**STATE OF WISCONSIN**

Department of Administration

****

**COMMUNITY DEVELOPMENT BLOCK GRANT – PLANNING**

**(CDBG-PLNG)**

**GRANT APPLICATION**

**REVISED 01/28/2020**



**CDBG-PLNG PROGRAM CONTACT INFORMATION**

Mailing Address: Wisconsin Department of Administration

Division of Energy, Housing and Community Resources

Bureau of Community Development

**ATTN: CDBG-PLNG Applications**

101 E. Wilson St., 9th Floor

P.O. Box 7970

Madison, WI 53707-7970

Telephone: David Pawlisch, Director

Bureau of Community Development

(608) 261-7538

Email: *DOACDBG@wisconsin.gov*

**PLEASE NOTE:**

CDBG-Planning Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Energy, Housing and Community Resources website at: *https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGPlanningProgram.aspx.* Please **download the electronic document(s) prior to application submission** to ensure that you are referencing the most up-to-date version of the application as periodic revisions may have been made since this copy was printed.

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

**Community Development Block Grant – Planning (CDBG-PLNG)**

**Grant Application**

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| **PART 1 – GRANT REQUEST** |
| Grant Request Amount: $  | Applicant’s Match: $  | Total Project Cost: $  |
| *NOTE: The amounts listed above must be the same as those submitted on the accompanying* ***Project Budget & Matching Funds Form*** *attachment.* |
| Project Title:  |
| Brief Project Description:  |
| Upon receiving CDBG funding, the municipality applying for funds commits to ensuring that: * Planning activities will be completed within twenty-two (22) months of being awarded CDBG funds; and
* The Final Payment Request and Project Completion documents will be received by DEHCR within twenty-four (24) months of being awarded CDBG funds.
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| **PART 2 - APPLICANT INFORMATION & SIGNATURE** |
| **APPLICANT** (Unit of General Local Government [UGLG]):  |
| UGLG Type: **[ ]** City **[ ]** Village **[ ]** Town **[ ]** County | County:  |
| Senate District #:  | Assembly District #:  |
| Joint Application? **[ ]**  No **[ ]**  Yes (If yes, list other unit[s] of government):  |
| Chief Elected Official (CEO):  | Title:  |
| Clerk:  | Title:  |
| Municipal Administrator:  | Title:  |
| Treasurer/Finance Director:  | Title:  |
| UGLG Street Address:  |
| UGLG Mailing Address if different than above:  |
| City:  | Zip:  | DUNS #: XX - XXX - XXXX  |
| UGLG Phone: ( ) \_\_\_ – \_\_\_\_\_\_ | UGLG Fax: ( ) \_\_\_ – \_\_\_\_\_\_ | FEIN: XX - XXXXXXX  |
| UGLG E-Mail:  | Clerk E-Mail:  |
| If the UGLG contracted with a third party to complete this application, please provide the contract/invoice amount for application preparation services: $ \_\_\_\_\_\_\_\_\_\_ |
| **Chief Elected Official (CEO) Signature:**  | Date:  |
| *By signing above, the CEO is certifying that they have been authorized by the governing body of the UGLG to submit this CDBG-PLNG application; the information submitted in this application is true and accurate; and the UGLG agrees to the terms set forth in the CDBG-PLNG Application and CDBG-PLNG Application Instructions for applying for and receiving CDBG-PLNG funds, upon award and acceptance of award by the UGLG.* |
| **Application Contact**  |
| Name:  | Title:  |
| Firm/Company/Entity:  |
| Mailing Address:  |
| City:  | State:  | Zip:  |
| Phone: ( ) \_\_\_ – \_\_\_\_\_\_ | Fax: ( ) \_\_\_ – \_\_\_\_\_\_ | E-Mail:  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project: | Grant Agreement #: | Award Date: | Performance Period End Date: | Award Amount: |
|   |   |   |   | $  |
|   |   |   |   | $  |
|   |   |   |   | $  |
|   |   |   |   | $  |
|   |   |   |   | $  |
| Did any previous CDBG award(s) monies fund part or all of the Planning (PLNG) project for which you are applying with this application? **[ ]** Yes [ ]  No |
|  |
| **Pre-Application Conference with DEHCR** |
| A pre-application conference meeting or call between the applicant (UGLG) and DEHCR staff to discuss the eligibility and scope of the project and application requirements is ***required*** for all CDBG Planning applicants.Provide the date of pre-application meeting or telephone call and list of participants: / / Names and Titles of Participants:  |
| **Procuring/Securing Professional Services** |
| Briefly describe the process used/to be used for procuring planning services and explain how it complies with Federal, State and local procurement requirements (not applicable if UGLG employees will perform planning/project duties – state that the services will be performed by UGLG employees if applicable):   |

