PART 3 – CERTIFICATIONS (CONTINUED)** |
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| **ACQUISITION, RELOCATION & DEMOLITION CERTIFICATION** |  |
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|  | The Chief Elected Official certifies on behalf of the |   |

 *(UGLG/Unit of General Local Government’s Name)* |  |

that the entries below accurately reflect the Acquisition, Relocation and Demolition activities included and planned for the project, as determined by the Unit of General Local Government (UGLG) to date.*Enter* ***Yes*** *or* ***No*** *for ALL items listed below to indicate which activities will and will not be part of the CDBG project, as determined by the UGLG to date:*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Choose an item. |

 | Voluntary Acquisition of:

|  |  |
| --- | --- |
| Choose an item. | Temporary easement(s) |
| Choose an item. | Permanent easement(s) |
| Choose an item. | Vacant land |
| Choose an item. | Land and building(s) |
| Choose an item. | Tenant(s) Displacement |

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| Choose an item. |

 | Involuntary Acquisition of:

|  |  |
| --- | --- |
| Choose an item. | Temporary easement(s) |
| Choose an item. | Permanent easement(s) |
| Choose an item. | Vacant land |
| Choose an item. | Land and building(s) |
|  | Choose an item. | Occupied Units and Relocation assistance |
|  | Choose an item. | Occupied Low- and Moderate-Income (LMI) Residential Unit(s) |

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| Choose an item. |

 | Donation of:

|  |  |
| --- | --- |
| Choose an item. | Temporary easement(s) |
| Choose an item. | Permanent easement(s) |
| Choose an item. | Vacant land |
| Choose an item. | Land and building(s) |
|  | Choose an item. | Tenant(s) Displacement |
|  | Choose an item. | Tenant(s) in occupied LMI Residential Unit(s) |

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| Choose an item. |

 | Demolition of residential units or conversion/rehabilitation of residential unit to another use, and the:

|  |  |
| --- | --- |
| Choose an item. | Unit is occupiable |
| Choose an item. | Unit rents or would rent at or below the Fair Market Rent |
| Choose an item. | Unit will be replaced |
| Choose an item. | Unit is not occupiable and evidence is attached |
|  |  |

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*This certification will be used by the Division of Energy, Housing and Community Resources (DEHCR) to determine if the UGLG has adequately planned and budgeted for acquisition, relocation, down payment assistance, rehabilitation, and demolition activities related to the proposed CDBG project. Requirements are referenced in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) and Section 104(d) of the Housing and Community Development Act (Barney Frank Amendment).***PLEASE NOTE:*****If an entry of “Yes” is made to any item above, then please contact the Bureau of Community Development to discuss the applicability of State and Federal Acquisition, Relocation and Demolition requirements to the proposed project.*** |
| **PART 3 – CERTIFICATIONS (CONTINUED)** |
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| **FAIR HOUSING ACTIONS CERTIFICATION** |

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.*** **Fair housing actions may include, but are not limited to, the Actions listed below. Add other selections under “Other.”**

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|  | Upon receiving a CDBG Award, the  |   | ,  |

 *(UGLG/Unit of General Local Government’s Name)*commits to completing the Fair Housing Actions checked below in accordance with the Time Table in the Grant Agreement, upon award and award acceptance:

|  |  |
| --- | --- |
| **Selection(s)** | **Actions** |
| [ ]  | 1. Enact, strengthen, or advertise a local fair housing law;
 |
| [ ]  | 1. Make area-wide zoning revisions to facilitate the dispersal of multi-family housing outside of minority-concentrated areas;
 |
| [ ]  | 1. 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;
 |
| [ ]  | 1. 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;
 |
| [ ]  | 1. 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;
 |
| [ ]  | 1. Improve community facilities and public services in racially integrated neighborhoods to help preserve their mixed character;
 |
| [ ]  | 1. Display a fair housing poster or provide fair housing information at an appropriate public place;
 |
| [ ]  | 1. 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;
 |
| [ ]  | 1. Fund a fair housing organization (such as a local housing authority) to conduct studies and/or to aggressively investigate rental and/or realtor practices;
 |
| [ ]  | 1. Suggest the use of affirmative marketing and advertising practices by private developers as a condition for obtaining local licenses and permits; and
 |
| [ ]  | 1. 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.
 |
| [ ]  | 1. OTHER:

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| [ ]  | 1. OTHER:

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

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| **PART 4 – CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES** |
| 1. Will the proposed project have primary benefit to the entire community? **[ ]**  Yes **[ ]**  No
2. Total number of persons who will benefit\* from the project: \_\_\_\_\_\_\_\_
3. Total number of persons benefitting who are LMI\*

(Enter only if project is qualifying under LMI benefit): \_\_\_\_\_\_\_\_*\*Numbers in (a) and (b) above must match data source used to qualify the project (e.g., HUD LMI Summary Data (LMISD), Income Survey Data, U.S. Census ACS 5-Year Estimates Population Data)*1. Which CDBG National Objective does your proposed project meet and which method was used to demonstrate National Objective compliance? (Answer using the checkboxes below.)

