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

2020 APPLICATION TRAINING

February 4, 2020:
Department of Administration
101 E. Wilson Avenue
Madison, WI
(Webinar Option Also Available)

February 6, 2020:
Sleep Inn & Suites Conference Center
5872 33rd Avenue
Eau Claire, WI
### AGENDA*

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00am – 10:05am</td>
<td>Welcome &amp; Introductions</td>
</tr>
<tr>
<td>10:05am – 11:15am</td>
<td>CDBG Program Overview</td>
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<tr>
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<td>Public Facilities &amp; Planning Projects</td>
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<td>Application Documents</td>
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<tr>
<td>11:15am – 11:30am</td>
<td>Break</td>
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<tr>
<td>11:30am – 1:00pm</td>
<td>Application Documents</td>
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<td></td>
<td>Q &amp; A</td>
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<tr>
<td></td>
<td>Closing Remarks</td>
</tr>
</tbody>
</table>

*times are approximate
APPLICATION TRAINING PRESENTERS:
- Dave Pawlisch, Director, Bureau of Community Development
- Mark Staff, Section Chief
- Angela Davis, Grants Specialist – Advanced
- Jo Storm, Grants Specialist – Advanced

ADDITIONAL STAFF:
- Tamra Fabian, Grants Specialist – Advanced
- Stan Kaitfors, Grants Specialist – Advanced
INTRODUCTION: TRAINING GOALS

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

- The Community Development Block Grant (CDBG) program is a federal formula-based grant program
- Title 1 of the Housing and Community Development Act (1974), as amended
- Code of Federal Regulations (24 CFR 570)
- Administered by the Wisconsin Department of Administration (DOA) – Division of Energy, Housing and Community Resources’ (DEHCR) Bureau of Community Development
Program purpose = the development of viable communities through the provision of decent housing, a suitable living environment, and the expansion of economic opportunities, principally for the benefit of low-income and moderate-income (LMI) persons

LMI Threshold = Less than 80% of the area median income (AMI) as determined by HUD for:
- Local Municipalities, and
- Census Block Groups/Tracts
CDBG PROGRAMS

- Public Facilities (PF)
- Planning (PLNG)
- Public Facilities Economic Development (PFED)
- Economic Development (ED)
- Housing (HSG)
- Emergency Assistance Program (EAP)
- Close (CL)
ELIGIBILITY CRITERIA

- Applicants **must** be non-entitlement Units of General Local Government (UGLGs)
- Projects **must** meet a CDBG National Objective and be an eligible activity
- Project costs **must** be eligible for CDBG funding and applicants **must** meet the minimum match requirements:

<table>
<thead>
<tr>
<th>Program:</th>
<th>Max. CDBG Award:</th>
<th>Minimum Match Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Facilities (CDBG-PF)</td>
<td>$1,000,000</td>
<td>$1 Match for each $2 CDBG</td>
</tr>
<tr>
<td>Planning (CDBG-PLNG)</td>
<td>$50,000</td>
<td>$1 Match for each $2 CDBG</td>
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</tbody>
</table>
ADDITIONAL APPLICANT CRITERIA

- Citizen Participation: **Must** have Citizen Participation Plan and **must** hold pre-application Public Hearing [with hearing notice, minutes and Citizen Participation Certification, and list of attendees (in minutes or on sign-in sheet(s))]
- Authorizing Resolution by Municipality and Certifications from Chief Elected Official
- Compliance with prior CDBG Awards
- Awards from the same CDBG program for two consecutive (back-to-back) years are **NOT** allowed for PF and PLNG programs (i.e., cannot receive 2 CDBG-PF awards in 2 consecutive years; or 2 CDBG-PLNG awards in 2 consecutive years)
ADDITIONAL APPLICANT CRITERIA

- Must be able to accept award and proceed with negotiating the Grant Agreement within 45 days of award notification.

- The UGLG may consider passing a resolution during the application preparation process to grant approval/acceptance rights to the Chief Elected Official (CEO) on behalf of the UGLG in the event that the application is awarded CDBG funds.
CDBG PROGRAM REQUIREMENTS

Upon Award:
- Award Acceptance
- Pre-Agreement Documents
- Execution of Grant Agreement
- CDBG Implementation Training Sept./Oct. 2020
- Compliance with Grant Agreement & current Implementation Handbook (posted on website)
  - Policies/Regulations
  - Reporting & Recordkeeping Requirements
  - Project Milestones/Deadlines and Processes
Non-compliance may result in cancellation of grant and/or payback of CDBG funds
Procurement:
(Implementation Handbook, Chapter 3; 24 CFR Part 85.35-.36)

- May contract for professional services
  (e.g., Grant Application, Grant Administration, Engineering, Planning, etc.)
- Match = Follow Local Govt. Procurement/Purchasing/Contracting Policies
- CDBG = Follow Federal/State and Local Govt. Policies
- Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Outreach
- Section 3 Firm/Business Outreach
Procurement (continued):
(Implementation Handbook, Chapter 3; 24 CFR Part 85.35-.36)

- **Exception:** Contracting with Regional Planning Commissions (RPCs); most publicly funded Economic Development Organizations (EDOs):
  
  Competitive procurement not required (contingent upon Local policy)

- Refer to the CDBG Implementation Handbook:
  
  http://www.doa.wi.gov/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview/#handbook

- Fees for preparation of grant application:
  
  - May be published on DEHCR website
  
  - Cannot be included in the CDBG Project Budget (not as CDBG or Match)
CDBG PROGRAM REQUIREMENTS

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

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

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

Davis-Bacon and Related Acts (DBRA) and other Federal Labor Standards Regulations:
- DBRA Wage Rates and Federal Labor Standards required, if applicable to Project
Grant Disbursements:

- Allowable costs incurred prior to Award:
  Engineering (match only; up to 12 months prior to Application submittal)

- Allowable costs incurred on or after Award Date:
  Grant Administration; Planning (Environmental compliance required);
  Other Costs approved by DOA-DEHCR

- Allowable costs incurred after the Execution of Grant Agreement and Environmental Compliance/Certification:
  Acquisition, Construction

- CDBG disbursements paid for eligible costs as invoices are received or as a reimbursement for invoices already paid by Grantee
NATIONAL OBJECTIVE QUALIFICATION

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

LMISD by Local Governments, Based on 2011-2015 ACS

These data sets provide estimates of the number of low- and moderate-income individuals (LMISD) by Summary level 160 Places, Summary Level 170: Consolidated Cities, Summary Level 050: County, and Summary Level 060: County Subdivision geographies based on the 2011-2015 American Community Survey (ACS). Margins of error for the Place, Summary level 160 geographies are also provided.

