

STATE OF WISCONSIN
Department of Administration



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

**2021 ANNUAL GRANT
APPLICATION INSTRUCTIONS**



CDBG-PF PROGRAM CONTACT INFORMATION

Address: Wisconsin Department of Administration
Division of Energy, Housing and Community Resources
Bureau of Community Development
101 E. Wilson St., 9th Floor
P.O. Box #7970
Madison, WI 53707-7970

Telephone: David Pawlisch, Director,
Bureau of Community Development
(608) 333-8047

Email:* DOACDBG@wisconsin.gov

****The Application must be submitted via email.***

PLEASE NOTE:

2021 CDBG-Public Facilities Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Energy, Housing and Community Resources website at:

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

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

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CDBG – Public Facilities (PF) Grant Program Overview

Background

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

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

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

Funding

The 2021 CDBG-PF annual competitive grant will make up to approximately \$10 million¹ available to assist UGLGs to expand and improve public infrastructure and facility projects critical to community vitality and sustainability. Typically, these projects will involve streets, sidewalks, water and sewer systems, storm water drainage and retention, senior and community centers, fire stations, libraries, blight elimination, accessibility modifications, and other similar types of activities.

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

UGLGs that have received a CDBG-PF award in the previous calendar year are not eligible for consideration in the 2021 CDBG-PF annual competition except in cases where the award is provided to meet an "Urgent Local Need" National Objective. In addition, CDBG-PF applications may not be considered if there are outstanding or unresolved instances of non-compliance associated with prior CDBG awards not limited to PF grants, including non-compliance related to administrative, financial management, underwriting, recordkeeping, reporting, auditing, completion, payment, reimbursement or other requirements except in cases where the award is provided to meet an "Urgent Local Need" National Objective.

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

Application Submission

To be considered for 2021 CDBG-PF Annual Competitive Grant funding, the completed and signed original application (including all required application attachments) **must be received via email no later than 4:00 PM on Thursday, May 13, 2021** at: DOACDBG@wisconsin.gov

PLEASE NOTE:

- Applications must be submitted via **email** to DOACDBG@wisconsin.gov. Label the subject line as follows: (Name of Applicant/Municipality) - 2021 CDBG-PF Application.
- **Electronic** signature will be accepted for the application form and all Application Attachments where the Chief Elected Official's (CEO's) initials and/or signature are specified as being required, including *Part 2 – Applicant Information & Signature* and *Part 3 – Certifications* of the application form.

An acceptable form of electronic signature includes:

- 1) a scanned copy of the specific document that the CEO originally approved/certified by signing it with a written signature;
 - 2) the CEO's signature through DocuSign or other electronic signature certification software on the specific document being approved/certified; and/or
 - 3) a copy of an email approval/certification from the CEO. If using an email approval in lieu of a signature, the email from the CEO must specify **all** of the items/documents and sections of the Application that the CEO is certifying/approving with the email correspondence.
- All application materials and attachments (including maps) must be on pages that are the standard 8.5" x 11" paper size.
 - Applications must be submitted with one email as one PDF document *when possible*. If the file size exceeds the Applicant's email system file size limitations, either submit the complete Application as one document in a zip file folder attached to the email, or split the Application file into multiple PDFs and submit them through multiple emails, *only if necessary* to meet the Applicant's email size requirements. Label documents and emails for DEHCR to easily identify Application components when making a multi-email submission: e.g. If sending 3 emails with 3 parts of the PF Application, label the email subject and documents as: Village of Yourville – 2021 CDBG-PF Application Parts 1-4; Village of Yourville – 2021 CDBG-PF Application Parts 5-9; Village of Yourville – 2021 CDBG-PF Application Attachments.
 - Include the index (i.e. attachment cover pages) provided by DEHCR within the CDBG application form for all attachments in the order specified in the CDBG application form so that a reviewer can easily reference the relevant documents (refer to pages 17-27 of the CDBG application).
 - It is the responsibility of the applicant to ensure that the CDBG application packet is complete for submission. Applications that are incomplete, missing the required attachments, or missing the CEO's (electronic) signature in *Part 2* and *Part 3* of the application may **not** be reviewed.

Application Training

Both community representatives and consultants are **strongly** encouraged to participate in the application training webinar session presented by DEHCR staff. The training date and information are posted on the Training and Technical Assistance webpage of the Bureau of Community Development website at:

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

The Application Training PowerPoint slides and webinar recording will also be posted on the same webpage.

Application Scoring and Selection

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

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

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

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

Scoring Categories	Possible Points	Point Criteria Basis
Project Need	100	Severe Need = 61 to 100 points will be awarded to projects needed to alleviate a significant existing problem. A significant existing problem may include vital health and safety problems or other issues that are essential to the community’s residents, businesses, or local government. Moderate Need = 31 to 60 points will be awarded to projects needed to alleviate a moderately serious problem. Slight Need = 0 to 30 points will be awarded to projects needed to address a less serious problem.
Community Distress	70	Median Household Income (MHI) - UGLGs will be awarded up to 40 points based on their community’s MHI in comparison to the statewide median. Per Capita Property Value - UGLGs will be awarded up to 15 points based on their community’s per capita property value in comparison to the statewide median. Property Tax Rate - UGLGs will be awarded up to 15 points based on their community’s property tax rate in comparison to the statewide average.
Financial Need	30	If the proposed project is not water and/or sanitary sewer related: <ul style="list-style-type: none"> • UGLGs will be awarded up to 30 points based on the percentage of current used General Obligation (G.O.) debt (excluding any G.O. debt used to secure financing for the proposed CDBG project) in relation to the UGLG’s current G.O. Debt capacity; <p style="text-align: center;">OR</p> If the proposed project is a water and/or sanitary sewer project:

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Scoring Categories	Possible Points	Point Criteria Basis
		<ul style="list-style-type: none"> • UGLGs will be awarded up to 30 points based on the community's water and/or sewer rates in relation to the statewide median.
Planning	10	Planning – UGLGs will be awarded up to 10 points if they can demonstrate the proposed project is consistent with the goals and objectives included in the community's comprehensive plan, redevelopment plan, Capital Improvements Plan, and/or other long-range plan(s). Factors for scoring include: <ul style="list-style-type: none"> • the level of consistency between the proposed CDBG project's scope and the goals and objectives within the UGLG's plan(s); • the level of specificity of the goals and objectives in the UGLG's plan(s) in relation to the scope of the proposed CDBG project; • whether the UGLG's plan(s) has/have been adopted by the local governing body; • whether the UGLG's plan(s) is/are current; and the extent to which supporting documentation is provided to verify the information presented in this section.
Matching Funds	40	Matching Funds – UGLGs will be awarded up to 40 points for demonstrating that the matching funds for the proposed CDBG project have been fully secured, committed and are ready to be used (i.e. the project is considered "shovel-ready"). <ul style="list-style-type: none"> • Points will be awarded with consideration for the extent to which matching funds are verified (with supporting documentation submitted with the CDBG application) as secured, committed and available for use. • Documentation regarding the status of the UGLG's pursuit of pending and other potential matching funds may be provided for consideration. • 0 points will be awarded if the UGLG does not provide any proof of commitment for matching funds.

