

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

2022 APPLICATION TRAINING

WEBINAR  
FEBRUARY 2, 2022

The seal of the Wisconsin Department of Administration is centered on a dark blue rectangular background. The seal features a white dome of the Wisconsin State Capitol building, with the word "WISCONSIN" in an arc above it and "DOA.WI.GOV" in an arc below it. The words "DEPARTMENT OF ADMINISTRATION" are written in a bold, sans-serif font across the middle of the seal.

1

AGENDA\*

9:00am – 9:05am

Welcome & Introductions

9:05am – 10:15am

CDBG Program Overview

2022 Public Facilities & Planning Project Eligibility, Requirements and Application Documents

10:15am – 10:20am

Break

10:20am – 11:15am

2022 Public Facilities & Planning Application Documents (continued)

Q & A

11:15am-11:30am

Updates Anticipated for **2023** CDBG-PF Application Requirements

\*Times are approximate

2

2

INTRODUCTION:  
DEPARTMENT OF ADMINISTRATION STAFF

APPLICATION TRAINING PRESENTERS:

- Angela Davis, Grants Specialist – Advanced
- Joanna Storm, Grants Specialist – Advanced

ADDITIONAL STAFF:

- Dave Pawlisch, Director, Bureau of Community Development
- Mark Staff, Section Chief, Bureau of Community Development
- Amanda Knack, Grants Specialist – Advanced
- Ben Lehner, Grants Specialist – Advanced
- Juli Speck, Grants Specialist – Advanced
- Tamra Fabian, Housing Section Chief

3

INTRODUCTION:  
TRAINING GOALS

- Inform potential applicants about the programs
- Explain the 2022 application submission and review processes
- Explain the 2022 application requirements and contents of the application packets
- Answer questions
- Provide updates anticipated for the 2023 CDBG-PF Application

4

## CDBG PROGRAM ADMINISTRATION

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

5

5

## CDBG PROGRAMS

- Public Facilities (PF)
- Planning (PLNG)
- Public Facilities Economic Development (PFED)
- Economic Development (ED)
- Housing (HSG)
- Emergency Assistance Program (EAP)
- Disaster Recovery (DR)
- Corona Virus (CV)

6

6

ELIGIBILITY CRITERIA

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

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

7

7

ADDITIONAL APPLICANT CRITERIA

- Citizen Participation: Must have Citizen Participation Plan and must hold pre-application Public Hearing
- Authorizing Resolution by Municipality and Certifications from Chief Elected Official (electronic signature)
- Compliance with prior CDBG Awards
- Awards from the same CDBG program for two consecutive (back-to-back) years are NOT allowed for PF and PLNG programs (i.e., cannot receive 2 CDBG-PF awards in 2 consecutive years; nor 2 CDBG-PLNG awards within an 18-month period)

8

8

## ADDITIONAL APPLICANT CRITERIA

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

9

9

## CDBG PROGRAM REQUIREMENTS

Upon Award:

- Award Acceptance
- Pre-Agreement Documents
- Execution of Grant Agreement
- CDBG Implementation Training Sept./Oct. 2022
- Compliance with Grant Agreement & current Implementation Handbook (posted on website)
  - Policies/Regulations
  - Reporting & Recordkeeping Requirements
  - Project Milestones/Deadlines and Processes

10

10

## CDBG PROGRAM REQUIREMENTS

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

11

11

## CDBG PROGRAM REQUIREMENTS

### Procurement:

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

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

12

12

## CDBG PROGRAM REQUIREMENTS

### Procurement (continued):

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

- **Exception:** Contracting with Regional Planning Commissions (RPCs); most publicly funded non-profit Economic Development Organizations (EDOs):
  - Competitive procurement not required (contingent upon Local policy)
- Refer to the CDBG Implementation Handbook:  
<http://www.doa.wi.gov/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview/#handbook>
- Fees for preparation of grant application:
  - May be published on DEHCR website
  - Cannot be included in the CDBG Project Budget (not as CDBG or Match)
  - No “Loss-Leader” arrangements (firm cannot offer to prepare Application for free or at a discounted rate *in exchange for* being awarded contract upon the UGLG receiving the CDBG award)

13

13

## CDBG PROGRAM REQUIREMENTS

### Financial Management:

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

### Environmental Requirements:

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

### Acquisition and Relocation:

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

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

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

14

14

CDBG PROGRAM REQUIREMENTS

Grant Disbursements:

- Allowable costs incurred prior to Award:

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

Grant Administration; Planning (Environmental compliance required);  
Other Costs approved by DOA-DEHCR
- Allowable costs incurred after the Execution of Grant Agreement and Environmental Compliance/Certification:

Acquisition, Construction
- CDBG disbursements paid for eligible costs as invoices are received or as a reimbursement for invoices already paid by Grantee

15

15

NATIONAL OBJECTIVE QUALIFICATION

- Must be an Eligible CDBG Activity
- Must meet 1 of 3 CDBG National Objectives:
  - LOW- AND MODERATE-INCOME (LMI) BENEFIT
    - Area Benefit
    - Limited Clientele
    - Housing
    - Jobs (N/A for PF/PLNG)
  - SLUM & BLIGHT (SB)
    - Area Basis
    - Spot Basis
  - URGENT LOCAL NEED (ULN) *[PF Only]*
- LMI Projects given priority

1. Benefit to Low- and Moderate-Income

2. Elimination/Prevention of Slum & Blight

3. Response to an Urgent Local Need

16

16



LMI NATIONAL OBJECTIVE – HUD LMISD

HUD EXCHANGE

Home > Programs > FY 2021 ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data

FY 2021 ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data

Demonstrating Area Benefit to Low and Moderate Income Persons

At least \$15,000 (no rounding) upper quartile

Overview

CDBG Low- and Moderate-Income Data Documentation Process

Data Sets

ACS 5-Year 2011-2015 Low and Moderate Income Summary Data Main

Map Application

All Block Groups

Block Groups by Entitlement Grantee

Local Government Summaries

Overall Low to Moderate

The Community Development Block Grant (CDBG) program requires that each CDBG funded activity must either principally benefit low- and moderate-income (LMI) persons, aid in the prevention or elimination of slums or blight, or meet a community development need having a particular urgency. Most activities funded by the CDBG program are designed to benefit low- and moderate-income (LMI) persons. That benefit may take the form of housing, jobs, and services. Additionally, activities may qualify for CDBG assistance if the activity will benefit all the residents of a primarily residential area where at least 51 percent of the residents are low- and moderate-income persons, i.e. area-benefit (LMA). [Certain exception grantees may qualify activities as area-benefit with fewer LMI persons than 51 percent.]

https://www.hudexchange.info/programs/acs-low-mod-summary-data/

17

17

LMI NATIONAL OBJECTIVE – HUD LMISD

Home > Programs > FY 2021 ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data > LMISD by Local Governments, Based on 2011-2015 ACS

LMISD by Local Governments, Based on 2011-2015 ACS

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

ACS 2011-2015 Low-Mod All Local Governments

ACS 2011-2015 Low-Mod Margin of Error for Places

Overview

CDBG Low- and Moderate-Income Data Documentation Process

Data Sets

ACS 5-Year 2011-2015 Low and Moderate Income Summary Data Main

Map Application

All Block Groups

Block Groups by Entitlement Grantee

Local Government Summaries

Overall Low to Moderate Percentages by Grantee

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

18

18

v 01/28/2022

9

LMI NATIONAL OBJECTIVE – HUD LMISD

HUD LMISD Excel Spreadsheet (Example-Local Governments)

Total #  
LMI

Total #  
Population

Total  
LMI %

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
GEOTYPE	STATE	COUNTY CODE	COUNTY NAME	COUSUB	PLACE	CONCIT	NAME	STUSAB	LOW	LOWMOD	LMMI	LOWMODUNIV	LOWMOD_PCT	UCLOWMOD	UCLOWMOD_P
PLACE	55				00100		Abbotsford city	WI	540	1,175	1,470	2,075	56.63%		
PLACE	55				00150		Abrams CDP	WI	15	95	210	400	23.75%		
PLACE	55				00275		Adams city	WI	735	1,075	1,295	1,650	65.15%		
PLACE	55				00450		Adell village	WI	60	175	245	460	38.04%		
PLACE	55				00750		Albany village	WI	330	740	950	1,270	58.27%		
PLACE	55				01000		Algoma city	WI	840	1,560	2,325	3,065	50.90%		
PLACE	55				01100		Allenton CDP	WI	235	275	780	950	28.95%		
PLACE	55				01150		Allouez village	WI	1,540	3,545	6,810	12,595	28.15%		
PLACE	55				01225		Alma city	WI	140	270	415	650	41.54%		
PLACE	55				01300		Alma Center village	WI	200	295	380	515	57.28%		

