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

2022 APPLICATION TRAINING
WEBINAR
FEBRUARY 2, 2022

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
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

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
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.

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)
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:

<table>
<thead>
<tr>
<th>Program:</th>
<th>Max. CDBG Award:</th>
<th>Minimum Match Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Facilities (CDBG-PF)</td>
<td>$1,000,000</td>
<td>$1 Match for each $2 CDBG</td>
</tr>
<tr>
<td>Planning (CDBG-PLNG)</td>
<td>$50,000</td>
<td>$1 Match for each $2 CDBG</td>
</tr>
</tbody>
</table>

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)
**ADDITIONAL APPLICANT CRITERIA**

- Must be able to accept award and proceed with negotiating the Grant Agreement within 45 days of award notification

- The UGLG may **consider passing a resolution during the application preparation process** to grant approval/acceptance rights to the Chief Elected Official (CEO) on behalf of the UGLG in the event that the application is awarded CDBG funds

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**CDBG PROGRAM REQUIREMENTS**

Upon Award:

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

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

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
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:
  - [https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx](https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx)

- 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)

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
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

NATIONAL OBJECTIVE QUALIFICATION

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

HUD LMISD Excel Spreadsheet (Example-Local Governments)

<table>
<thead>
<tr>
<th>GEOID TYPE</th>
<th>STATE</th>
<th>COUNTY CODE</th>
<th>COUNTY NAME</th>
<th>PLACE</th>
<th>CONGEO</th>
<th>NAME</th>
<th>STUSAB</th>
<th>LOW</th>
<th>ULOWMOD</th>
<th>LMISD</th>
<th>LLOWMOD</th>
<th>LLOWMOD_PCT</th>
<th>ULOWMOD</th>
<th>ULOWMOD_PCT</th>
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</thead>
<tbody>
<tr>
<td>PLACE 55</td>
<td>WI</td>
<td>00960</td>
<td>Aberdeen</td>
<td>WI</td>
<td>341</td>
<td>1,373</td>
<td>1,373</td>
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<tr>
<td>PLACE 55</td>
<td>WI</td>
<td>00962</td>
<td>Adams city</td>
<td>WI</td>
<td>342</td>
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<td>1,295</td>
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<tr>
<td>PLACE 55</td>
<td>WI</td>
<td>00960</td>
<td>Athens</td>
<td>WI</td>
<td>343</td>
<td>1,202</td>
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<tr>
<td>PLACE 55</td>
<td>WI</td>
<td>00960</td>
<td>Athens</td>
<td>WI</td>
<td>344</td>
<td>1,192</td>
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</tbody>
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NATIONAL OBJECTIVE – HUD LMISD

LMI NATIONAL OBJECTIVE – HUD LMISD

HUD LMISD Excel Spreadsheet (Example-Census Tracts)

<table>
<thead>
<tr>
<th>Census Tract #</th>
<th>Total LMI</th>
<th>Total Population</th>
<th>LMI %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

HUNU LMISD Map Application (Example-Census Tracts)


v 02/02/2022
Documenting LMI – HUD LMI Summary Data (LMISD)

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

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**LMI NATIONAL OBJECTIVE - INCOME SURVEY**

*Income Survey Guide and Income Survey Data Forms*

<table>
<thead>
<tr>
<th>CDBG - CLOSE</th>
<th>CDBG - Disaster Recovery</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Overview and Application Materials</td>
<td>Program Overview and Application Materials</td>
<td>Resources:</td>
</tr>
<tr>
<td>Program Overview and Application Information</td>
<td>Resources:</td>
<td></td>
</tr>
<tr>
<td>Public Service Handbook</td>
<td>Resources:</td>
<td></td>
</tr>
</tbody>
</table>

- Public Facilities Program (CDBG-PR)
- Program Overview and Application Materials
- Implementation Handbook
- Training and Technical Assistance

