

STATE OF WISCONSIN
Department of Administration



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

**2018 ANNUAL GRANT
APPLICATION INSTRUCTIONS**



CDBG-PF PROGRAM CONTACT INFORMATION

Mailing Address: Wisconsin Department of Administration
Division of Energy, Housing and Community Resources
Bureau of Community Development
ATTN: CDBG-PF Applications
101 E. Wilson St., 6th Floor
P.O. Box #7970
Madison, WI 53707-7970

Telephone: David Pawlisch, Director,
Bureau of Community Development
(608) 261-7538

Email: DOACDBG@wisconsin.gov

PLEASE NOTE:

2018 CDBG-Public Facilities Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Energy, Housing and Community Resources website at:

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

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

Table of Contents

CDBG – Public Facilities (PF) Grant Program Overview	1
Background.....	1
Funding.....	1
Application Submission.....	2
Application Training	2
Application Scoring and Selection	2
Award Notification.....	4
Appeals Process for CDBG Grant Applicants Not Funded.....	4
Implementation Training	4
Federal Grant Requirements	5
Additional Information	5
Guidance for Completing the CDBG-PF Grant Application	6
Part 1: GRANT REQUEST	6
Grant Request (CDBG funds), Applicant Match and Total Project Cost.....	6
Project Title:.....	7
Brief Project Description	7
Project Begin and Completion Dates.....	7
PART 2: APPLICANT INFORMATION.....	8
Applicant:.....	8
Application Contact:.....	8
Current CDBG Assistance	8
PART 3: INITIAL ELIGIBILITY	9
Citizen Participation	9
Fair Housing	11
Environmental Review	11
Procurement and Professional Services.....	12
PART 4: CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES.....	14
Benefit to Low- and Moderate-Income Persons	14
Prevention or Elimination of Slum and Blight.....	17
Urgent Local Need.....	18
PART 5: PROJECT NEED NARRATIVE (0-100 Points).....	19
PART 6: COMMUNITY DISTRESS (0-70 Points)	20

Median Household Income Scoring Table:..... 20

Per Capita Property Value Scoring Table..... 21

Local Property Tax Rate Scoring Table..... 22

PART 7: FINANCIAL NEED (0-30 Points) 22

 G.O Debt Scoring Table: 23

 Sewer and Water Rates Scoring Table 24

PART 8: PLANNING (0 - 10 Points)..... 25

PART 9: BUDGET AND MATCHING FUNDS (0 – 40 Points) 26

 Proposed Project Budget..... 26

 UGLG Match and Other Public and Private Sources of Project Funding 26

ATTACHMENTS AND SUPPORTING DOCUMENTATION 27

CDBG – Public Facilities (PF) Grant Program Overview

Background:

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

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

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

Funding:

The 2018 CDBG-PF annual competitive grant will make up to approximately \$10 million¹ available to assist UGLGs to expand and improve public infrastructure and facility projects critical to community vitality and sustainability. Typically, these projects will involve streets, sidewalks, water and sewer systems, storm water drainage and retention, senior and community centers, fire stations, libraries, blight elimination, accessibility modifications, and other similar types of activities.

Under the State's CDBG–PF Program, the Department of Administration's Division of Energy, Housing and Community Resources will award grants for 50% of the total project cost, up to a maximum of \$500,000. [\$6,000 or up to 2 percent (a maximum of \$10,000), whichever is greater, of the awarded CDBG-PF grant funds may be used for administration purposes.]

UGLGs that have received a CDBG-PF award in the previous calendar year are not eligible for consideration in the 2018 CDBG-PF annual competition except in cases where the award is provided to meet an "Urgent Local Need" National Objective. In addition, CDBG-PF applications may not be considered if there are outstanding or unresolved instances of non-compliance associated with prior CDBG awards not limited to PF grants, including non-compliance related to administrative, financial management, underwriting, recordkeeping, reporting, auditing, completion, payment, reimbursement or other requirements except in cases where the award is provided to meet an "Urgent Local Need" National Objective.

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

Application Submission:

To be considered for 2018 CDBG-PF Annual Competitive Grant funding, the completed and signed original application (including all required application attachments) and one (1) complete copy must be received **prior to 4 PM on Thursday, May 24, 2018** at:

Wisconsin Department of Administration
Division of Energy, Housing and Community Resources
Bureau of Community Development
ATTN: CDBG-PF Applications
101 E. Wilson Street, 6th Floor
P.O. Box 7970
Madison, WI 53707-7970

PLEASE NOTE:

- Applications submitted by fax and email will **not** be accepted.
- Two paper copies of the complete application must be submitted.
- One copy of the submitted application must have a cover page with original signatures. The second application cover page may be a copy.
- All application materials and attachments (including maps) must be printed on standard 8.5" x 11" paper.
- Applications must be unbound. No staples, paperclips or spiral binding. Use rubber bands or binder clips to hold the application and its attachments together.
- Include the index for all attachments in the order specified in the Application so that a reviewer can easily reference the relevant documents (refer to pages 12-19 of the Application).
- It is the responsibility of the applicant to ensure that the Grant Application packet is complete for submission. Applications that are incomplete, missing the required attachments, or missing original signatures will **not** be reviewed.