19

19

LMI NATIONAL OBJECTIVE – HUD LMISD

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

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

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

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

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

ACS 2011-2015 All Block Groups

Insular Area Data from 2010 Census

Data Sets

ACS 5-Year 2011-2015 Low and Moderate Income Summary Data Main

Map Application

All Block Groups

Block Groups by Entitlement Grantee

Local Government Summaries

Overall Low to Moderate Percentages by Grantee

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

20

20

v 01/28/2022

10

LMI NATIONAL OBJECTIVE – HUD LMISD

HUD LMISD Excel Spreadsheet (Example-Census Tracts)

Census Tract #

Total # LMI

Total # Population

Total LMI %

HUD LMISD MOE

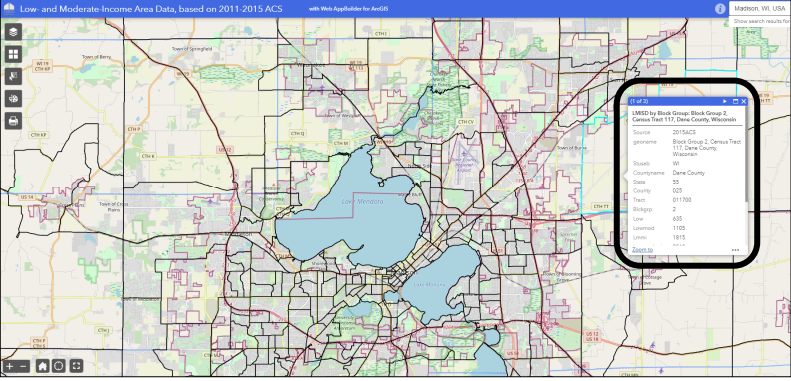
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
GEOID	geoname	Stusub	Countyname	State	County	Tract	Blckgrp	Low	Lowmod	Lmml	Lowmodunlv	Lowmod_pct	ucLowmod	ucLowmod	MOE_LowmodPct
15000US550019501001	Block Group 1, Census Tract 9501, Adams County, Wisconsin	WI	Adams County	55	001	950100	1	225	420	630	1130	37.17%		0.00%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

21

21

LMI NATIONAL OBJECTIVE – HUD LMISD

HUD LMISD Map Application (Example-Census Tracts)



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

22

22

LMI NATIONAL OBJECTIVE – HUD LMISD

Documenting LMI – HUD LMI Summary Data (LMISD)

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

23

23

LMI NATIONAL OBJECTIVE - INCOME SURVEY

Income Survey Guide and Income Survey Data Forms

<div>CDBG - CLOSE</div> <ul style="list-style-type: none"><li>Program Overview and Application Materials</li></ul>	<div>CDBG - Disaster Recovery</div> <ul style="list-style-type: none"><li>Program Overview and Application Materials</li></ul>	<div>Resources</div> <ul style="list-style-type: none"><li>Housing and Urban Development (HUD)<ul style="list-style-type: none"><li>Title 24</li><li>Administrative Rule (ADM) 93 - Community and Economic Development</li></ul></li><li>CDBG Program Brochure</li><li>CPD Income Eligibility Calculator</li><li>Employee Self Certification Forms</li><li>Fair Housing Plan</li><li>Household Income Limits</li><li>HUD LMI Estimates (for local governments)</li><li>HUD LMI Estimates (for census block/tracts)</li><li>HUD Income Limits Website</li><li>MBE/WBE Business Listing</li><li>Program Year 2014 Awards</li><li>Program Year 2015 Awards</li><li>Program Year 2016 Awards</li><li>Program Year 2017 Awards</li><li>Program Year 2018 Awards</li><li>Program Year 2019 Awards</li><li>Program Year 2020 Awards</li><li>Calendar Year 2021 Awards</li><li>WI Consolidated Plan</li><li>Monitoring Plan</li><li>Section 3 Report</li><li><b>Income Survey Guide</b></li><li><b>Income Survey Data Forms</b></li></ul>
<div>CDBG Coronavirus (CDBG-CV) Program</div> <ul style="list-style-type: none"><li>Program Overview and Application Information<ul style="list-style-type: none"><li>Public Service Handbook</li><li>Public Facilities Handbook</li><li>Household Income Limits</li></ul></li><li>Forms<ul style="list-style-type: none"><li>Duplication of Benefits &amp; Subrogation Agreement</li><li>Household Income Certification Report on Subsistence Payments</li><li>Client Income Certification Report</li><li>Client Income Certification Form</li></ul></li><li>Recorded CV Public Service Power Point Presentation</li><li>CV Public Service Power Point</li></ul>	<div>Public Facilities Program (CDBG-PF)</div> <ul style="list-style-type: none"><li>Program Overview and Application Materials</li><li>Implementation Handbook</li><li>Training and Technical Assistance</li></ul>	

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

24

24

## LMI NATIONAL OBJECTIVE – INCOME SURVEY

### Documenting LMI – Income Survey

*Refer to Income Survey Guide*

#### Application Submission:

- For PF Competitive Applications only:
  - Submit Income Survey Packet documents no later than February 15, 2022
  - Submit Income Survey Certification with CDBG-PF Application
- For PLNG and others:
  - Submit Income Survey Packet documents OR Income Survey Certification with CDBG Application

#### UGLG Records:

- All documents specified in *Income Survey Guide*

25

25

## LMI NATIONAL OBJECTIVE – LIMITED CLIENTELE

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

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

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

26

26

## LMI NATIONAL OBJECTIVE – LIMITED CLIENTELE

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

- Documentation verifying the project *exclusively* serves LMC
- For existing facility/program:
  - Letter and information from facility/programMust include:
  - Nature of facility and services provided
  - # of persons and Type(s) of clientele served
  - Verification of exclusively serving LMC
  - Income Limits used if qualification is income-based
  - *To be submitted upon award:* Demographics data (# families, family size, race/ethnicity)<sup>27</sup>

27

## SLUM AND BLIGHT NATIONAL OBJECTIVE

### Documenting Slum & Blight (Area Basis & Spot Basis)

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

28

28

URGENT LOCAL NEED NATIONAL OBJECTIVE

Documenting Urgent Local Need (ULN)

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

29

29

CDBG PROGRAM OVERVIEW

Questions?



30

30



31

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

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

Planning (PLNG) Program:  
<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGPlanningProgram.aspx>

<div>CDBG Coronavirus (CDBG-CV) Program<ul style="list-style-type: none"><li>Program Overview and Application Information</li><li>Public Service Handbook</li><li>Public Facilities Handbook</li><li>Household Income Limits</li><li>Forms<ul style="list-style-type: none"><li>Duplication of Benefits &amp; Subrogation Agreement</li><li>Household Income Certification Report on Subsistence Payments</li><li>Client Income Certification Report</li><li>Client Income Certification Form</li></ul></li><li>Recorded CV Public Service Power Point Presentation</li><li>CV Public Service Power Point</li></ul></div>	<div>Public Facilities Program (CDBG-PF)<ul style="list-style-type: none"><li>Program Overview and Application Materials</li><li>Implementation Handbook</li><li>Training and Technical Assistance</li></ul></div>	<div><ul style="list-style-type: none"><li>Employer Self-Certification Forms</li><li>Poor Housing Plan</li><li>Household Income Limits</li><li>HUD LMI Estimates (for local governments)</li><li>HUD LMI Estimates (for census block tracts)</li><li>HUD Income Limits Website</li><li>HSE WBE Business Listing</li><li>Program Year 2014 Awards</li><li>Program Year 2015 Awards</li><li>Program Year 2016 Awards</li><li>Program Year 2017 Awards</li><li>Program Year 2018 Awards</li><li>Program Year 2019 Awards</li><li>Program Year 2020 Awards</li><li>Calendar Year 2021 Awards</li><li>WI Consolidated Plan</li><li>Consolidated Plan</li><li>Section 3 Report</li><li>Income Survey Guide</li><li>Income Survey Data Forms</li></ul></div>
<div>Public Facilities-Economic Development Program (CDBG-PFED)<ul style="list-style-type: none"><li>Program Overview and Application Materials</li><li>Training and Technical Assistance</li></ul></div>	<div>Emergency Assistance Program (CDBG-EAP)<ul style="list-style-type: none"><li>Program Overview and Application Materials</li></ul></div>	<div>Community Development Block Grant - Small Cities Housing and Revolving Loan Program (CDBG)<ul style="list-style-type: none"><li>CDBG Housing Regions Program Overview</li><li>CDBG Housing Regions Map</li><li>CDBG Housing RLF Program Overview</li><li>Household Income Limits</li><li>Housing Implementation Manual</li><li>Housing Refresher Training - October 2019</li><li>Environmental Review Manual</li><li>Statutory Checklist</li></ul></div>
<div>Economic Development Program (CDBG-ED)<ul style="list-style-type: none"><li>Program Overview and Application Materials</li><li>Training and Technical Assistance</li></ul></div>	<div>Planning Program (CDBG-PLNG)<ul style="list-style-type: none"><li>Program Overview and Application Materials</li><li>Implementation Handbook</li><li>Training and Technical Assistance</li></ul></div>	

32

v 01/28/2022

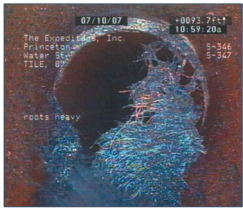
16



CDBG-PF PROJECTS: ELIGIBLE ACTIVITIES



Water System Improvements



Sanitary Sewers



Waste Water Treatment Facilities/Plants (WWTF/P)



Wells & Water Towers



Storm Sewers & Curb/Gutter



33

33

CDBG-PF PROJECTS: ELIGIBLE ACTIVITIES (CONTINUED)



Main Street Improvements



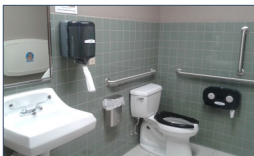
Libraries



Senior Centers



Fire Stations



Accessibility Improvements

34

34

CDBG-PF PROJECTS: INELIGIBLE ACTIVITIES

Ineligible CDBG-PF Projects & Costs:

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

\*\* Engineering and Furnishing(s) costs can be counted toward a Community’s match requirement.

