

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)



**DEPARTMENT OF
ADMINISTRATION**

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

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AGENDA*

10:00am – 10:05am	Welcome & Introductions
10:05am – 11:15am	CDBG Program Overview Public Facilities & Planning Projects Application Documents
11:15am – 11:30am	Break
11:30am – 1:00pm	Application Documents Q & A Closing Remarks

*times are approximate

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INTRODUCTION: DEPARTMENT OF ADMINISTRATION STAFF

APPLICATION TRAINING PRESENTERS:

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

ADDITIONAL STAFF:

- Tamra Fabian, Grants Specialist – Advanced
- Stan Kaitfors, Grants Specialist – Advanced

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INTRODUCTION: TRAINING GOALS

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

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CDBG PROGRAM ADMINISTRATION

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

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CDBG PROGRAM PURPOSE

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

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CDBG PROGRAMS

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

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ELIGIBILITY CRITERIA

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

Program:	Max. CDBG Award:	Minimum Match Required:
Public Facilities (CDBG-PF)	\$ 1,000,000	\$1 Match for each \$2 CDBG
Planning (CDBG-PLNG)	\$ 50,000	\$1 Match for each \$2 CDBG

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ADDITIONAL APPLICANT CRITERIA

- Citizen Participation: **Must** have Citizen Participation Plan and **must** hold pre-application Public Hearing [with hearing notice, minutes and 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)

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ADDITIONAL APPLICANT CRITERIA

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

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CDBG PROGRAM REQUIREMENTS

Upon Award:

- Award Acceptance
- Pre-Agreement Documents
- Execution of Grant Agreement
- CDBG Implementation Training Sept./Oct. 2020
- Compliance with Grant Agreement & current Implementation Handbook (posted on website)
 - Policies/Regulations
 - Reporting & Recordkeeping Requirements
 - Project Milestones/Deadlines and Processes

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CDBG PROGRAM REQUIREMENTS

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

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CDBG PROGRAM REQUIREMENTS

Procurement:

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

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

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CDBG PROGRAM REQUIREMENTS

Procurement (continued):

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

- **Exception:** Contracting with Regional Planning 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)

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CDBG PROGRAM REQUIREMENTS

Financial Management:

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

Environmental Requirements:

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

Acquisition and Relocation:

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

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

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

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CDBG PROGRAM REQUIREMENTS

Grant Disbursements:

- Allowable costs incurred prior to Award:
 - Engineering (match only; up to 12 months prior to Application submittal)
- Allowable costs incurred on or after Award Date:
 - Grant Administration; Planning (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

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NATIONAL OBJECTIVE QUALIFICATION

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

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            graph TD
            A[1. Benefit to Low- and Moderate-Income] --> B[Area Benefit]
            A --> C[Limited Clientele]
            A --> D[Housing]
            A --> E[Jobs (N/A for PF/PLNG)]
            F[2. Elimination/Prevention of Slum & Blight] --> G[Area Basis]
            F --> H[Spot Basis]
            I[3. Response to an Urgent Local Need]
            
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LMI NATIONAL OBJECTIVE – HUD LMISD

Home > Programs > ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data > LMISD by Local Governments, Based on 2011-2015 ACS

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

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

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LMI NATIONAL OBJECTIVE – HUD LMISD

HUD LMISD Excel Spreadsheet (Example-Local Governments)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
GEOTYPE	STATE	COUNTY CODE	COUNTY NAME	COUSUB	PLACE	CONCIT	NAME	STUSAB	LOW	LOWMOD	LMMI	LOWMODUNIV	LOWMOD_PCT	UCLOWMOD	UCLOWMOD_P
PLACE	55				00100		Abbotsford city	WI	540	1,175	1,470	2,075	56.61%		
PLACE	55				00150		Abrams CDP	WI	15	95	210	400	23.75%		
PLACE	55				00275		Adams city	WI	735	1,075	1,295	1,650	65.15%		
PLACE	55				00450		Adell village	WI	60	175	245	460	38.04%		
PLACE	55				00750		Albany village	WI	330	740	950	1,270	58.27%		
PLACE	55				01000		Algoma city	WI	840	1,560	2,325	3,065	50.90%		
PLACE	55				01100		Allenton CDP	WI	235	275	780	950	28.95%		
PLACE	55				01150		Allouez village	WI	1,540	3,545	6,810	12,595	28.15%		
PLACE	55				01225		Alma city	WI	140	270	415	650	41.54%		
PLACE	55				01300		Alma Center village	WI	200	295	380	515	57.28%		

Total #
LMI

Total #
Population

Total
LMI %

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LMI NATIONAL OBJECTIVE – HUD LMISD

Home > Programs > ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data > LMISD - All Block Groups, Based on 2011-2015 ACS

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

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

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<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places//>

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LMI NATIONAL OBJECTIVE – HUD LMISD

HUD LMISD Excel Spreadsheet (Example-Census Tracts)