**[ ]**  Benefit to Low- and Moderate-Income (LMI) Persons**[ ]**  Area Benefit using HUD Local Government LMI Summary Data (allowed only for projects having community-wide benefit or having primary benefit to multiple entire municipalities)**[ ]**  Area Benefit using HUD Census Block LMI Summary Data (allowed only for projects with a service area that includes only and a majority of one or more census tracts)**[ ]**  Area Benefit using Income Survey Data (applicable only for projects for which an income survey was conducted to determine the LMI percentage of the service area)**[ ]**  Area Benefit using combination of HUD LMI Summary Data and Income Survey Data (applicable only for projects for which the LMI percentage calculation for the total service area was made by using the aggregate totals for the population and number of LMI persons from a combination of HUD LMISD for part of the service area and income survey data for the rest of the service area)**[ ]**  Limited Clientele - HUD presumed group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Provide the justification for Limited Clientele (LMC) on the next page.** **[ ]**  Prevention/Elimination of Slum and Blight**[ ]**  Area Basis (Attach completed Slum and Blight Certification Form and supporting documents including map of service area)**[ ]**  Spot Basis (Attach completed Slum and Blight Certification Form and supporting documents including map of service area)**[ ]**  Urgent Local Need HUD’s regulation found at 24 CFR 570.483 (d) and policy guidance in meeting a National Objective states that to qualify under the Urgent Local Need Objective the project activity must alleviate conditions that meet all of the following criteria: 1. Pose a serious and immediate threat to the health or welfare of the community; ***and***
2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; ***and***
3. The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

Please note: Additionally, HUD’s guide to “*Meeting a National Objective*” states planning grants are not allowed under the Urgent Local Need objective and activities designated solely to *prevent* a threat will not qualify. **Provide the justification for Urgent Local Need (ULN) on the next page.** ***For Limited Clientele, briefly explain how the project:***1. *Exclusively* benefits persons in one or more Limited Clientele groups that are generally presumed by HUD to be principally Low- and Moderate-Income (LMI) persons *(refer to the CDBG-PF Application Instructions for the list of the Limited Clientele groups)*; or
2. Supports an activity that requires information on family size and income so that it is evident that at least 51.0% of the clientele are persons whose family income does not exceed the LMI limit; or
3. Supports an activity of such a nature and in such a location that it may reasonably be concluded that the activity’s clientele will primarily be LMI persons; or
4. Will remove material or architectural barriers to mobility or accessibility of elderly persons or of adults meeting the Bureau of Census’ Current Population Reports definition of “severely disabled” for an *existing* public facility.

*(Limit the narrative to this page with not less than 11-point font.)*(Insert Text Here)***For Urgent Local Need (ULN), briefly explain how the activity will alleviate conditions that:***1. Pose a serious and immediate threat to the health or welfare of the community; and
2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and
3. 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.

*(Limit the narrative to this page with not less than 11-point font.)*(Insert Text Here)  |

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| **PART 5 – PROJECT NEED (0-100 Points)**  |
| Using the section headings provided, concisely describe the need for the proposed project and CDBG funding by addressing the following: 1. Current condition of the problem;
2. Frequency with which the problem occurs;
3. Number of persons and/or families/households affected by the problem;
4. Effect(s) of the problem if left untreated/unaddressed;
5. Extent to which the completion of the proposed project will address the problem;
6. Scope of work; and
7. Extent to which CDBG funding is needed to complete the project.