Award Notification

DEHCR anticipates that award announcements will be made **no later than July 23, 2021**. Once final funding decisions have been made, award letters will be sent to UGLGs. Unsuccessful UGLGs will be contacted and notified with a written decision.

Appeals Process for CDBG Grant Applicants Not Funded

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

The Appeals Process:

- The appeal must include the application name and a short summary of the reason why the UGLG is appealing the decision.
- The appeal must be filed by the Chief Elected Official of the UGLG with the Bureau Director (emailed to David.Pawlisch@wisconsin.gov) within thirty (30) days of the date the applicant received written notice of the decision.
- The Bureau Director will review the application and will make a decision whether to reverse the denial.

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- If the Bureau Director denies the appeal, the applicant may file an additional appeal with the Secretary's office within thirty (30) days from the date of the Bureau Director's denial letter.
- The Secretary's office will review the application and will make a final determination.

Implementation Training

The State of Wisconsin is responsible for ensuring that the CDBG-PF program is implemented in compliance with State and Federal regulations and in accordance with program guidelines. UGLGs awarded CDBG funds will be required to participate in CDBG grantee Implementation Training. For information and updates on Implementation Training, refer to the "Implementation Training" section of the [Training and Technical Assistance webpage](#) on the [Bureau of Community Development website](#) at: <https://doa.wi.gov/Pages/LocalGovtsGrants/TrainingAndTechnicalAssistance.aspx>.

Federal Grant Requirements

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

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

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

Other federal reporting and compliance requirements may apply to the project, including Procurement, Acquisition, Anti-Displacement and Relocation Assistance provisions, Environmental and Equal Opportunity regulations.

IMPORTANT NOTICE: *Acquisition pertains to all real property. This includes temporary and permanent easements required to complete the project.*

Non-compliance with the applicable regulations and standards may result in the project being deemed ineligible for CDBG funding. Consulting with DEHCR during the application process prior to application submittal is strongly recommended.

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

Additional Information

Check the DEHCR website for additional information on the CDBG requirements, grant timelines, training sessions, and other updates: <https://doa.wi.gov/Pages/LocalGovtsGrants/CommunityDevelopmentPrograms.aspx>.

Guidance for Completing the CDBG-PF Grant Application:

PART 1 – GRANT REQUEST

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

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

The dollar amounts provided must be consistent with the financial data provided in the *Project Budget & Matching Funds Form* (supporting documentation for *Part 9 – Budget and Matching Funds* of the CDBG application).

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

The minimum match requirement may be waived when specific events have occurred that drastically impact the economic distress of a community (e.g. natural disasters, etc.) and the project will have a drastic positive effect on the economic well-being of the community. For consideration, the UGLG must indicate a waiver is being requested in *Part 9 – Budget and Matching Funds* of the CDBG application and submit a formal letter of request for a waiver of match funds with the application.

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

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

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- Encouraging the use of energy efficient design, retrofitting, and equipment, as well as projects that benefit bicyclists and pedestrians; and
- Responding to natural and man-made disasters or catastrophic events.

Wisconsin’s current Annual Action Plan is available at:

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

B. CDBG funds must be used for one or more Public Facility “eligible activities” enumerated in section 105(a) of Title 1 of the Housing and Community Development Act of 1974 and are not otherwise excluded as activities allowed for CDBG funding by the Wisconsin CDBG program. Additional details regarding activities eligible for CDBG funding can be found at:

<https://www.hudexchange.info/sites/onecpd/assets/File/CDBG-State-National-Objectives-Eligible-Activities-Appendix-A.pdf>

and

https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5;node=24:3.1.1.3.4#se24.3.570_1201.

[NOTE: Not all CDBG-eligible activities are eligible for the CDBG Public Facilities (PF) program/grant. For additional guidance, refer to the resource linked above, CDBG-PF Application Instructions, CDBG-PF/PLNG Application Training PowerPoint slides and Public Facilities Program brochure linked on the [Bureau of Community Development website](#). Contact DEHCR staff as needed to confirm project eligibility.

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

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

Project Title

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

- Example 1: Main Street Sewer, Water and Street Improvements

- Example 2: Senior Center Project

Brief Project Description

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

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

Project Timeline Requirements

To ensure CDBG program goals and objectives are met, projects awarded funding under the CDBG-PF program must be feasible. To be considered feasible, proposed projects' pre-construction activities should be completed within eight (8) months of the award date; construction started by July 1, 2022; construction completed by October 31, 2023; and the project completion report and final CDBG request for payment submitted by December 31, 2023. Applicants commit to meeting the timeline requirements set forth in *Part 1 – Grant Request* in submitting the application. Contact DEHCR for consideration of any exception due to a specific special nature of the project. Any exception must be pre-approved by DEHCR prior to submitting the CDBG application.

PART 2 – APPLICANT INFORMATION & SIGNATURE

Applicant

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

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

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

For the Chief Elected Official Signature, the CEO must sign and date the application.

By signing in *Part 2 – Applicant Information & Signature*, the CEO is certifying that they have been authorized by the governing body of the UGLG to submit the CDBG-PF application; the information submitted in the application is true and accurate; and the UGLG agrees to the terms set forth in the *CDBG-PF Application* and *CDBG-PF Application Instructions* for applying for and receiving CDBG-PF funds, upon award and acceptance of award by the UGLG.

The CDBG application must be submitted with the (electronic) CEO signature in *Part 2 – Applicant Information & Signature* (in addition to *Part 3 – Certifications*).

Application Contact

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

Current CDBG Assistance

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

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

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

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

PART 3 – CERTIFICATIONS

Add the Unit of General Local Government (UGLG) and Chief Elected Official (CEO) information in the entry fields and have the CEO sign the Certification statement. By entering the UGLG and CEO information and signing this certification page, the CEO acknowledges and certifies that the UGLG will comply with the terms set forth in *Part 3 – Certifications* of the CDBG application, including the Initial Eligibility Certification; Statement of Assurances Certification; Lobbying Certification; Acquisition, Relocation and Demolition Certification; and Fair Housing Actions Certification, and the information provided for these Certifications is true and accurate.

The CDBG application must be submitted with the (electronic) CEO signature in *Part 3 – Certifications* (in addition to *Part 2 – Applicant Information & Signature*).

Initial Eligibility Certification

Add the UGLG’s name in the entry field. By adding the UGLG’s name and their signature in *Part 3 – Certifications* of the CDBG application, the Chief Elected Official is agreeing that the UGLG will comply with the terms set forth in, and confirming the information in the *Initial Eligibility Certification* in *Part 3* is true and accurate for the UGLG. All items listed in the *Initial Eligibility Certification* must be true for the UGLG to be eligible for CDBG funding.