- CDBG Coronavirus (CDBG-CV) Program
- Program Overview and Application Information
- Public Service Handbook
- Subsidized Housing LMI
- Program
- Duplication of Benefits & Subsidization Agreement
- Subsidized Income Certification Report on Subsidized Payments
- Client Income Certification Form
- Income Survey Guide
- Income Survey Data Forms

[https://doa.wi.gov/Pages/LocalGovtsGrants/CommunityDevelopmentPrograms.aspx](https://doa.wi.gov/Pages/LocalGovtsGrants/CommunityDevelopmentPrograms.aspx)
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

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.
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/program
    - 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)

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
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

Questions?
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

PUBLIC FACILITIES AND PLANNING PROJECTS

COMMUNITY DEVELOPMENT PROGRAMS WEBSITE:
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
CDBG-PF PROJECTS: ELIGIBLE ACTIVITIES

- Water System Improvements
- Sanitary Sewers
- Wells & Water Towers
- Storm Sewers & Curb/Gutter
- Waste Water Treatment Facilities/Plants (WWTF/P)

CDBG-PF PROJECTS: ELIGIBLE ACTIVITIES (CONTINUED)

- Main Street Improvements
- Libraries
- Senior Centers
- Fire Stations
- Accessibility Improvements
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.

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
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

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

<table>
<thead>
<tr>
<th>Public Facilities (CDBG-PF)</th>
<th>Planning (CDBG-PLNG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum CDBG Award Amount</td>
<td>Up to $1,000,000</td>
</tr>
<tr>
<td>Required Minimum Grantee</td>
<td>2:1 Ratio (Maximum $2 CDBG for every $1 Match)</td>
</tr>
<tr>
<td>Match</td>
<td>2:1 Ratio (Maximum $2 CDBG for every $1 Match)</td>
</tr>
<tr>
<td>Amount of CDBG Funds</td>
<td>CDBG = $6,000 or</td>
</tr>
<tr>
<td>allowed for Grant</td>
<td>1.5% of CDBG-PF Award, whichever is greater (up to/not to exceed $15,000)</td>
</tr>
<tr>
<td>Administration</td>
<td>Not Applicable (Planning Costs)</td>
</tr>
</tbody>
</table>

CDBG-PF & CDBG-PLNG: APPLICATION PROCESS OVERVIEW

<table>
<thead>
<tr>
<th>Public Facilities (CDBG-PF)</th>
<th>Planning (CDBG-PLNG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Type</td>
<td>Competitive</td>
</tr>
<tr>
<td>Available HUD Funding</td>
<td>Approx. $10 million</td>
</tr>
<tr>
<td>Awards</td>
<td>Eligible Applications awarded based on available funding.</td>
</tr>
<tr>
<td></td>
<td>Must be accepted within forty-five (45) days.</td>
</tr>
<tr>
<td></td>
<td>Additional grants may be awarded based on rankings if additional funds become available.</td>
</tr>
<tr>
<td>Denials</td>
<td>Appeal of a denial decision must be made by the UGLG within thirty (30) days of the date of the decision letter.</td>
</tr>
<tr>
<td></td>
<td>NOTE: Must document that DEHCR made a scoring mistake. <em>Disagreeing</em> with a score assigned is <em>not</em> acceptable grounds for an appeal.</td>
</tr>
</tbody>
</table>
## TIMELINE: 2022 CDBG-PF & CDBG-PLNG GRANT CYCLE(S)

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

## 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 |
CDBG-PF & CDBG-PLNG APPLICATION FORMS

Part 1 - Grant Request
- Project Funding
- Project Title
- Brief Description
- Agreeing to Terms: Project Timeline
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 3rd Party Contact Information
- Current CDBG Assistance (Any open CDBG awards)
- CDBG-PLNG Only:
  - Pre-Application Conference Information (Required)
  - Procuring/Securing Professional Services Question

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
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)

Using U.S. Census ACS 5-Year Estimates Data to Estimate Number of Beneficiaries:
https://data.census.gov/cedsci/
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

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  \(\leftarrow\) NOT Applicable to CDBG-PLNG Projects
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

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
CDBG-PLNG APPLICATION REVIEW CATEGORIES