35

35

CDBG-PLNG PROJECTS: ELIGIBLE & INELIGIBLE ACTIVITIES

Eligible CDBG-PLNG Projects & Costs:

- Comprehensive plans
- Individual project plans
- Community development plans
- Capital improvement plans
- Small area & neighborhood plans
- Local analysis of impediments to fair housing
- Downtown revitalization plans
- Functional plans
- Environmental & historic preservation studies

Ineligible CDBG-PLNG Projects & Costs:

- Engineering, architectural, and design costs related to a specific activity
- Direct development of a CDBG Application
- Other costs of implementing plans
- Operating costs for an organization
- Construction or any other non-professional services
- Any otherwise eligible planning project costs incurred prior to the DEHCR grant award date

36

36

## CDBG-PLNG PROJECTS: CRITERIA (COMMUNITY-WIDE PLANS)

- **Community-Wide Plans:**
  - Emphasize collaboration among community stakeholders;
  - Address economic conditions;
  - Identify strategies to increase access to affordable housing;
  - Improve community vitality by addressing slum/blight conditions; or
  - Address other issues that will improve the well-being of LMI persons

37

37

## CDBG-PLNG PROJECTS: CRITERIA (SITE-SPECIFIC PLANS)

- **Site-Specific Plans:**
  - Plans and strategic development activities
  - May be for specific neighborhood or district within a community or to plan for the use or reuse of a specific site
  - Examples: adaptive reuse of former hospital, school building or other vacant structure, or potential use of a parcel of land



38

38

MAX. CDBG AWARD, MIN. REQUIRED MATCH, AND ALLOWABLE ADMIN.		
	Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
Maximum CDBG Award Amount	up to \$1,000,000	Up to \$50,000
Required Minimum Grantee Match	2:1 Ratio (Maximum \$2 CDBG for every \$1 Match)	2:1 Ratio (Maximum \$2 CDBG for every \$1 Match)
Amount of CDBG Funds allowed for Grant Administration	CDBG = \$6,000 or 1.5% of CDBG-PF Award, whichever is greater (up to/not to exceed \$15,000)	Not Applicable (Planning Costs)

39

CDBG-PF & CDBG-PLNG: APPLICATION PROCESS OVERVIEW		
	Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
Grant Type	Competitive	Non-Competitive
Available HUD Funding	Approx. \$10 million	\$250,000
Awards	Applications are scored, ranked, and awarded based on available funding.  Must be accepted within forty-five (45) days.  Additional grants may be awarded based on rankings if additional funds become available.	Eligible Applications awarded based on available funding.  Must be accepted within forty-five (45) days of award.
Denials	Appeal of a denial decision must be made by the UGLG within thirty (30) days of the date of the decision letter.  NOTE: Must document that DEHCR made a scoring mistake. <i>Disagreeing</i> with a score assigned is <u>not</u> acceptable grounds for an appeal.	

40

TIMELINE: 2022 CDBG-PF & CDBG-PLNG GRANT CYCLE(S)		
APPLICATION PROCESS:	TARGET/DUE DATE(S):	
	Public Facilities (CDBG-PF) <i>Competitive Cycle</i>	Planning (CDBG-PLNG) <i>Continuous Cycle</i>
Applications Available	January 28, 2022	January 28, 2022
Application Training	February 2, 2022	February 2, 2022
Applications Due to DOA	May 12, 2022 @ 4pm	Open
Award Letters	No later than July 22, 2022	Within 30 Days of Application Submission
Acceptance of Award	Within 45 Days of Award	Within 45 Days of Award
Implementation Training	September/October 2022	September/October 2022
Pre-Contract Process; Contracts Drafted, Negotiated, & Executed	July 22 – December 31, 2022	Within 90 Days of Award

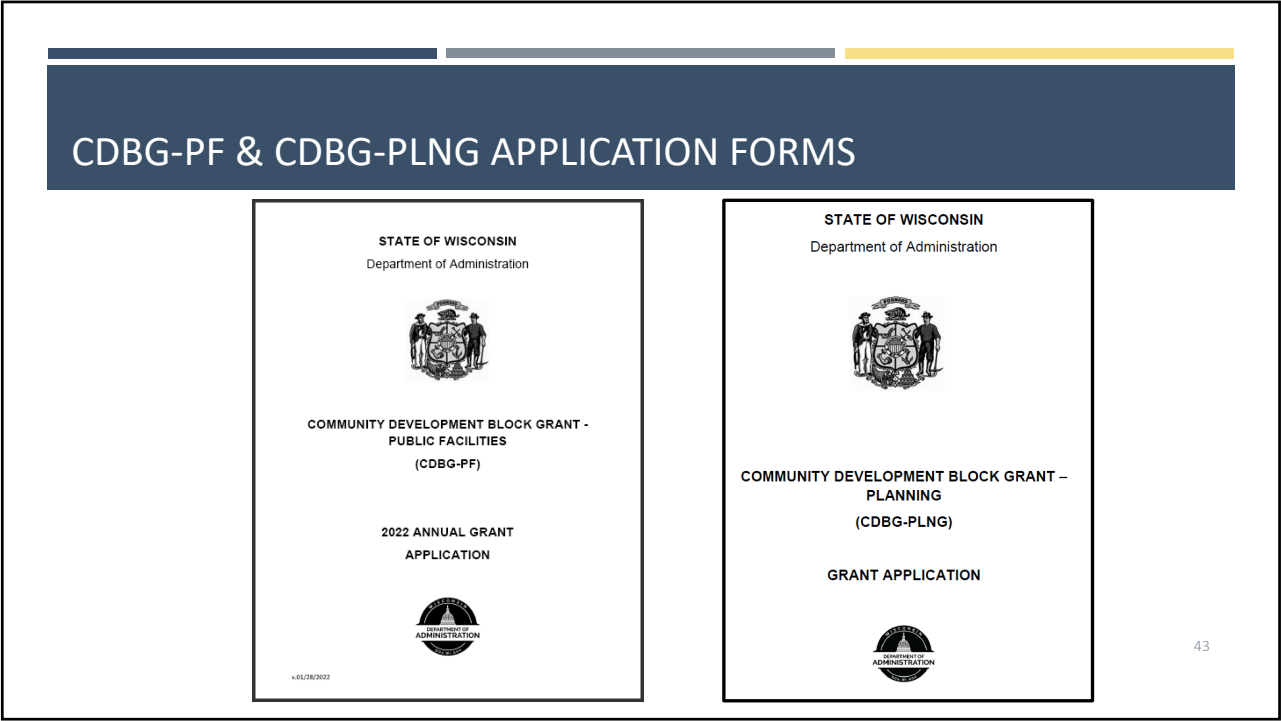
41

41

ADDITIONAL APPLICANT EXPECTATIONS	
2022 CDBG-PF Awards Project Timeline Requirements	
Pre-Construction Activities:	Begin Immediately upon Acceptance of Award
Construction Start:	Start by July 1, 2023
Construction Completion:	Complete by October 31, 2024
Project Completion Documents & Final Payment Request:	Received by DEHCR no later than December 31, 2024
Planning (CDBG-PLNG) Project Timeline Requirements	
Planning Activities:	Begin within 6 months of Award
Plan Completion:	Plan completed within 22 months of Award
Project Completion Documents & Final Payment Request:	Received by DEHCR within 24 months of Award