Citizen Participation

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

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

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

- A. Provision for and encouragement of citizen participation, with particular emphasis on participation by persons of low- and moderate-income (LMI) who are residents of target area neighborhoods in which the CDBG funds are proposed to be used. The UGLG must meet this requirement by performing **at least one** of the following:
 1. Establish a committee composed of persons representative of the community's demographics. This committee shall include at least one LMI person and one resident of the designated target area. This committee will assume the responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the community.
 2. Distribute timely notification of all required meetings to 100 percent of the designated target area or neighborhood. UGLGs not having a target area must design a notification system which will reach a majority of the community's LMI population. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation.
- B. Provision to citizens of reasonable and timely access to local meetings, information, and records relating to the UGLG's proposed and actual use of funds. To meet this requirement, the UGLG must:
 1. Attempt to have at least one of the public hearings in the target area; **and**
 2. Give adequate advance notice to the local community of upcoming meetings in accordance with the advance notice specifications in the UGLG's Citizen Participation Plan (which **must** be at least 2 weeks (14 days [*excluding the first day of publication; including the day of the hearing*]) notice **or** the equivalent of a Class 2 Notice); **and**
 3. Specify in the CPP and execute the method(s) by which notices of public hearings must be given (all Citizen Participation public hearing notices for the CDBG program must be published in the local newspaper *unless*: 1) the UGLG does not have a local designated newspaper for posting public hearing and meeting notices; 2) posting in lieu of publishing notices for public hearings and meetings is standard practice for the UGLG; **and** 3) the notice is posted in at least three locations within the community); **and**

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4. In all meeting announcements, include where and when (i.e., location address and business hours) the information and records relating to the proposed and actual use of funds may be accessed.
- C. Provision for technical assistance to groups representative of LMI households that request such assistance in developing proposals with the level and type of assistance to be determined by the UGLG. To meet this requirement, the UGLG must include in the adopted Citizen Participation Plan:
1. The type of assistance generally available; and
 2. The procedure used to request the assistance.
- D. Provision for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least:
1. The identification and development of housing, public facility and economic development needs;
 2. The review of proposed activities; and
 3. The review of program performance (hearings shall be held after adequate public notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for individuals with disabilities).
- E. Provision of timely written answers to written complaints and grievances within 15 working days. To meet this requirement, the UGLG must:
1. Include complaint/grievance procedure steps in Citizen Participation Plan; and
 2. Develop a procedure to ensure compliance with the 15 working day response time.
- F. Identify how the needs of non-English speaking (including the hearing impaired) will be met in the case of public hearings where a significant number of non-English speaking residents reasonably can be expected to participate. To meet this requirement, the UGLG must:
1. Identify all non-English speaking populations in the community (regardless of American or Wisconsin citizenship) and make a determination of their special needs.
 2. Include evidence in the CPP that the community has conducted a review of this matter consistent with the Housing and Community Development Act of 1974 as amended

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

24 CFR 570.486 (5)

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

Policy on Non-Violent Civil Rights Demonstrations/Excessive Force:

An additional citizen participation related requirement regarding non-violent civil rights demonstrations applies to CDBG projects. To be eligible for CDBG funding, an UGLG must have a policy in place that prohibits the use of excessive force 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; and commits the UGLG to enforcing applicable state and local laws prohibiting physically barring entrances and exits for non-violent civil rights demonstrations. UGLGs must submit a policy that complies with this requirement. The language above is shown in the *Sample Resolution to Adopt the Policy to Prohibit the Use of Excessive Force and Physically Barring Entrances/Exits for Non-Violent Civil Rights Demonstrations* found in the provided attachments to the CDBG application.

Citizen Participation documents to be submitted by applicants include:

1. UGLG's *Citizen Participation Plan*, which is current and has been adopted by the UGLG's governing body, with the adoption date shown on the Plan;
2. Public Hearing Notice(s) as published in the local newspaper with proof of publication; **or only if qualified for an exception**, a copy of the Public Hearing Notice(s) and a certification signed by the municipal clerk which lists the dates and locations of the notice postings for the Public Hearing (allowed *only if* the UGLG meets the criteria listed in this section on page 10 of the *CDBG-PF Application Instructions*, which allows for an exception to publishing public notices in the local newspaper) – the specifications for public notices set forth in the UGLG's CPP in effect on the date of the first notice must be followed (a *Sample Public Hearing Notice* can be found in the provided attachments to the CDBG application);
3. A completed *Citizen Participation Public Hearing Certification* (a *Citizen Participation Public Hearing Certification* form can be found in the provided attachments to the CDBG application);
4. Meeting minutes from the Public Hearing as a record of actions taken;
5. A list of attendees for the Public Hearing, either provided in the meeting minutes for the Public Hearing, or provided on a separate sign-in sheet; and
6. UGLG's policy for prohibiting the use of excessive force and enforcing state and local laws prohibiting physically barring entrances and exits for non-violent civil rights demonstrations.

Authorization to Submit CDBG Application

The applicant must submit a resolution signed by the CEO of the UGLG requesting the funds authorizing the submission of the 2021 CDBG-PF Application. A *Sample Authorizing Resolution to Submit CDBG Application* form can be found in the provided attachments to the CDBG application.

Environmental Review

The National Environmental Policy Act of 1969 (NEPA) applies to **every CDBG project**. Regulations governing *Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities* can be found in 24 CFR Part 58, which is available via the

following link: <http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=d4966c17222ec9dc63a434ad9599aa6c&rgn=div5&view=text&node=24:1.1.1.1.33&idno=24>.

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

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

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

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

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

Refer to *Chapter 4: Environmental Review* of the Bureau of Community Development [CDBG Implementation Handbook](#), for additional information on the environmental requirements. The *CDBG Implementation Handbook* is linked on the Bureau of Community Development website at:

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

Procurement and Professional Services

An UGLG may procure a consultant to serve as the administrator of a CDBG-PF grant; however, all consulting services for which CDBG funds will be used must follow established Federal, State and Local procurement policies. Refer to *Chapter 3: Procurement and Contracting* in the [CDBG Implementation Handbook](#) for procurement and contracting requirements.

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

Procurement exception regarding Wisconsin Regional Planning Commissions (RPCs) and most publicly funded Economic Development Organizations (EDOs):

Wisconsin RPCs are public entities that provide intergovernmental planning and coordination efforts for a region. Most publicly funded non-profit EDOs are considered extensions of the local government that are quasi-governmental organizations. Federal provisions include an exception regarding competitive procurement requirements when an UGLG contracts with these types of organizations for professional services. Competitive procurement processes specified within the Federal regulations that are

otherwise applicable to professional services funded with CDBG dollars are not required/applicable for contracts with RPCs and qualifying publicly funded EDOs.