CDBG-PLNG Review Categories (for eligibility)

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

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

Part 5 - Project Need

<table>
<thead>
<tr>
<th></th>
<th>Public Facilities (CDBG-PF)</th>
<th>Planning (CDBG-PLNG)</th>
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<tbody>
<tr>
<td>Review</td>
<td>Scored (up to 100 points)</td>
<td>Evaluated for Eligibility</td>
</tr>
<tr>
<td>Response Format</td>
<td>Up to 2 pages, 11-point font</td>
<td>Approx. 1/2 page, 11-point font</td>
</tr>
<tr>
<td>Items to Address</td>
<td>7 Items:</td>
<td>3 Items:</td>
</tr>
<tr>
<td></td>
<td>• Current condition</td>
<td>• Positive impact on community</td>
</tr>
<tr>
<td></td>
<td>• Frequency</td>
<td>• Anticipated future steps to</td>
</tr>
<tr>
<td></td>
<td>• # of people affected</td>
<td>implement Plan upon completion</td>
</tr>
<tr>
<td></td>
<td>• Effects if left untreated</td>
<td>• Ability/readiness to implement</td>
</tr>
<tr>
<td></td>
<td>• How project will resolve problem</td>
<td>Plan</td>
</tr>
<tr>
<td></td>
<td>• Scope of work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Extent of CDBG funding need</td>
<td></td>
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<tr>
<td>Supporting Documentation</td>
<td>Cannot exceed 20 pages</td>
<td>Cannot exceed 10 pages</td>
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CDBG-PF APPLICATION FORM ONLY: COMMUNITY DISTRESS

- Community Distress *(PF only)*

<table>
<thead>
<tr>
<th>Public Facilities (CDBG-PF)</th>
<th>Planning (CDBG-PLNG)</th>
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<tr>
<td><strong>PF APPLICATION - PART 6:</strong> Scored (up to 70 Points total)</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

Scoring/Sources:

1. **Median Household Income** (up to 40 Points)
2. **Per Capita Property Value** (up to 15 Points)
   - Town, Village and City Taxes Bulletin: Taxes Levied 2020 – Collected 2021, Wisconsin Dept. of Revenue
3. **Local Property Tax Rate** [Full Gross only] (up to 15 Points)
   - Town, Village and City Taxes Bulletin: Taxes Levied 2020 – Collected 2021, Wisconsin Dept. of Revenue

**NO COMMUNITY DISTRESS DATA ENTERED BY APPLICANT.**

*DEHCR will obtain data from referenced sources during application scoring.*
CDBG-PF APPLICATION FORM ONLY
PART 6 SCORING – MEDIAN HOUSEHOLD INCOME (MHI)

<table>
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<tr>
<th>POINT VALUE</th>
<th>MEDIAN HOUSEHOLD INCOME</th>
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<tbody>
<tr>
<td>0</td>
<td>Greater than $1,747</td>
</tr>
<tr>
<td>2</td>
<td>$60,203 - $61,747</td>
</tr>
<tr>
<td>4</td>
<td>$68,690 - $70,202</td>
</tr>
<tr>
<td>6</td>
<td>$67,119 - $68,659</td>
</tr>
<tr>
<td>8</td>
<td>$65,572 - $67,115</td>
</tr>
<tr>
<td>10</td>
<td>$64,029 - $65,671</td>
</tr>
<tr>
<td>12</td>
<td>$64,485 - $66,028</td>
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<td>14</td>
<td>$65,941 - $67,484</td>
</tr>
<tr>
<td>16</td>
<td>$64,398 - $66,040</td>
</tr>
<tr>
<td>18</td>
<td>$47,854 - $49,497</td>
</tr>
<tr>
<td>20</td>
<td>$46,310 - $47,953</td>
</tr>
<tr>
<td>22</td>
<td>$44,767 - $46,309</td>
</tr>
<tr>
<td>24</td>
<td>$43,233 - $44,766</td>
</tr>
<tr>
<td>26</td>
<td>$41,879 - $43,422</td>
</tr>
<tr>
<td>28</td>
<td>$40,435 - $42,260</td>
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<tr>
<td>30</td>
<td>$38,992 - $40,535</td>
</tr>
<tr>
<td>32</td>
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</tr>
<tr>
<td>36</td>
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</tr>
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<td>38</td>
<td>$35,217 - $36,850</td>
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<tr>
<td>40</td>
<td>Less than $32,417</td>
</tr>
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</table>

