

# Division of Energy, Housing and Community Resources

## Semi-Annual Summary Narrative Report

### SEMI-ANNUAL SUMMARY NARRATIVE REPORT (INSTRUCTIONS)

**FOR ADDITIONAL GUIDANCE, REFER TO ATTACHMENT 9-A1 IN CHAPTER 9: REPORTING IN THE BCD CDBG IMPLEMENTATION HANDBOOK FOR A COMPLETED SAMPLE OF THIS REPORT.**

1. Items A., B., C. and D. (on the Page 1 and on the Certification Page of the Report)  
Enter the name of the UGLG, the CDBG Grant Agreement/contract number, Business Name (if a PFED, ED or other LMI Job Creation project), and the reporting period year dates.
2. THIS REPORTING PERIOD  
In the “Objectives” section, list **all** the activities identified for the reporting period in the *Grant Agreement Time Table (Attachment A)*. Do not insert additional objectives. In the “Accomplishments” section, describe the progress made on each objective, any issues encountered and their resolution. Provide details such as contractors hired, activity completion dates, and documents submitted to DEHCR (and dates submitted) or attached to this Report.
3. SEMI-ANNUAL REPORT DOCUMENTS INCLUDED WITH THIS REPORTING  
Check the boxes that apply, indicating the items/documents included with this report, and list the items that are being submitted as Attachments with this Report.
4. UPDATE ON PREVIOUS REPORTING PERIOD(S)  
In the “Delayed Objectives” section, list **only** those activities that were to be accomplished in a previous report, but had **not** been reported as completed, or had a status of being incomplete or pending in previous reporting. In the “Update” Section, describe the progress made, in detail, on each delayed objective, any issues encountered, and their resolution. **If all activities scheduled for previous reporting periods have been completed and reported, enter “N/A” in this entry field.**
4. ENVIRONMENTAL REPORT STATUS  
Provide an update on progress made toward completing the Environmental Report (ER) requirements of the CDBG project. The “Objectives” section has the main objective already entered. Check the boxes for the Activities applicable to the project, for which the ER must be completed, submitted to DEHCR and certified by DEHCR prior to the UGLG/Grantee proceeding with the activity. In the “Accomplishments” section, describe the progress made on the Environmental Review, any issues encountered and their resolution. Provide information such as names and dates of documents completed, submitted, and/or received. **Do not delete progress previously reported to DEHCR.** Submit the Environmental Certification letter with the Report if it has been issued by the DOA DEHCR Environmental Desk and not previously submitted. Do not submit any other ER contents/documents, which must be submitted to the DOA DEHCR Environmental Desk.
5. FAIR HOUSING ACTIONS COMPLETED  
Provide an update on progress made toward completing the Fair Housing Actions requirement of the CDBG project. In the “Objectives” section, enter the due dates for completing the Fair Housing Actions and for submitting the associated documents to DEHCR, as listed in the *Grant Agreement Time Table (in Attachment A)*. UGLG’s contracted Fair Housing Actions as listed in the *Grant Agreement (in Attachment F)*. In the “Accomplishments” section, describe the progress made for each Action, listing the specific actions taken/activities completed, dates taken/completed, and the documents generated/completed. Describe any issues or delays and resolution, if applicable. List

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documents that are being submitted with this Report, if applicable, or the date(s) of submission to DEHCR, if previously submitted. **Do not delete progress previously reported to DEHCR.** Submit supporting documentation with this Report if the Actions are completed and the documents have not been previously submitted to DEHCR. **If the Actions are not yet due and no action has been taken, enter “No Action Taken – Not Yet Due” in the Accomplishments entry field.**

### 6. SECOND CITIZEN PARTICIPATION PUBLIC HEARING STATUS

Provide an update on progress made toward completing the Second Citizen Participation Public Hearing requirement of the CDBG project. In the “Objectives” section, enter the due date for the 2<sup>nd</sup> Public Hearing, as listed in the *Grant Agreement Time Table* (in *Attachment A*). In the “Accomplishments” section, describe the progress made toward completing the Public Hearing requirement, including Hearing Notice date(s), method(s) of giving/advertising the Notice, Hearing date, and a list the associated documents being submitted with this Report, if applicable, or the date(s) of submission to DEHCR, if previously submitted. Describe any issues or delays and resolution, if applicable. **Do not delete progress previously reported to DEHCR.** Submit supporting documentation with this Report if not previously submitted to DEHCR. **If the 2<sup>nd</sup> Public Hearing is not yet due and no action has been taken, enter “No Action Taken – Not Yet Due” in the Accomplishments entry field.**

### 7. SEMI-ANNUAL SUMMARY NARRATIVE REPORT CERTIFICATION

Enter the Preparer and UGLG Approver information and UGLG Approval Date. The Semi-Annual Summary Narrative Report must be approved/certified by the Unit of General Local Government (UGLG)/Grantee. If the Preparer is not an authorized Unit of General Local Government (UGLG) Approver, then the UGLG Approver information must be entered. The UGLG Approver must be the Chief Elected Official (CEO) or an employee or official from the local government authorized/designated by the CEO on the Signature Certification Form (submitted with the pre-agreement documents for the project) or authorized/designated by the UGLG’s governing body to approve CDBG project documents.

By entering the name and title of the UGLG Approver above, the Preparer of this document is certifying that the person identified as the UGLG Approver is an employee or official from the UGLG; is authorized by the UGLG to review and approve this document; and authorizes the Preparer to submit this document to DEHCR on the UGLG’s behalf.

***If the person submitting this Report is not the UGLG Approver, then the submitter must copy (‘cc’) the UGLG Approver when emailing it to DEHCR.***

8. Submit **one** copy of the Report and supporting documents via email to the assigned DEHCR project representative or to [DOACDBG@wisconsin.gov](mailto:DOACDBG@wisconsin.gov) and retain the documents in the UGLG’s CDBG project file(s).