Census Tract # Total # LMI Total # Population Total LMI % HUD LMISD MOE

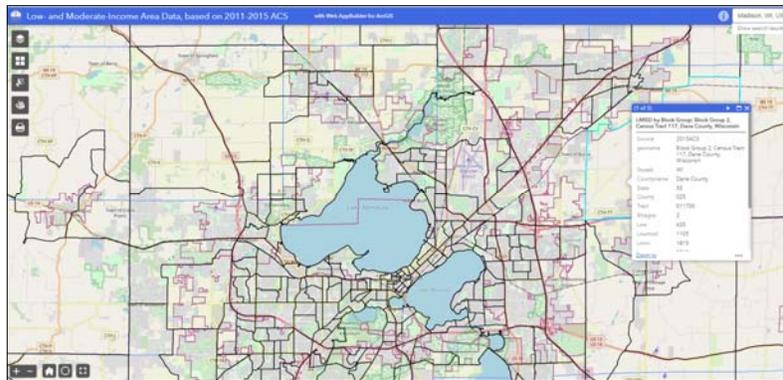
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
GEOID	geoname	Stusab	Countyname	State	County	Tract	Blckgrp	Low	Lowmod	Lmml	Lowmoduniv	Lowmod_pct	uclowmod	uclowmod	MOE_LowmodPct
15000US550019501001	Block Group 1, Census Tract 9501, Adams County, Wisconsin	WI	Adams County	55	001	950100	1	225	420	630	1130	37.17%		0.00%	+/-13.27
15000US550019501002	Block Group 2, Census Tract 9501, Adams County, Wisconsin	WI	Adams County	55	001	950100	2	70	355	565	760	46.71%		0.00%	+/-18.29
15000US550019501003	Block Group 3, Census Tract 9501, Adams County, Wisconsin	WI	Adams County	55	001	950100	3	165	270	630	1105	24.43%		0.00%	+/-9.95
15000US550019502011	Block Group 1, Census Tract 9502.01, Adams County, Wisconsin	WI	Adams County	55	001	950201	1	240	510	910	1290	39.53%		0.00%	+/-8.84
15000US550019502021	Block Group 1, Census Tract 9502.02, Adams County, Wisconsin	WI	Adams County	55	001	950202	1	295	470	610	825	56.97%		0.00%	+/-10.06
15000US550019502022	Block Group 2, Census Tract 9502.02, Adams County, Wisconsin	WI	Adams County	55	001	950202	2	225	385	625	915	42.08%		0.00%	+/-8.42
15000US550019502023	Block Group 3, Census Tract 9502.02, Adams County, Wisconsin	WI	Adams County	55	001	950202	3	245	425	650	920	46.20%		0.00%	+/-8.04
15000US550019504001	Block Group 1, Census Tract 9504, Adams County, Wisconsin	WI	Adams County	55	001	950400	1	165	360	555	760	47.37%		0.00%	+/-12.50
15000US550019504002	Block Group 2, Census Tract 9504, Adams County, Wisconsin	WI	Adams County	55	001	950400	2	350	555	790	995	55.78%		0.00%	+/-9.75
15000US550019504003	Block Group 3, Census Tract 9504, Adams County, Wisconsin	WI	Adams County	55	001	950400	3	360	620	845	1120	55.36%		0.00%	+/-19.82

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LMI NATIONAL OBJECTIVE – HUD LMISD

HUD LMISD Map Application (Example-Census Tracts)



<https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>

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LMI NATIONAL OBJECTIVE – HUD LMISD

Documenting LMI – HUD LMI Summary Data (LMISD)

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

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LMI NATIONAL OBJECTIVE - INCOME SURVEY

Income Survey Guide and Income Survey Data Forms

The screenshot shows a webpage titled 'Community Development Programs'. It includes contact information for the Madison Department of Administration (DOA) and a table of resources. The table is organized into three columns: HUD, Planning Program (ICDBG-PLNG), and Public Facilities Program (ICDBG-PF). The Resources column lists various documents and forms, with 'Income Survey Guide' and 'Income Survey Data Forms' highlighted by a red box.

HUD	Planning Program (ICDBG-PLNG)	Public Facilities Program (ICDBG-PF)	Resources
<ul style="list-style-type: none"> Program Overview and Application Materials 	<ul style="list-style-type: none"> Program Overview and Application Materials Implementation Handbook Training and Technical Assistance 	<ul style="list-style-type: none"> Program Overview and Application Materials Implementation Handbook Training and Technical Assistance 	<ul style="list-style-type: none"> HUD LMI Estimates (for local governments) HUD LMI Estimates (for census tracts) HUD Income Eligibility Worksheet HUD WBE Business Listing Program Year 2014 Awards Program Year 2015 Awards Program Year 2016 Awards Program Year 2017 Awards Program Year 2018 Awards Program Year 2019 Awards Consolidated Plan Income Survey Guide Income Survey Data Forms

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

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LMI NATIONAL OBJECTIVE – INCOME SURVEY

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*

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LMI NATIONAL OBJECTIVE – LIMITED CLIENTELE

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

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

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

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LMI NATIONAL OBJECTIVE – LIMITED CLIENTELE

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

- Documentation verifying the project *exclusively* serves LMC
- For existing facility/program:
 - Letter and information from facility/programMust 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)²⁷

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SLUM AND BLIGHT NATIONAL OBJECTIVE

Documenting Slum & Blight (Area Basis & Spot Basis)

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

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URGENT LOCAL NEED NATIONAL OBJECTIVE

Documenting Urgent Local Need (ULN)

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

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CDBG PROGRAM OVERVIEW

Questions?