Application Training:

Both community representatives and consultants are **strongly** encouraged to participate in one of the application training sessions presented by DEHCR staff. Training dates and information are posted on the Bureau of Community Development website.

Application Scoring and Selection:

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

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

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

CDBG-PF 2018 Annual Grant Application Instructions

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

Scoring Categories	Possible Points	Point Criteria Basis
Project Need	100	<p>Severe Need = 61 to 100 points will be awarded to projects needed to alleviate a significant existing problem. A significant existing problem may include vital health and safety problems or other issues that are essential to the community's residents, businesses, or local government.</p> <p>Moderate Need = 31 to 60 points will be awarded to projects needed to alleviate a moderately serious problem.</p> <p>Slight Need = 0 to 30 points will be awarded to projects needed to address a less serious problem.</p>
Community Distress	70	<p>Median Household Income (MHI) - UGLGs will be awarded up to 40 points based on their community's MHI in comparison to the statewide median.</p> <p>Per Capita Property Value - UGLGs will be awarded up to 15 points based on their community's per capita property value in comparison to the statewide median.</p> <p>Property Tax Rate - UGLGs will be awarded up to 15 points based on their community's property tax rate in comparison to the statewide average.</p>
Financial Need	30	<p>If the proposed project is not water and/or sewer related:</p> <ul style="list-style-type: none"> UGLGs will be awarded up to 30 points based on the percentage of current used General Obligation (G.O.) debt (excluding any G.O. debt used to secure financing for the proposed CDBG project) in relation to the UGLG's current G.O. Debt capacity; <p align="center">OR</p> <p>If the proposed project is a water and/or sanitary sewer project:</p> <ul style="list-style-type: none"> UGLGs will be awarded up to 30 points based on the community's water and/or sewer rates in relation to the statewide average.
Planning	10	<p>Planning – UGLGs will be awarded up to 10 points if they can demonstrate the proposed project is consistent with the goals and objectives included in the community's comprehensive plan, redevelopment plan, Capital Improvements Plan, and/or other long-range plan(s). Factors for scoring include:</p> <ul style="list-style-type: none"> the level of consistency between the proposed CDBG project's scope and the goals and objectives within the UGLG's plan(s); the level of specificity of the goals and objectives in the UGLG's plan(s) in relation to the scope of the proposed CDBG project; whether the UGLG's plan(s) has/have been formally adopted by the local governing body; whether the UGLG's plan(s) is/are current; and <p>the extent to which supporting documentation is provided to verify the information presented in this section.</p>

CDBG-PF 2018 Annual Grant Application Instructions

Scoring Categories	Possible Points	Point Criteria Basis
Matching Funds	40	<p>Matching Funds – Applicants will be awarded up to 40 points for demonstrating that the matching funds for the proposed CDBG project have been fully secured, committed and are ready to be used (i.e. the project is considered “shovel-ready”).</p> <ul style="list-style-type: none">• Points will be awarded with consideration for the extent to which matching funds are verified (with supporting documentation submitted with the Application) as secured, committed and available for use.• Documentation regarding the status of the Applicant’s pursuit of pending and other potential matching funds may be provided for consideration.• 0 points will be awarded if the Applicant does not provide any proof of commitment for matching funds.

Award Notification:

DEHCR anticipates that award announcements will be made **no later than July 27, 2018**. Once final funding decisions have been made, award letters will be sent to UGLGs. Unsuccessful UGLGs will be contacted and notified with a written decision.

Appeals Process for CDBG Grant Applicants Not Funded:

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

The Appeals Process:

- The appeal must include the application name and a short summary of the reason why the UGLG is appealing the decision.
- The appeal must be filed with the Bureau Director within thirty (30) days of the date the applicant received written notice of the decision.
- The Bureau Director will review the application and will make a decision whether to reverse the denial.
- If the Bureau Director denies the appeal, the applicant may file an additional appeal with the Secretary’s office within thirty (30) days from the date of the Bureau Director’s denial letter.
- The Secretary’s office will review the application and will make a final determination.

Implementation Training:

The State of Wisconsin is responsible for ensuring that the CDBG-PF program is implemented in compliance with State and Federal regulations and in accordance with program guidelines. UGLGs awarded CDBG funds will be required to participate in CDBG grantee implementation training. Training dates and information will be posted on the Bureau of Community Development website.

Federal Grant Requirements:

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

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

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

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

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

Additional Information:

Check the DEHCR website for additional information on the CDBG requirements, grant timelines, training sessions, and other updates:

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

Guidance for Completing the CDBG-PF Grant Application:

PART 1: GRANT REQUEST

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

Under the CDBG-PF program, UGLGs may request 50 percent (50%) of their total project cost up to \$500,000. For example, the Village of Yourville is applying for a grant to pay for part of the cost of replacing sanitary sewer and water system on Main Street (STH 36) from Wisconsin Street to Madison Street. The total project cost is \$1,200,000. The Village is requesting \$500,000 in CDBG funds. The remaining \$700,000 will come from a loan to the Village through the Yourville Bank and Trust.