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

Debarment Exclusion

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

Incomplete Applications

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

Statement of Assurances Certification

Add the UGLG's name in the entry field. By adding the UGLG's name on this certification and their signature in *Part 3 – Certifications* of the CDBG application, the Chief Elected Official is agreeing that the UGLG will comply with the terms set forth in, and confirming the information is true and accurate for the UGLG in the *Statement of Assurances* in *Part 3*. All items listed in the *Statement of Assurances Certification* must be true and accurate for the UGLG to be eligible for CDBG funding.

Lobbying Certification

Add the UGLG's name in the entry field. By adding the UGLG's name on this certification and their signature in *Part 3 – Certifications* of the CDBG application, the Chief Elected Official is agreeing that the UGLG will comply with the lobbying restrictions set forth in, and confirming the information is true and accurate in the *Lobbying Certification* in *Part 3*. All items listed in the *Lobbying Certification* must be true and accurate for the UGLG to be eligible for CDBG funding.

Acquisition, Relocation and Demolition Certification

Add the UGLG's name in the entry field. By adding the UGLG's name on this certification and their signature in *Part 3 – Certifications* of the CDBG application, the Chief Elected Official is confirming the entries made in the *Acquisition, Relocation and Demolition Certification* in *Part 3* are true and accurate as determined by the UGLG to date, at the time of application.

Select "Yes" or "No" from the drop-down menu options in **all** entry fields listed on the *Acquisition, Relocation and Demolition Certification* in *Part 3* of the CDBG application, indicating whether the activity listed will or will not be part of the CDBG project. Do not skip any entry fields.

NOTE: The UGLG must submit the “Notice of Acquisition/Relocation to DEHCR” (Attachment 5-K in the [CDBG Implementation Handbook](#)) upon determining the specific property(ies) and/or easement(s) that will be acquired for the CDBG project.

Other Acquisition/Relocation/Demolition Requirements:

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

IMPORTANT NOTICE: *Failure to submit a current adopted RADRAP that includes the required components may disqualify the UGLG’s CDBG application.*

Refer to *Chapter 5: Acquisition & Relocation* and *Chapter 7: Labor Standards* in the [CDBG Implementation Handbook](#) for additional acquisition/relocation and demolition related state and federal regulations and requirements applicable to CDBG projects.

Fair Housing Actions Certification

Per HUD regulations at 24 CFR 570.487(b), recipients of CDBG funds must take some action(s) to affirmatively further fair housing as part of the CDBG project.

Add the UGLG’s name in the entry field. By adding the UGLG’s name on this certification and their signature in *Part 3 – Certifications* of the CDBG application, the Chief Elected Official is agreeing that the UGLG will complete the Fair Housing Actions selected in the *Fair Housing Actions Certification* in *Part 3* to promote fair housing, upon receiving and accepting a CDBG award.

The applicant must complete the *Fair Housing Actions Certification* in *Part 3* of the CDBG application by selecting three (3) actions that will be taken to affirmatively further fair housing. If the project is funded, the selected actions will be included in the Grant Agreement Time Table and the UGLG will be required to implement them by the specified due date.*

**[If the UGLG adopts a new or updated Fair Housing Ordinance during the process of preparing the 2021 CDBG-PF application, this activity may be considered an act of strengthening the local fair housing law and included as one of the three (3) required actions.]*

Other Fair Housing Requirements:

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

If the protected classes for equal opportunities in housing are included in the UGLG’s Fair Housing Ordinance, the protected classes list **must** be up-to-date, reflecting the current state

statutory language. The current protected classes list for fair housing is in state statute [ss. 106.50 Wis.](#)(1).

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

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

Refer to *Chapter 6: Equal Opportunity, Fair Housing & Section 3* in the [CDBG Implementation Handbook](#) for more information on the fair housing related regulations and requirements applicable to CDBG projects.

PART 4 – CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

Beneficiaries

Check the appropriate box (for Yes or No) to report whether the project will have community-wide benefit, with the entire population of the UGLG being the primary beneficiaries of the project.

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

- If HUD LMI Summary Data (LMISD)* or Income Survey data are used to qualify the project, then the numbers for (a) and (b) on the Application must match the data source (i.e., the population and LMI numbers from the LMISD or Income Survey data).
- If HUD LMISD* or Income Survey data are *not* used to qualify the project (such as projects serving Limited Clientele or eliminating slum/blight conditions), then the entry for (a) on the Application should be based on data from the most recent U.S. Census American Community Survey (ACS) 5-Year Estimates** (if data for the beneficiary group are available in the ACS Estimates), or current or projected 'users' or occupancy data, depending on the nature of the project. Contact DEHCR if the Applicant seeks to use an alternative source for estimating the number of beneficiaries.
- If the project is qualifying by serving Limited Clientele, then the number entries for (a) and (b) on the Application are the same (i.e., 100% of the Limited Clientele beneficiaries are deemed LMI).
- If the project is qualifying by serving a particular group of persons for which the LMI percentage will be determined/verified in the future during the project using income surveys/certifications for beneficiaries during the specified CDBG project period (i.e., will be project/site-specific, applicable only for projects for which

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DEHCR requires income survey/certification forms to be distributed to public facility users or facility beneficiaries during the project to verify that at least 51.0% of the beneficiaries of the project are LMI), then enter the *estimated* number of persons the UGLG is *projecting* to serve with the project and the *projected* number of LMI persons among the beneficiary group (must be at least 51.0% of the total to be served). [Contact DEHCR before selecting this option. This is not typical for most CDBG Public Facilities projects.]

- If the project is a Slum & Blight project, then enter the community-wide population (from the U.S. Census ACS 5-Year Estimates data**) for (a), and enter “N/A” for (b) on the Application.
- If the project is an Urgent Local Need project, then enter the community-wide population (from the U.S. Census ACS 5-Year Estimates data**) or enter an estimate of the number of beneficiaries using other information available, if the project will not be deemed community-wide benefit, for (a); and enter “N/A” for (b) on the Application.

Examples:

- Water and sanitary sewer improvements project that has community-wide benefit or has primary benefit to only residents in 1 or more census tracts, with at least 51.0% of the residents living in the community or benefitting census tract(s) being LMI according to the HUD LMI Summary Data (LMISD)* – the service area must be coterminous with the community or be coterminous with or cover *only and the majority* of the specified census tract(s) boundaries to use HUD LMISD* to qualify the project: Enter the population (“LOWMODUNIV” number) and LMI persons (“LOWMOD” number) obtained from the HUD LMISD spreadsheet or map application for the local government or census tract(s) .
- Street improvements project that has neighborhood benefit and the neighborhood qualifies due to at least 51.0% of the beneficiaries being LMI according to an income survey: Enter the numbers for the population and LMI persons according to the income survey data, as calculated on the *Form 1* of the *Income Survey Data Forms* document.
- Blight-elimination project that has community-wide benefit: Enter the population data from the most recent U.S. Census American Community Survey (ACS) 5-Year Estimates data,** and enter “N/A” for the LMI qualification question.
- Senior Center project: Enter the number of persons age 62 and older in the community, according to the most recent U.S. Census ACS 5-Year Estimates data.**
- Accessibility upgrades to Village Hall: Enter the number of persons with disabilities in the community, according to the most recent U.S. Census ACS 5-Year Estimates data,** or enter the number from an alternative data source and provide justification in the Limited Clientele Justification Narrative for how the source is more valid/reliable than the ACS data.