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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

PUBLIC FACILITIES AND PLANNING PROJECTS



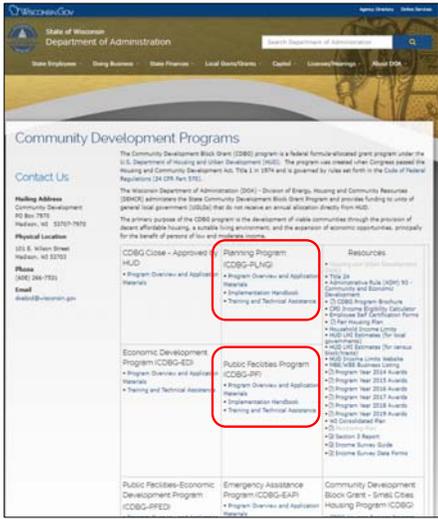
WISCONSIN
DEPARTMENT OF
ADMINISTRATION
DOA.WI.GOV

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COMMUNITY DEVELOPMENT PROGRAMS WEBSITE:
[HTTPS://DOA.WI.GOV/PAGES/LOCALGOVTSGRANTS/COMMUNITYDEVELOPMENTPROGRAMS.ASPX](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>



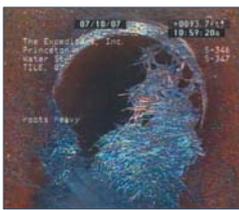
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CDBG-PF PROJECTS: ELIGIBLE ACTIVITIES



Water System Improvements



Sanitary Sewers



Wells & Water Towers



Waste Water Treatment Facilities/Plants (WWTF/P)



Storm Sewers & Curb/Gutter



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CDBG-PF PROJECTS: ELIGIBLE ACTIVITIES (CONTINUED)



Main Street Improvements



Libraries



Fire Stations



Senior Centers



Accessibility Improvements

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CDBG-PF PROJECTS: INELIGIBLE ACTIVITIES

Ineligible CDBG-PF Projects & Costs:

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

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

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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

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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

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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



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MAX. CDBG AWARD, MIN. REQUIRED MATCH, AND ALLOWABLE ADMIN.

	Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
Maximum CDBG Award Amount	up to \$1,000,000	Up to \$50,000
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)

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CDBG-PF & CDBG-PLNG: APPLICATION PROCESS OVERVIEW

	Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
Grant Type	Competitive	Non-Competitive
Available HUD Funding	Approx. \$10 million	\$250,000
Awards	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.	Eligible Applications awarded based on available funding. Must be accepted within forty-five (45) days of award.
Denials	Appeal of a denial decision must be made by the UGLG within thirty (30) days of the date of the decision letter.	

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TIMELINE: 2020 CDBG-PF & CDBG-PLNG GRANT CYCLE(S)

APPLICATION PROCESS:	TARGET/DUE DATE(S):	
	Public Facilities (CDBG-PF) <i>Competitive Cycle</i>	Planning (CDBG-PLNG) <i>Continuous Cycle</i>
Applications Available	January 31, 2020	January 31, 2020
Application Training #1	February 4, 2020	February 4, 2020
Application Training #2	February 6, 2020	February 6, 2020
Applications Due to DOA	May 14, 2020 @ 4pm	Open
Award Letters	No later than July 17, 2020	Within 30 Days of Application Submission
Acceptance of Award	Within 45 Days of Award	Within 45 Days of Award
Implementation Training #1-2	September 2020	September 2020
Implementation Training #2	September/October 2020	September/October 2020
Pre-Contract Process; Contracts Drafted, Negotiated, & Executed	July 17 – December 31, 2020	Within 90 Days of Award

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ADDITIONAL APPLICANT EXPECTATIONS

2020 CDBG-PF Awards Project Timeline

Pre-Construction Activities:	Start by April 1, 2021
Construction Start:	Start by July 1, 2021
Construction Completion:	Complete by October 31, 2022
Project Completion Documents & Final Payment Request:	Received by DEHCR no later than December 31, 2022

Planning (CDBG-PLNG) Project Timeline

Planning Activities:	Begin within 6 months of Award
Plan Completion:	Plan completed within 22 months of Award
Project Completion Documents & Final Payment Request:	Received by DEHCR within 24 months of Award

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: PART 1

Part 1 - Grant Request

- Project Funding
- Project Title
- Brief Description
- Agreeing to Terms: Project Timeline

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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

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: PART 3

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

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: PART 4

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

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: PART 4 (CONTINUED)

Part 4 - CDBG National Objective and Project Beneficiaries

- Prevention/Elimination of Slum and Blight
 - Area Basis
 - Spot Basis
- Urgent Local Need ← **NOT** Applicable to CDBG-PLNG Projects

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: PARTS 5-9

DIFFERENCES: PF vs. PLNG APPLICATION

*Part 6-7 of CDBG-PF Application
not applicable to CDBG-PLNG Application*

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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 |

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CDBG-PLNG APPLICATION REVIEW CATEGORIES

CDBG-PLNG *Review* Categories (for eligibility)