The dollar amounts provided must be consistent with the financial data provided in Part 7 *Financial Need* and Part 9 *Budget and Matching Funds* of the Application.

CDBG-PF UGLGs must demonstrate a match investment of at least 50 percent (50%) of the total project cost. Eligible match investments for CDBG-PF projects may include grants and/or loans provided by private, local, or state partners. DEHCR will allow the use of donated materials, labor and services as contributions to meet match requirements. Contact DEHCR for guidance on the valuation of donated materials, labor and services.

The minimum match requirement may be waived when specific events have occurred that drastically impact the economic distress of a community (e.g. natural disasters) or the project will have a drastic positive effect on the economic well-being of the community. For consideration, the UGLG must indicate a waiver is being requested in Part 7 *Financial Need* of the application and submit a formal letter of request for a waiver of match funds with the application.

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

- A. The proposed project must be consistent with the State's current CDBG program goals, included in the Annual Action Plan:
 - Ensuring the affordability of basic services that enhance community vitality;
 - Promoting improved housing and economic opportunities for low- and moderate-income (LMI) households;
 - Supporting revitalization of established neighborhoods, downtown business districts and blighted sites;
 - Assisting with capital improvement projects that support previous planning efforts and are part of broader community development strategies;
 - Improving accessibility to public facilities;
 - Encouraging the use of energy efficient design, retrofitting, and equipment, as well as projects that benefit bicyclists and pedestrians; and
 - Responding to natural and man-made disasters or catastrophic events.

Wisconsin's current Annual Action Plan is available at:

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

CDBG-PF 2018 Annual Grant Application Instructions

- B. CDBG funds must be used for one or more Public Facility “eligible activities” enumerated in section 105(a) of Title 1 of the Housing and Community Development Act of 1974, and are not otherwise excluded as activities allowed for CDBG funding by the Wisconsin CDBG program. Additional details regarding activities eligible for CDBG funding can be found at: http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_16364.pdf.

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

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

Project Title:

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

- Example 1: Main Street Sewer, Water and Street Improvements
- Example 2: Senior Center Project

Brief Project Description:

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

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

Project Begin and Completion Dates:

To ensure CDBG program goals and objectives are met, projects awarded funding under the CDBG-PF program must be feasible. To be considered feasible, proposed projects’ pre-construction activities should be completed within eight (8) months of the award date; construction completed by October 31, 2020; and the project completion report and final CDBG request for payment submitted by December 31, 2020.

PART 2: APPLICANT INFORMATION

Applicant:

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

For the population, enter the number of residents according to the 2012-2016 U.S. Census American Community Survey 5-Year data for the municipality, unless the proposed project is qualifying based on a community-wide income survey of **all** residents living within the boundaries of the municipality or the HUD LMI Summary Data for the UGLG. If the project is qualifying based on a community-wide income survey of **all** residents, then enter the total population for the municipality as recorded on the *Income Survey Results Income Tabulation* form. If the project is qualifying based on HUD LMI Summary Data for the UGLG, then enter the total population for the municipality as recorded on the HUD LMI Summary Data record.

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

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

The CEO must sign and date the application. The CEO's signature must be an original on at least one of the copies of the application.

Application Contact:

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

Current CDBG Assistance:

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

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

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

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

PART 3: INITIAL ELIGIBILITY

Items #1-15 in Part 3 of the Application must be acknowledged as “Yes” for the Application to be eligible for a CDBG award.

Citizen Participation:

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

SPECIAL NOTE: The CPP must reflect current information and at minimum follow the *Citizen Participation Plan Template* provided in the attachments to this application.

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

- A. Provision for and encouragement of citizen participation, with particular emphasis on participation by persons of low- and moderate-income (LMI) who are residents of target area neighborhoods in which the CDBG funds are proposed to be used. The UGLG must meet this requirement by performing **at least one** of the following:
 1. Establish a committee composed of persons representative of the community's demographics. This committee shall include at least one LMI person and one resident of the designated target area. This committee will assume the responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the community.
 2. Distribute timely notification of all required meetings to 100 percent of the designated target area or neighborhood. UGLGs not having a target area must design a notification system which will reach a majority of the community's LMI population. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation.
- B. Provision to citizens of reasonable and timely access to local meetings, information, and records relating to the applicant's proposed and actual use of funds. To meet this requirement, the UGLG must:
 1. Attempt to have at least one of the public hearings in the target area; **and**
 2. Give adequate advance notice to the community of upcoming meetings in accordance with the advance notice specifications in the UGLG's Citizen Participation Plan (in effect on the date of the first notice) **and no less than the equivalent of a Class 2 Notice** prior to the meeting; **and**
 3. Specify in the CPP and execute the method(s) by which notices of public hearings must be given (all Citizen Participation public hearing notices for the CDBG program must be published in the local newspaper *unless* the UGLG does not have a local designated newspaper for posting public hearing and meeting notices, posting in lieu of publishing notices for public hearings and meetings is

standard practice for the UGLG **and** the notice is posted in at least three locations within the community); **and**