42

42



43

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

Part 1 - Grant Request

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

44

44

## CDBG-PF & CDBG-PLNG APPLICATION FORMS: PARTS 2

### Part 2 - Applicant Information & Signature

- UGLG Contact Information
- UEI # (if registered on SAM.gov) *(New!)*; FEIN; 9-Digit Zip Code *(New!)*;
- Signature of Chief Elected Official (CEO) *(electronic signature required – do not submit hardcopy; original is to be maintained in UGLG's files)*
- Application or 3<sup>rd</sup> Party Contact Information
- Current CDBG Assistance (Any open CDBG awards)
- CDBG-PLNG Only:
  - Pre-Application Conference Information (Required)
  - Procuring/Securing Professional Services Question

45

45

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

### Part 3 – Certifications

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

46

46

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

### Part 4 - CDBG National Objective and Project Beneficiaries

- Community-wide benefit
- # of Project Beneficiaries (and # LMI persons if applicable)

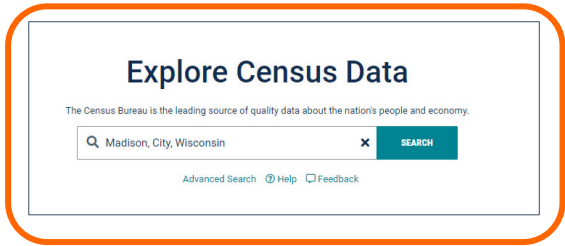
47

47

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

Using U.S. Census ACS 5-Year Estimates Data to Estimate Number of Beneficiaries:

<https://data.census.gov/cedsci/>



United States  
Census

Madison, City, Wisconsin

ALL TABLES MAPS PAGES

About 6,339 results | Filter

EXPLORE DATA

**259,678 Total Population in Madison city, Wisconsin**

Source: 2019 American Community Survey 1-Year Estimates  
<https://www.census.gov/data-sources/acs.html>

Do not use ACS 1-Year Estimates

Tables

ACS DEMOGRAPHIC AND HOUSING ESTIMATES

Survey/Program: American Community Survey  
Years: 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010 Table: DP05

TOTAL POPULATION Use ACS 5-Year Estimates

Survey/Program: American Community Survey  
Years: 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010 Table: B01003

TOTAL POPULATION

Survey/Program: Decennial Census  
Years: 2010 Table: P1

AGE AND SEX

Survey/Program: American Community Survey  
Years: 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010 Table: S0101

POPULATION 60 YEARS AND OVER IN THE UNITED STATES

Survey/Program: American Community Survey  
Years: 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010 Table: S0102

48

48



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

### Part 4 - CDBG National Objective and Project Beneficiaries

- National Objective Compliance
  - Benefit to Low- and Moderate-Income Persons
    - Area Benefit – HUD Local Government LMI Summary Data (LMISD)
    - Area Benefit – HUD Census Block Group/Tract LMISD
    - Area Benefit – Income Survey (*PF: also* Project Specific Income Survey/Cert.)
    - Area Benefit – Combining HUD LMISD and Income Survey Data
    - Limited Clientele

49

49

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

### Part 4 - CDBG National Objective and Project Beneficiaries

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

50

50

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

DIFFERENCES: PF vs. PLNG APPLICATION

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

51

51

CDBG-PF APPLICATION  
SCORING CATEGORIES

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

▪ Part 5 – Project Need	100 points
▪ Part 6 – Community Distress	70 points
▪ Part 7 – Financial Need	30 points
▪ Part 8 – Planning	10 points
▪ Part 9 – Matching Funds	40 points

52

52

CDBG-PLNG APPLICATION  
REVIEW CATEGORIES

CDBG-PLNG *Review* Categories (for eligibility)

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

53

53

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

Part 5 - Project Need

	Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
Review	Scored (up to 100 points)	Evaluated for Eligibility
Response Format	Up to 2 pages, 11-point font	Approx. 1/2 page, 11-point font
Items to Address	<p><u>7 Items:</u></p> <ul style="list-style-type: none"><li>• Current condition</li><li>• Frequency</li><li>• # of people affected</li><li>• Effects if left untreated</li><li>• How project will resolve problem</li><li>• Scope of work</li><li>• Extent of CDBG funding need</li></ul>	<p><u>3 Items:</u></p> <ul style="list-style-type: none"><li>• Positive impact on community</li><li>• Anticipated future steps to implement Plan upon completion</li><li>• Ability/readiness to implement Plan</li></ul>
Supporting Documentation	Cannot exceed 20 pages	Cannot exceed 10 pages

54

CDBG-PF APPLICATION FORM *ONLY*:  
COMMUNITY DISTRESS

■ Community Distress (*PF only*)

Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
PF APPLICATION - PART 6: Scored (up to 70 Points total)	Not Applicable
Scoring/Sources: <b>1. Median Household Income</b> (up to 40 Points) <ul style="list-style-type: none"><li>U.S. Census 2019 American Community Survey ACS 5-Year Estimates (2015-2019)</li></ul> <b>2. Per Capita Property Value</b> (up to 15 Points) <ul style="list-style-type: none"><li>Town, Village and City Taxes Bulletin: Taxes Levied 2020 – Collected 2021, Wisconsin Dept. of Revenue</li></ul> <b>3. Local Property Tax Rate</b> [Full Gross only] (up to 15 Points) <ul style="list-style-type: none"><li>Town, Village and City Taxes Bulletin: Taxes Levied 2020 – Collected 2021, Wisconsin Dept. of Revenue</li></ul>	Not Applicable

55

55

CDBG-PF APPLICATION FORM *ONLY*:  
COMMUNITY DISTRESS

■ Community Distress (*PF only*)

*NO COMMUNITY DISTRESS DATA ENTERED BY APPLICANT.*

*DEHCR will obtain data from referenced sources during application scoring.*

56

56

CDBG-PF APPLICATION FORM *ONLY*

PART 6 SCORING – MEDIAN HOUSEHOLD INCOME (MHI)

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	

2019 ACS 5-Year Estimates MHI  
of \$35,500 = 36 points

57

CDBG-PF APPLICATION FORM *ONLY*

PART 6 SCORING – PER CAPITA PROPERTY VALUE

POINT VALUE	PER CAPITA PROPERTY VALUE	
0	Greater than \$104,727	
1	\$100,987	- \$104,727
2	\$97,247	- \$100,986
3	\$93,507	- \$97,246
4	\$89,766	- \$93,506
5	\$86,026	- \$89,765
6	\$82,286	- \$86,025
7	\$78,546	- \$82,285
8	\$74,805	- \$78,545
9	\$71,065	- \$74,804
10	\$67,325	- \$71,064
11	\$63,585	- \$67,324
12	\$59,844	- \$63,584
13	\$56,104	- \$59,843
14	\$52,364	- \$56,103
10	Less than \$52,364	

(New!: Scoring Table Update)

WI Dept. of Revenue Taxes Bulletin: Taxes  
Levied 2020 – Collected 2021

Per Capita Property Value Calculation:

Total Property “Full Value” ÷ Total Population

Per Capita Property Value  
of \$55,000 = 14 points

58

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

POINT VALUE	FULL VALUE GROSS RATE
0	Less than 0.01600
1	0.01600 - 0.01657
2	0.01658 - 0.01714
3	0.01715 - 0.01771
4	0.01772 - 0.01829
5	0.01830 - 0.01886
6	0.01887 - 0.01943
7	0.01944 - 0.02000
8	0.02001 - 0.02057
9	0.02058 - 0.02114
10	0.02115 - 0.02171
11	0.02172 - 0.02229
12	0.02230 - 0.02286
13	0.02287 - 0.02343
14	0.02344 - 0.02400
15	Greater than 0.02400

(New!: Scoring Table Update)

WI Dept. of Revenue Taxes Bulletin:  
Taxes Levied 2020 – Collected 2021  
Full Value Gross Tax Rate of .021350  
= 10 Points

59

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

Financial Need (*PF only*; up to 30 Points)

- UGLG G.O. Debt
- For Water and Sanitary Sewer projects:
  - Now calculated using average of Water/Sewer Rates and G.O. Debt
  - Residential water charge for 70,000 gallons annual usage
  - Residential sewer charge for 70,000 gallons annual usage
  - Must include Calculation Worksheet Attachment and Proof of current Water/Sewer Rates in Application Attachments

60

CDBG-PF APPLICATION FORM ONLY

PART 7 SCORING – G.O. DEBT

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

**Example:** UGLG has \$1 Million Debt Capacity; has used \$450,000 to date = Score of 25

**NOTE:** The Financial Need score for non-Water/Sewer projects is calculated using only the G.O. Debt information at the time of application submission, which is based on the UGLG’s current Used G.O. Debt compared to the UGLG’s G.O. Debt Capacity.  
The UGLG cannot include in the calculation for Used G.O Debt any debt incurred or used for the proposed 2022 CDBG project.