- Part 5 – Project Need
- Part 6 – Budget and Matching Funds
- Part 7 – Planning

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: PART 5

Part 5 - Project Need

	Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
Review	Scored (up to 100 points)	Evaluated for Eligibility
Response Format	Up to 2 pages, 11-point font	Approx. 1/2 page, 11-point font
Items to Address	<p><u>7 Items:</u></p> <ul style="list-style-type: none"> • Current condition • Frequency • # of people affected • Effects if left untreated • How project will resolve problem • Scope of work • Extent of CDBG funding need 	<p><u>3 Items:</u></p> <ul style="list-style-type: none"> • 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

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CDBG-PF APPLICATION FORM *ONLY*: COMMUNITY DISTRESS

■ Community Distress (*PF only*)

Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
PF APPLICATION - PART 6: Scored (up to 70 Points total)	Not Applicable
Scoring/Sources: 1. Median Household Income (up to 40 Points) <ul style="list-style-type: none"> U.S. Census American Community Survey 2013-2017 ACS 5-Year Estimates 2. Per Capita Property Value (up to 15 Points) <ul style="list-style-type: none"> 2018 Town, Village and City Taxes, Wisconsin Dept. of Revenue 3. Local Property Tax Rate [Full Gross only] (up to 15 Points) <ul style="list-style-type: none"> 2018 Town, Village and City Taxes, Wisconsin Dept. of Revenue 	Not Applicable

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

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

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

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

POINT VALUE	PER CAPITA PROPERTY VALUE
0	Greater than \$94,483
1	\$91,108 - \$94,483
2	\$87,734 - \$91,107
3	\$84,359 - \$87,733
4	\$80,985 - \$84,358
5	\$77,611 - \$80,984
6	\$74,236 - \$77,610
7	\$70,862 - \$74,235
8	\$67,488 - \$70,861
9	\$64,113 - \$67,487
10	\$60,739 - \$64,112
11	\$57,364 - \$60,738
12	\$53,990 - \$57,363
13	\$50,616 - \$53,989
14	\$47,241 - \$50,615
15	Less than \$47,241

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

Total Property "Full Value" ÷ Total Population

Per Capita Property Value
of \$50,000 = 14 points

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CDBG-PF APPLICATION FORM ONLY
PART 6 SCORING – TAX RATE

POINT VALUE	FULL VALUE GROSS TAX RATE
0	Less than .01670
1	0.01670 - 0.01730
2	0.01731 - 0.01789
3	0.01790 - 0.01849
4	0.01850 - 0.01909
5	0.01910 - 0.01968
6	0.01969 - 0.02028
7	0.02029 - 0.02088
8	0.02089 - 0.02147
9	0.02148 - 0.02207
10	0.02208 - 0.02266
11	0.02267 - 0.02326
12	0.02327 - 0.02386
13	0.02387 - 0.02445
14	0.02446 - 0.02505
15	Greater than .02505

2018 Dept. of Revenue Tax Bulletin
Full Value Gross Tax Rate of
.021350 = 8 Points

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CDBG-PF APPLICATION FORM *ONLY* PART 7 SCORING – FINANCIAL NEED

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*

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CDBG-PF APPLICATION FORM *ONLY* PART 7 SCORING – G.O. DEBT

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

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.

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CDBG-PF APPLICATION FORM *ONLY* PART 7 SCORING – UTILITY RATES (WATER AND SEWER PROJECTS)

POINT VALUE	ANNUAL WATER & SEWER RATES					
	Water Only		Sewer Only		Combined	
0	Less than \$294		Less than \$506		Less than \$795	
2	\$294	\$312	\$506	\$538	\$795	\$845
4	\$313	\$331	\$539	\$569	\$846	\$894
6	\$332	\$349	\$570	\$601	\$895	\$944
8	\$350	\$367	\$602	\$633	\$945	\$994
10	\$368	\$386	\$634	\$664	\$995	\$1,043
12	\$387	\$404	\$665	\$696	\$1,044	\$1,093
14	\$405	\$422	\$697	\$727	\$1,094	\$1,143
16	\$423	\$441	\$728	\$759	\$1,144	\$1,192
18	\$442	\$459	\$760	\$791	\$1,193	\$1,242
20	\$460	\$478	\$792	\$822	\$1,243	\$1,292
22	\$479	\$496	\$823	\$854	\$1,293	\$1,341
24	\$497	\$514	\$855	\$886	\$1,342	\$1,391
26	\$515	\$533	\$887	\$917	\$1,392	\$1,441
28	\$534	\$569	\$918	\$980	\$1,442	\$1,540
30	Greater than \$569		Greater than \$980		Greater than \$1,540	

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

(Based on 70,000 gallons usage)

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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

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CDBG-PF APPLICATION FORM *ONLY* PART 8 – PLANNING SCORING

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

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: BUDGET & MATCHING FUNDS PART 9 (PF - *SCORED*) / PART 6 (PLNG)

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

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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

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: BUDGET & MATCHING FUNDS PART 9 (PF - *SCORED*) / PART 6 (PLNG)

Project Budget & Matching Funds Form - Options to Report:

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

Refer to guidance in Application Instructions

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CDBG-PF & CDBG-PLNG APPLICATION FORMS: BUDGET & MATCHING FUNDS PART 9 (PF - SCORED) / PART 6 (PLNG)

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

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

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CDBG-PF APPLICATION FORM ONLY PART 9 – BUDGET & MATCHING FUNDS SCORING