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| **PART 3 – CERTIFICATIONS** |
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| I,  |  | ,  |  | of |  |
|  | *Name of the Chief Elected Official (CEO)* |  | *Specify the CEO’s Job Title* |  | *Unit of General Local Government’s (UGLG’s) Name* |

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

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

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

**INITIAL ELIGIBILITY CERTIFICATION** |

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

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

 *(UGLG/Unit of General Local Government’s Name)*1. Has authorized its Chief Elected Official or Administrator to submit the application, sign contracts, and conduct other business related to the proposed activity if funded.
2. Has identified its housing and community development needs, including those of low- and moderate-income (LMI) persons and the activities to be undertaken meet such needs.
3. Will conduct and administer its program in conformance with the Civil Rights Act of 1964 and the Fair Housing Act, and has adopted a local Fair Housing ordinance representing current state statutes.
4. Will minimize displacement as a result of activities associated with CDBG funds, and will follow an adopted Residential Anti-Displacement and Relocation Assistance Plan (RADRAP).
5. Will not use special assessments or fees to recover the capital costs of CDBG funded public improvements from low- and moderate-income (LMI) owner occupants, if applicable to the project.
6. Will comply with 24 CFR 570.608 regarding notification, inspection, testing, and abatement procedures concerning lead-based paint, if applicable to the project.
7. Has adopted and will enforce a policy prohibiting use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations in accordance with Section 519 of Public Law 101144.
8. Has a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of non-violent civil rights demonstrations.
9. Will not enter into a contract with any entity that is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation.
10. Understands that the contract for professional services is between the Applicant and the Grant Administrator; the State is **not** responsible or a part of that relationship.
11. Acknowledges responsibility for ensuring that CDBG contract requirements are met.
12. Is currently in compliance with terms and conditions of all past and/or active CDBG awards and/or contracts.
13. Will not use CDBG funds to directly assist a business, including a business expansion, in the relocation of a plant, facility, or operation from one labor market area (LMA) to another LMA if the relocation is likely to result in a significant loss of jobs in the LMA from which the relocation occurs, in accordance with 24 CFR 570.210.
14. Acknowledges that the project cannot commence prior to the grant award and that certain procedures must first be taken, including but not limited to:
	1. Completing the environmental review process;
	2. Requesting federal wage rates, if applicable;
	3. Establishing base employment levels for job creation/retention related projects;
	4. Entering into a development agreement with the participating business, if applicable; **and**
	5. Developing a system for tracking LMI benefit and job creation/retention, if applicable.
15. Will comply with all the provisions of the Community Development Block Grant (CDBG) Program and will maintain documentation of compliance with the above certifications.
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| **PART 3 – CERTIFICATIONS (CONTINUED)** |
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| **LOBBYING CERTIFICATION** |

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

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

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

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

that the proposed CDBG project is a Planning-only project and does not include any acquisition, relocation nor demolition activities or costs. The UGLG acknowledges that an adopted Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) must still be in place for the UGLG to be eligible for a CDBG award and has included the UGLG’s current RADRAP in the CDBG application attachments. |
| **PART 3 – CERTIFICATIONS (CONTINUED)** |
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| **FAIR HOUSING ACTIONS CERTIFICATION** |

According to 24 CFR 570.487(b), the Unit of General Local Government (UGLG) must take some action to affirmatively further fair housing during the contract period if the UGLG receives a CDBG Grant. ***Indicate (by checking the appropriate boxes) at least THREE (3) of the actions listed below that will be completed if the UGLG is awarded a CDBG Grant.*** **Fair housing actions may include, but are not limited to, the Actions listed below. Add other selections under “Other.”**