Refer to *Part 5* of the *Application Instructions* for guidance. Data or pertinent information that may serve as justification for the need for the project may be included in the narrative or as an attachment to this application. Limit the narrative to two (2) pages (pages 11 and 12 of this application) with not less than 11-point font. **\*\*\* Additional supporting documentation for Project Need may be attached. It may not exceed 20 pages and must be titled using the *Checklist* on page 16 of this application form. \*\*\*** |

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| **PROJECT NEED NARRATIVE (0-100 Points) - Page 1 of 2** |
| 1. **Current condition of the problem:**

(Insert Text Here.)1. **Frequency with which the problem occurs:**

(Insert Text Here.)1. **Number of persons and/or households affected by the problem:**

(Insert Text Here.)1. **Effect(s) of the problem if left untreated:**

(Insert Text Here.)1. **Extent to which this proposed CDBG-PF project will alleviate the problem:**

(Insert Text Here.)1. **Scope of work:**

(Insert Text Here.)1. **Extent to which CDBG funding is needed to complete the project:**

(Insert Text Here.) |

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| **PROJECT NEED NARRATIVE (0-100 Points) - Page 2 of 2** |
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| **PART 6 – COMMUNITY DISTRESS (0-70 Points)** |
| Median Household Income (0-40 Points) Source: U.S. Census Bureau 2017 American Community Survey (2013-2017 ACS 5-Year Estimates): *https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml* | $  |
| Per Capita Property Value (0-15 Points) Source: 2018 Town, Village and City Taxes, Wisconsin Department of Revenue: *https://www.revenue.wi.gov/Pages/Report/t.aspx#tvc*  | $  |
| Local Property Tax Rate [Full Gross only] (0-15 Points) Source: 2018 Town, Village and City Taxes, Wisconsin Department of Revenue: *https://www.revenue.wi.gov/Pages/Report/t.aspx#tvc* |   |

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| **PART 7 – FINANCIAL NEED (0-30 Points)** |
| UGLG’s G. O. Debt:  |
|  G.O. Debt Capacity for 2020: | $  |
|  Used G.O. Debt to Date (***excluding*** *any G.O. Debt used to secure financing for the proposed CDBG Project*):  | $  |
|  |
|  For Water and Sanitary Sewer Projects (regardless of funding source): |
| (Attach documentation that verifies current water/sanitary sewer rates (e.g., rate statement that is distributed to or published for customers, or similar document) and attach a worksheet showing the calculation(s) made for the total(s) for 70,000 gallons of usage, as entered below.)  |

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| --- |
|  Current annual residential **water** charge calculated for a household using  |
| **70,000** **gallons**\*:  |  | $  |
| **Per 70,000 Gallons***\*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.* |
|  Current annual residential **sanitary sewer** charge calculated for a household using |
|  **70,000** **gallons**: |  | $  |
| **Per 70,000 Gallons** |

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| **PART 8 – PLANNING (0 - 10 Points)** |
| (For Planning, 0-10 Points will be awarded based on whether the proposed CDBG project supports and further promotes the UGLG’s adopted/approved long-range plans. Scoring is based on the level of consistency and specificity within the UGLG’s adopted/approved 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.)*Briefly explain, within the space provided, how the project scope is consistent with the goals and objectives of one or more adopted/approved community long-range plans, such as a Comprehensive Plan, Community Redevelopment Plan, Capital Improvements Plan, Strategic Plan, etc., if applicable. Submit the copy(ies) of the relevant section(s) of the plan(s) in the Attachments with the completed 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 date of adoption/approval.* *[****Do not*** *attach a full copy of the entire plan(s).]*(Insert Text Here.)  |
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| PART 9 – BUDGET AND MATCHING FUNDS (0 - 40 Points) |

**APPLICANT: DATE: \_\_\_/\_ \_/\_\_\_**

**Check ALL that apply (by double-clicking on the box and selecting the “Checked” option) and include the applicable documents (see below) with the “Financial Attachments” section of this application:**

[ ]  ***Project Budget & Matching Funds* *Form*** *(Required)* – Check box to acknowledge this required form is included in the attachments for *Part 9*.

[ ]  **Detailed project budget with itemized costs** *(Required)* – Check the box to acknowledge this required documentation is included in the attachments for *Part 9*. A detailed itemization of project costs (e.g., engineer’s estimate or similar itemization of costs) must be attached and should be reconcilable with the total costs of the project and costs for each activity listed in the *Project Budget & Matching Funds Form*.

[ ]  **Matching Funds documentation** *(Recommended to Maximize Match Score Potential)* – Check the box if match funding supporting documentation is included in the attachments for *Part 9*. UGLG’s are advised to include a *Resolution to Commit Matching Funds* (recommended)to demonstrate the UGLG’s commitment to meet the Matching Funds requirements; and provide all relevant documentation available at the time of application to verify the Matching Funds amounts and sources listed as Applied, Pending, Committed, Secured/Awarded, and/or having Other status on the *Project Budget & Matching Funds* *Form* to maximize the Matching Funds score potential.