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

24 CFR 570.486 (5)

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

CDBG-PF 2018 Annual Grant Application Instructions

Citizen Participation documents to be submitted by applicants include:

1. Applicant's *Citizen Participation Plan* (accompanied by a copy of the adopting resolution or minutes from the council/board meeting in which the Plan was adopted);
2. Public Hearing Notice(s) as published in the local newspaper with proof of publication (if required) and/or as posted with the clerk's certification of posting dates and locations within the community. Posting in lieu of publication is allowed only if there is no local designated newspaper for the UGLG, posting in lieu of publishing notices for public hearings is standard practice for the UGLG and specified in the UGLG's *Citizen Participation Plan* in effect on the date of the first notice, **and** the notice is posted in at least three locations) in accordance with the specifications set forth in the Applicant's *Citizen Participation Plan* in effect on the date of the first notice (a *Sample Public Hearing Notice* can be found in the provided attachments to this application);
3. A completed *Citizen Participation Certification* (a *Citizen Participation Certification* form can be found in the provided attachments to this application);
4. Meeting minutes from the Public Hearing as a record of actions taken; and
5. The sign-in sheet(s) from the Public Hearing(s) (*only required if the meeting minutes do not include a list of attendees*).

Authorization to Submit CDBG Application:

The Applicant must submit a resolution signed by the CEO of the UGLG requesting the funds authorizing the submission of the 2018 CDBG-PF Application. A *Sample Authorizing Resolution to Submit CDBG Application* form can be found in the provided attachments to this application.

Fair Housing:

Per HUD regulations at 24 CFR 570.487(b), recipients of CDBG funds must take some action(s) to affirmatively further fair housing during the agreement period. A *Potential Fair Housing Actions* form can be found in the provided attachments to this application.

Please complete this form by indicating the three (3) actions that will be taken to affirmatively further fair housing during the project performance period if CDBG funds are awarded and submit it with the application materials. If the project is funded, the selected actions will be included in the Grant Agreement timetable and the UGLG will be required to implement them during that period. For more information visit:

<http://docs.legis.wisconsin.gov/statutes/statutes/106/III/50>.

All applicants must have an approved *Residential Anti-Displacement and Relocation Assistance Plan* (RADRAP) in place prior to being awarded CDBG funds. A *Residential Anti-Displacement and Relocation Assistance Plan* template with the required language for a RADRAP is provided in the attachments to this Application form. An adopted RADRAP must be submitted with the completed Application.

All applicants must complete the *Acquisition/Relocation/Demolition Questionnaire* in the attachments to this Application form and submit it with the completed Application.

Environmental Review:

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

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

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

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

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

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

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

Procurement and Professional Services:

An UGLG may procure a consultant to serve as the administrator of a CDBG-PF grant; however, all consulting services for which CDBG funds will be used must follow established Federal, State and Local procurement policies. Information on procurement requirements may be found in the *Bureau of Community Development CDBG Implementation Handbook, Chapter 3: Procurement*, linked at:

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

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

Exception for Wisconsin Regional Planning Commissions (RPCs): Wisconsin RPCs are public entities that provide intergovernmental planning and coordination efforts for a region. Federal provisions include an exception regarding competitive procurement requirements when an UGLG contracts with these types of organizations for professional services. Competitive procurement processes specified within the Federal regulations that are otherwise applicable to professional services funded with CDBG dollars are not required/applicable for RPC contracts.

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

Debarment:

The Applicant must certify that the UGLG is not debarred from receiving federal grant funds and provide within the application attachments a copy of the System for Award Management (SAM) search record on www.SAM.gov to verify that the UGLG is not currently debarred.

Incomplete Applications:

The Applicant must acknowledge that an incomplete application may be denied before review and denial of incomplete applications cannot be appealed.

PART 4: CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

1. Beneficiaries

Check the appropriate box (for Yes or No) to report whether the project will have community-wide benefit.

When entering the number of individuals who will benefit from the project and the number who meet the qualification of LMI, enter the numbers from the source used to determine the service area (i.e., primary beneficiary area) population and number of LMI beneficiaries for the proposed project. For example, if the source was the HUD Low- and Moderate-Income Summary Data (LMISD), enter the numbers for the population and LMI persons according to the HUD LMISD spreadsheet used. If an income survey was the source, enter the numbers for the population and LMI persons according to the income survey data, as calculated on the *Income Survey Results Income Tabulation* form.

2. National Objective

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

Benefit to Low- and Moderate-Income Persons:

Under the CDBG Public Facilities program, a project can meet the low- and moderate-income (LMI) national objective by serving an area in which at least 51 percent (51%) of the residents are LMI persons (area basis) or by providing services to a group of persons principally made up of LMI individuals (limited clientele).