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

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

|  |  |
| --- | --- |
| **Selection(s)** | **Actions** |
| [ ]  | 1. Enact, strengthen, or advertise a local fair housing law;
 |
| [ ]  | 1. Make area-wide zoning revisions to facilitate the dispersal of multi-family housing outside of minority-concentrated areas;
 |
| [ ]  | 1. Initiate or fund any studies examining current housing opportunities for minority persons, handicapped persons, and families with children and have these studies form the basis of an affirmative action program providing greater housing opportunities for minorities, handicapped persons and families with children;
 |
| [ ]  | 1. Send letters from the chief elected official of the local government to those in the business of selling, renting, or financing housing, encouraging them to adhere fully to the fair housing law;
 |
| [ ]  | 1. Have the local governing body or chief elected official publicly endorse the principle of fair housing and of adherence to the fair housing law in the form of a proclamation, resolution, or similar publicized statement of importance;
 |
| [ ]  | 1. Improve community facilities and public services in racially integrated neighborhoods to help preserve their mixed character;
 |
| [ ]  | 1. Display a fair housing poster or provide fair housing information at an appropriate public place;
 |
| [ ]  | 1. Initiate a public education program on fair housing, involving, for example, representatives of fair housing groups, human relations’ bodies, minority organizations, the real estate industry, and government, through the local media. This could include talks on the community's housing opportunities;
 |
| [ ]  | 1. Fund a fair housing organization (such as a local housing authority) to conduct studies and/or to aggressively investigate rental and/or realtor practices;
 |
| [ ]  | 1. Suggest the use of affirmative marketing and advertising practices by private developers as a condition for obtaining local licenses and permits; and
 |
| [ ]  | 1. Enlist the participation of local associations (realtors, real estate brokers, home builders, and mortgage lenders) in approved voluntary programs to promote affirmative fair housing marketing and to review mortgage credit and underwriting criteria that may have an adverse impact on minorities, women, handicapped persons, and families with children.
 |
| [ ]  | 1. OTHER:

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| [ ]  | 1. OTHER:

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

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

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

**[ ]**  Benefit to Low- and Moderate-Income (LMI) Persons**[ ]**  Area Benefit using HUD Local Government LMI Summary Data (allowed only for projects having community-wide benefit or having primary benefit to multiple entire municipalities)**[ ]**  Area Benefit using HUD Census Block LMI Summary Data (allowed only for projects with a service area that includes only and a majority of one or more census tracts)**[ ]**  Area Benefit using Income Survey Data (applicable only for projects for which an income survey was conducted to determine the LMI percentage of the service area)**[ ]**  Area Benefit using combination of HUD LMI Summary Data and Income Survey Data (applicable only for projects for which the LMI percentage calculation for the total service area was made by using the aggregate totals for the population and number of LMI persons from a combination of HUD LMISD for part of the service area and income survey data for the rest of the service area)**[ ]**  Limited Clientele - HUD presumed group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Provide the justification for Limited Clientele (LMC) on the next page.** **[ ]**  Prevention/Elimination of Slum and Blight**[ ]**  Area Basis (Attach completed Slum and Blight Certification Form and supporting documents including map of service area)**[ ]**  Spot Basis (Attach completed Slum and Blight Certification Form and supporting documents including map of service area) |
| ***For Limited Clientele, briefly explain how the project:***1. *Exclusively* benefits persons in one or more Limited Clientele groups that are generally presumed by HUD to be principally Low- and Moderate-Income (LMI) persons *(refer to the CDBG-PF Application Instructions for the list of the Limited Clientele groups)*; or
2. Supports an activity that requires information on family size and income so that it is evident that at least 51.0% of the clientele are persons whose family income does not exceed the LMI limit; or
3. Supports an activity of such a nature and in such a location that it may reasonably be concluded that the activity’s clientele will primarily be LMI persons; or
4. Will remove material or architectural barriers to mobility or accessibility of elderly persons or of adults meeting the Bureau of Census’ Current Population Reports definition of “severely disabled” for an *existing* public facility.