[ ]  **Match funding waiver request** *(If Applicable)* – Check the box if a match funding waiver request is included in the attachments for *Part 9*. If the applicant is unable to meet the required 2:1 Match funding ratio (i.e., maximum $2 CDBG for every $1 Grantee Match) toward the Total Project Cost, a match funding waiver request letter must be submitted with the application to request an exception for meeting the match requirement. Refer to *Part 9* in the *CDBG-PF Application Instructions* for additional specifications.

**Grant Administration and Professional Services Information:**

 [ ]  Yes [ ]  No Will CDBG funds be used to pay (in whole or in part) costs for any Grant Administration or other professional services associated with this project?

**Important Notice:**

*If Grant Administration or any other professional services are funded with CDBG, then they must be competitively procured in accordance with state and federal CDBG requirements, in addition to meeting the municipality’s local procurement policies.*

*If the professional services will be funded solely with match funds, then the services must be secured in accordance with the municipality’s local procurement policies.*

| **PUBLIC FACILITIES APPLICATION****ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST** |
| --- |
| Topic | Documents | Required With **All** Apps | Included with this application submission? |
| **YES** | **NO** |
| Citizen Participation | 1. Adopted Citizen Participation Plan (CPP)

(*see* Part 3 *- Initial Eligibility Certification)* | **🗸** | [ ]   |  |
| 1. Citizen Participation Public Hearing Notice(with proof of publication *[if required by CPP]* and/or posting *[if required by CPP]* and proof of adequate advance notice provided *[which must be at least 2 weeks (14 days) notice* ***or*** *the equivalent of a Class 2 Notice]* in accordance with the UGLG’s CPPin effect on the date of the first notice)
 | **🗸** | [ ]   |  |
| 1. Citizen Participation Public Hearing Certification Form
 | **🗸** | [ ]   |  |
| 1. Public Hearing Meeting Minutes
 | **🗸** | [ ]  |  |
| 1. List of Public Hearing Attendees (either listed in the Public Hearing Meeting Minutes or on separate Sign-In Sheet)
 | **🗸** | [ ]  |  |
| 1. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Enforcing State/Local Laws Prohibiting Physically Barring of Entrances/Exits
 | **🗸** | [ ]   |  |
| Financial | 1. Project Budget & Matching Funds Form
 | **🗸** | [ ]   |  |
| 1. Detailed Itemization of Project Costs
 | **🗸** | [ ]   |  |
| 1. Authorizing Resolution to Commit Matching Funds
 |  | [ ]   | [ ]  |
| 1. Proof of Match Funds Committed, Secured, Pending, and/or have Other Status *(all documentation available)*
 |  | [ ]   | [ ]  |
| 1. Match Funding Waiver Request Letter (with supporting documentation for an economic hardship) *(if applicable)*
 |  | [ ]   | [ ]  |
| 1. Proof of Current Water/Sanitary Sewer Rates *(if applicable)*
 |  | [ ]   | [ ]  |
| 1. Current Water/Sanitary Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage *(if applicable)*
 |  | [ ]   | [ ]  |
| Project Area / Service Area Maps  | 1. Map(s) of Project Area (nature and location(s) of project activities)
 | **🗸** | [ ]   |  |
| 1. Map(s) of Service Area (location(s) of primary beneficiaries)
 | **🗸** | [ ]   |  |
| 1. Map(s) of Utility Services in Service Area *(if applicable)*
 |  | [ ]   | [ ]  |
| 1. LMI Calculation Worksheet for Multiple Jurisdictions (Form 8 of the Income Survey Data Forms document) *(if applicable)*
 |  | [ ]  | [ ]  |
| Income Survey | 1. Income Survey Approval Certification Letter from DEHCR *(if applicable)*
 |  | [ ]  | [ ]  |
| Limited Clientele | 1. Letter from Limited Clientele Facility/Program *(if applicable)*
 |  | [ ]  | [ ]  |
| 1. Income Limits Used by Limited Clientele Facility/Program *(if applicable)*
 |  | [ ]  | [ ]  |
| Fair Housing | 1. Fair Housing Ordinance
 | **🗸** | [ ]   |  |
| Slum & Blight | 1. Slum and Blight Certification *(if applicable)*
 |  | [ ]   | [ ]  |
| 1. Slum and Blight supporting documentation *(if applicable)*
 |  | [ ]   | [ ]  |
| Acquisition/ Relocation | 1. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)
 | **🗸** | [ ]   |  |
| Other | 1. Authorizing Resolution to Submit CDBG Application
 | **🗸** | [ ]   |  |
| 1. Project Need Supporting Documentation
 |  | [ ]   | [ ]  |
| 1. Planning Supporting Documentation *(e.g. relevant sections from adopted comprehensive plan, community redevelopment plan, etc.)*
 |  | [ ]   | [ ]  |