Project Budget & Matching Funds Scoring (up to 40 points):

- Extent to which matching funds are 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

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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

Topic	Documents	Required With All Appl	Included with this application submission?	
			YES	NO
Citizen Participation	1. Adopted Citizen Participation Plan (CPP) (see Part 3 - Initial Eligibility Certification)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	2. 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 CFP in effect on the date of the first notice)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	3. Citizen Participation Public Hearing Certification Form	✓	<input type="checkbox"/>	<input type="checkbox"/>
	4. Public Hearing Meeting Minutes	✓	<input type="checkbox"/>	<input type="checkbox"/>
	5. List of Public Hearing Attendees (either listed in the Public Hearing Meeting Minutes or on separate Sign-in Sheet)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	6. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Enforcing State/Local Laws Prohibiting Physically Blocking of Entrances/Exits	✓	<input type="checkbox"/>	<input type="checkbox"/>
Financial	7. Project Budget & Matching Funds Form	✓	<input type="checkbox"/>	<input type="checkbox"/>
	8. Detailed Itemization of Project Costs	✓	<input type="checkbox"/>	<input type="checkbox"/>
	9. Authorizing Resolution to Commit Matching Funds	✓	<input type="checkbox"/>	<input type="checkbox"/>
	10. Proof of Match Funds Committed, Secured, Pending, and/or have Other Status (all documentation available)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	11. Match Funding Waiver Request Letter (with supporting documentation for an economic hardship) (if applicable)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	12. Proof of Current Water/Sanitary Sewer Rates (if applicable)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	13. Current Water/Sanitary Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage (if applicable)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	14. Map(s) of Project Area (nature and location(s) of project activities)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	15. Map(s) of Service Area (location(s) of primary beneficiaries)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	16. Map(s) of Utility Services in Service Area (if applicable)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	17. LMI Calculation Worksheet for Multiple Jurisdictions (Form B of the Income Survey Data Forms document) (if applicable)	✓	<input type="checkbox"/>	<input type="checkbox"/>
Project Area/Service Area	18. Income Survey Approval Certification Letter from DEHCR (if applicable)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	19. Letter from Limited Clientele Facility/Program (if applicable)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	20. Income Limits Used by Limited Clientele Facility/Program (if applicable)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	21. Fair Housing Ordinance	✓	<input type="checkbox"/>	<input type="checkbox"/>
	22. Sign and Signage Certification (if applicable)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	23. Sign and Signage supporting documentation (if applicable)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	24. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	25. Authorizing Resolution to Submit CDBG Application	✓	<input type="checkbox"/>	<input type="checkbox"/>
	26. Project Need Supporting Documentation	✓	<input type="checkbox"/>	<input type="checkbox"/>
	27. Planning Supporting Documentation (e.g. relevant sections from adopted comprehensive plan, community redevelopment plan, etc.)	✓	<input type="checkbox"/>	<input type="checkbox"/>

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

- Grantees must use the **Cover Pages** provided in the Application to organize and compile Attachments in the prescribed order listed

CITIZEN PARTICIPATION
ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, immediately following the Attachments & Supporting Documentation Cover Page.

Attachments:

- Adopted Citizen Participation Plan (CPP) (with date of adoption components) – **required for all applicants**
- Citizen Participation Public Hearing Notice (with proof of publication certification of physical postings (if required by CPP), demonstration 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 CFP in effect on the date of the first notice) – **required for all applicants**
- Citizen Participation Public Hearing Certification Form – **required for all applicants**
- Public Hearing Meeting Minutes – **required for all applicants**
- List of Public Hearing Attendees (either listed in Public Hearing Meeting Minutes or on separate Sign-in Sheet) – **required for all applicants**
- Policy for Non-Violent Civil Rights Demonstrations – Prohibiting the Use of Excessive Force and Enforcing State and Local Laws Prohibiting Physically Blocking of Entrances/Exits – **strongly recommended 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 UGLG's application.

(Refer to the Part 3 – Certifications in the CDBG-PF Application or 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:

- Project Budget & Matching Funds Form – **required for all applicants**
- 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**
- Authorizing Resolution to Commit Matching Funds, if committed – **strongly recommended for all applicants**
- 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)
- 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**
- Proof of Current Water/Sanitary Sewer Rates (e.g., rate statement(s) distributed to or published for customers, copy of rates posted on municipality's website, or similar document) – **required only for water/sanitary sewer improvement projects**
- 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:

- Map(s) of Project Area (clearly showing project activity location(s) and nature/type of work being completed) – **required for all applicants**
 - Show the locations of the water/sewer mains, streets and/or other utilities to be improved where applicable
 - Show the location(s) of the buildings or other facilities being built and/or improved where applicable
- 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**
 - Show borders of the municipality if project will have community-wide benefit
 - Show census block group/tract boundaries if HUD LMSD for census block groups/tracts are used to qualify the project
- 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**
- LMI Calculation Worksheet for Multiple Jurisdictions Projects (Form B of the Income Survey Data Forms document) – **required only if UGLG calculates LMI of service area using HUD LMSD for multiple local governments and/or census block groups/tracts (i.e., jurisdictions) only** (Note: Projects using a combination of HUD LMSD 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)

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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 May 14, 2020
 - 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

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CDBG-PF & CDBG-PLNG APPLICATION FORMS

Questions?