61

CDBG-PF APPLICATION FORM ONLY

PART 7 SCORING – UTILITY RATES (WATER AND SEWER PROJECTS)

POINT VALUE	ANNUAL WATER & SANITARY SEWER RATES					
	Water Only		Sanitary Sewer Only		Combined	
0	Less than \$303		Less than \$521		Less than \$818	
2	\$303	- \$322	\$521	- \$554	\$818	- \$870
4	\$323	- \$340	\$555	- \$586	\$871	- \$921
6	\$341	- \$359	\$587	- \$619	\$922	- \$972
8	\$360	- \$378	\$620	- \$651	\$973	- \$1,023
10	\$379	- \$397	\$652	- \$684	\$1,024	- \$1,074
12	\$398	- \$416	\$685	- \$716	\$1,075	- \$1,125
14	\$417	- \$435	\$717	- \$749	\$1,126	- \$1,177
16	\$436	- \$454	\$750	- \$782	\$1,178	- \$1,228
18	\$455	- \$473	\$783	- \$814	\$1,229	- \$1,279
20	\$474	- \$492	\$815	- \$847	\$1,280	- \$1,330
22	\$493	- \$511	\$848	- \$879	\$1,331	- \$1,381
24	\$512	- \$530	\$880	- \$912	\$1,382	- \$1,432
26	\$531	- \$549	\$913	- \$944	\$1,433	- \$1,483
28	\$550	- \$586	\$945	- \$1,010	\$1,484	- \$1,586
30	Greater than \$586		Greater than \$1,010		Greater than \$1,586	

(New!: Scoring Table Update)

**Example:**  
Water/Sewer Project;  
Combined annual  
water/sewer rate of  
\$1,400  
= Partial Score of 24

(Based on 70,000 gallons usage)

62

CDBG-PF APPLICATION FORM ONLY

PART 7 SCORING – PROJECT NEED (WATER AND SEWER PROJECTS)

Financial Need score for Water/Sewer projects is calculated using the average of the combined total of the G.O. Debt score and Water/Sewer Rates score.

Formula:  $(G.O. Debt Score + Water/Sewer Rates Score) \div 2$

(New! Financial Need Score Update for Water/Sewer Projects)

Example #1: Project with water and sanitary sewer infrastructure improvements for which:

- UGLG has \$3 Million Debt Capacity; and has used \$1,500,000 (50%) to date = G.O. Debt Score of 25; **AND**
- Combined annual Water/Sewer Rates of \$1,400 = Water/Sewer Rates Score of 24

Financial Need Score (Water and Sanitary Sewer Project) =

$$\frac{(G.O. Debt Score + Water/Sewer Rates Score) \div 2:}{(25 + 24) \div 2 = 24.5 \text{ rounded up to } 25}$$

63

63

CDBG-PF APPLICATION FORM ONLY

PART 7 SCORING – PROJECT NEED (WATER OR SEWER PROJECT)

Example #2: Project with water infrastructure improvements, for which:

- UGLG has \$2 Million Debt Capacity; and has used \$1,000,000 (50%) to date = G.O. Debt Score of 30; **AND**
- Annual Water Rates of \$550 = Water/Sewer Rates Score of 28

Financial Need Score (Water Project) =

$$\frac{(G.O. Debt Score + Water/Sewer Rates Score) \div 2:}{(30 + 28) \div 2 = 29}$$

Example #3: Project with sanitary sewer infrastructure improvements for which:

- UGLG has \$500,000 Debt Capacity; and has used \$100,000 (20%) to date = G.O. Debt Score of 5; **AND**
- Annual Sanitary Sewer Rates of \$900 = Water/Sewer Rates Score of 24

Financial Need Score (Sanitary Sewer Project) =

$$\frac{(G.O. Debt Score + Water/Sewer Rates Score) \div 2:}{(5 + 24) \div 2 = 14.5 \text{ rounded up to } 15}$$

64

64



CDBG-PF & CDBG-PLNG APPLICATION FORMS: PLANNING  
PART 8 (PF - *SCORED*) / PART 7 (PLNG)

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

- Explain how project is consistent with *or a continuation of adopted/approved* community long-range plan(s)
- Include supporting documentation [relevant pages of plan(s) only] in Application Attachments
  - Do not attach copy of entire plan
  - Mark relevant text (*visibly highlight, underline, star, or bracket*)
  - Label with plan’s page number, title and date of adoption/approval

65

65

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

Criteria for CDBG-PF Planning Scoring (up to 10 points):

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

66

66

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

### Budget and Matching Funds:

- Project Budget & Matching Funds Form (*CDBG-PF only*)
- Detailed Project Budget with Itemized Costs (*CDBG-PF only*)
- Matching Funds Documentation
- Match Funding Waiver Request (*if applicable/if hardship demonstrated*)
- Grant Administration/Professional Services Information

67

67

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

### Project Budget & Matching Funds Form:

- Activity
- CDBG Funds
- Matching Funds
  - UGLG funds
  - Other public funds
  - Private funds
- Include source, amount, status of funds

68

68

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

Project Budget & Matching Funds Form - Options to Report:

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

*Refer to guidance in Application Instructions*

69

69

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

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

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

70

70

CDBG-PF APPLICATION FORM ONLY

PART 9 – BUDGET & MATCHING FUNDS SCORING

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

- Extent to which matching funds are verified as secured, committed, and available for use.
- Documentation for funds secured, committed, applied for, pending or other status considered in scoring
- 40 points if 100% match secured and committed, verified with supporting documentation in Application Attachments
- 0 points if no supporting documentation for any match funds in Application Attachments

71

71

CDBG-PF & CDBG-PLNG APPLICATION FORMS:

ATTACHMENTS & SUPPORTING DOCUMENTATION CHECKLIST

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

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

Fillable forms and sample documents can be found electronically on the Bureau of Community Development Website at:  
<https://boa.wa.gov/Pages/LocalGovtsGrants/CDBG/PDFs/cdbgpf-program.aspx>

72

72

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

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

CITIZEN PARTICIPATION ATTACHMENTS AND SUPPORTING DOCUMENTATION	FINANCIAL ATTACHMENTS AND SUPPORTING DOCUMENTATION	PROJECT AREA/SERVICE AREA ATTACHMENTS AND SUPPORTING DOCUMENTATION
<p>Attach this cover page, followed by the documents in the order listed below (immediately following the Attachments &amp; Supporting Documentation C/PW)</p> <p>Attachments:</p> <ol style="list-style-type: none"> <li>Adopted Citizen Participation Plan (CPP) (with date of adoption &amp; components) – <b>required for all applicants</b></li> <li>Citizen Participation Public Hearing Notice (with proof of publication/certification of physical postings (if required by CPP), demonstration given (which must be at least 2 weeks (14 days) notice or the equivalent) in accordance with the UGLG's CPP in effect on the date of the first adoption/approval shown on policy and with required language) – <b>required for all applicants</b></li> <li>Citizen Participation Public Hearing Certification Form – <b>required for all applicants</b></li> <li>Public Hearing Meeting Minutes – <b>required for all applicants</b></li> <li>List of Public Hearing Attendees (either listed in Public Hearing Notice or as a separate document) – <b>required for all applicants</b></li> <li>Policy for Non-Violent Civil Rights Demonstrations – Prohibiting in Endorsing State and Local Law Prohibiting Physically Blocking and/or Disrupting Public Hearings – <b>required for all applicants</b></li> </ol> <p><b>Failure to submit the Citizen Participation documents listed above with all CPP, citizen participation public hearing, and non-violent requirements may disqualify the UGLG's application.</b></p> <p>(Refer to the Part 3 – Certifications in the CDBG-PF Application for Citizen Participation and Public Hearing Notice requirements)</p>	<p>Attach this cover page, followed by the documents in the order listed below, to the end of the Application <b>after</b> the Citizen Participation attachments.</p> <p>Attachments:</p> <ol style="list-style-type: none"> <li>Project Budget &amp; Matching Funds Form – <b>required for all applicants</b></li> <li>Detailed Itemization of Project Costs (e.g., engineer's estimate or similar itemization of costs to verify the costs listed in the Project Budget and Matching Funds Form) – <b>required for all applicants</b></li> <li>Authorizing Resolution to Commit Matching Funds, if committed – <b>strongly recommended for all applicants</b></li> <li>Proof of Match Funds Secured, Committed, Pending, and/or have Other Status (all documentation available) – <b>strongly recommended for all applicants</b></li> <li>Proof of 100% Match Committed and Secured is required to receive maximum points for Match Secured – <b>required for all applicants</b></li> <li>Match Funding Waiver Request Letter (with supporting documentation for an economic hardship) – <b>required only if UGLG is requesting a waiver to the minimum match funding requirements</b></li> <li>Proof of Current Water/Sanitary Sewer Rates (e.g., rate statement(s) distributed to or published for customers, copy of rates posted on municipality's website, or similar document) – <b>required only for water/sanitary sewer improvement projects</b></li> <li>Current Water/Sanitary Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage – <b>required only for water/sanitary sewer improvement projects</b></li> </ol>	<p>Attach this cover page, followed by the documents in the order listed below, to the end of the Application <b>after</b> the Financial attachments.</p> <p>Attachments:</p> <ol style="list-style-type: none"> <li>Map(s) of Project Area (clearly showing project activity location(s) and nature/type of work being completed) – <b>required for all applicants</b> <ol style="list-style-type: none"> <li>Show the locations of the water/sewer mains, streets and/or other utilities to be improved where applicable</li> <li>Show the location(s) of the buildings or other facilities being built and/or improved where applicable</li> </ol> </li> <li>Map(s) of Service Area (clearly showing the location of the beneficiaries, including the boundaries of the area in which the primary beneficiaries of the project reside, in relation to the project area boundaries) – <b>required for all applicants</b> <ol style="list-style-type: none"> <li>Show borders of the municipality if project will have community-wide benefit</li> <li>Show census block group/tract boundaries if HUD LMI/MSD for census block groups/tracts are used to qualify the project</li> </ol> </li> <li>Map(s) of Utility Services in the Service Area (showing the water/sewer system components, mains, and connections) – <b>required only for water and/or sanitary sewer projects</b></li> <li>LMI Calculation Worksheet for Multi-Jurisdiction Projects (Form 8 of the Income Survey Data Forms document) – <b>required only if UGLG calculated LMI of service area using HUD LMI/MSD for multiple local governments and/or census block groups/tracts (i.e., jurisdiction) only</b> (Note: Projects using a combination of HUD LMI/MSD and income survey data for multiple jurisdictions must receive the Income Survey Approval Certification from DEHCR for the survey results prior to CDBG-PF Application submission in accordance with the specifications in the current Income Survey Guide)</li> </ol>