* HUD LMI Summary Data (LMISD) for Local Governments and Census Blocks/Tracts and the HUD LMISD Map Application and additional guidance regarding the data and tools may be accessed using links that appear on the main HUD LMISD website at: <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>
The most recent HUD LMI data available, posted on the HUD website, are (partially) based on the U.S. Census 2011-2015 ACS 5-Year Estimates data.

*** The most recent U.S. Census American Community Survey (ACS) 5-Year Estimates population and demographic data for local governments are available on the U.S.*

Census Data website at: <https://data.census.gov/cedsci/>

The most recent U.S. Census ACS 5-Year Estimates data for most communities are the 2019 data (for the 2015-2019 ACS survey collection period), or 2018 (for the 2014-2018 ACS survey data collection period).

National Objective

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

Benefit to Low- and Moderate-Income (LMI) Persons

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

Check the “Benefit to Low- and Moderate-Income Persons” box if the project is qualifying by meeting the LMI National Objective.

- **Area Benefit**

Check the appropriate box to indicate if HUD LMISD and/or income survey data for the service area were used to demonstrate the proposed CDBG project will meet the LMI National Objective through LMI Area Benefit.

An activity may qualify as benefitting LMI persons on an “area basis” (i.e., LMI Area Benefit) if at least 51.0% of the persons residing in the area served by the activity (i.e., the service area/beneficiary area) have low- to moderate-income. Determining whether an activity qualifies as benefitting LMI persons on an area basis requires the UGLG to determine both the area served by the activity and the percentage of LMI persons residing in the service area. Service areas may or may not be coterminous with municipal boundaries, census tracts or other officially designated boundaries.

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

HUD LMISD for Local Governments:

Using HUD LMISD for local governments for demonstrating LMI Area Benefit is only allowed for projects having community-wide benefit (i.e., the entire population of the UGLG are primary beneficiaries of the project) or projects having primary benefit to multiple entire municipalities.

- LMI data for Wisconsin local governments direct link:
<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/>.

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Select the “ACS 2011-2015 Low-Mod All Local Governments” link.

[Tip: This is a Microsoft Excel document that includes data for all states and local governments. Use the filter tool in Excel to view only Wisconsin data. The data are presented under three “GeoTypes” [Column A]: 1) PLACE (local governments and Census Designated Places [CDPs] listed in alphabetical order by name); 2) COUSUB/MCD (sections/subsections of local governments and CDPs within each county, listed by the county code [Column C] first and then alphabetical order by the local government’s/CDP’s name); and 3) COUNTY (county-wide data). Note: County code references are found in the COUNTY section of the spreadsheet.]

These data are also viewable by geographic area on the HUD LMISD map application. The guidance for using and direct link to the map application are accessed at:

<https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>.

- The project area map(s) showing the nature and location(s) of the proposed project activities; and the service area map(s) showing the boundaries of the municipality (i.e., the area in which all of the primary beneficiaries of the project live) must be provided in the CDBG application attachments. If the project involves water/sanitary sewer main, well, and/or street improvements, the locations of the mains, wells, and/or streets that will be improved must be shown on the project area map(s). The utility map(s) showing water and sanitary sewer system components, mains and connections in the project area must also be submitted for all water and sanitary sewer projects.
- The nature of the work described in *Part 5 – Project Need* in the CDBG application must reflect that the project has primary benefit to *only and all* residents in the entire community; *or to only and all* residents in *all* of the municipalities involved, if combining LMISD of multiple municipalities to calculate the total population and LMI percentage of the service area.
- **Multi-Jurisdiction Projects:** If the project will have community-wide benefit to two or more entire communities, *or* will have primary benefit to a combination of entire communities and census tracts, *and* the HUD LMISD are used to demonstrate LMI Area Benefit, an LMI calculation worksheet (**Form 8 in the *Income Survey Data Forms* document**) showing the calculations used to determine the LMI percentage for the total service area must also be submitted in the CDBG application attachments.

The *Income Survey Data Forms* document is linked on the Bureau of Community Development website under the “Resources” section at:

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

HUD LMISD for Census Block Groups/Tracts:

Using HUD census block group/tract LMISD for determining Area Benefit is only allowed when the service area is coterminous with or covers only and a majority of one or more census tracts (i.e., a majority of the residents in the census tract(s) are primary

beneficiaries of the project and only the residents living within the selected census tract(s) are the beneficiaries).

- Data on LMI residents in Wisconsin census block groups and tracts direct link: <https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/>.

Select the “ACS 2011-2015 All Block Groups” link.

[Tip: This is a Microsoft Excel document that includes data for all states and census block groups/tracts. Use the filter tool in Excel to view only Wisconsin data.]

These data are also viewable by geographic area on the HUD LMISD map application. The guidance for using and the direct link to the map application are accessed at:

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

- The project area map(s) showing the nature and location(s) of the proposed project activities; and the service area map(s) showing the boundaries of the census tract(s) (i.e., the area in which all of the primary beneficiaries of the project live) must be provided in the CDBG application attachments. If the project involves water/sanitary sewer main, well, and/or street improvements, the locations of the mains, wells, and/or streets that will be improved must be shown on the project area map(s). The utility map(s) showing water and sanitary sewer system components, mains and connections in the census tract(s) areas must also be submitted for all water and sanitary sewer projects.
- The work described in *Part 5 – Project Need* in the CDBG application must reflect that the project has primary benefit to *only* and all or a majority of residents in the selected census tract(s).
- If the project will have primary benefit to two or more census tracts or will have primary benefit to a combination of entire communities and census tracts, and the HUD LMISD are used to determine Area Benefit, an LMI calculation worksheet (*Form 8* in the *Income Survey Data Forms* document) showing the calculations used to determine the LMI percentage for the total service area must also be provided in the CDBG application attachments.

The *Income Survey Data Forms* document is linked on the Bureau of Community Development website under the “Resources” section at:

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

Income Survey Data:

Using **income survey data** to demonstrate the proposed CDBG project will have LMI Area Benefit may be allowed when the service area/beneficiary area for the proposed CDBG project/activity is not coterminous with the boundaries of one or more local governments or census tracts, does not include a majority of the residents living in the census tract(s), or the UGLG has determined factors exist that indicate the HUD LMISD may not accurately reflect income levels in the area. To use data from an income survey to qualify a project for 2021 CDBG-PF competitive award funding, the applicant must

first submit the income survey documentation to DEHCR via email no later than **February 15, 2021** for DEHCR's review and consideration for approval certification, in accordance with the specifications in the current *Income Survey Guide*.