A. Area Benefit

An activity may qualify as benefitting LMI persons on an area basis if at least 51 percent (51%) of the persons residing in the area served by the activity are of low- to moderate-income. Determining whether an activity qualifies as benefitting LMI individuals on an area basis requires the UGLG to determine both the area served by the activity and the percentage of LMI persons residing in the service area (i.e., location in which the primary beneficiaries of the project live.) Service areas may or may not be coterminous with municipal boundaries, census blocks or other officially designated boundaries.

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

Using **HUD Local Government LMISD** for determining Area Benefit is only allowed for projects having community-wide benefit (i.e., all residents in the community are primary beneficiaries of the project) or projects having primary benefit to multiple entire municipalities.

- Data on LMI residents in Wisconsin municipalities (i.e., the overall LMI percentage for each municipality) is available at:
<https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-local-government/> (select "Wisconsin" link).
- A project area map showing the area in which the project/construction activities are occurring must be provided in the attachments and the nature of the work

described in Part 5 *Project Need* in the application must reflect that the project has primary benefit to *only and all* residents in the entire community *or* to *only and all* residents in *all* of the municipalities involved if combining LMISD of multiple municipalities to calculate the total population and LMI percentage.

- If the project involves water/sewer main, well, and/or street improvements, the locations of the mains, wells, and/or streets that will be improved must be shown on the project area map.
- If the project will have community-wide benefit to two or more entire communities and the HUD LMISD is used to determine Area Benefit, an LMI calculation worksheet that shows the calculations used to determine the LMI percentage for the total service area must also be provided in the Attachments. Contact DEHCR for guidance on calculating the LMI percentage using the HUD LMISD of multiple municipalities.

Using **HUD Census Block LMISD** for determining Area Benefit is only allowed when the service area is coterminous with one or more census blocks/tracts (i.e., all residents in the census block(s)/tract(s) are primary beneficiaries of the project).

- Data on LMI residents in Wisconsin census blocks is available at: <https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places> (select “Wisconsin” link).
- A project area map showing the area in which the project is occurring in relation to the boundaries of the selected census block(s)/tract(s) must be provided in the Attachments, and the work described in Part 5 *Project Need* in the application must reflect that the project has primary benefit to *only and all* residents in the selected census block(s)/tract(s).
- If the project involves water/sewer main, well, and/or street improvements, the locations of the mains, wells, and/or streets that will be improved must be shown on the project area/census block/tract map.
- If all residents in multiple census blocks/tracts are primary beneficiaries and the HUD LMISD for multiple census blocks/tracts was used to determine Area Benefit, an LMI calculation worksheet that shows the calculations used to determine the LMI percentage for the total service area must also be provided in the Attachments. Contact DEHCR for guidance on calculating the LMI percentage using the HUD LMISD of multiple census blocks/tracts.

B. Community Survey

If an activity's service area is not coterminous with community or census block/tract boundaries or there is reason to believe that the HUD LMISD does not accurately reflect income levels in the area, an UGLG may elect to conduct a survey to determine the percentage of LMI residents in the service area. If a survey is used to determine Area Benefit, an applicant must demonstrate that the survey is methodologically sound and submit documentation of the survey instrument, responses, and results in the attachments to this application. The attachments must include the following:

1. Map of Project Area (with project location, type of work being completed on each street (if applicable), and Service Area/beneficiary area boundaries marked);
2. Map of Income Survey Area (with survey area boundaries marked; residences surveyed marked; and responding, non-responding and vacant residences marked or provided on a separate sheet);

- For income surveys with small populations (generally under 50 residences), residences that were surveyed must be marked on the income survey map when feasible, with responding, non-responding, and vacant residences labeled. For income surveys with larger populations (generally 50 or more residences), the income survey map must include a marked boundary around the residential area/homes where the survey was conducted, with the residences included in the survey that sit on the borders of the boundary clearly marked. The list of responding, non-responding and vacant residences may be provided on a separate sheet rather than being marked on the income survey map.
 - When marking responding, non-responding and vacant residences on the income survey map or providing the list on a separate sheet, **do not include the actual responses regarding their income levels and race/ethnicity.** The specific responses for each residence should be recorded on a separate sheet with the assigned survey number, excluding the address, for greater confidentiality. Maintain in the UGLG's potential CDBG project file a separate list of addresses with assigned survey numbers, and another list with the survey numbers and specific response data tracking recorded. Do not submit these to DEHCR unless requested.
3. *Income Survey Results Income Tabulation* (form provided in the *Income Survey Guide*);
 4. *Income Survey Results Race/Ethnicity Tabulation* (form provided in the *Income Survey Guide*);
 5. Income Survey Form used to conduct the Income Survey (sample template provided in the *Income Survey Guide*);
 6. Income Survey Letter and/or other related correspondence sent to residents (if applicable) regarding the survey distribution and collection process (sample letter template provided in the *Income Survey Guide*);

NOTE: For data from an income survey to be accepted for calculating the LMI percentage for the service area, the following criteria must be met:

- the survey was *initiated* (first distributed) on or after July 1, 2014 (after the HUD LMISD began being based on American Community Survey 5-Year data);
- the HUD income limits in effect at the time the survey was *initiated* were the income thresholds used/listed on the survey form;
- no significant demographic, economic, and non-economic changes in the service area occurred since the survey was conducted;
- the survey distribution and collection process (from start to finish) was held within a reasonable period of time that can be verified as methodologically sound;
- the survey data calculations are accepted as valid and methodologically sound;
- the survey data are submitted for the CDBG application on the most current versions of the *Income Survey Results Income Tabulation Form* and *Income Survey Results Race/Ethnicity Tabulation Form* provided in the current *Income Survey Guide*, with the LMI percentage calculated according to the specifications in the most current *Income Survey Results Income Tabulation* form; **and**
- all requirements set forth in the most current *Income Survey Guide* that are deemed necessary by DEHCR to verify the survey is valid and methodologically sound are met.

Guidance for conducting an income survey is provided in the *Income Survey Guide*, which is available on the Bureau of Community Development website:

<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGPublicFacilitiesProgram.aspx> [document linked under “Additional Reference Materials” section].

C. Limited Clientele

An activity that provides benefits to a particular group of persons rather than residents within a specified service area may qualify as benefitting LMI individuals based on serving limited clientele. Activities that exclusively benefit one of the following groups are presumed by HUD to be made up of principally LMI persons:

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

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

Prevention or Elimination of Slum and Blight:

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

A. Area Basis

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

- 1) The local government has passed a formal resolution declaring the area as a blight as defined by Wisconsin Law; **and**
- 2) At least 25% of properties throughout the area experience, and document *one or more* of the following conditions (based on language found in 24 CFR 570.483):
 - physical deterioration of buildings or improvements;
 - abandonment of properties;
 - chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial building;
 - significant declines in property values or abnormally low property values relative to other areas in the community;
 - known or suspected environmental contamination; or

- the public improvements throughout the area are in a documented general state of deterioration: **and**
- 3) The assisted activity addresses one or more of the conditions which contributed to the deterioration of the area.

NOTE: Applications must include a map of the designated blighted area including a total percentage of buildings in that area that are blighted.

B. **Spot Basis**

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

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

Urgent Local Need:

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

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

The narrative should be limited to one (1) page single spaced page using a 11-point font.

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

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

Please limit your project narrative to no more than two (2) single-spaced pages using a 11-point font. Information exceeding these limits will not be considered in the scoring process.

Use the space provided in the application to write a narrative summary describing the community's need for the proposed project. Be sure to address each of the bullet points below and provide data that quantifies the need:

- the current condition of the problem;
- the frequency with which it occurs;
- the number of persons and/or households affected by the problem;
- the effect(s) of the problem if left untreated;
- the extent to which completion of the proposed project will address the problem; and
- the scope of work (including a detailed project area description).

In the 2-page narrative summary, UGLGs may want to include some of the following information:

1. Project Implementation: Describe the project, the activities that will take place, and how the project meets the National Objective checked on previous page.
2. Project Impact and Need: Describe how the project will address deficiencies in the community and how it will positively impact businesses and individuals within the community. Pay particular attention to the goals and objectives of the program as described.
3. Project Financing: Describe why CDBG funding is needed and other sources of income or grants that have been pursued. Describe the various methods that will be used to fund the project and include the status of other grant or loan applications. Attach supporting documentation that verifies the status of other financing that is secured, committed, pending, etc. (e.g. award and/or commitment letters from other government agencies, municipal resolutions for financing, TID creation, etc.). **Important Note:** Include the project financing/match funding attachments with the UGLG's "Financial Attachments and Supporting Documents" (applicable to Part 9 *Budget and Matching Funds*) in this application rather than with the UGLG's "Other Attachments and Supporting Documentation" (applicable to Part 5 *Project Need*).

Any additional/supporting documentation for Project Need may not exceed 30 pages and must be titled using the *Attachments and Supporting Documentation Checklist* on pages 13-14 of the application form. Applicants must ensure that the additional documentation provided supports the data included in the application.

PART 6: COMMUNITY DISTRESS (0-70 Points)

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

Median Household Income (MHI) and an UGLG's Property Tax Rate will also be a part of determining community distress. Please refer to the scoring tables that follow in Part 6.

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

- If the proposed project is community-wide then the scoring is based on the county where the majority of the UGLG's population is located; or
- If the service area of the proposed project is less than community-wide then the scoring is based on the county in which the majority of the service area is located.