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

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

<table>
<thead>
<tr>
<th>POINT VALUE</th>
<th>PER CAPITA PROPERTY VALUE</th>
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<tbody>
<tr>
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<td>Greater than $100,987</td>
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<tr>
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<tr>
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<td>Less than $56,103</td>
</tr>
</tbody>
</table>

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

<table>
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<tr>
<th>POINT VALUE</th>
<th>FULL VALUE GROSS RATE</th>
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<td>3</td>
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<tr>
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<td>0.02287 - 0.02343</td>
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<td>0.02344 - 0.02400</td>
</tr>
<tr>
<td>15</td>
<td>Greater than 0.02400</td>
</tr>
</tbody>
</table>

(WI Dept. of Revenue Taxes Bulletin: Taxes Levied 2020 – Collected 2021
Full Value Gross Tax Rate of 0.021350 = 10 Points

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 Score and G.O. Debt Score
  - 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
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.

Example: Water/Sewer Project; Combined annual water/sewer rate of $1,400 = Partial Score of 24 (Based on 70,000 gallons usage)
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: \( \frac{(G.O. \text{ Debt Score} + \text{Water/Sewer Rates Score})}{2} \)

**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

\[
\text{Financial Need Score (Water and Sanitary Sewer Project)} = \frac{(G.O. \text{ Debt Score} + \text{Water/Sewer Rates Score})}{2} = \frac{(25 + 24)}{2} = 24.5 \text{ rounded up to } 25
\]

**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 Rates Score of 28

\[
\text{Financial Need Score (Water Project)} = \frac{(G.O. \text{ Debt Score} + \text{Water Rates Score})}{2} = \frac{(30 + 28)}{2} = 29
\]

**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 = Sewer Rates Score of 24

\[
\text{Financial Need Score (Sanitary Sewer Project)} = \frac{(G.O. \text{ Debt Score} + \text{Sewer Rates Score})}{2} = \frac{(5 + 24)}{2} = 14.5 \text{ rounded up to } 15
\]
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

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
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

Project Budget & Matching Funds Form:

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

---

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

**APPLICATION SUBMISSION**

- Must submit via email to 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
Questions?

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

APPLICATION ATTACHMENTS
Required for **ALL** PF and PLNG Applicants;

Must be prior to submission of CDBG Application.

---

**CDBG-PLNG APPLICATION ATTACHMENTS**

**CITIZEN PARTICIPATION PLAN - SAMPLE**

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

---

**SAMPLE**

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

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

**PURPOSE**

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the **[UGLG Name]**, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed.
CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
CITIZEN PARTICIPATION PLAN – PUBLIC HEARINGS

CITIZEN PARTICIPATION

1. The [U.S. LG Name] shall establish a committee composed of persons representative of the [U.S. LG 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 [U.S. LG 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 [U.S. LG Name] [U.S. LG 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.

---

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

First day of publication does NOT count toward 14-day notice period.
CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS
CITIZEN PARTICIPATION PLAN – PUBLIC HEARINGS

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

1. The first hearing will receive citizens’ views and provide an explanation of:
   a. Community development needs, objectives, and strategies.
   b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.

2. The second hearing will receive citizens’ views and provide a review of the performance of the funded activities.

3. The first public hearing shall be held during the development of the application (or funds).

4. 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.

5. The UGLG Name will attempt to have at least one of the public hearings in the service area.

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).
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 regulations 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, 5th Floor
P.O. Box 7310
Madison, WI 53707-7310

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.