73

## APPLICATION SUBMISSION


- Must submit via email to [DOACDBG@wisconsin.gov](mailto:DOACDBG@wisconsin.gov)
  - CDBG-PF: **received by** DEHCR no later than **4pm on May 12, 2022**
  - CDBG-PLNG: received on an ongoing basis
- Submit 1 Application (electronic CEO signature in Part 2 **and** Part 3 required – refer to Application Instructions for electronic signature guidance)
- **ALL** pages must be standard 8.5" x 11" size
- Non-compliance may result in Application being deemed ineligible
- Incomplete applications may **NOT** be reviewed

74

74

CDBG-PF & CDBG-PLNG APPLICATION FORMS

Questions?



75

75

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

APPLICATION ATTACHMENTS



76

CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS

AUTHORIZING RESOLUTION TO SUBMIT CDBG APPLICATION

■ Required for ALL PF and PLNG Applicants;

■ Must be prior to submission of CDBG Application

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

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

Relating to the \_\_\_\_\_ of \_\_\_\_\_ participation in the  
(County, City, Village, or Town) (UCLG/Unit of General Local Government's Name)  
Community Development Block Grant \_\_\_\_\_ Program  
(Name of Program, e.g., Public Facilities (CDBG-PF), Planning (CDBG-PLNG))  
WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or development of a \_\_\_\_\_  
(Activity and Program, e.g., Public Facility Improvement for the CDBG-PF Program; Plan for the CDBG-PLNG Program)  
for the \_\_\_\_\_ of \_\_\_\_\_;  
(County, City, Village, or Town) (UCLG's Name)  
WHEREAS, after public meeting and due consideration, the \_\_\_\_\_  
(Name of Appropriate Committee)  
has recommended that an application be submitted to DOA for the following project:  
\_\_\_\_\_, and  
(CDBG Proposed Project Title)  
WHEREAS, it is necessary for the \_\_\_\_\_ to  
(County Board, City Council, Village Board, Town Board)  
approve the preparation and filing of an application for the \_\_\_\_\_ to  
(County, City, Town, Village)  
receive funds from this program; and  
WHEREAS, the \_\_\_\_\_ has reviewed the  
(County Board, City Council, Village Board, Town Board)  
need for the proposed project(s) and the benefit(s) to be gained there from;

77

77

CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS

CITIZEN PARTICIPATION PLAN - SAMPLE

■ Required for ALL PF and PLNG Applicants.

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

SAMPLE

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

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

**PURPOSE**

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the [UCLG Name], the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

78

78

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

CITIZEN PARTICIPATION

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

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

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the [Local Newspaper Name] for the following notice period of [Enter here a selection of one of the 3 options – must customize this entry from the options listed:  
Option #1: "at least two full weeks (14 days) prior to the hearing." OR  
Option #2: "a Class 2 Notice prior to the hearing." OR  
Option #3: "either at least two full weeks (14 days) prior to the hearing or a Class 2 Notice prior to the hearing."]. In addition, the public notice shall be posted at the [UGLG Name] [UGLG Municipal Administrative Building Name]. These notices will include time, location and date of meetings, information on how to join the meeting if held through a 'virtual' platform, as well as a brief agenda.

2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

79

79

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

MUST follow local CPP at time of Notice!

14 Days OR Class 2 Notice [ss.985.07] (follow local CPP)

Exclude first day of publication in computation of time; may include date of hearing (ss.985.09)

Sample CPP: 2-Week Notice (14 full days)

Failure to give notice in accordance with CDBG and local CPP will result in Application being deemed ineligible

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10 Posting / Publication Date	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7					

NOTES: First day of publication does NOT count toward 14-day notice period.

80

80

v 01/28/2022

40



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

REQUIRED PUBLIC HEARINGS

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

- The first hearing will receive citizens' views and provide an explanation of:
  - Community development needs, objectives, and strategies.
  - The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
- The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
- The first public hearing shall be held during the development of the application for funds.
- The second public hearing shall be held during the implementation of the program. If the project includes construction, demolition, and/or structural rehabilitation activities, then the second hearing must be held after construction, demolition, and/or rehabilitation has begun and is in progress.
- The [UGLG Name] will attempt to have at least one of the public hearings in the service area.

81

81

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

IMPORTANT NOTICE:

*The second public hearing shall be held DURING the implementation of the program (i.e., AFTER construction has begun and while it is in progress (for PF projects), or AFTER the planning process has begun and while it is in progress (for PLNG projects) and BEFORE the end of construction (for PF projects) or BEFORE the Plan is completed and approved by the UGLG (for PLNG projects).*

82

82

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

COMPLAINTS

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

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

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

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

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Community Development Block Grant Close Program (CDBG-CL), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

83

83

CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS  
CITIZEN PARTICIPATION PUBLIC HEARING CERTIFICATION FORM

Clerk or designated representative may certify public hearing content.

Must cover:

- CDBG Program(s) to which the UGLG is applying (for which the hearing was held) & related eligible activities

CITIZEN PARTICIPATION CERTIFICATION  
for Public Hearing #1

I, \_\_\_\_\_, on behalf of the \_\_\_\_\_ of \_\_\_\_\_, hereby  
(Clerk or Representative's Name) (City, Town, Village, or County) (Grantor / UGLG / Community Name)

certify that adequate notice of the Public Hearing was provided by means of (select one):  
a. ☐ Fourteen (14) days, or more, advance notice print publication in the local newspaper;  
b. ☐ A Class 2 notice print publication in the local newspaper; or  
c. ☐ Other: \_\_\_\_\_, fully describe the notice process used.

in accordance with the currently adopted Citizen Participation Plan (effective at the time of publication), and that the following checked topics were discussed at the Community Development Block Grant (CDBG) Citizen Participation Public Hearing held at \_\_\_\_\_ on \_\_\_\_\_ (time: 00:00 a.m./p.m.) (date: month, day, year):

Items Discussed at the Public Hearing	Agenda Items / Topics Covered
<input type="checkbox"/>	2. Basic overview of the Community Development Block Grant (CDBG) program. (Required)
<input type="checkbox"/>	3. The Community Development Block Grant (CDBG) funds available for (Check all that apply – Required for the CDBG Program(s) to which the UGLG is applying): a. <input type="checkbox"/> Coronavirus (CDBG-CV); b. <input type="checkbox"/> Economic Development (CDBG-ED); c. <input type="checkbox"/> Housing (CDBG-HSG); d. <input type="checkbox"/> Planning (CDBG-PLNG); e. <input type="checkbox"/> Public Facilities (CDBG-PF); f. <input type="checkbox"/> Public Facilities for Economic Development (CDBG-PFED); and/or g. <input type="checkbox"/> Other: _____
<input type="checkbox"/>	4. Types of activities eligible for CDBG funding for (Check all that apply – Required for the CDBG Program(s) to which the UGLG is applying): a. <input type="checkbox"/> Coronavirus (CDBG-CV); b. <input type="checkbox"/> Economic Development (CDBG-ED); c. <input type="checkbox"/> Housing (CDBG-HSG): i. <input type="checkbox"/> Rehabilitation ii. <input type="checkbox"/> Homebuyer Assistance iii. <input type="checkbox"/> Special Housing Projects

Select/checkmark only those items that **currently apply** to your proposed Application.