Median Household Income Scoring Table:

POINT VALUE	MEDIAN HOUSEHOLD INCOME
0	Greater than \$53,357
2	\$52,023 - \$53,357
4	\$50,689 - \$52,022
6	\$49,355 - \$50,688
8	\$48,021 - \$49,354
10	\$46,687 - \$48,020
12	\$45,353 - \$46,686
14	\$44,020 - \$45,352
16	\$42,686 - \$44,019
18	\$41,352 - \$42,685
20	\$40,018 - \$41,351
22	\$38,684 - \$40,017
24	\$37,350 - \$38,683
26	\$36,016 - \$37,349
28	\$34,682 - \$36,015
30	\$33,348 - \$34,681
32	\$32,014 - \$33,347
34	\$30,680 - \$32,013
36	\$29,346 - \$30,679
38	\$28,012 - \$29,345
40	Less than \$28,012

Source: U.S. Census 2012-2016 American Community Survey 5-Year Estimates.
<https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF>

The Median Household Income (MHI) score for the UGLG is calculated based on the UGLG's MHI according to the U.S. Census 2012-2016 American Community Survey (ACS) 5-Year Estimates. Example: The MHI for the Village of Yourville is \$35,500 according to the 2012-2016 ACS. The Village's MHI score is 28.

Per Capita Property Value Scoring Table:

POINT VALUE	PER CAPITA PROPERTY VALUE
0	Greater than \$87,466
1	\$84,342 - \$87,466
2	\$81,218 - \$84,341
3	\$78,094 - \$81,217
4	\$74,971 - \$78,093
5	\$71,847 - \$74,970
6	\$68,723 - \$71,846
7	\$65,599 - \$68,722
8	\$62,475 - \$65,598
9	\$59,352 - \$62,474
10	\$56,228 - \$59,351
11	\$53,104 - \$56,227
12	\$49,980 - \$53,103
13	\$46,857 - \$49,979
14	\$43,733 - \$46,856
15	Less than \$43,733

Source: *2016 Town, Village and City Taxes Bulletin*. Wisconsin Department of Revenue (DOR) – Division of State and Local Finance – Bureau of Local Government Services.

<https://www.revenue.wi.gov/Pages/Report/t.aspx#tvc>

The Per Capita Property Value for the UGLG is calculated by dividing the UGLG's "Full Value" (includes TIF) of Property by the Population, as listed in the Wisconsin Department of Revenue *2016 Taxes Bulletin*. Example: The Village of Yourville's "Full Value" of Property was \$50,000,000 and the "Population" was 1,000 in 2016 according to the *Taxes Bulletin*. The Village's Per Capita Property Value is \$50,000. The Village's Per Capita Property Value score is 12 Points.

Local Property Tax Rate Scoring Table:

POINT VALUE	FULL VALUE GROSS TAX RATE
0	Less than .0174
1	0.0174 - 0.0180
2	0.0181 - 0.0187
3	0.0188 - 0.0193
4	0.0194 - 0.0199
5	0.0200 - 0.0205
6	0.0206 - 0.0212
7	0.0213 - 0.0218
8	0.0219 - 0.0224
9	0.0225 - 0.0230
10	0.0231 - 0.0237
11	0.0238 - 0.0243
12	0.0244 - 0.0249
13	0.0250 - 0.0255
14	0.0256 - 0.0261
15	Greater than .0261

Source: 2016 *Town, Village and City Taxes Bulletin*. Wisconsin Department of Revenue (DOR) – Division of State and Local Finance – Bureau of Local Government Services.

<https://www.revenue.wi.gov/Pages/Report/t.aspx#tvc>

The Tax Rate score for the Unit of General Local Government (UGLG) is calculated based on the UGLG's "Full Value Gross Rate" tax rate according to the Wisconsin Department of Revenue 2016 *Taxes Bulletin*. Example: The Village of Yourville's "Full Value Gross Rate" in 2016 was .021350 according to the *Taxes Bulletin*. The Village's Tax Rate score is 7 Points.

PART 7: FINANCIAL NEED (0-30 Points)

Under financial need, DEHCR will award points based on the UGLG's General Obligation (G.O.) Debt capacity, available match funding, and the expected impact on Water and Sewer Rates (if applicable).

The amount of matching funds entered must be consistent with the funds shown in the budget found in Part 9 *Budget and Matching Funds* of the application. A waiver request letter must be submitted to DEHCR if local matching funds are less than 50% of the total project cost. The waiver request must be on municipal letterhead signed by the UGLG's CEO and attached to the application. The letter must include justification and a brief explanation of the hardship imposed if the UGLG were to meet the 50% match requirement.

All funding sources for local funds committed to the project must be identified. The sources identified must be consistent with the sources listed in Part 9 *Budget and Matching Funds* of the application.

The tables that follow in Part 7 will be used to determine the points to be awarded for water and sewer rates and General Obligation Debt.

CDBG-PF 2018 Annual Grant Application Instructions

G.O Debt Scoring Table:

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

The G.O. Debt score for the UGLG is calculated based on the UGLG's current Used G.O. Debt compared to G.O. Debt Capacity. The UGLG cannot include in the calculation for Used G.O. Debt any debt incurred/G.O. Debt used for the proposed 2018 CDBG project.

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

Example 2: The Village of Yourville's CDBG project is street reconstruction on Main Street. The Village will be scored based on G.O. Debt. The Village has a G.O. Debt Capacity of \$200,000 with no G.O. Debt (none used). Given the Village's G.O. Debt Capacity is less than \$250,000, maximum points are awarded. The Village's G.O. Debt score is 30 points.