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

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

CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS

CITIZEN PARTICIPATION – POLICY ON CIVIL RIGHTS DEMONSTRATIONS

**SAMPLE**

[Policy to prohibit the use of excessive force and to enforce applicable state and local laws prohibiting physically barring entrance/exit for non-violent civil rights demonstrations.]

A resolution of the [NAME of local governing body] to adopt the policy to prohibit the use of excessive force and to enforce applicable state and local laws prohibiting physically barring entrance/exit for non-violent civil rights demonstrations:

WHEREAS Section 104 (e)(1) of Title 1 of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 5303) prohibits the States from expending or delegating any Community Development Block Grant Funds to any unit of general government that does not have an ordinance prohibiting the use of excessive force by 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/exit for non-violent civil rights demonstrations is the subject of such nonviolent civil rights demonstration within its jurisdiction;

AND WHEREAS it is in the interest of the [NAME of local governing body] to pursue Community Development Block Grant Funds and to adopt a policy that complies with Section 104 (e)(1) of Title 1 of the Housing and Community Development Act of 1974 as amended (42 USC 5303).

I. It is POLICY of the [NAME of local governing body] to prohibit the use of excessive force by law enforcement agencies within the [NAME of local governing body] jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

II. It is POLICY of the [NAME of local governing body] to enforce applicable state and local laws against physically barring entrance/exit for non-violent civil rights demonstrations within the [NAME of local governing body] jurisdiction.

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

IV. The [NAME of local governing body] directs the local law enforcement agency chief (official title) to implement this Resolution by amending applicable local law enforcement agency procedures.

[Signature]

Date
### CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS

#### FAIR HOUSING ORDINANCE

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

#### ACQUISITION/RELOCATION - RADRAP

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

---

**SAMPLE**

**EXAMPLE**

```
[UNIT OF GENERAL LOCAL GOVERNMENT (UGLO) NAME]

Wisconsin Anti-Displacement and Relocation Assistance Plan

This Educational Anti-Displacement and Relocation Assistance Plan (EARAP) is prepared by the [UGLO NAME] in accordance with the Housing and Community Development Act of 1974, as amended, and HUD regulations at 24 CFR 42, 329 and is applicable to our CDBG projects.

**Minimize Displacement**

Compliance with the goals and objectives of activities assisted under the Act, the [UGLO NAME] will take the following steps to minimize the direct and indirect displacement of persons from their homes. (The steps provided below are examples, and 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. Each step or substep refers to at least one step that will be taken to achieve the result.)

- Coordinate outreach with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in replacement areas to prevent undue financial burden on vulnerable seniors and tenants.
- Ensure relocations to units in the buildings/complex where the relocations, working with the tenant
- Ensure for tenants to move-in any steps that will not be taken (are not applicable, and steps if
- Identify any actions to identify and mitigate displacement resulting from extensive public
- Provide reasonable protections for tenants housed with conversion to a condominium or cooperative.
```

---

**FAQ**

- **What is the purpose of the Fair Housing Ordinance?**
  - The purpose of the Fair Housing Ordinance is to ensure that housing is available to all individuals on a nondiscriminatory basis, without regard to race, color, religion, national origin, sex, family status, or disability.

- **What happens if an ordinance is found to be obsolete?**
  - If an ordinance is found to be obsolete, the Application will be deemed ineligible.

- **Is there a sample for the required language?**
  - Yes, there is a sample provided for the required language.

---

**Attachments**

- **Fair Housing Ordinance**
- **ACQUISITION/RELOCATION - RADRAP**

---

**Notes:**

- The webinar on February 2, 2022, covered the training on the CDBG-PF & CDBG-PLNG Application.
- The attachments provided include the Fair Housing Ordinance and the ACQUISITION/RELOCATION - RADRAP.

---

**References:**

- [UGLO Name] Village of Yourville
- [Source 1]
- [Source 2]
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 [USLG 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 low-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Adopted by the [USLG Name] [USLG 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

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:
- As required by 24 CFR 570.483, have your community officially designated the area meeting the definition of a slum, blight, or deteriorated area under state or local law?