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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS

AUTHORIZING RESOLUTION TO SUBMIT CDBG APPLICATION

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

Division of Energy, Housing and Community Resources
Community Development Block Grant – Authorizing Resolution to Submit a CDBG Application

Authorizing Resolution to Submit a Community Development Block Grant (CDBG) Application

Relating to the _____ of _____ participation in the
(County, City, Village, or Town) (JULIUS/ANNE of General Local Government's Name)
Community Development Block Grant _____ Program
(Name of Program, e.g., Public Facilities (CDBG-PF), Planning (CDBG-PLNG))

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or development of a _____
(Activity and Program, e.g., Public Facility Improvement for the CDBG-PF Program; Plan for the CDBG-PLNG Program)

for the _____ of _____;
(County, City, Village, or Town) (JULIUS/ANNE)

WHEREAS, after public meeting and due consideration, the _____
(Name of Appropriate Committee)
has recommended that an application be submitted to DOA for the following project:

(CDBG Proposed Project Title); and

WHEREAS, it is necessary for the _____ to
(County Board, City Council, Village Board, Town Board)
approve the preparation and filing of an application for the _____ to
(County, City, Town, Village)
receive funds from this program; and

WHEREAS, the _____ has reviewed the
(County Board, City Council, Village Board, Town Board)
need for the proposed project(s) and the benefit(s) to be gained there from;

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

- Required for ALL PF and PLNG Applicants.
- Must be adopted/in place and current prior to submission of CDBG Application.

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:

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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.

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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**

APRIL	SUN	MON	TUE	WED	THU	FRI	SAT	
	1	2	3	4	5	6	7	
	8	9	10 Posting / Publication Date	11 DAY 1	12 DAY 2	13 DAY 3	14 DAY 4	
	15 DAY 5	16 DAY 6	17 DAY 7	18 DAY 8	19 DAY 9	20 DAY 10	21 DAY 11	
	22 DAY 12	23 DAY 13	24 Hold Hearing DAY 14	25	26	27	28	
	29	30	1	2	3	4	5	
	6	7	NOTES: First day of publication does NOT count toward 14-day notice period.					

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

REQUIRED PUBLIC HEARINGS

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

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. The [UGLG Name] will attempt to have at least one of the public hearings in the service area (if applicable).

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

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.

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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 PROHIBIING 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 STATE AND LOCAL LAWS PROHIBIING PHYSICALLY BARRING NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS:

WHEREAS Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 (42 U.S.C. 69 §5304) prohibits the State from expending Development Block Grant funds to any unit of general local government that has a policy prohibiting the use of excessive force by local law enforcement against any individuals engaged in nonviolent civil rights demonstrations; and WHEREAS State and local laws against physically barring entrance to or exit from the subject of such nonviolent civil rights demonstration within its jurisdiction;

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.

The officials and employees of the [UGLG TYPE] 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.



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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS FAIR HOUSING ORDINANCE

- Fair Housing Ordinance must reflect current State Statutes citation and language (ss.106.50)
- Obsolete language will result in Application being deemed **ineligible**

SAMPLE

[UGLG Name]
Fair Housing Ordinance

Ordinance #: [Ordinance Section/Number]
Fair and Open Housing

[Ordinance #] State Statutes Adopted

[Ordinance #] Authority and Enforcement Procedures Implemented

[Ordinance #] Complaints

[Ordinance #] STATE STATUTES ADOPTED

The [Name of Governing Body] of the [UGLG Name] hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.

[Ordinance #] AUTHORITY AND ENFORCEMENT PROCEDURES IMPLEMENTED.

The officials and employees of the [UGLG Name] shall assist in the orderly prevention and removal of all discrimination in housing within the [UGLG Name] by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended.

SEC. 13-3-3 COMPLAINTS.

The [UGLG Type] Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the [UGLG Name] to file a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

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

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



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 the 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.

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

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



Replacement not Required Based on Unit Availability
Under 24 CFR 42.375(d), the [UGLG Name] may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.



Adopted by the [UGLG Name] [UGLG Governing Body Name] on: [Date Adopted].

Chief Elected Official (CEO) Typed/Printed Name CEO Title

Chief Elected Official Signature

ATTEST:

Municipal Clerk Typed/Printed Name Municipal Clerk Title

Municipal Clerk Signature

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

- Options:
 - Area Basis
 - Spot Basis
- Must meet requirements as listed.

**SLUM & BLIGHT
CERTIFICATION and COMPLIANCE**

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

For Area Basis projects:

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

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

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

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

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

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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS SLUM & BLIGHT CERTIFICATION (PAGE 2)

- Must be signed by Chief Elected Official (CEO)
- Include supporting documentation in Application Attachments

For Spot Basis Projects:

- Under CDBG regulations, only certain activities can be undertaken to prevent slum and blight on a spot basis. Indicate, using the list below, the activities for which you will use CDBG funds if your project is selected.
 - Acquisition
 - Clearance
 - Relocation
 - Historic Preservation
 - Remediation of Environmentally Contaminated Properties
 - Rehabilitation of Buildings or Improvements (limited to eliminating conditions detrimental to public health and safety)
- Use the space below to describe the conditions of slum or blight at the project location and how the activity or activities for which you are requesting assistance will address the condition(s). Attach relevant supporting documentation as needed.