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*](https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGPublicFacilitiesProgram.aspx)

**CITIZEN PARTICIPATION**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application [immediately following the *Attachments & Supporting Documentation Checklist* page(s)].

Attachments:

1. Adopted Citizen Participation Plan (CPP) (with date of adoption shown on Plan and with required components) **– required for *all* applicants**
2. Citizen Participation Public Hearing Notice (with proof of publication *[if required by CPP]* and/or clerk certification of physical postings *[if required by CPP]*, demonstrating adequate advance notice was given *[which must be at least 2 weeks (14 days) notice* ***or*** *the equivalent of a Class 2 Notice]* in accordance with the UGLG’s CPP in effect on the date of the first notice) **– required for *all* applicants**
3. Citizen Participation Public Hearing Certification Form **– required for *all* applicants**
4. Public Hearing Meeting Minutes **– required for *all* applicants**
5. List of Public Hearing Attendees (either listed in Public Hearing Meeting Minutes or on separate Sign-In Sheet) **– required for *all* applicants**
6. Policy for Non-Violent Civil Rights Demonstrations – Prohibiting the Use of Excessive Force and Enforcing State and Local Laws Prohibiting Physically Barring Entrances/Exits (with date of adoption/approval shown on policy and with required language) **– required for *all* applicants**

***Failure to submit the Citizen Participation documents listed above and demonstrate compliance with all CPP, citizen participation public hearing, and non-violent civil rights demonstrations policy requirements may disqualify the UGLG’s application.***

*[Refer to the Part 3 – Certifications in the CDBG-PF Application Instructions for further guidance on the Citizen Participation and Public Hearing Notice requirements]*

**FINANCIAL**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Citizen Participation attachments.

Attachments:

1. Project Budget & Matching Funds Form **– required for *all* applicants**
2. Detailed Itemization of Project Costs (e.g., engineer’s estimate or similar itemization of costs to verify the costs listed in the *Project Budget and Matching Funds Form*) **– required for *all* applicants**
3. Authorizing Resolution to Commit Matching Funds, if committed **– strongly recommended for *all* applicants**
4. Proof of Match Funds Secured, Committed, Pending, and/or have Other Status (all documentation available) **– strongly recommended for *all* applicants**

*[Proof of 100% Match Committed and Secured is required to receive maximum points for Match Score]*

1. Match Funding Waiver Request Letter (with supporting documentation for an economic hardship) **– required only if UGLG is requesting a waiver to the minimum match funding requirements**
2. Proof of Current Water/Sanitary Sewer Rates (e.g. rate statement(s) distributed to or published for customers, copy of rates posting on municipality’s website, or similar document) – **required only for water/sanitary sewer improvement projects**
3. Current Water/Sanitary Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage **– required only for water/sanitary sewer improvement projects**

**PROJECT AREA/SERVICE AREA**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Financial attachments.

Attachments:

1. Map(s) of Project Area (clearly showing project activity location(s) and nature/type of work being completed) **– required for *all* applicants**
	1. Show the locations of the water/sewer mains, streets and/or other utilities to be improved where applicable
	2. Show the location(s) of the buildings or other facilities being built and/or improved where applicable
2. Map(s) of Service Area (clearly showing the location of the beneficiaries, including the boundaries of the area in which the primary beneficiaries of the project reside, in relation to the project area boundaries) **– required for *all* applicants**
	1. Show borders of the municipality if project will have community-wide benefit
	2. Show census block group/tract boundaries if HUD LMISD for census block groups/tracts are used to qualify the project
3. Map(s) of Utility Services in the Service Area (showing the water/sewer system components, mains, and connections) *–* **required only for water and/or sanitary sewer projects**
4. LMI Calculation Worksheet for Multi-Jurisdiction Projects (*Form 8* of the *Income Survey Data Forms* document) – **required only if UGLG calculated LMI of service area using HUD LMISD for multiple local governments and/or census block groups/tracts (i.e., jurisdictions) only***[Note: Projects using a combination of HUD LMISD and income survey data for multiple jurisdictions must receive the Income Survey Approval Certification from DEHCR for the survey results prior to CDBG-PF Application submission in accordance with the specifications in the current Income Survey Guide]*