*(Limit the narrative to one-half (½) page with not less than 11-point font.)*(Insert Text Here)  |

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| **PART 5 – PROJECT NEED** |
| NARRATIVE RESPONSE IUsing the section headings provided below, concisely describe the need for the proposed plan and the need for CDBG funding. Data or pertinent information that may serve as justification for these needs may be included in the narrative or as an attachment to this application. Limit the narrative response to the available space on this page, single spaced using not less than 11-point font. \*\*\* **Additional supporting documentation for this Project Need NARRATIVE RESPONSE I may be attached. It must not exceed ten (10) pages and must be titled using the *Checklist* on page 15 can affiliated cover sheet on page 24 of this application form. \*\*\***1. Community distress factors addressed by the proposed plan:

(Insert Text Here.)1. Evidence of support by community stakeholders:

(Insert Text Here.)1. Evidence of consistency with goals and objectives of recent plans:

(Insert Text Here.)1. Other relevant factors:

(Insert Text Here.) |

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| **PART 5 – PROJECT NEED (continued)** |
| NARRATIVE RESPONSE IIAnswering the questions provided below, concisely describe the intended outcome(s) of the proposed planning project. Data or pertinent information that may serve as justification for these outcomes may be included in the narrative or as an attachment to this application. Limit the narrative response to the available space on this page, single spaced using not less than 11-point font. \*\*\* **Additional supporting documentation for this Project Need NARRATIVE RESPONSE II may be attached. It must not exceed ten (10) pages and must be titled using the *Checklist* on page 15 and affiliated cover pages on pages 24-25 of this application form. \*\*\***1. How will CDBG funds, if awarded, have a positive impact on the community, and benefit LMI persons if applicable?

(Insert Text Here.)1. What steps will take place at conclusion of the planning activity(ies)?

(Insert Text Here.)1. How is the community able and ready to implement the project being planned?

(Insert Text Here.) |

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| **PART 6 – BUDGET AND MATCHING FUNDS** |
| **APPLICANT: DATE: \_\_\_/\_ \_/\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **CDBG Funds** | **Matching Funds\*** | **Total(s)** |
|  Planning (including administration)  |   |   |   |
|  Other (describe)  |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| Subtotal(s): |  |  |  |

*\*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, and then causes delay in the Grant Agreement execution process due to needing to secure alternative funding; then DEHCR may rescind the CDBG award.*Summarize UGLG’s Match Funds source(s) for project funding:

|  |  |  |  |
| --- | --- | --- | --- |
| Source(s): | Amount: | Status: | *Signed Commitment**Documents Included?* |
| Applied For | Pending | Committed | Secured/Awarded | Other | Yes | No |
| General Obligation (G.O.) Debt*(if applicable)* | $  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | $  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | $  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | $  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | $  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

For any source(s) listed above with a status of “Other” provide a brief explanation (no more than a one-sentence narrative per source):(Insert Text Here.) ***Attach documentation of financial commitments and supporting information to verify the costs listed in the Budget above.*****\*\*\* Important Notice: An application that is awarded CDBG-PLNG funds does *NOT* guarantee the UGLG additional CDBG funding for project implementation at a later date. \*\*\*** |
| **PART 6 – BUDGET AND MATCHING FUNDS (continued)** |
| **Check ALL that apply (by double-clicking on the box and selecting the “Checked” option) and include the applicable documents (see below) with the “Financial Attachments” section of this application:**[ ]  **Matching Funds documentation** *(Recommended)* – Check the box if match funds supporting documentation is included in the attachments for *Part 6*. UGLG’s are advised to include a *Resolution to Commit Matching Funds* (recommended)to demonstrate the UGLG’s commitment to meet the Matching Funds requirements; and provide all relevant documentation available at the time of application to verify the Matching Funds amounts and sources listed as Applied, Pending, Committed, Secured/Awarded, and/or having Other status on the *Project Budget & Matching Funds* *Form*. [ ]  **Match funding waiver request** *(If Applicable)* – Check the box if a match funding waiver request letter is included in the attachments for *Part 6*. If the applicant is unable to meet the required 2:1 Match funding ratio (i.e., maximum $2 CDBG for every $1 Grantee Match) toward the Total Project Cost, a match funding waiver request letter must be submitted with the application to request an exception for meeting the match requirement. Refer to *Part 6* in the *CDBG-PLNG Application Instructions* for additional specifications.**Planning/Grant Administration and Professional Services Information:** [ ]  Yes [ ]  No Will CDBG funds be used to pay (in whole or in part) costs for any Planning/Grant Administration services or other professional services associated with this project?**Important Notice:** *If Planning/Grant Administration services or any other professional services are funded with CDBG, they must be competitively procured in accordance with state and federal CDBG requirements, in addition to meeting the municipality’s local procurement policies.**If the professional services will be funded solely with match funds, then the services must be secured in accordance with the municipality’s local procurement policies.* |