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

Signature of the Chief Elected Official _____ Title _____ Date _____
 Typed Name of the Chief Elected Official _____ Name of the Unit of General Local Government (ULG) _____

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CDBG-PF APPLICATION ATTACHMENT ONLY FINANCIAL – WATER/SEWER RATES CALCULATION WORKSHEET (SAMPLE)

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

Residential Water Rates:	
Water Rate Table:*	\$2.50 per 1,000 gallons for First 30,000 Gallons Used per Quarter \$1.95 per 1,000 gallons for Over 30,000 per Quarter
Average Gallons Used (Residential) Each Quarter:	20,000 gallons
Charge for 70,000 Gallons Annual Residential Water Usage:	Quarter 1 based on 20,000 gallons: \$2.50 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 Quarter 4 based on 20,000 gallons: \$2.50 x 20 = \$50.00 Total = \$200.00
Average Residential Meter Size:	
Base Meter Charges for Average Residential Meter Size:*	
Fire Protection Residential Service Charges [may only include these charges in water rate determination if billed/collected through water utility billing]	
TOTAL AVERAGE RESIDENTIAL WATER RATES PER YEAR FOR 70,000 GALLONS USAGE	

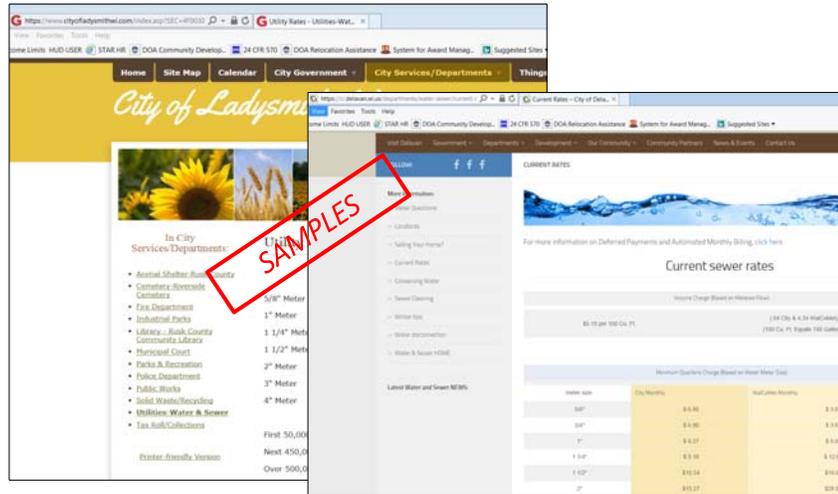
Residential Sewer Rates:	
Sewer Rate Table:*	\$10.00 per 100 Cu. Ft. (100 Cu. Ft. Equals 748 Gallons)
Charge for 70,000 Gallons Annual Residential Usage	70,000 Gallons ÷ 748 Gallons [100 Cu. Ft.] = 93.58 93.58 x \$10.00 = \$935.80 Average Charge for 70,000 Gallons Usage
Average Residential Meter Size:	1"
Base Meter Charges for Average Residential Meter Size:*	\$6.00/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

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CDBG-PF APPLICATION ATTACHMENT ONLY FINANCIAL – RECORD VERIFYING WATER/SEWER RATES

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



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

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

SAMPLE

Resolution to Commit Match Fund

RESOLUTION NO. [NUMBER]

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

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

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

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

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

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

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CDBG-PF APPLICATION ATTACHMENT ONLY FINANCIAL – DETAILED COST ESTIMATE

- Must provide detailed cost estimate of project [PF – Part 9]

SAMPLE

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

ASSUMPTIONS:

- 500 GALLON SPHEROID ELEVATED STORAGE TANK
- LC
- CC
- EA
- G
- M
- N

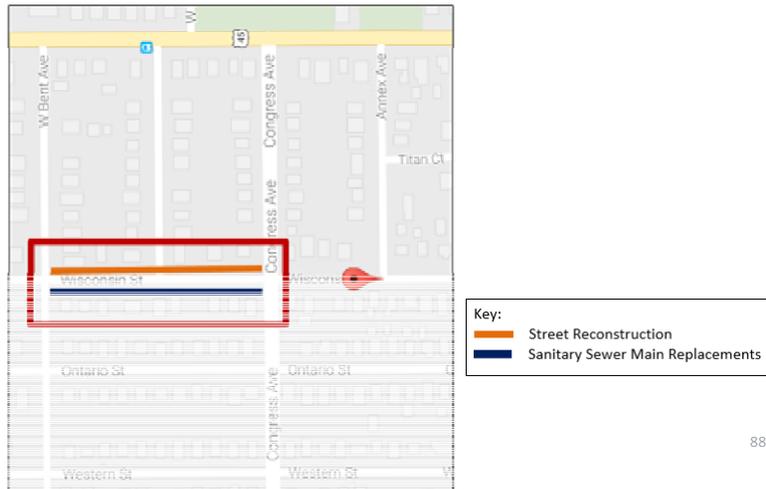
DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
WATERMAIN				
CONNECT TO EXISTING WATERMAIN	1	EA	\$2,500	\$2,500
WATERMAIN, 6"	10	LF	\$50	\$500
WATERMAIN, 12"	100	LF	\$80	\$8,000
GATE VALVE, 6"	1	EA	\$2,000	\$2,000
GATE VALVE, 12"	4	EA	\$3,000	\$12,000
HYDRANT	1	EA	\$4,000	\$4,000
FOUNDATION	1	LUMP	\$100,000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