Select/checkmark only those items that **currently apply** to your proposed Application.

84

v 01/28/2022

42

CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS

CITIZEN PARTICIPATION PUBLIC HEARING CERTIFICATION FORM

Must cover:

• Housing needs

• Community Development needs

• Activities of CDBG project

• Residential anti-displacement

• CDBG Application

Division of Energy, Housing and Community Resources

Community Development Block Grant – Citizen Participation Certification (Public Hearing #1)

iv. ☐ Other: \_\_\_\_\_

v. ☐ Other: \_\_\_\_\_

d. ☐ Planning (CDBG-PLNG);

e. ☐ Public Facilities (CDBG-PF);

f. ☐ Public Facilities for Economic Development (CDBG-PFED); and/or

g. ☐ Other: \_\_\_\_\_

☐

5. Housing needs identified prior to the Public Hearing and/or by attendees of the Public Hearing. (Required to be discussed at the 1<sup>st</sup> or 2<sup>nd</sup> Public Hearing for a CDBG Project)

☐

6. Community Development needs (e.g., activities involving planning, public facilities, economic development, other development for coronavirus, disaster or other emergency response, etc.) identified prior to the Public Hearing and/or by attendees of the Public Hearing. (Required)

☐

7. Activities proposed for the CDBG application. (Required)

☐

8. The potential for residential and/or business displacement as a result of the proposed CDBG activities. (Required if any potential for possible displacement)

☐

9. The public attending this meeting were offered an opportunity to discuss the proposed CDBG application. (Required)

\*\*\* Minutes from Public Hearing #1 (described above) are submitted with the CDBG Application. \*\*\*

Signature of the Municipal Clerk or Designated Authorized Representative

Title (is Organization if not from UGLG)

Date Signed

Signature of the Chief Elected Official (CEO)

Title

Date Signed

Typed Name of the Chief Elected Official (CEO)

85

CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS

CITIZEN PARTICIPATION – POLICY ON CIVIL RIGHTS DEMONSTRATIONS

SAMPLE

(Print on Municipal Letterhead or Plain Sheet – Remove DEHCR header/footer notes and "Sample" Language above and "Note" here. NOTE: The UGLG must have a policy adopted/in place prior to submission of the CDBG application that explicitly includes the specifications in items I. and II. in the sample language below. If this policy is contradictory to other existing local law enforcement policy, the local law enforcement policy must be updated to be consistent.)

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

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

RESOLUTION NO. [RESOLUTION #]

A resolution of the [NAME OF UGLG GOVERNING BODY] of the [UGLG NAME], to adopt the policy to prohibit the use of excessive force and to enforce applicable state and local laws prohibiting physically barring entrances/exits for non-violent civil rights demonstrations:

WHEREAS Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 69 §5304) prohibits the State from expending or obligating any Community Development Block Grant funds to any unit of general local government that does not have or adopt a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and a policy of enforcing State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction;

AND WHEREAS it is in the interest of the [UGLG NAME] to pursue Community Development Block Grant Funds and to adopt policy that complies with Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 USC 69 §5304);

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

II. It is POLICY of the [UGLG TYPE] to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the [UGLG TYPE]'s jurisdiction.

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

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

86

v 01/28/2022

43

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

**SAMPLE**

*(Print on Municipal Letterhead or Plain Sheet – Remove DEHCR header/footer notes and "Sample" Language above)*

**[UGLJ Name, e.g., Village of Yourville]**  
**Fair Housing Ordinance**

Ordinance # **[Ordinance Section/Number]**

**Fair and Open Housing**

**[Ordinance #]** State Statutes Adopted

**[Ordinance #]** Authority and Enforcement Procedures Implemented

**[Ordinance #]** Complaints

**[Ordinance #]** STATE STATUTES ADOPTED.

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

**[Ordinance #]** AUTHORITY AND ENFORCEMENT PROCEDURES IMPLEMENTED.

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

Section **[Section #]** COMPLAINTS.

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

87

87

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



# SAMPLE

## [UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) NAME] WISCONSIN RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR CDBG PROGRAMS

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

### Minimize Displacement

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

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

88

88

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

■ Must have “one-to-one replacement” clause for replacing LMI housing

■ Must be signed by Chief Elected Official

➔

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

➔

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

Chief Elected Official (CEO) Typed/Printed Name

CEO Title

Chief Elected Official Signature

ATTEST:

Municipal Clerk Typed/Printed Name

Municipal Clerk Title

Municipal Clerk Signature

89

89

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

■ Options:

➤ Area Basis

➤ Spot Basis

■ Must meet requirements as listed.

**SLUM & BLIGHT  
CERTIFICATION and COMPLIANCE**

How will your proposed project qualify for the [Slum & Blight National Objective](#)?

☐ Area Basis

☐ Spot Basis

**For Area Basis projects:**

1. As required by 24 CFR 570.483, has your community officially designated the area meeting the definition of a slum, blighted, or deteriorated area under state or local law?

☐ Yes

☐ No

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

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

☐ Physical deterioration of buildings or improvements

☐ Abandonment of properties

☐ Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings

☐ Significant declines in property values or abnormally low property values relative to other areas in the community

☐ Known or suspected environmental contamination

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

90

90

v 01/28/2022

45

91

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

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

**For Spot Basis Projects:**

1. Under CDBG regulations, only certain activities can be undertaken to prevent slum and blight on a spot basis. Indicate, using the list below, the activities for which you will use CDBG funds if your project is selected.

☐ Acquisition  
☐ Clearance  
☐ Relocation  
☐ Historic Preservation  
☐ Remediation of Environmentally Contaminated Properties  
☐ Rehabilitation of Buildings or Improvements (limited to eliminating conditions detrimental to public health and safety)

2. Use the space below to describe the conditions of slum or blight at the project location and how the activity or activities for which you are requesting assistance will address the condition(s). Attach relevant supporting documentation as needed.

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

Signature of the Chief Elected Official

Title

Date

Typed Name of the Chief Elected Official

Name of the Unit of General Local Government (UGLG)

91

92

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

- Must show calculation of rates for Annual Usage of 70,000 Gallons [PF – Part 7]

Residential Water Rates:	
Water Rate Table:*	\$2.50 per 1,000 gallons for First 30,000 Gallons Used per Quarter \$1.95 per 1,000 gallons for Over 30,000 per Quarter
Average Gallons Used (Residential) Each Quarter:	20,000 gallons
Charge for 70,000 Gallons Annual Residential Water Usage:	Quarter 1 based on 20,000 gallons: \$2.50 x 20 = \$50.00 Quarter 2 based on 20,000 gallons: \$2.50 x 20 = \$50.00 Quarter 3 based on 20,000 gallons: \$2.50 x 20 = \$50.00

Residential Sewer Rates:	
Sewer Rate Table:*	\$10.00 per 100 Cu. Ft. (100 Cu. Ft. Equals 748 Gallons)
Charge for 70,000 Gallons Annual Residential Usage	70,000 Gallons ÷ 748 Gallons [100 Cu. Ft.] = 93.58 93.58 x \$10.00 = \$935.80 Average Charge for 70,000 Gallons Usage
Average Residential Meter Size:	1"
Base Meter Charges for Average Residential Meter Size:*	\$6.00/month City + \$5.00/month JayCoMet = \$11.00/month for 1" Meter Size \$11.00/month x 12 months = \$132.00/year Average Annual Meter Charge
TOTAL AVERAGE RESIDENTIAL SEWER RATES PER YEAR FOR 70,000 GALLONS USAGE	\$935.80 Sewer Charge for 70,000 Gallons + \$132.00 Meter Charges = \$1,067.80 Annually

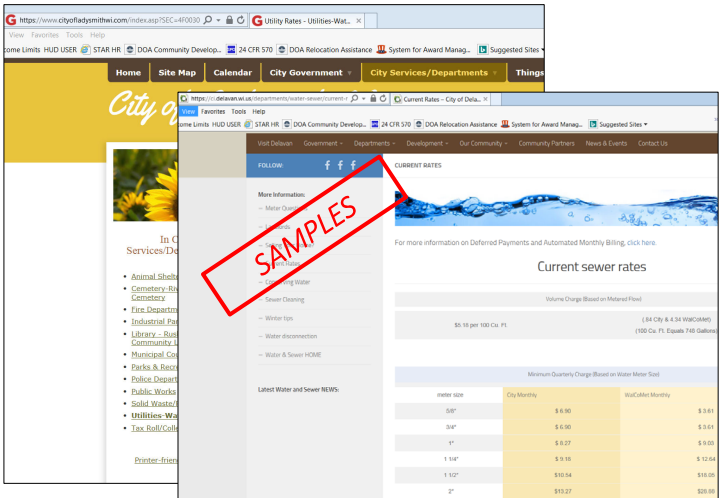
\*A Copy of the Customer Rate Schedule Printed from City of Yourtown's Website is Attached as Proof of Water and Sewer Rates