The current *Income Survey Guide* and accompanying *Income Survey Data Forms* document are linked on the Bureau of Community Development website under the "Resources" section at:

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

Income survey data may only be used to qualify the project if the UGLG has received an Income Survey Approval Certification letter from DEHCR prior to the UGLG's submission of the 2021 CDBG-PF application.

The Income Survey Approval Certification letter from DEHCR **must** be included with the UGLG's CDBG-PF competitive application attachments.

Project/Site Specific Income Survey/Certification Data Collected from Beneficiaries in the Future:

In rare cases, a CDBG Public Facilities project may qualify as meeting the LMI National Objective by the UGLG collecting income surveys/certifications from beneficiaries of the project *in the future* during the project performance period and/or after the construction completion to verify that at least 51.0% of the beneficiaries are LMI. As an example, the UGLG may be installing street and utility infrastructure for a new affordable housing subdivision that will be built. The CDBG project scope is only for the street and utility infrastructure installation. The beneficiaries of the project will be the families that move into the housing units. To qualify the project, the income levels of the families that move into the housing units (through the CDBG project) must be determined using income survey/certification forms at the time of housing occupancy to verify that at least 51.0% of the persons that move into the new housing units (i.e., the beneficiaries of the CDBG project) qualify as LMI. [Note: In this scenario, the income data must be collected and tracked for the families that move into the housing units for 5 years after the CDBG project construction completion.]

Note that this option is only applicable and allowed for projects for which DEHCR requires income survey/certification forms to be collected from the public facility users or project beneficiaries during the CDBG project performance period and/or after construction completion to verify that at least 51.0% of the beneficiaries of the project are LMI. ***Restrictions and limitations apply. Contact DEHCR before selecting this option. This is not typical for most CDBG Public Facilities projects.***

Combination of HUD LMI Summary Data and Income Survey Data:

A project may have beneficiaries in a combination of areas, including one or more area(s) for which HUD LMISD local government and/or census block group/tract data are available and used to determine the LMI population of the area(s); and one or more

other area(s) for which HUD LMISD are *not* available so income survey data are used to determine the LMI population of the other area(s). The HUD LMISD and income survey data* are then combined to calculate the LMI percentage for the entire service area.

The total LMI calculation for the entire service area must be made by aggregating the data, dividing the total population by the total number of LMI persons (i.e., the sum of the HUD LMISD population and income survey population numbers, divided by the sum of the HUD LMISD total LMI persons and income survey total LMI persons numbers). An LMI calculation worksheet (*Form 8* in the *Income Survey Data Forms* document) showing the calculations used to determine the LMI percentage for the total service area must be submitted as an attachment with the completed CDBG application.

The income survey must meet all requirements specified in this section of the CDBG-PF Application Instructions and in the current Income Survey Guide, including survey documents submission to DEHCR no later than **February 15, 2021** for approval and the UGLG receiving the Income Survey Approval Certification letter from DEHCR, which must be submitted for the income survey related attachments with the CDBG application.

- Limited Clientele

A project/activity that provides **exclusive** benefit to one or more specific groups classified as “Limited Clientele,” rather than residents within a specific service area, may be presumed to meet the LMI National Objective. HUD guidance specifies that the groups listed below are presumed to be primarily low- and moderate-income clientele (LMC):

- abused children;
- elderly persons (age 62 and older);
- battered spouses;
- homeless persons;
- severely disabled adults;
- illiterate adults;
- persons living with AIDS; and/or
- migrant farm workers.

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

To demonstrate the proposed CDBG project will meet the LMI National Objective through serving Limited Clientele, the UGLG must provide a narrative in the CDBG application that describes how the project:

(see criteria on next page)

1. *Exclusively* benefits persons in one or more of the Limited Clientele groups (listed above) that are generally presumed by HUD to be principally LMI persons; 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

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3. Supports an activity of such a nature and in such a location that it may be reasonably 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.

The narrative must be limited to the space provided on page 9 of the application, single spaced with not less than 11-point font.

In addition, the following must be provided in the supporting documentation attachments to the CDBG application for any projects qualifying under the LMI National Objective by **exclusively** benefitting an *existing* public facility/program that **exclusively** serves persons in one or more Limited Clientele (LMC) groups:

1. A letter from an authorized representative from the *existing* facility/program with a description of the nature of the facility/program and the clientele housed or served, and the number of persons currently served (or projected to be served as a result of the proposed project) – verifying the facility *exclusively* houses or serves persons in one or more LMC groups and the number of beneficiaries of the CDBG project; and
2. The basis for the income limits used for housing subsidy or program qualification (to verify consistency with the HUD Section 8/CDBG LMI income limits) **only if** the LMC group(s) housed/served include(s) LMI persons/families who are receiving housing or services at the *existing* facility/program contingent upon low-income-based qualification.

The *existing* Limited Clientele facility/program must also provide the UGLG with the race/ethnicity demographic data (using the HUD categories as listed in *Form 7* of the *Income Survey Data Forms* document) for the users/residents of the facility, which must be submitted to DEHCR upon the UGLG being awarded CDBG funds, prior to the Grant Agreement being executed.

Prevention or Elimination of Slum and Blight

Activities that qualify under the National Objective of Preventing or Eliminating Slum and Blight address deteriorated infrastructure and living conditions which have long-lasting effects on community viability. Slum and blight can be addressed on an area wide basis or a spot basis.

- Area Basis

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

- 1) The local government has passed a formal resolution declaring the area as a blight as defined by Wisconsin Law; **and**
- 2) At least 25% of properties throughout the area experience, and document *one or more* of the following conditions (based on language found in 24 CFR 570.483):
 - physical deterioration of buildings or improvements;
 - abandonment of properties;

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- chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial building;
 - significant declines in property values or abnormally low property values relative to other areas in the community;
 - known or suspected environmental contamination; or
 - the public improvements throughout the area are in a documented general state of deterioration: **and**
- 3) The assisted activity addresses one or more of the conditions which contributed to the deterioration of the area.

Applicants qualifying a project by meeting the Slum & Blight – Area Basis National Objective must submit the following documentation in the attachments to the CDBG application:

- *Slum & Blight Certification and Compliance Form*
 - The map(s) showing the location(s) of the designated blighted area(s) [and showing the total percentage of the area designated as blighted]
 - Supporting documentation showing blighted conditions
- **Spot Basis**

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

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

Applicants qualifying a project by meeting the Slum & Blight – Spot Basis National Objective must submit the following documentation in the attachments to the CDBG application:

- *Slum & Blight Certification and Compliance Form*
- The map(s) showing the location(s) of the blighted area(s)
- Supporting documentation showing blighted conditions

Urgent Local Need

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

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

The narrative must be limited to the space provided on page 9 of the application, single spaced with not less than 11-point font.