**INCOME SURVEY**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Project Area/Service Area attachments.

Attachments:

1. Income Survey Approval Certification Letter from DEHCR**– required only for applicants using income survey data to demonstrate LMI Area Benefit**

**LIMITED CLIENTELE**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Income Survey attachment(s).

Attachments:

1. Letter from Limited Clientele Facility/Program **– required only for applicants with a project that will meet the LMI National Objective through *exclusively* benefitting an *existing* public facility/program that *exclusively* serves persons in one or more Limited Clientele groups**
2. Income Limits Used by Limited Clientele Facility/Program **–** **required only for applicants with a project that will meet the LMI National Objective through *exclusively* benefitting an *existing* public facility/program that *exclusively* serves persons in one or more Limited Clientele groups *and* those persons are receiving housing or services at the facility/program contingent upon low-income-based qualification**

*[Refer to Part 4 in the CDBG-PF Application Instructions for additional guidance regarding projects serving Limited Clientele.]*

**FAIR HOUSING**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Limited Clientele attachments.

Attachments:

1. Fair Housing Ordinance (containing the current Fair Housing state statute citations and language, and with date of adoption shown on ordinance) **– required for *all* applicants**

***Failure to submit the Fair Housing documents listed above and/or submitting a Fair Housing Ordinance that has not been adopted by the governing body and/or has obsolete state statutory language may disqualify the UGLG’s application.***

*[Refer to Part 3 – Certifications in the CDBG-PF Application Instructions for guidance on the Fair Housing requirements.]*

**SLUM & BLIGHT**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Fair Housing attachment(s).

Attachments:

1. Slum and Blight Certification & Compliance Form **– required for Slum & Blight projects only**
2. Slum and Blight supporting documentation **– required for Slum & Blight projects only** [please identify and clearly label the attached document(s)]:

|  |  |
| --- | --- |
| a. |  |
| b. |  |
| c. |  |
| d. |  |
| e. |  |
| f. |  |
| g. |  |
| h. |  |
| i. |  |
| j. |  |

**ACQUISITION / RELOCATION**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the document(s) in the order listed below, to the end of the Application **after** the Slum & Blight attachment(s).

Attachments:

1. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) (with date of adoption shown on Plan; must be current with required components, as specified on the *Sample Residential Anti-Displacement and Relocation Plan* in the provided attachments to the CDBG application) **– required for *all* applicants**

***Failure to submit the RADRAP or submitting a RADRAP that has not been adopted by the governing body and/or does not have the required components may disqualify the UGLG’s CDBG application.***

*[Refer to Part 3 – Certifications in the CDBG-PF Application Instructions for guidance on the acquisition, relocation and demolition related requirements.]*

**OTHER**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Acquisition/Relocation attachment(s).

Attachments:

1. Authorizing Resolution to Submit CDBG Application **– required for *all* applicants**
2. Project Need supporting documentation – indicate if documents are attached for the Project Need topics listed and include the name(s) of the document(s) **– strongly recommended for *all* applicants:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | YES | NO |
| 1. Current condition of the problem?
 |[ ] [ ]
| If yes, identify each corresponding document in the order attached: |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |
|  | d. |  |  |  |
| 1. Frequency with which the problem occurs?
 |[ ] [ ]
| If yes, identify each corresponding document in the order attached: |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |
|  | d. |  |  |  |
| 1. Effect(s) of the problem if left untreated/unaddressed?
 |[ ] [ ]
| If yes, identify each corresponding document in the order attached: |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |
|  | d. |  |  |  |
| 1. Extent to which the completion of the proposed project will address the problem?
 |[ ] [ ]
| If yes, identify each corresponding document in the order attached: |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |
|  | d. |  |  |  |

|  |
| --- |
| 1. Extent to which CDBG funding is needed to complete the project?
 |[ ] [ ]
| If yes, identify each corresponding document in the order attached: |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |
|  | d. |  |  |  |

1. Planning supporting documentation – List each document attached, mark the relevant sections of the text on the attachment(s), and label plan pages with the page number(s) and the plan’s title and adoption/approval date **– strongly recommended for *all* applicants**:

|  |  |
| --- | --- |
| a. |  |
| b. |  |
| c. |  |
| d. |  |