92

CDBG-PF APPLICATION ATTACHMENT ONLY

FINANCIAL – RECORD VERIFYING WATER/SEWER RATES

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



93

93

CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS

FINANCIAL – AUTHORIZING RESOLUTION TO COMMIT MATCH

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

SAMPLE

Resolution to Commit Match Fund

RESOLUTION NO. [NUMBER]

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

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

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

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

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

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

94

94

CDBG-PF APPLICATION ATTACHMENT ONLY  
FINANCIAL – DETAILED COST ESTIMATE

SAMPLE

CITY OF YOURTOWN  
2022 WATER TOWER PROJECT  
DETAILED ESTIMATE OF PROBABLE COSTS  
(CITY OF YOURTOWN, DANE COUNTY, WISCONSIN)

ASSUMPTIONS:

- 500 GALLON SPHEROID ELEVATED STORAGE TANK
- LOCATED IN SW QUADRANT OF INTERSECTION OF MAIN STREET AND WISCONSIN DRIVE (SITE 1)
- CONNE
- EXTEND
- GRAVEL
- MODER
- NO SCA

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

95

95

CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS  
PROJECT AREA/SERVICE AREA MAP EXAMPLE (VIEW 1)

Must show:

- Location of project *[or focus location of Plan for PLNG]*
- Types of work proposed and where each activity will occur *[PF Only]*
- Location of all residences/families included in service area (i.e., the beneficiaries)

Key:

- Street Reconstruction
- Sanitary Sewer Main Replacements

96

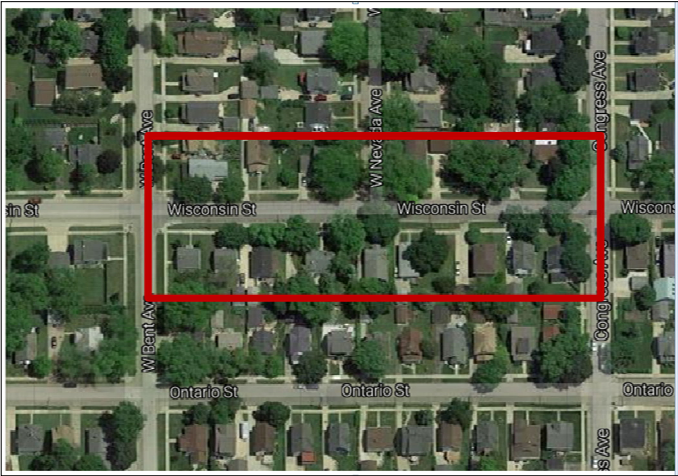
96



CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS

SERVICE AREA MAP EXAMPLE (SATELLITE VIEW)

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



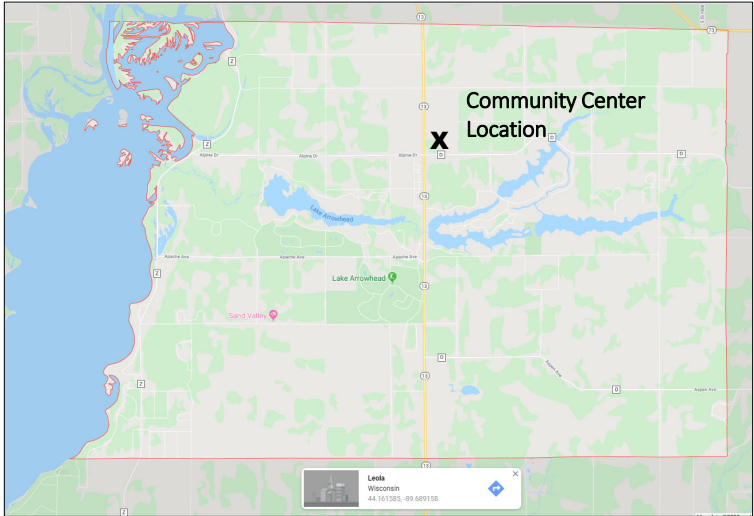
97

97

CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS

PROJECT AREA/SERVICE AREA MAP EXAMPLE – COMMUNITY-WIDE

- Community-wide Benefit Service Area Map may be map of UGLG’s borders (use online map application, e.g., GoogleMaps, MapQuest, etc.);
- Have option of adding Project Area on same map (DEHCR must be able to read street names, etc.)



98

98

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

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

**PROJECT AREA: W. WALNUT ST. WATER, SANITARY SEWER, STREET, & STORM SEWER REPLACEMENTS/IMPROVEMENTS**

99

99

WEB RESOURCES

State of Wisconsin Department of Administration - Division of Energy, Housing and Community Resources (DEHCR) Bureau of Community Development (BCD) Website:  
<https://doa.wi.gov/Pages/LocalGovtsGrants/CommunityDevelopmentPrograms.aspx>

State of Wisconsin Department of Administration (DEHCR-BCD) CDBG Implementation Handbook:  
<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>

State of Wisconsin Department of Revenue Town, Village and City Taxes Bulletin  
<https://www.revenue.wi.gov/Pages/Report/tvc-bulletin.aspx>

Code of Federal Regulations 24 CFR 570  
<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-570?toc=1>

HUD CDBG National Objectives and Eligible Activities Guidance:  
<https://www.hudexchange.info/sites/onecpd/assets/File/Basically-CDBG-State-Chapter-3-Nat-Obj.pdf>  
<https://www.hudexchange.info/sites/onecpd/assets/File/Basically-CDBG-State-Chapter-6-Public-Facilities.pdf>  
<https://www.hudexchange.info/sites/onecpd/assets/File/Basically-CDBG-State-Chapter-9-Other-Eligible-Activities.pdf>

100

WEB RESOURCES (CONTINUED)

- HUD Income Limits:  
<https://www.huduser.gov/portal/datasets/il.html>
- HUD LMI Summary Data (LMISD) for Local Governments and Census Block Groups/Tracts – Guidance, Spreadsheets, Map Application:  
<https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>
- HUD CDBG Eligible Activities:  
<https://www.hudexchange.info/sites/onecpd/assets/File/CDBG-State-National-Objectives-Eligible-Activities-Appendix-A.pdf>
- U.S. Census Bureau American Community Survey Data:  
<https://data.census.gov/cedsci/>

101

101

CDBG-PLNG & CDBG-PF APPLICATION ATTACHMENTS

Questions?



102

102

2023 CDBG-PF APPLICATION – ANTICIPATED CHANGES

1. Eligibility to Apply:

■ **Two (2) or more CDBG-PF competitive application cycles** must have passed since the UGLG’s most recent CDBG-PF award (i.e., UGLG is eligible every *third* year) **and**

■ All previously awarded CDBG-PF projects must be **completed/closed**.  
*(i.e., Project Completion Certification has been issued by DEHCR; or the UGLG received confirmation from DEHCR that all obligations required have been met in closing out a project that was cancelled or required pay-back as a result of not meeting grant requirements).*

Example 1:

UGLG was awarded a 2020 CDBG-PF grant. Eligible to apply in 2023 if the 2020 CDBG-PF project is completed, with DEHCR Completion Certification issued prior to application.

Example 2:

UGLG was awarded a 2021 CDBG-PF grant. **Not** eligible to apply in 2023. Eligible to apply in 2024 if the 2021 CDBG-PF project is completed, with DEHCR Completion Certification issued prior to application.

103

103


2023 CDBG-PF APPLICATION – ANTICIPATED CHANGES

2. 100% of Match funding **must** be secured at the time of application.

3. “Project Readiness” Score **replaces** of “Match” Score, with points awarded for:

■ **Environmental Review** completed (with DEHCR certification issued) at the time of application (10 points)

■ **Biddable Engineering Plans and Specifications** completed at the time of application (30 points)



104

104

2023 CDBG-PF APPLICATION – ANTICIPATED CHANGES

2023 CDBG-PF APPLICATION SCORING SUMMARY:

■ Project Need:

Awarded up to 100 points *(no change)*

■ Community Distress:

Awarded up to 70 points *(no change)*

■ Financial Need:

Awarded up to 30 points *(no change)*

■ Planning:


Awarded up to 10 points *(no change)*

■ Project Readiness:

Awarded up to 40 points **(NEW!)**

■ Environmental Review completed = 10 points (awarded if completed)

■ Biddable Engineering Plans and Specifications completed = 30 points (awarded if completed)




105

105

Thank you for your time and participation.

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

[DOACDBG@Wisconsin.gov](mailto:DOACDBG@Wisconsin.gov)



106

106

v 01/28/2022

53