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| **PART 7 – PLANNING**  |
| *Briefly explain within the space provided below how this project is consistent with the goals and objectives of or a continuation of another or other adopted/approved community long-range plan(s), if applicable. Include the title and date of adoption/approval of the plan(s). Submit the copy(ies) of the relevant page(s) of the plan(s) in the Attachments with the completed application. Mark the relevant sections of the text on the attachment(s), and label plan pages with the page number and the plan’s title and date of adoption/approval. [****Do not*** *attach a full copy of the entire plan(s).]*[Enter text here]  |

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

(*see* Part 3 *- Initial Eligibility Certification)* | **🗸** | [ ]   |  |
| 1. Citizen Participation Public Hearing Notice(with proof of publication *[if required by CPP]* and/or posting *[if required by CPP]* and proof of adequate advance notice provided *[which must be at least 2 weeks (14 days) notice* ***or*** *the equivalent of a Class 2 Notice]* in accordance with the UGLG’s CPPin effect on the date of the first notice)
 | **🗸** | [ ]   |  |
| 1. Citizen Participation Public Hearing Certification Form
 | **🗸** | [ ]   |  |
| 1. Public Hearing Meeting Minutes
 | **🗸** | [ ]   |  |
| 1. List of Public Hearing Attendees (either listed in the Public Hearing Meeting Minutes or on separate Sign-In Sheet)
 | **🗸** | [ ]  |  |
| 1. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Enforcing State/Local Laws Prohibiting Physically Barring of Entrances/Exits
 | **🗸** | [ ]   |  |
| Financial | 1. Authorizing Resolution to Commit Matching Funds
 |  | [ ]  | [ ]  |
| 1. Proof of Match Funds Committed, Secured, Pending, Applied for and/or have Other Status *(all available documentation)*
 |  | [ ]   | [ ]  |
| 1. Match Funds Waiver Request Letter (with supporting documentation for an economic hardship) *(if applicable)*
 |  | [ ]   | [ ]  |
| Project Area / Service Area Maps | 1. Map(s) of Project Area [nature and location(s) of project site(s)]
 | **🗸** | [ ]  |  |
| 1. Map(s) of Service Area (location(s) of primary beneficiaries)
 | **🗸** | [ ]   |  |
|  | 1. LMI Calculation Worksheet for Multiple Jurisdictions (Form 8 of the Income Survey Data Forms document) *(if applicable)*
 |  | [ ]  | [ ]  |
| Income Survey | 1. Income Survey Packet *(if applicable and do not have DEHCR Income Survey Approval Certification)*
 |  | [ ]  | [ ]  |
| 1. Income Survey Data Forms document *(if applicable and do not have DEHCR Income Survey Approval Certification) [Email Microsoft Excel version of document to DOACDBG@Wisconsin.gov]*
 |  | [ ]  | [ ]  |
| 1. Income Survey Approval Certification Letter from DEHCR *(if applicable and received DEHCR Certification prior to application submission)*
 |  | [ ]  | [ ]  |
| Limited Clientele | 1. Letter from Limited Clientele Facility/Program *(if applicable)*
 |  | [ ]  | [ ]  |
| 1. Income Limits Used by Limited Clientele Facility/Program *(if applicable)*
 |  | [ ]  | [ ]  |
| Fair Housing | 1. Fair Housing Ordinance
 | **🗸** | [ ]   |  |
| Slum & Blight | 1. Slum and Blight Certification *(if applicable)*
 |  | [ ]   | [ ]  |
| 1. Slum and Blight supporting documentation *(if applicable)*
 |  | [ ]   | [ ]  |
| Acquisition / Relocation | 1. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)
 | **🗸** | [ ]   |  |
| Other | 1. Authorizing Resolution to Submit CDBG Application
 | **🗸** | [ ]   |  |
| 1. Project Need Response I and II Supporting Documentation
 |  | [ ]   | [ ]  |
| 1. Planning supporting documentation *(e.g. relevant sections of adopted comprehensive plan, community redevelopment plan, etc.)*
 |  | [ ]   | [ ]  |