ACS 2011-2015 Low-Mod All Local Governments
ACS 2011-2015 Low-Mod Margin of Error for Places

Data Sets
- ACS 5-Year 2011-2015 Low and Moderate Income Summary Data Main
- Map Application
- All Block Groups
  - Block Groups by Entitlement Grantee
  - Local Government Summaries
  - Overall Low to Moderate Percentages by Grantee

## LMI NATIONAL OBJECTIVE – HUD LMISD

### HUD LMISD Excel Spreadsheet (Example-Local Governments)

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOTYPE</td>
<td>STATE</td>
<td>COUNTY CODE</td>
<td>COUNTY NAME</td>
<td>COUSUB</td>
<td>PLACE</td>
<td>CONCAT</td>
<td>NAME</td>
<td>STUSAB</td>
<td>LOW</td>
<td>LOWMOD</td>
<td>LMMI</td>
<td>LOWMODUNIV</td>
<td>LOWMOD_PCT</td>
<td>UCLOWMOD</td>
<td>UCLOWMOD_P</td>
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<tr>
<td>PLACE</td>
<td>55</td>
<td>00100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Abbotsford city</td>
<td>WI</td>
<td>540</td>
<td>1,175</td>
<td>1,470</td>
<td>2,075</td>
<td>56.63%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLACE</td>
<td>55</td>
<td>00150</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Abrams CDP</td>
<td>WI</td>
<td>15</td>
<td>95</td>
<td>210</td>
<td>400</td>
<td>23.75%</td>
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<td></td>
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<tr>
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<td>00275</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Adams city</td>
<td>WI</td>
<td>735</td>
<td>1,075</td>
<td>1,295</td>
<td>1,650</td>
<td>65.15%</td>
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<td></td>
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<tr>
<td>PLACE</td>
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<td>00450</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Adell village</td>
<td>WI</td>
<td>60</td>
<td>175</td>
<td>245</td>
<td>460</td>
<td>38.04%</td>
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<td>00750</td>
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<td>Albany village</td>
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<td>330</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Allenton CDP</td>
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<td>235</td>
<td>275</td>
<td>780</td>
<td>950</td>
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<td>PLACE</td>
<td>55</td>
<td>01150</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Allouez village</td>
<td>WI</td>
<td>1,540</td>
<td>3,845</td>
<td>6,810</td>
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<td></td>
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<td>Alma city</td>
<td>WI</td>
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<td>270</td>
<td>415</td>
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<td>PLACE</td>
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<td>01300</td>
<td></td>
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<td></td>
<td></td>
<td>Alma Center village</td>
<td>WI</td>
<td>200</td>
<td>295</td>
<td>380</td>
<td>515</td>
<td>57.28%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LMI NATIONAL OBJECTIVE – HUD LMISD

LMISD - All Block Groups, Based on 2011-2015 ACS

These data sets provide estimates of the number of low- and moderate-income individuals (LMISD) by block group based on the 2011-2015 American Community Survey (ACS) and includes the margin of error.

These data contain codes found in the Enterprise Geographic Information Systems Portal. If you do not have Microsoft Excel available to view the workbook, you may download the free Excel viewer from Microsoft.

These Insular Area LMISD, listed below, continue to be based on the 2010 Decennial Census Summary Files of Outlying Areas. Data for the Insular Areas is not available from the 2011-2015 ACS.

ACS 2011-2015 All Block Groups
Insular Area Data from 2010 Census

### LMI NATIONAL OBJECTIVE – HUD LMISD

### HUD LMISD Excel Spreadsheet (Example-Census Tracts)

<table>
<thead>
<tr>
<th>GEOID</th>
<th>geocode</th>
<th>Stusab</th>
<th>Countyname</th>
<th>State</th>
<th>County</th>
<th>Tract</th>
<th>Blockgrp</th>
<th>Low</th>
<th>Lowmod</th>
<th>Llmli</th>
<th>Lowmeduniv</th>
<th>Lowmed_pct</th>
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<th>MOE_LowmedPct</th>
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<td>Block Group 1, Census Tract 9501, Adams County, Wisconsin</td>
<td>WI</td>
<td>Adams County</td>
<td>55</td>
<td>001</td>
<td>950100</td>
<td>1</td>
<td>225</td>
<td>420</td>
<td>610</td>
<td>1130</td>
<td>37.17%</td>
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<td>950100</td>
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<td>70</td>
<td>355</td>
<td>565</td>
<td>790</td>
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<td>950100</td>
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<td>165</td>
<td>270</td>
<td>610</td>
<td>1105</td>
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<td>950201</td>
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<td>240</td>
<td>510</td>
<td>910</td>
<td>1290</td>
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<td>950202</td>
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<td>470</td>
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<td>950202</td>
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<td>225</td>
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<td>950202</td>
<td>3</td>
<td>245</td>
<td>425</td>
<td>650</td>
<td>920</td>
<td>46.20%</td>
<td>0.00%</td>
<td>+/-8.04</td>
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<td>950400</td>
<td>1</td>
<td>165</td>
<td>360</td>
<td>555</td>
<td>760</td>
<td>47.37%</td>
<td>0.00%</td>
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<td>55</td>
<td>001</td>
<td>950400</td>
<td>2</td>
<td>350</td>
<td>555</td>
<td>790</td>
<td>995</td>
<td>55.78%</td>
<td>0.00%</td>
<td>+/-9.75</td>
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<td>55</td>
<td>001</td>
<td>950400</td>
<td>3</td>
<td>360</td>
<td>620</td>
<td>845</td>
<td>1120</td>
<td>55.36%</td>
<td>0.00%</td>
<td>+/-19.82</td>
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</tbody>
</table>
LMI NATIONAL OBJECTIVE – HUD LMISD

HUD LMISD Map Application (Example-Census Tracts)

https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd
LMI NATIONAL OBJECTIVE – HUD LMISD

Documenting LMI – HUD LMI Summary Data (LMISD)

- Project Area Map
- HUD LMISD Info. (Total # LMI, Total # Population, LMI %)
- Multi-Jurisdiction Service Areas only: Form 8 in Income Survey Guide showing LMI Percentage Calculation
LMI NATIONAL OBJECTIVE - INCOME SURVEY

Income Survey Guide and Income Survey Data Forms

https://doa.wi.gov/Pages/LocalGovtsGrants/CommunityDevelopmentPrograms.aspx
Documenting LMI – Income Survey