- Federal regulations require that at least 25 percent of properties throughout the area experience one or more of the key conditions listed below. 
  [ ] Physical deterioration of buildings or improvements
  [ ] Abandonment of properties
  [ ] Chronic high-occupancy turnover rates or chronic high-vacancy rates
  [ ] Commercial or industrial buildings
  [ ] Exposed to or exposed to significant or extremely high property values relative to other areas in the community
  [ ] Known or suspected environmental contamination

- Be sure to attach any 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.

- 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.
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 activities in activities for which you are requesting assistance will address the condition(s). Attach relevant supporting documentation as needed.

<table>
<thead>
<tr>
<th>Signature of the Chief Elected Official</th>
<th>Title</th>
<th>Date</th>
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</thead>
<tbody>
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**CDBG-PF APPLICATION ATTACHMENT ONLY**
FINANCIAL – WATER/SEWER RATES CALCULATION WORKSHEET (SAMPLE)

- Must show calculation of rates for Annual Usage of 70,000 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 x $50.00
  - Quarter 2 based on 20,000 gallons: $2.50 x 20 x $50.00
  - Quarter 3, based on 20,000 gallons: $2.50 x 20 x $50.00

**Residential Sewer Rates:**
- Sewer Rate Table:*
  - $30.00 per 100 Cu. Ft. (100 Cu. Ft. Equals 748 Gallons)
- Average Residential Meter Size: 1"
- Base Meter Charges for Average Residential Meter Size:*
  - Charge for 70,000 Gallons Annual Residential Usage: 70,000 Gallons x 748 Gallons = $53,400
- Fire Protection Residential Charge (Instructional): Fire protection only be included in water determination if billed through water utility
- Total Average Residential Sewer Rates per Year for 70,000 Gallons Usage:
  - $612.00 Sewer Charge for 70,000 Gallons + $132.00 Meter Charges = $5,644.00 Annually

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

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

SAMPLE

Resolution to Commit Match Fund

RESOLUTION NO. [DIAMOND]


Providing a guarantee of matching funds for the 2022 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 Competitive 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 sources: [List Sources and Corresponding Amounts, if known], and the following pending or potential sources: [List Sources and Corresponding Amounts, if known].
**CDBG-PF APPLICATION ATTACHMENT ONLY**

**FINANCIAL – DETAILED COST ESTIMATE**

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

**SAMPLE**

**CITY OF YOURTOWN**

**2023 WATER TOWER PROJECT**

**DETAILED ESTIMATE OF PROBABLE COSTS**

**CITY OF YOURTOWN, DANE COUNTY, WISCONSIN**

**ASSUMPTIONS:**
- 500 GALLON SPHEROID ELEVATED STORAGE TANK
- LOCATED NEAR QUADRANT OF INTERSECTION OF MAIN STREET AND WISCONSIN ROAD
- GATE VALVE, 8" (1)
- GATE VALVE, 12" (4)
- GRAVEYARD (1)
- NO DUG

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**CDBG-PF & CDBG-PLNG APPLICATION ATTACHMENTS**

**PROJECT AREA/SERVICE AREA MAP EXAMPLE (VIEW 1)**

Must show:
- Location of project [or focus location of Plan for PLNG]
- Types of work proposed and where each activity will occur [PF Only]
- Location of all residences/families included in service area (i.e., the beneficiaries)
May need to submit additional map(s) to verify the nature of the service area (e.g., residential and/or downtown business district).

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

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](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](https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx)
WEB RESOURCES (CONTINUED)

- HUD Income Limits: [https://www.huduser.gov/portal/datasets/il.html](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](https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd)
- U.S. Census Bureau American Community Survey Data: [https://data.census.gov/cedsci/](https://data.census.gov/cedsci/)

CDBG-PLNG & CDBG-PF APPLICATION ATTACHMENTS

Questions?
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.

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)
     - All funds expended on Engineering/Architectural (E/A) services for the proposed CDBG project may be included in the UGLG’s Match (no longer excluded to only E/A costs up to 12 months prior to application). Match must be documented.
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)

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**