Sewer and Water Rates Scoring Table:

POINT VALUE	ANNUAL WATER & SEWER RATES								
	Water Only			Sewer Only			Combined		
0	Less than \$291			Less than \$501			Less than \$787		
2	\$291	-	\$309	\$501	-	\$532	\$787	-	\$836
4	\$310	-	\$327	\$533	-	\$563	\$837	-	\$884
6	\$328	-	\$345	\$564	-	\$594	\$885	-	\$933
8	\$346	-	\$363	\$595	-	\$625	\$934	-	\$982
10	\$364	-	\$381	\$626	-	\$656	\$983	-	\$1,030
12	\$382	-	\$399	\$657	-	\$687	\$1,031	-	\$1,079
14	\$400	-	\$417	\$688	-	\$718	\$1,080	-	\$1,128
16	\$418	-	\$435	\$719	-	\$749	\$1,129	-	\$1,177
18	\$436	-	\$453	\$750	-	\$780	\$1,178	-	\$1,225
20	\$454	-	\$471	\$781	-	\$811	\$1,226	-	\$1,274
22	\$472	-	\$489	\$812	-	\$842	\$1,275	-	\$1,323
24	\$490	-	\$507	\$843	-	\$873	\$1,324	-	\$1,371
26	\$508	-	\$525	\$874	-	\$904	\$1,372	-	\$1,420
28	\$526	-	\$561	\$905	-	\$966	\$1,421	-	\$1,517
30	Greater than \$561			Greater than \$966			Greater than \$1,517		

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

The Water/Sewer Rate score for the UGLG is calculated based on the UGLG's current annual residential water/sewer rates (i.e., average annual water rates for usage of 70,000 gallons; average annual sewer rate).

Example 1. The focus of the Village of Yourville's CDBG project will be water main replacements, with some affiliated street reconstruction. The Village will be scored based on the water rates. The average annual residential water rate for 70,000 gallons of usage in the community is \$500. The Village's Water score is 24 points.

Example 2: The Town of Yourville's CDBG project is for wastewater treatment facility upgrades. The Town will be scored based on sewer rates. The average annual residential sewer charge in the community is \$600. The Town's Sewer score is 8 points.

Example 3: The City of Yourtown's CDBG project will include water and sanitary sewer main replacements and affiliated street reconstruction. The City will be scored based on water and sewer rates combined. With an annual residential water rate of \$500 and annual residential sewer rate of \$600, the total of water and sewer rates combined is \$1,100. The City's Water/Sewer score is 14 points.

PART 8: PLANNING (0 - 10 Points)

Applications will be awarded points based on whether the proposed CDBG project supports and further promotes the UGLG's adopted Comprehensive Plan, county based Comprehensive Plan if the UGLG does not have a community based plan, an approved redevelopment plan or other similar long-range plan. On the application, briefly explain in the space(s) provided how the proposed project supports the UGLG's other community plan(s). UGLGs will be awarded up to 10 points if they can demonstrate the proposed project is consistent with the goals and objectives included in the community's Comprehensive Plan, redevelopment plan(s) and/or other similar long-range plan(s). Include copies of relevant pages of the plan(s) in the attachments to the Application. Label pages with the plan's title and date. [Do not attach a copy of the entire plan(s).]

Considerations for scoring will include:

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

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

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

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

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

Proposed Project Budget:

Complete the budget table. The proposed project budget should contain all costs associated with the project including administration and engineering costs. Please note the following when completing the budget table:

- The UGLG **must** include in the attachments a detailed itemization of costs as supporting documentation to verify the costs listed in the budget in Part 9 (e.g., engineer’s detailed cost estimate(s) for the project or similar itemization of costs); and
- \$6,000 or up to 2 percent (a maximum of \$10,000) of the **CDBG-PF award**—whichever is greater— may be used for administration costs.

UGLG Match and Other Public and Private Sources of Project Funding

Complete the table summarizing the UGLG match and other public and private funding sources for the project. Indicate the status of all funding sources as applied, pending, committed, secured/awarded and/or an “other” status. **Check all that apply** for each funding source. For any sources with a status of “Other”, provide a brief explanation (no more than a one sentence narrative per source.) **Provide all available documentation supporting each source, status and level of commitment of funding.** For the purposes of this application, the terms used to describe the status of funding are defined as:

- Applied – the applicant has applied/submitted an application to the funding source for matching funds;
- Pending – the applicant has applied for matching funds and received a response from the funding source, indicating the applicant is eligible or potentially eligible for funding, but the applicant has not yet received a firm award/commitment of funding;
- Committed – the applicant’s local governing body has formally approved the use of funds from the funding source as matching funds for the CDBG project; and/or has formally approved the acceptance of funds from the funding source (e.g., acceptance of a loan, acceptance of an award, etc.) **and** committed the available or awarded funds to the CDBG project;

CDBG-PF 2018 Annual Grant Application Instructions

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

ATTACHMENTS AND SUPPORTING DOCUMENTATION

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

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

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