Refer to *Income Survey Guide*

Application Submission:

- For PF Competitive Applications only:
  - Submit Income Survey Packet documents no later than **February 15, 2020**
  - Submit Income Survey Certification with CDBG-PF Application
- For PLNG and others:
  - Submit Income Survey Packet documents *OR* Income Survey Certification with CDBG Application

UGLG Records:

- All documents specified in *Income Survey Guide*
Limited Clientele (LMC) – Persons in a group *presumed* to be at least 51.0% LMI:

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

*Project/activity must exclusively serve persons in one or more of the groups above to meet the LMC criteria and presume the group is at least 51.0% LMI.*
Documenting LMI – Limited Clientele
[Low- and Moderate-Income Clientele (LMC)]

- Documentation verifying the project *exclusively* serves LMC
- For *existing* facility/program:
  - Letter and information from facility/program
  - Must include:
    - Nature of facility and services provided
    - # of persons and Type(s) of clientele served
    - Verification of exclusively serving LMC
    - Income Limits used if qualification is income-based
    - *To be submitted upon award*: Demographics data (# families, family size, race/ethnicity)
SLUM AND BLIGHT NATIONAL OBJECTIVE

Documenting Slum & Blight (Area Basis & Spot Basis)

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

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

PUBLIC FACILITIES AND PLANNING PROJECTS
COMMUNITY DEVELOPMENT PROGRAMS WEBSITE: HTTPS://DOA.WI.GOV/PAGES/LOCALGOVTSGRANTS/COMMUNITYDEVELOPMENTPROGRAMS.ASPX

Public Facilities (PF) Program:
https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGPublicFacilitiesProgram.aspx

Planning (PLNG) Program:
https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGPlanningProgram.aspx
CDBG-PF PROJECTS: ELIGIBLE ACTIVITIES

- Water System Improvements
- Sanitary Sewers
- Waste Water Treatment Facilities/Plants (WWTF/P)
- Wells & Water Towers
- Storm Sewers & Curb/Gutter
CDBG-PF PROJECTS: ELIGIBLE ACTIVITIES (CONTINUED)

- Main Street Improvements
- Libraries
- Senior Centers
- Accessibility Improvements
- Fire Stations
Ineligible CDBG-PF Projects & Costs:

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

** Engineering and Furnishing(s) costs can be counted toward a Community’s match requirement. [UGLGs with CDBG Close match funds: May use CDBG-Close match for Engineering if meet federal procurement requirements.]
CDBG-PLNG PROJECTS: ELIGIBLE & INELIGIBLE ACTIVITIES

Eligible CDBG-PLNG Projects & Costs:
• Comprehensive plans
• Individual project plans
• Community development plans
• Capital improvement plans
• Small area & neighborhood plans
• Local analysis of impediments to fair housing
• Downtown revitalization plans
• Functional plans
• Environmental & historic preservation studies

Ineligible CDBG-PLNG Projects & Costs:
• Engineering, architectural, and design costs related to a specific activity
• Direct development of a CDBG Application
• Other costs of implementing plans
• Operating costs for an organization
• Construction or any other non-professional services
• Any otherwise eligible planning project costs incurred prior to the DEHCR grant award date
CDBG-PLNG PROJECTS: CRITERIA (COMMUNITY-WIDE PLANS)

Community-Wide Plans:

- Emphasize collaboration among community stakeholders;
- Address economic conditions;
- Identify strategies to increase access to affordable housing;
- Improve community vitality by addressing slum/blight conditions; or
- Address other issues that will improve the well-being of LMI persons
CDBG-PLNG PROJECTS: CRITERIA (SITE-SPECIFIC PLANS)

- **Site-Specific Plans:**
  - Plans and strategic development activities
  - May be for specific neighborhood or district within a community or to plan for the use or reuse of a specific site
  - Examples: adaptive reuse of former hospital, school building or other vacant structure, or potential use of a parcel of land
### MAX. CDBG AWARD, MIN. REQUIRED MATCH, AND ALLOWABLE ADMIN.

<table>
<thead>
<tr>
<th>Public Facilities (CDBG-PF)</th>
<th>Planning (CDBG-PLNG)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maximum CDBG Award Amount</strong></td>
<td>up to $1,000,000</td>
</tr>
</tbody>
</table>
| **Required Minimum Grantee Match** | 2:1 Ratio  
(Maximum $2 CDBG for every $1 Match) | 2:1 Ratio  
(Maximum $2 CDBG for every $1 Match) |
| **Amount of CDBG Funds allowed for Grant Administration** | CDBG = $6,000  
or up to 1.5% (max. $15,000) of CDBG-PF Award | Not Applicable (Planning Costs) |
# CDBG-PF & CDBG-PLNG: APPLICATION PROCESS OVERVIEW

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Public Facilities (CDBG-PF)</th>
<th>Planning (CDBG-PLNG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Type</td>
<td>Competitive</td>
<td>Non-Competitive</td>
</tr>
<tr>
<td>Available HUD Funding</td>
<td>Approx. $10 million</td>
<td>$250,000</td>
</tr>
<tr>
<td>Awards</td>
<td>Applications are scored, ranked, and awarded based on available funding. Must be accepted within forty-five (45) days. Additional grants may be awarded based on rankings if additional funds become available.</td>
<td>Eligible Applications awarded based on available funding. Must be accepted within forty-five (45) days of award.</td>
</tr>
<tr>
<td>Denials</td>
<td>Appeal of a denial decision must be made by the UGLG within thirty (30) days of the date of the decision letter.</td>
<td></td>
</tr>
</tbody>
</table>
## TIMELINE: 2020 CDBG-PF & CDBG-PLNG GRANT CYCLE(S)

<table>
<thead>
<tr>
<th>APPLICATION PROCESS:</th>
<th>TARGET/DUE DATE(S):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Public Facilities (CDBG-PF)</strong></td>
</tr>
<tr>
<td></td>
<td><em>Competitive Cycle</em></td>
</tr>
<tr>
<td>Applications Available</td>
<td>January 31, 2020</td>
</tr>
<tr>
<td>Application Training #1</td>
<td>February 4, 2020</td>
</tr>
<tr>
<td>Application Training #2</td>
<td>February 6, 2020</td>
</tr>
<tr>
<td>Applications Due to DOA</td>
<td><strong>May 14, 2020 @ 4pm</strong>  &lt;br&gt; <strong>NEW: June 25, 2020 @ 4pm</strong></td>
</tr>
<tr>
<td>Award Letters</td>
<td><strong>NEW: No later than July 17, 2020</strong>  &lt;br&gt; <strong>Within 30 Days of Application Submission</strong></td>
</tr>
<tr>
<td>Acceptance of Award</td>
<td>Within 45 Days of Award</td>
</tr>
<tr>
<td>Implementation Training #1-2</td>
<td>September 2020</td>
</tr>
<tr>
<td>Implementation Training #2</td>
<td>September/October 2020</td>
</tr>
<tr>
<td>Pre-Contract Process; Contracts Drafted, Negotiated, &amp; Executed</td>
<td>July 17 – December 31, 2020</td>
</tr>
</tbody>
</table>
# ADDITIONAL APPLICANT EXPECTATIONS