IMPORTANT NOTICE: HUD's guide to "Meeting a National Objective" states "planning grants are not allowed under this objective and activities designated solely to prevent a threat will not qualify."

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

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

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

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

7. Extent to which CDBG funding is needed to complete the project – *Describe why CDBG funding is needed to complete the project and identify other sources of income or grants that have been pursued. Describe the various methods that will be used to fund the project and include the status of other grant or loan applications. Attach supporting documentation that verifies the status of other financing that is secured, committed, pending, etc. (e.g. award and/or commitment letters from other government agencies, municipal resolutions for financing, TID creation, etc.), if available.*

IMPORTANT NOTICE: *Include the project financing/match funding attachments with the UGLG’s “Financial Attachments and Supporting Documents” (applicable to Part 9 – Budget and Matching Funds) in the CDBG application rather than with the UGLG’s “Other Attachments and Supporting Documentation” (applicable to Part 5 – Project Need).*

All additional/supporting documentation for Project Need may not exceed 20 pages and must be titled using the *Attachments and Supporting Documentation Checklist* on page 16 of the CDBG application form. The additional documentation provided by the applicant in the attachments must support/verify the information and data included in the *Part 5 – Project Need Narrative* response.

PART 6 - COMMUNITY DISTRESS (0-70 Points)

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

The UGLG’s Median Household Income (MHI) and Property Tax Rate will also be a part of determining the Community Distress score. The scoring tables and the sources from which DEHCR will obtain the UGLG’s MHI, Per Capita Property Value and Property Tax Rate information are provided on the pages that follow for *Part 6* instructions.

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

- If the proposed project is deemed to have community-wide benefit, then the scoring is based on the UGLG’s data for the county where the majority of the UGLG’s population is located; or
- If the service area/beneficiary area of the proposed project is deemed to have less than community-wide benefit, then the scoring is based on the UGLG’s data for the county in which the majority of the service area/beneficiary area is located.

If the UGLG is submitting the CDBG-PF Application for a project that will benefit another local government (with the other local government being a ‘subrecipient’ of the CDBG award), the data for the UGLG that is submitting the CDBG-PF Application is used for the application scoring.

No data are to be submitted by the UGLG in the application for the Median Household Income (MHI), Per Capita Property Value, and Property Tax Rate. DEHCR will obtain the data from the

referenced sources and record the scores on the application scoring sheet for the UGLG during the application review process. The applicant will receive a copy of the scoring sheet with DEHCR's award or denial decision letter at the end of the application review/scoring process.

Median Household Income Scoring Table

POINT VALUE	MEDIAN HOUSEHOLD INCOME
0	Greater than \$61,747
2	\$60,203 - \$61,747
4	\$58,660 - \$60,202
6	\$57,116 - \$58,659
8	\$55,572 - \$57,115
10	\$54,029 - \$55,571
12	\$52,485 - \$54,028
14	\$50,941 - \$52,484
16	\$49,398 - \$50,940
18	\$47,854 - \$49,397
20	\$46,310 - \$47,853
22	\$44,767 - \$46,309
24	\$43,223 - \$44,766
26	\$41,679 - \$43,222
28	\$40,136 - \$41,678
30	\$38,592 - \$40,135
32	\$37,048 - \$38,591
34	\$35,505 - \$37,047
36	\$33,961 - \$35,504
38	\$32,417 - \$33,960
40	Less than \$32,417

The source that DEHCR will use for obtaining the UGLG's Median Household Income (MHI) is the 2019 U.S. Census American Community Survey 5-Year Estimates data (for ACS surveying period 2015-2019).* *The MHI and other population and demographic data for local governments are on the [U.S. Census Data](https://data.census.gov/cedsci/) website accessed at: <https://data.census.gov/cedsci/>.*

The Median Household Income (MHI) score for the UGLG is calculated based on the UGLG's MHI according to the 2019 U.S. Census American Community Survey (ACS) 5-Year Estimates (2015-2019). Example: The MHI for the Village of Yourville is \$35,500 according to the 2019 ACS 5-Year Estimates. data. The Village's MHI score is 36.

**[The 2019 ACS 5-Year Estimates (2015-2019) data will be used for the UGLG's scoring unless the most recent data available for the UGLG are 2018 ACS 5-Year Estimates (2014-2018) data, in which case the 2018 ACS data will be used for the scoring – the 2019 data are available for the majority of all Wisconsin communities.]*

Per Capita Property Value Scoring Table

POINT VALUE	PER CAPITA PROPERTY VALUE
0	Greater than \$99,474
1	\$95,921 - \$99,474
2	\$92,369 - \$95,920
3	\$88,816 - \$92,368
4	\$85,263 - \$88,815
5	\$81,711 - \$85,262
6	\$78,158 - \$81,710
7	\$74,605 - \$78,157
8	\$71,053 - \$74,604
9	\$67,500 - \$71,052
10	\$63,948 - \$67,499
11	\$60,395 - \$63,947
12	\$56,842 - \$60,394
13	\$53,290 - \$56,841
14	\$49,737 - \$53,289
15	Less than \$49,737

The source that DEHCR will use for the Applicant's Per Capita Property Value is the *Town, Village and City Taxes Bulletin – Taxes Levied 2019 – Collected 2020*, Wisconsin Department of Revenue (DOR) –

Division of State and Local Finance – Bureau of Local Government Services.

<https://www.revenue.wi.gov/Pages/Report/tvc-bulletin.aspx>

The Per Capita Property Value for the Applicant will be calculated by dividing the Applicant's total "Full Value" property value (*which includes TIF*) by the Population, as listed in the Wisconsin Department of Revenue *Taxes Bulletin*. Example: The Village of Yourville's "Full Value" of Property was \$50,000,000 and the "Population" was 1,000 according to the *Taxes Bulletin*. The Village's Per Capita Property Value calculation is: \$50,000,000/1,000 = \$50,000. The Village's Per Capita Property Value score is 14 Points.

Local Property Tax Rate Scoring Table

POINT VALUE	FULL VALUE GROSS RATE
0	Less than 0.01638
1	0.01638 - 0.01697
2	0.01698 - 0.01755
3	0.01756 - 0.01814
4	0.01815 - 0.01872
5	0.01873 - 0.01931
6	0.01932 - 0.01989
7	0.01990 - 0.02048
8	0.02049 - 0.02106
9	0.02107 - 0.02165
10	0.02166 - 0.02223
11	0.02224 - 0.02282
12	0.02283 - 0.02340
13	0.02341 - 0.02399
14	0.02400 - 0.02457
15	Greater than 0.02457

The source that DEHCR will use for the Applicant's Tax Rate is the *Town, Village and City Taxes Bulletin – Taxes Levied 2019 – Collected 2020*, Wisconsin Department of Revenue (DOR) –

Division of State and Local Finance – Bureau of Local Government Services.