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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)

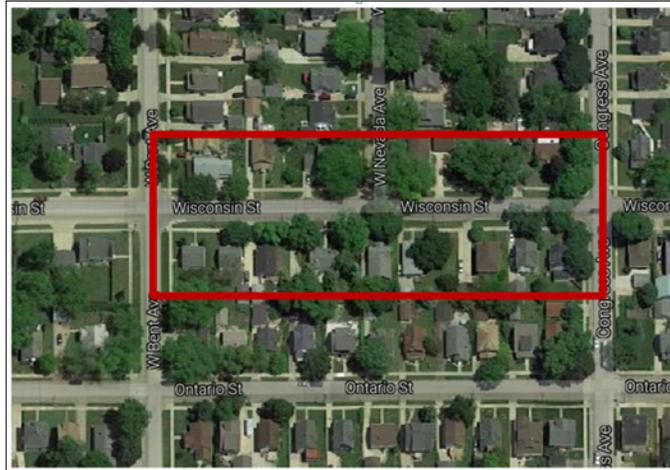


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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS SERVICE AREA MAP EXAMPLE (SATELLITE VIEW)

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

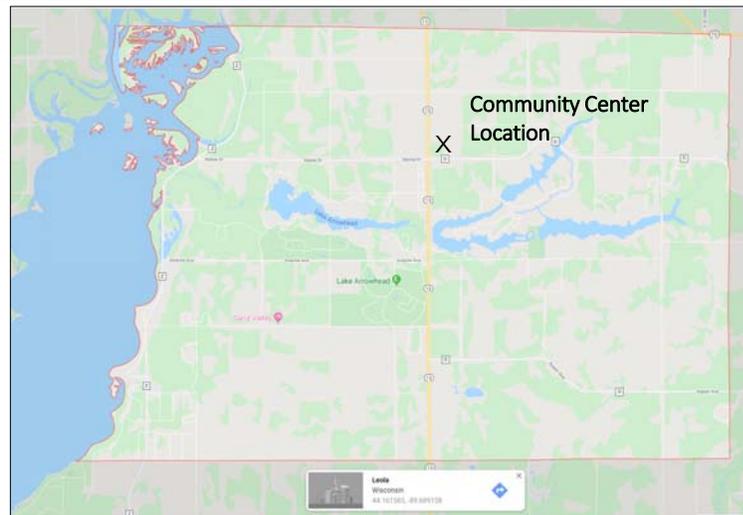


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CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS PROJECT AREA/SERVICE AREA MAP EXAMPLE – COMMUNITY-WIDE

- 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.)

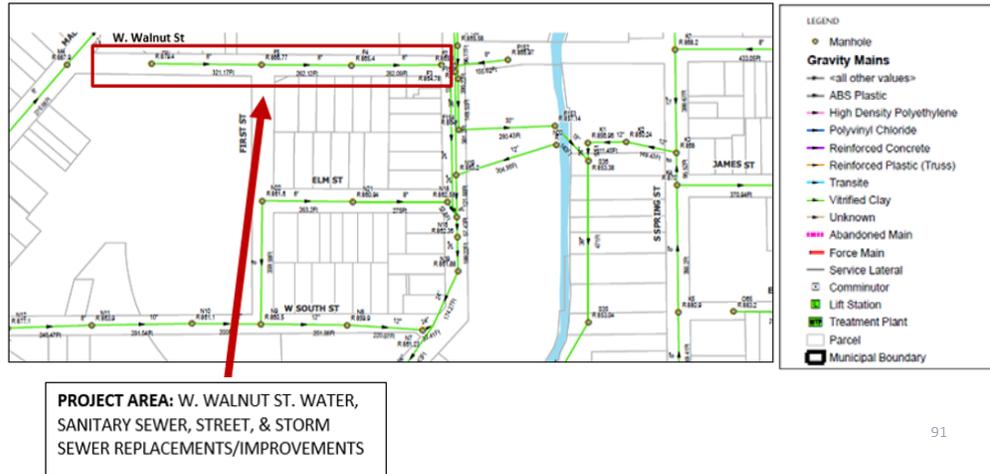


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CDBG-PF APPLICATION ATTACHMENT ONLY PROJECT AREA – UTILITY MAP EXAMPLE

- Water/ Sewer project applications must include the water/ sewer map(s)



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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:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/library/stateguide

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WEB RESOURCES (CONTINUED)

- HUD Income Limits:
<https://www.huduser.gov/portal/datasets/il.html>
- HUD Census Block Group/Tract LMI Summary Data (LMISD):
<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-summarized-block-groups/>
- HUD Local Government LMI Summary Data (LMISD):
<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/>
- 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:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantees/cstprice#who
- U.S. Census Bureau American Community Survey Data:
<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

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CDBG-PLNG & CDBG-PF APPLICATION ATTACHMENTS

Questions?



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Thank you for your time and participation.

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

DOACDBG@Wisconsin.gov



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