## 2020 CDBG-PF Awards Project Timeline

<table>
<thead>
<tr>
<th>Pre-Construction Activities:</th>
<th>Start by April 1, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Start:</td>
<td>Start by July 1, 2021</td>
</tr>
<tr>
<td>Construction Completion:</td>
<td>Complete by October 31, 2022</td>
</tr>
<tr>
<td>Project Completion Documents &amp; Final Payment Request:</td>
<td>Received by DEHCR no later than December 31, 2022</td>
</tr>
</tbody>
</table>

## Planning (CDBG-PLNG) Project Timeline

<table>
<thead>
<tr>
<th>Planning Activities:</th>
<th>Begin within 6 months of Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Completion:</td>
<td>Plan completed within 22 months of Award</td>
</tr>
<tr>
<td>Project Completion Documents &amp; Final Payment Request:</td>
<td>Received by DEHCR within 24 months of Award</td>
</tr>
</tbody>
</table>
CDBG-PF & CDBG-PLNG APPLICATION FORMS: PART 1

Part 1 - Grant Request

- Project Funding
- Project Title
- Brief Description
- Agreeing to Terms: Project Timeline
CDBG-PF & CDBG-PLNG APPLICATION FORMS: PARTS 2

Part 2 - Applicant Information & Signature

- UGLG Contact Information
- Senate/Assembly District, DUNS #, FEIN
- **Original Signature** of Chief Elected Official (CEO)
- Application or 3rd Party Contact Information
- Current CDBG Assistance (Any open CDBG awards)
- CDBG-PLNG Only:
  - Pre-Application Conference Information (Required)
  - Procuring/Securing Professional Services Question
Part 3 – Certifications

- **Original Signature** of Chief Elected Official (CEO)
  - Acknowledging information is true and correct for the UGLG for:
    - Initial Eligibility Certification
    - Statement of Assurances Certification
    - Lobbying Certification
    - Acquisition, Relocation & Demolition Certification
    - Fair Housing Actions Certification
  - Must agree to terms in Certifications and all information must be true and correct for UGLG to be eligible for CDBG funding
Part 4 - CDBG National Objective and Project Beneficiaries

- Community-wide benefit
- # of Project Beneficiaries (and # LMI persons if applicable)
- National Objective Compliance
  - Benefit to Low- and Moderate-Income Persons
    - Area Benefit – HUD Local Government LMI Summary Data (LMISD)
    - Area Benefit – HUD Census Block Group/Tract LMISD
    - Area Benefit – Income Survey
    - Area Benefit – Combining HUD LMISD and Income Survey Data
- Limited Clientele
Part 4 - CDBG National Objective and Project Beneficiaries

- Prevention/Elimination of Slum and Blight
  - Area Basis
  - Spot Basis
- Urgent Local Need \textbf{\textit{NOT}} Applicable to CDBG-PLNG Projects
DIFFERENCES: PF vs. PLNG APPLICATION

Part 6-7 of CDBG-PF Application
not applicable to CDBG-PLNG Application
CDBG-PF APPLICATION
SCORING CATEGORIES

CDBG-PF *Scored* Categories (250 points maximum):

- Part 5 – Project Need 100 points
- Part 6 – Community Distress 70 points
- Part 7 – Financial Need 30 points
- Part 8 – Planning 10 points
- Part 9 – Matching Funds 40 points
CDBG-PLNG APPLICATION
REVIEW CATEGORIES

CDBG-PLNG Review Categories (for eligibility)

- Part 5 – Project Need
- Part 6 – Budget and Matching Funds
- Part 7 – Planning
# CDBG-PF & CDBG-PLNG Application Forms: Part 5

## Part 5 - Project Need

<table>
<thead>
<tr>
<th>Review</th>
<th>Public Facilities (CDBG-PF)</th>
<th>Planning (CDBG-PLNG)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scored (up to 100 points)</td>
<td>Evaluated for Eligibility</td>
</tr>
</tbody>
</table>

**Response Format**
- Up to 2 pages, 11-point font
- Approx. 1/2 page, 11-point font

**Items to Address**
- **7 Items:**
  - Current condition
  - Frequency
  - # of people affected
  - Effects if left untreated
  - How project will resolve problem
  - Scope of work
  - Extent of CDBG funding need

- **3 Items:**
  - Positive impact on community
  - Anticipated future steps to implement Plan upon completion
  - Ability/readiness to implement Plan

**Supporting Documentation**
- Cannot exceed 20 pages
- Cannot exceed 10 pages
Community Distress (PF only)

### Scoring/Sources:

1. **Median Household Income** (up to 40 Points)
   - U.S. Census American Community Survey 2013-2017 ACS 5-Year Estimates

2. **Per Capita Property Value** (up to 15 Points)
   - 2018 Town, Village and City Taxes, Wisconsin Dept. of Revenue

3. **Local Property Tax Rate** [Full Gross only] (up to 15 Points)
   - 2018 Town, Village and City Taxes, Wisconsin Dept. of Revenue

### Public Facilities (CDBG-PF) vs. Planning (CDBG-PLNG)

<table>
<thead>
<tr>
<th>PF APPLICATION - PART 6: Scored (up to 70 Points total)</th>
<th>Planning (CDBG-PLNG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
### CDBG-PF APPLICATION FORM ONLY
### PART 6 SCORING – MEDIAN HOUSEHOLD INCOME (MHI)

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

2013-2017 ACS 5-Year Estimates
MHI of $35,500 = 30 points
### CDBG-PF APPLICATION FORM ONLY
### PART 6 SCORING – PER CAPITA PROPERTY VALUE