<https://www.revenue.wi.gov/Pages/Report/tvc-bulletin.aspx>

The Tax Rate score for the Applicant will be calculated based on the Applicant's "Full Value Gross Rate" tax rate according to the Wisconsin Department of Revenue *Taxes Bulletin*.

Example: The Village of Yourville's "Full Value Gross Rate" was .021350 according to the *Taxes Bulletin*. The Village's Tax Rate score is 9 Points.

PART 7 - FINANCIAL NEED (0-30 Points)

Under *Part 7 – Financial Need* in the CDBG-PF application, DEHCR will award points based on either the UGLG’s General Obligation (G.O.) Debt capacity at the time of application submission or UGLG’s current Water and Sanitary Sewer Rates at the time of application submission.

Projects involving water and/or sanitary sewer improvements will generally be scored using the UGLG’s water and/or sewer rates. Non-water/sanitary sewer projects will generally be scored using the UGLG’s G.O. Debt capacity.

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

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G.O Debt Scoring Table

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

The G.O. Debt score for the UGLG is calculated based on the UGLG's **current** Used G.O. Debt to date (**at the time of application**) compared to G.O. Debt Capacity. ***The UGLG cannot include in the calculation for Used G.O. Debt any debt incurred/G.O. Debt used for the proposed 2021 CDBG project.***

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

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

Water and Sewer Rates Scoring Table

POINT VALUE	ANNUAL WATER & SEWER RATES					
	Water Only		Sewer Only		Combined	
0	Less than \$297		Less than \$511		Less than \$803	
2	\$297	- \$315	\$511	- \$543	\$803	- \$853
4	\$316	- \$334	\$544	- \$575	\$854	- \$903
6	\$335	- \$352	\$576	- \$607	\$904	- \$953
8	\$353	- \$371	\$608	- \$639	\$954	- \$1,003
10	\$372	- \$390	\$640	- \$671	\$1,004	- \$1,054
12	\$391	- \$408	\$672	- \$703	\$1,055	- \$1,104
14	\$409	- \$427	\$704	- \$735	\$1,105	- \$1,154
16	\$428	- \$445	\$736	- \$767	\$1,155	- \$1,204
18	\$446	- \$464	\$768	- \$798	\$1,205	- \$1,254
20	\$465	- \$482	\$799	- \$830	\$1,255	- \$1,304
22	\$483	- \$501	\$831	- \$862	\$1,305	- \$1,355
24	\$502	- \$519	\$863	- \$894	\$1,356	- \$1,405
26	\$520	- \$538	\$895	- \$926	\$1,406	- \$1,455
28	\$539	- \$575	\$927	- \$990	\$1,456	- \$1,555
30	Greater than \$575		Greater than \$990		Greater than \$1,555	

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

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

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

Example 1. The focus of the Village of Yourville’s CDBG project will be water main replacements, with some affiliated street reconstruction. The Village will be scored based on the water rates. The average annual residential water rate for 70,000 gallons of usage in the community is \$400. The Village’s Water score is 12 points.

Example 2: The Town of Yourville’s CDBG project is for wastewater treatment facility upgrades. The Town will be scored based on sanitary sewer rates. The average annual residential sanitary sewer charge in the community is \$800. The Town’s Sewer score is 20 points.

Example 3: The City of Yourtown’s CDBG project will include water and sanitary sewer main replacements and affiliated street reconstruction. The City will be scored based on water and sewer rates combined. With an annual residential water rate of \$600 and annual residential sewer rate of \$800, the total of water and sewer rates combined is \$1,400. The City’s Water/Sewer score is 24 points.

PART 8 - PLANNING (0 - 10 Points)

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

Considerations for scoring will include:

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

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

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

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

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

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

Check ALL boxes that apply in *Part 9 – Budget and Matching Funds* and include the applicable documents with the “Financial Attachments” section of the CDBG-PF application.

Project Budget & Matching Funds Form

Check the box for this item in *Part 9* to acknowledge this required form is completed and included in the application attachments. Complete the *Project Budget & Matching Funds Form* (provided among the CDBG-PF application materials on the Bureau of Community Development Website) and include it in the application attachments. The proposed project budget should contain all costs associated with the project including administration and engineering costs. Please note the following when completing the form:

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

Complete the table in the form summarizing the UGLG match and other public and private match funding sources for the project. Indicate the status of all funding sources as applied, pending, committed, secured/awarded and/or an “other” status. **Check all status options that apply for each funding source.** For any sources with a status of “Other”, provide a brief explanation (no more than a one sentence narrative per source) in the space provided on the form. **Provide all available supporting documentation for each source, status and level of commitment of funding.**

For the purposes of the CDBG application, the terms used to describe the status of funding are defined as:

- Applied – the UGLG has applied/submitted an application to the funding source for matching funds;
- Pending – the UGLG has applied for matching funds and received a response from the funding source, indicating the UGLG is eligible or potentially eligible for funding, but the UGLG has not yet received a firm award/commitment of funding;
- Committed – the UGLG’s local governing body has formally approved the use of funds from the funding source as matching funds for the CDBG project; and/or

has formally approved the acceptance of funds from the funding source (e.g., acceptance of a loan, acceptance of an award, etc.) and committed the available or awarded funds to the CDBG project;

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

Detailed Project Budget with Itemized Costs

Check the box for this item in *Part 9* to acknowledge this required documentation is included in the application attachments. Complete a detailed itemization of project costs (e.g., engineer’s estimate or similar itemization of costs) and include it in the application attachments. The itemized cost budget should provide more information regarding the types of costs for the project and be reconcilable with the total costs and costs for each activity listed in the *Project Budget & Matching Funds Form*.

Matching Funds Documentation

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

Match Funding Waiver Request

Check the box for this item in *Part 9* if this is applicable and related documentation is included in the application attachments. Include in the application attachments a letter from the UGLG signed by the Chief Elected Official requesting a match funding waiver, if applicable. 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.

Waiver requests may be considered and allowed by DEHCR for UGLGs that demonstrate sufficient economic hardship. The waiver request letter must provide an explanation of the economic hardship and justification for requesting the exception. Any relevant supporting documentation that serves as evidence of the economic hardship should also be included in the attachments to the application.

Grant Administration and Professional Services Contracting Information

All applicants must respond to this question in the application. Check the applicable box (Yes or No) to indicated whether CDBG funds will be used to pay (in whole or in part) for Grant Administration or other professional services associated with the project.

IMPORTANT NOTICE: *If Grant Administration 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. [Refer the Part 3 – Certifications section of the CDBG-PF Application Instructions for information regarding the exception when contracting with a Regional Planning Commission (RPC) or qualifying publicly funded non-profit Economic Development Organization (EDO).]*

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.

Refer to *Chapter 3: Procurement & Contracting* in the *CDBG Implementation Handbook* [<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>] for additional guidance on procurement and contracting requirements for CDBG projects.

ATTACHMENTS AND SUPPORTING DOCUMENTATION

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

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

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