Fillable forms and sample documents can be found electronically on the Bureau of Community Development Website at: [*https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGPlanningProgram.aspx*](https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGPlanningProgram.aspx)*.*

**CITIZEN PARTICIPATION**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

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

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

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

**FINANCIAL**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

1. Authorizing Resolution to Commit Matching Funds, if committed **– strongly recommended for *all* applicants**
2. Proof of Match Funds Secured, Committed, Pending, Applied for, and/or have Other Status (all documentation available) **– strongly recommended for *all* applicants**
3. 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**

**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 attachment(s).

Attachments:

1. Map(s) of Project Area [clearly indicating the nature and location(s) of the proposed area(s)/site(s) on which the planning will focus] **– required for *all* applicants**
	1. Show the location(s) of the municipality(ies), building(s), program(s) or other facilities for which the planning is designed, where applicable
2. Map(s) of Service Area (clearly showing the location of the beneficiaries, including the boundaries of the area(s) in which the primary beneficiaries of the project reside, in relation to the project area boundaries) **– required for *all* applicants**
	1. Show borders of the municipality if project will have community-wide benefit
	2. Show census tract boundaries if HUD LMISD for census tracts are used to qualify the project
3. LMI Calculation Worksheet for Multi-Jurisdiction Projects (*Form 8* of the *Income Survey Data Forms* document) – **required only if UGLG calculated LMI of service area using HUD LMISD for multiple local governments and/or census block groups/tracts (i.e., jurisdictions) only***[Note: Projects using a combination of HUD LMISD and income survey data for multiple jurisdictions must receive Income Survey Approval Certification from DEHCR for the survey results in accordance with the specifications in the current Income Survey Guide]*

**INCOME SURVEY**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

1. Income Survey Packet **– required only for applicants using income survey data to demonstrate LMI Area Benefit and have not received DEHCR Income Survey Approval Certification prior to application submission**
2. Income Survey Data Forms document **–** **required only for applicants using income survey data to demonstrate LMI Area Benefit and have not received DEHCR Income Survey Approval Certification prior to application submission** (include the Forms in the Income Survey Packet and email the Microsoft Excel version of the document separately to DEHCR at DOADEHCR@Wisconsin.gov and title the email Subject line as follows:

*[UGLG Name, e.g. Village of Yourville] [CDBG Program, e.g., CDBG-PLNG] Application Income Survey Data Forms*

1. Income Survey Approval Certification Letter from DEHCR **–** **required only for applicants using income survey data to demonstrate LMI Area Benefit and have received DEHCR Income Survey Approval Certification prior to application submission** *(submit Certification letter in lieu of Income Survey Packet and Income Survey Data Forms document)*

**LIMITED CLIENTELE**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

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

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

**FAIR HOUSING**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

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

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

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

**SLUM & BLIGHT**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

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

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

**ACQUISITION / RELOCATION**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

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

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

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

**OTHER**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Narrative Response 1** |  | YES | NO |
| 1. Community distress factors addressed by the proposed plan?
 |[ ] [ ]
| If yes, identify each corresponding document in the order attached: |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |
| 1. Evidence of support by community stakeholders?
 |[ ] [ ]
| If yes, identify each corresponding document in the order attached: |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |
| 1. Evidence of consistency with goals and objectives of recent plans?
 |[ ] [ ]
| If yes, identify each corresponding document in the order attached: |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |
| 1. Other relevant factors?
 |[ ] [ ]
| If yes, identify each corresponding document in the order attached: |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |
|  |  |  |  |
| **Narrative Response 2** |  | YES | NO |
| 1. How will CDBG funds, if awarded, have a positive impact on community?
 |[ ] [ ]
| If yes, identify each corresponding document in the order attached: |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |
| 1. What steps will take place at conclusion of planning activity(ies)?
 |[ ] [ ]
| If yes, identify each corresponding document in the order attached: |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |
| 1. How is community able and ready to implement the project being planned?
 |[ ] [ ]
| If yes, identify each corresponding document in the order attached: |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |

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

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