#### Per Capita Property Value Calculation:

Total Property “Full Value” ÷ Total Population

#### Table: Per Capita Property Value

<table>
<thead>
<tr>
<th>POINT VALUE</th>
<th>PER CAPITA PROPERTY VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Greater than $94,483</td>
</tr>
<tr>
<td>1</td>
<td>$91,108 - $94,483</td>
</tr>
<tr>
<td>2</td>
<td>$87,734 - $91,107</td>
</tr>
<tr>
<td>3</td>
<td>$84,359 - $87,733</td>
</tr>
<tr>
<td>4</td>
<td>$80,985 - $84,359</td>
</tr>
<tr>
<td>5</td>
<td>$77,611 - $80,984</td>
</tr>
<tr>
<td>6</td>
<td>$74,236 - $77,610</td>
</tr>
<tr>
<td>7</td>
<td>$70,862 - $74,235</td>
</tr>
<tr>
<td>8</td>
<td>$67,488 - $70,861</td>
</tr>
<tr>
<td>9</td>
<td>$64,113 - $67,487</td>
</tr>
<tr>
<td>10</td>
<td>$60,739 - $64,112</td>
</tr>
<tr>
<td>11</td>
<td>$57,364 - $60,738</td>
</tr>
<tr>
<td>12</td>
<td>$53,990 - $57,363</td>
</tr>
<tr>
<td>13</td>
<td>$50,616 - $53,990</td>
</tr>
<tr>
<td>14</td>
<td>$47,241 - $50,615</td>
</tr>
<tr>
<td>15</td>
<td>Less than $47,241</td>
</tr>
</tbody>
</table>

2018 Dept. of Revenue Tax Bulletin
Per Capita Property Value Calculation:

Per Capita Property Value of $50,000 = 14 points
CDBG-PF APPLICATION FORM ONLY
PART 6 SCORING – TAX RATE

<table>
<thead>
<tr>
<th>POINT VALUE</th>
<th>FULL VALUE GROSS TAX RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Less than .01670</td>
</tr>
<tr>
<td>1</td>
<td>0.01670 - 0.01730</td>
</tr>
<tr>
<td>2</td>
<td>0.01731 - 0.01789</td>
</tr>
<tr>
<td>3</td>
<td>0.01790 - 0.01849</td>
</tr>
<tr>
<td>4</td>
<td>0.01850 - 0.01909</td>
</tr>
<tr>
<td>5</td>
<td>0.01910 - 0.01968</td>
</tr>
<tr>
<td>6</td>
<td>0.01969 - 0.02028</td>
</tr>
<tr>
<td>7</td>
<td>0.02029 - 0.02088</td>
</tr>
<tr>
<td>8</td>
<td>0.02089 - 0.02147</td>
</tr>
<tr>
<td>9</td>
<td>0.02148 - 0.02207</td>
</tr>
<tr>
<td>10</td>
<td>0.02208 - 0.02268</td>
</tr>
<tr>
<td>11</td>
<td>0.02267 - 0.02326</td>
</tr>
<tr>
<td>12</td>
<td>0.02327 - 0.02386</td>
</tr>
<tr>
<td>13</td>
<td>0.02387 - 0.02445</td>
</tr>
<tr>
<td>14</td>
<td>0.02446 - 0.02505</td>
</tr>
<tr>
<td>15</td>
<td>Greater than .02505</td>
</tr>
</tbody>
</table>

2018 Dept. of Revenue Tax Bulletin
Full Value Gross Tax Rate of
.021350 = 8 Points
Financial Need (*PF only*; up to 30 Points)

- **UGLG G.O. Debt**

- **For Water and Sanitary Sewer projects:**
  - Residential water charge for 70,000 gallons annual usage
  - Residential sewer charge for 70,000 gallons annual usage

*Must include Calculation Worksheet Attachment and Proof of current Water/Sewer Rates in Application Attachments*
Example: UGLG has $1 Million Debt Capacity; has used $450,000 to date = Score of 25

**NOTE:** The G.O. Debt score for the UGLG is calculated based on the UGLG’s **current** Used G.O. Debt compared to the UGLG’s G.O. Debt Capacity. The UGLG **cannot** include in the calculation for Used G.O Debt any debt incurred or used for the proposed 2020 CDBG project.
CDBG-PF APPLICATION FORM ONLY
PART 7 SCORING – UTILITY RATES (WATER AND SEWER PROJECTS)

<table>
<thead>
<tr>
<th>POINT VALUE</th>
<th>ANNUAL WATER &amp; SEWER RATES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Water Only</td>
<td>Sewer Only</td>
</tr>
<tr>
<td>0</td>
<td>Less than $294</td>
<td>Less than $506</td>
</tr>
<tr>
<td>2</td>
<td>$294 - $312</td>
<td>$506 - $538</td>
</tr>
<tr>
<td>4</td>
<td>$313 - $331</td>
<td>$539 - $569</td>
</tr>
<tr>
<td>6</td>
<td>$332 - $349</td>
<td>$570 - $601</td>
</tr>
<tr>
<td>8</td>
<td>$350 - $367</td>
<td>$602 - $633</td>
</tr>
<tr>
<td>10</td>
<td>$368 - $386</td>
<td>$634 - $664</td>
</tr>
<tr>
<td>12</td>
<td>$387 - $404</td>
<td>$665 - $696</td>
</tr>
<tr>
<td>14</td>
<td>$405 - $422</td>
<td>$697 - $727</td>
</tr>
<tr>
<td>16</td>
<td>$423 - $441</td>
<td>$728 - $759</td>
</tr>
<tr>
<td>18</td>
<td>$442 - $459</td>
<td>$760 - $791</td>
</tr>
<tr>
<td>20</td>
<td>$460 - $478</td>
<td>$792 - $822</td>
</tr>
<tr>
<td>22</td>
<td>$479 - $496</td>
<td>$823 - $854</td>
</tr>
<tr>
<td>24</td>
<td>$497 - $514</td>
<td>$855 - $886</td>
</tr>
<tr>
<td>26</td>
<td>$515 - $533</td>
<td>$887 - $917</td>
</tr>
<tr>
<td>28</td>
<td>$534 - $569</td>
<td>$918 - $980</td>
</tr>
<tr>
<td>30</td>
<td>Greater than $569</td>
<td>Greater than $980</td>
</tr>
</tbody>
</table>

Example:
Water/Sewer Project; Combined annual water/sewer rate of $1,000 = Score of 10

(Based on 70,000 gallons usage)
CDBG-PF & CDBG-PLNG APPLICATION FORMS: PLANNING
PART 8 (PF - SCORED) / PART 7 (PLNG)

Planning (Part 8 CDBG-PF / Part 7 CDBG-PLNG)

- Explain how project is consistent with or a continuation of adopted/approved community long-range plan(s)
- Include supporting documentation (relevant pages of plan(s) only) in Application Attachments
  - Do not attach copy of entire plan
  - Mark relevant text
  - Label with plan’s page number, title and date of adoption/approval
Criteria for CDBG-PF Planning Scoring (up to 10 points):

- How the project supports and further promotes UGLG’s long-range plan(s)
- Level of consistency and specificity of plan(s) with regard to project scope
- Evidence (supporting documentation) verifying plan consistency
Budget and Matching Funds:

- Project Budget & Matching Funds Form (*CDBG-PF only*)
- Detailed Project Budget with Itemized Costs (*CDBG-PF only*)
- Matching Funds Documentation
- Match Funding Waiver Request (*if applicable/if hardship demonstrated*)
- Grant Administration/Professional Services Information
CDBG-PF & CDBG-PLNG APPLICATION FORMS: BUDGET & MATCHING FUNDS
PART 9 (PF - SCORED) / PART 6 (PLNG)

Project Budget & Matching Funds Form:

- Activity
- CDBG Funds
- Matching Funds
  - UGLG funds
  - Other public funds
  - Private funds
- Include source, amount, status of funds
Project Budget & Matching Funds Form - Options to Report:

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

Refer to guidance in Application Instructions
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.
Project Budget & Matching Funds Scoring (up to 40 points):

- Extent to which matching funds are \textit{verified} as secured, committed, and available for use.
- Documentation for funds secured, committed, applied for, pending or other status considered in scoring
- 40 points if 100% match secured and committed, verified with supporting documentation in Application Attachments
- 0 points if no supporting documentation for any match funds in Application Attachments
### CDBG-PF & CDBG-PLNG APPLICATION FORMS: ATTACHMENTS & SUPPORTING DOCUMENTATION CHECKLIST

- **Checklist in the Application must be completed**
- **Provides guidance on required vs. optional or “if applicable” Attachments**

#### PUBLIC FACILITIES APPLICATION ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST

<table>
<thead>
<tr>
<th>Topic</th>
<th>Documents</th>
<th>Required With All Apps</th>
<th>Included with this application submission?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizen Participation</td>
<td>1. Adopted Citizen Participation Plan (CPP)</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>2. Citizen Participation Public Hearing Notice (with proof of publication 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 UGL’s CPP in effect on the date of the first notice)</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>3. Citizen Participation Public Hearing Certification Form</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>4. Public Hearing Meeting Minutes</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>5. List of Public Hearing Attendees either listed in the Public Hearing Meeting Minutes or on separate Sign-In Sheet</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>6. Policy for Non-Habitat Civil Rights (Determination/Prohibiting the Use of Excessive Force and Enforcing State/Local Laws Prohibiting Physical Staring or Entry into/Exit from Facilities)</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td>Financial</td>
<td>7. Project Budget &amp; Matching Funds Form</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>8. Detailed Itemization of Project Costs</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>9. Authorizing Resolution to Commit Matching Funds</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>10. Proof of Match Funds Committed, Received, Pending, and/or here</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>11. Final Funding Letter (with supporting documentation for a change in eligibility if applicable)</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>12. Proof of Current Water/Sewer Rates (if applicable)</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>13. Current Water/Sewer Rates Calculation Worksheet for 10,000 Gallons of Use (if applicable)</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>14. Maps(s) of Project Area (nature and location(s) of project activities)</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>15. Maps(s) of Service Area (location(s) of primary beneficiaries)</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>16. Maps(s) of Utility Services in Service Area (if applicable)</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>17. LEA Calculations Worksheet for Multiple Jurisdictions (Form 3 of the Income Survey Data Forms document if applicable)</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>18. Income Survey Approval Certification Letter from LEA (if applicable)</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>19. Letter from Limited Eligible Facility/Program (if applicable)</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>20. Income Limits Used by Limited Eligible Facility/Program (if applicable)</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td>Fair Housing</td>
<td>21. Fair Housing Notice</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td>Slum &amp; Blight</td>
<td>22. Slum &amp; Blight Certification (if applicable)</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>23. Slum and Blight supporting documentation (if applicable)</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>24. Residential Anti-Displacement and Relocation Assistance Plan (RARP)</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>25. Authorizing Resolution to Submit CDBG Application</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>26. Project Need Supporting Documentation</td>
<td>✓</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>27. Planning Supporting Documentation (e.g. relevant excerpts from adopted comprehensive plan, community development plan, etc.)</td>
<td>✓</td>
<td>YES</td>
</tr>
</tbody>
</table>

Fitable forms and sample documents can be found electronically on the Bureau of Community Development Website at: [http://dhhs.wi.gov/Pages/LocalGov/Paging.aspx](http://dhhs.wi.gov/Pages/LocalGov/Paging.aspx)
Grantees must use the Cover Pages provided in the Application to organize and compile Attachments in the prescribed order listed.

CDBG-PF & CDBG-PLNG APPLICATION FORMS: ATTACHMENTS & SUPPORTING DOCUMENTATION COVER PAGES

**CITIZEN PARTICIPATION**
ATTACHMENTS AND SUPPORTING DOCUMENTATION

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

**FINANCIAL**
ATTACHMENTS AND SUPPORTING DOCUMENTATION

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

**PROJECT AREA/SERVICE AREA**
ATTACHMENTS AND SUPPORTING DOCUMENTATION

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

Attaching the following Attachments and Supporting Documentation is mandatory for all applicants.

**Grantee Participation Public Hearing Notice:**

- 2. Citizen Participation Public Hearing Notice (with proof of public hearing notice certification of physical postings) [required by CPP - demonstrates given notice must be at least 3 weeks (14 days) prior to or at the end of the matching funds agreement with the USG - UGGL in effect on the date of this Form]


- 5. List of Public Hearing attendees (either listed in Public Hearing Notice or in writing) – required for all applicants.

- 6. Policy on Non-Violent Civil Rights Demonstrations – Protecting the right to protest the USG's refusal to sign agreements and to participate in training (see the current adoption/approvers on policy and required language) – required for all applicants.

Failure to submit the Citizen Participation documents listed above with all CPP, citizen participation public hearing, and non-violent requirements may disqualify the UGGL's application.

*Refer to the Part 3 – Certifications in the CDBG-PF Application & Public Hearing Notice requirements.*

**Attaches:**

1. Approved Citizen Participation Plan (CPP) with date of adoption and all components – required for all applicants.

2. Citizen Participation Public hearing notice with proof of public hearing notice certification of physical postings (required by CPP - demonstrates given notice must be at least 3 weeks (14 days) prior to or at the end of the matching funds agreement with the USG - UGGL in effect on the date of this Form) – required for all applicants.


5. List of Public Hearing attendees (either listed in Public Hearing Notice or in writing) – required for all applicants.

6. Policy on Non-Violent Civil Rights Demonstrations – Protecting the right to protest the USG's refusal to sign agreements and to participate in training (see the current adoption/approvers on policy and required language) – required for all applicants.

*Failure to submit the Citizen Participation documents listed above with all CPP, citizen participation public hearing, and non-violent requirements may disqualify the UGGL's application.

*Refer to the Part 3 – Certifications in the CDBG-PF Application & Public Hearing Notice requirements.*

**Attaches:**

7. Project Budget & Matching Funds Form – required for all applicants.

8. Detailed Itemization of Project Costs (e.g., engineer's estimate or similar itemization of costs to verify the costs listed in the Project Budget & Matching Funds Form) – required for all applicants.

9. Authorizing Resolution to Commit Matching Funds, if committed – strongly recommended for all applicants.

10. Proof of Match Funds Secured, Committed, Pending, and/or Have Other Status (all documentation available) – strongly recommended for all applicants.

11. Proof of 100% Match Committed and Secured (s) required to receive maximum points for Match 50.

12. Match Funding Waiver Request Letter (with supporting documentation for an economic hardship) – required only if UGGL is requesting a waiver to the minimum match funding requirements.

13. Proof of Current Water/Sewer 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/sewer improvement projects.

14. Current Water/Sewer Sanitary Sewer Calculation Worksheet for 70,000 Gallons of Usage – required only for water/sewer improvement projects.

**Attaches:**

15. 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.

- a. Show borders of the municipality if project will have community-wide benefit.

- b. Show census tract group/tract boundaries if HUD LMI/SO and census block group/tract are used to qualify the project.

16. 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.

17. LMI Calculation Worksheet for Multi-Jurisdiction Projects (Form 8 of the Income Survey Data Forms document) – required only if UGGL calculated LMI of service area using HUD LMI/SO for multiple local governments and/or census block groups/tracts (i.e., jurisdictions only) (NW. Projects) using a combination of HUD LMI/SO and income survey data for multiple jurisdictions must receive the Income Survey Approval Certification from DEHED for the survey results prior to CDBG-PF Application submission in accordance with the specifications in the current Income Survey Guide.
APPLICATION SUBMISSION

- Must submit via mail or delivery to address provided in Application Instructions (no fax or email)
  - CDBG-PF: received by DEHCR no later than 4pm on June 25, 2020 (NEW)
  - CDBG-PLNG: received on an ongoing basis
- Submit 1 Application (original CEO signature in Part 2 and Part 3 required)
- Must be unbound (no staples, paperclips, or spiral binding)
- ALL pages on standard 8.5” x 11” paper
- Non-compliance may result in Application being deemed ineligible
- Incomplete applications may NOT be reviewed
Questions?
COMMUNITY DEVELOPMENT BLOCK GRANT FOR PUBLIC FACILITIES (CDBG-PF) AND PLANNING (CDBG-PLNG)

APPLICATION ATTACHMENTS
- Required for **ALL** PF and PLNG Applicants;
- Must be prior to submission of CDBG Application
Required for **ALL** PF and PLNG Applicants.

Must be adopted/in place and current prior to submission of CDBG Application.

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**SAMPLE**

[Unit of General Local Government (UGLG) Name, e.g. Village of Yourville]

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

**PURPOSE**

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the [UGLG Name], the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:
CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
CITIZEN PARTICIPATION PLAN – PUBLIC HEARINGS

CITIZEN PARTICIPATION

1. The [UGLG Name] shall establish a committee composed of persons representative of the [UGLG Name] demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the [UGLG Name].

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the [Local Newspaper Name] at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the [UGLG Name] [UGLG Municipal Administrative Building Name]. These notices will include time, place and date of meetings, as well as a brief agenda.

2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.
CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
CITIZEN PARTICIPATION PLAN – PUBLIC HEARING NOTICE

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

First day of publication does NOT count toward 14-day notice period.
REQUIRED PUBLIC HEARINGS

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

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

2. The second hearing will receive citizens’ views and provide a review of the performance of the funded activities.

3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. [UGLG Name] will attempt to have at least one of the public hearings in the service area (if applicable).
COMPLAINTS

The [UGLG Name] will handle citizen complaints about the program in a timely manner. By federal regulation the [UGLG Type] will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to [Contact Name and Title].

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

Attention: Executive Staff Assistant  
Wisconsin Department of Administration  
Division of Energy, Housing and Community Resources, 9th Floor  
P.O. Box 7970  
Madison, WI 53707-7970

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

1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Community Development Block Grant Close Program (CDBG-CL), Emergency Solutions Grants (ESG), etc.;

2) The event resulting in the complaint;

3) The dates, details, and reason for the complaint; along with

4) The complainant’s name, address, and telephone number.
CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
CITIZEN PARTICIPATION – POLICY ON CIVIL RIGHTS DEMONSTRATIONS

SAMPLE

[Unit of General Local Government (UGLG) Name]

POLICY TO PROHIBIT THE USE OF EXCESSIVE FORCE AND TO ENFORCE APPLICABLE STATE AND LOCAL LAWS PROHIBITING PHYSICALLY BARRING ENTRANCES/EXITS FOR NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS

RESOLUTION NO. [RESOLUTION #]

A RESOLUTION OF THE [UGLG GOVERNING BODY NAME] OF THE POLICY TO PROHIBIT THE USE OF EXCESSIVE FORCE AND ENFORCE APPLICABLE STATE AND LOCAL LAWS PROHIBITING PHYSICALLY BARRING ENTRANCES/EXITS FOR NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS.

WHEREAS Section 104 (L) (1) of Title I of the Housing and Community Development Block Grant Act of 1974, as amended (42 U.S.C. 69 §§304) prohibits the State from expending Development Block Grant funds to any unit of general local government having a policy prohibiting the use of excessive force by local law enforcement agencies against any individuals engaged in nonviolent civil rights demonstrations; and

State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction.

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

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

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

It is POLICY of the [UGLG TYPE] to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the [UGLG TYPE]’s jurisdiction.
Fair Housing Ordinance **must** reflect current State Statutes citation and language (ss.106.50)

Obsolete language will result in Application being deemed **ineligible**
Required for **ALL** PF and PLNG Applicants;

Use Sample for required language

Steps/actions to minimize displacement should be customized for your community

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**SAMPLE**

[UNIT OF GENERAL LOCAL GOVERNMENT (UGLG NAME)]

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

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the [UGLG Name] in accordance with the Housing and Community Development Act of 1974, as amended, and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG projects.

**Minimize Displacement**

Consistent with the goals and objectives of activities assisted under the Act, the [UGLG Name] will take the following steps to minimize the direct and indirect displacement of persons from their homes. *(The steps provided below are examples only, each jurisdiction must determine the actions it will take based on local needs and priorities. Include in this plan the actions the local jurisdiction will take.)* *(Check all that apply below; delete any steps that will not be taken; are not applicable; add steps if others will be taken are applicable.)*

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
Must have “one-to-one replacement” clause for replacing LMI housing

Must be signed by Chief Elected Official
Options:

➢ Area Basis
➢ Spot Basis

Must meet requirements as listed.
Must be signed by Chief Elected Official (CEO)

Include supporting documentation in Application Attachments
### Residential Water Rates:

| Water Rate Table:* | $2.50 per 1,000 gallons for First 30,000 Gallons Used per Quarter  
$1.95 per 1,000 gallons for Over 30,000 per Quarter |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Gallons Used (Residential) Each Quarter:</td>
<td>20,000 gallons</td>
</tr>
</tbody>
</table>
| Charge for 70,000 Gallons Annual Residential Water Usage: | Quarter 1 based on 20,000 gallons: $2.50 x 20 = $50.00  
Quarter 2 based on 20,000 gallons: $2.50 x 20 = $50.00  
Quarter 3 based on 20,000 gallons: $2.50 x 20 = $50.00 |

### Residential Sewer Rates:

<table>
<thead>
<tr>
<th>Sewer Rate Table:*</th>
<th>$10.00 per 100 Cu. Ft. (100 Cu. Ft. Equals 748 Gallons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge for 70,000 Gallons Annual Residential Usage</td>
<td>$935.80 Average Charge for 70,000 Gallons Usage</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Average Residential Meter Size:</th>
<th>1&quot;</th>
</tr>
</thead>
</table>
| Base Meter Charges for Average Residential Meter Size:* | $6.00/month City + $5.00/month JayCoMet = $11.00/month for 1" Meter Size  
$11.00/month x 12 months = $132.00/year Average Annual Meter Charge |

| TOTAL AVERAGE RESIDENTIAL SEWER RATES PER YEAR FOR 70,000 GALLONS USAGE | $935.80 Sewer Charge for 70,000 Gallons + $132.00 Meter Charges = $1,067.80 Annually |

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

- Must show calculation of rates for Annual Usage of 70 Gallons [PF – Part 7]
Must provide printed record verifying Water/Sewer Rates (e.g., web posting, standard customer notice or billing statement, etc.) [PF – Part 7]
CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
FINANCIAL – AUTHORIZING RESOLUTION TO COMMIT MATCH

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

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**SAMPLE**

Resolution to Commit Match Fund

RESOLUTION NO. __ [NUMBER] __


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

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

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

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

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

**Must provide detailed cost estimate of project**  
*PF – Part 9*

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**SAMPLE**

**CITY OF YOURTOWN**  
**2020 WATER TOWER PROJECT**  
**DETAILED ESTIMATE OF PROBABLE COSTS**  
*(CITY OF YOURTOWN, DALE COUNTY, WISCONSIN)*

**ASSUMPTIONS:**  
- 500 GALLON SPHEROID ELEVATED STORAGE TANK
- **CONNECT TO EXISTING WATERMAIN**
- **WATERMAIN, 6"**
- **WATERMAIN, 12"**
- **GATE VALVE, 6"**
- **GATE VALVE, 12"**
- **HYDRANT**
- **FOUNDATION**
- **CATHODIC PROTECTION**
- **WATER TOWER**
- **LOGO PAINTING**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTY.</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WATERMAIN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONNECT TO EXISTING WATERMAIN</td>
<td>1</td>
<td>EA</td>
<td>$2,500</td>
<td>$2,500</td>
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<td>WATERMAIN, 6&quot;</td>
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<td>$50</td>
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<td>LOGO PAINTING</td>
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<td>LUMP</td>
<td>$25,000</td>
<td>$25,000</td>
</tr>
</tbody>
</table>
CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS

PROJECT AREA/SERVICE AREA MAP EXAMPLE (VIEW 1)

Must show:

- Location of project [or focus location of Plan for PLNG]
- Types of work proposed and where each activity will occur [PF Only]
- Location of all residences/families included in service area (i.e., the beneficiaries)
May need to submit additional map(s) to verify the nature of the service area (e.g., residential and/or downtown business district)
- Community-wide Benefit Service Area Map may be map of UGLG’s borders (use online map application, e.g., GoogleMaps, MapQuest, etc.);
- Have option of adding Project Area on same map (DEHCR must be able to read street names, etc.)
Water/Sewer project applications must include the water/sewer map(s).
WEB RESOURCES

- State of Wisconsin Department of Administration - Division of Energy, Housing and Community Resources (DEHCR) Bureau of Community Development (BCD) Website:
  https://doa.wi.gov/Pages/LocalGovtsGrants/CommunityDevelopmentPrograms.aspx
- State of Wisconsin Department of Administration (DEHCR-BCD) CDBG Implementation Handbook:
  https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx
- State of Wisconsin Department of Revenue Town, Village and City Taxes Bulletin
  https://www.revenue.wi.gov/Pages/Report/t.aspx#tvc
- Code of Federal Regulations 24 CFR 570
  https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=54c36810c6688b0e29b05089163bd2f8&rgn=div5&view=text&node=24:3.1.1.3.4&idno=24
- HUD CDBG National Objectives and Eligible Activities Guidance:
WEB RESOURCES (CONTINUED)

- HUD Income Limits:  
  https://www.huduser.gov/portal/datasets/il.html
- HUD Census Block Group/Tract LMI Summary Data (LMISD):  
- HUD Local Government LMI Summary Data (LMISD):  
- HUD Map Application for LMI Summary Data (LMISD):  
  https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd
- HUD Procurement Guidance - Cost/Price Analysis:  
- U.S. Census Bureau American Community Survey Data:  
  https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml
Questions?
Thank you for your time and participation.

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

DOACDBG@Wisconsin.gov