STATE OF WISCONSIN
Department of Administration

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

2017 ANNUAL GRANT APPLICATION INSTRUCTIONS
CDBG-PF PROGRAM CONTACT INFORMATION

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Division of Energy, Housing and Community Resources
Bureau of Community Development
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Bureau of Community Development
(608) 261-7538

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PLEASE NOTE:
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: http://www.doa.wi.gov/divisions/housing/bureau-of-community-development.gov. Please download the electronic document(s) prior to application submission to ensure that you are referencing the most up-to-date version of the application as periodic revisions may have been made since this copy was printed.
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CDBG – Public Facilities (PF) Grant Program Overview

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

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

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

**Funding:**
The 2017 CDBG-PF annual competitive grant will make up to approximately $4.9 - $9\(^1\) million 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 2017 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 CBDG awards not limited to PF grants, including non-compliance related to administrative, financial management, underwriting, recordkeeping, reporting, auditing, completion, payment, reimbursement or other requirements except in cases where the award 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 2017 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 25th, 2017 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 an 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. The trainings will be held:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, February 22, 2017</td>
<td>The Wyndham Garden (webinar available) 2969 Cahill Main Fitchburg, WI 53711</td>
<td>8:30 a.m. – 1:00 a.m.</td>
</tr>
<tr>
<td>Wednesday, March 1, 2017</td>
<td>The Westwood Conference Center 1800 Westwood Center Boulevard Wausau, WI 54401</td>
<td>8:30 a.m. – 1:00 p.m.</td>
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</tbody>
</table>
**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 Persons will be given priority in the scoring process.

Applications will be scored and ranked by a panel of reviewers based on the scoring criteria included in the following table. 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 the applications rankings.

<table>
<thead>
<tr>
<th>Scoring Categories</th>
<th>Possible Points</th>
<th>Point Criteria Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Need</td>
<td>100</td>
<td>Severe Need = 61 to 100 points will be awarded to projects needed to alleviate a significant existing problem. A significant existing problem may include vital health and safety problems or other issues that are essential to the community’s residents, businesses, or local government. Moderate Need = 31 to 60 points will be awarded to projects needed to alleviate a moderately serious problem. Slight Need = 0 to 30 points will be awarded to projects needed to address a less serious problem.</td>
</tr>
<tr>
<td>Community Distress</td>
<td>60</td>
<td>Median Household Income (MHI) - UGLGs will be awarded up to 30 points based on their community’s MHI in comparison to the statewide median. Per Capita Property Value - UGLGs will be awarded up to 15 points based on their community’s per capita property value in comparison to the statewide median. Property Tax Rate - UGLGs will be awarded up to 15 points based on their community’s property tax rate in comparison to the statewide average.</td>
</tr>
</tbody>
</table>
| Financial Need           | 30              | If the proposed project **is not water and/or sewer related**, it will be scored based on the percentage of available General Obligation (G.O.) debt capacity, OR **If the proposed project is a water and/or sanitary sewer project:**  
  * UGLGs will be awarded up to 30 points based on the community’s water and/or sewer rate in comparison to the statewide average. |
| Planning and Collaboration | 20             | 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 and/or redevelopment plan. Coordination of Efforts – Applicants will be awarded up to 10 points when the proposed project will generate efficiencies by occurring in conjunction with other planned public improvement or construction projects in the project area—including those with other local governments, state agency (DOT, DNR, etc.), and/or federal agency (USDA, Army Corp of Engineers, etc.) **NOTE:** Full documentation of additional funding sources stemming from coordinated projects is required. |
### Matching Funds

Applicants will be awarded up to 40 points for demonstrating that the 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 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 28th, 2017**. 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. Both the UGLG’s grant administrator and UGLG representatives will be required to attend a CDBG grantee implementation training. The training sessions are scheduled for:

<table>
<thead>
<tr>
<th>Wednesday &amp; Thursday</th>
<th>Wednesday &amp; Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courtyard by Marriott (East)</td>
<td>Metropolis Resort</td>
</tr>
<tr>
<td>Madison, WI</td>
<td>Eau Claire, WI</td>
</tr>
</tbody>
</table>

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:
http://www.doa.state.wi.us/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview/.
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 of their total project cost up to $500,000. For example, the Village of Jericho is applying for a grant to pay for part of the cost of replacing sanitary sewer and water system on Lebanon Street (STH 36) from Montrose Street to Kensington Avenue. 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 Lawrence 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 Commitment of Matching Funds of the Application.

CDBG-PF UGLGs must demonstrate a match investment of at least 50 percent of the total project cost, of which at least 10 percent must come from the UGLG. This is defined as local match. Eligible match investments for CDBG-PF projects may include grants and/or loans provided by private, local, or state partners. All loans taken by the UGLG that must be repaid to the lender by the UGLG may be counted as local match. Grants are considered other non-local match. 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. The UGLG must submit a formal request for waiver of match fund with the application for review, if applicable.

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: 
http://www.doa.state.wi.us/Divisions/Housing/Consolidated-Plan.
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.

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

**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: Winchester Street Sewer, Water and Street Improvements
- Example 2: Jo D. Mills Senior Center Project

** Brief Project Description:**
This description should identify the eligible activity(ies) and project location(s).

- Example 1: Sewer, water and street reconstruction along Winchester and First Streets.
- Example 2: Construction of new senior center at 435 Campbell 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, 2019 and the project completion report submitted by December 31, 2019.

** Project Budget:**
The proposed Project Budget must be detailed in Part 9 Budget and Commitment of Matching Funds of the Application.
PART 2: APPLICANT INFORMATION

Applicant:
All sections under Applicant must be completed. The Chief Elected Official's (CEO) signature must be an original on at least one of the copies of the application.

Application contact:
This section must be completed by the person completing the Application on behalf of the UGLG.

Previous CDBG Assistance:
Enter the information requested for all previous CDBG awards from all CDBG programs 2008-present. The Award Date is the date of the initial award letter and the Completion/Closeout Date is the date of the completion/closeout letter from the awarding agency or signed completion/closeout certification. 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 instances of non-compliance associated with prior CBDG awards not limited to PF grants, including non-compliance related to administrative, financial management, underwriting, recordkeeping, reporting, auditing, completion, payment, reimbursement or other requirements except in cases where the award was provided to meet the “Urgent Local Need” National Objective.

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

PART 3: INITIAL ELIGIBILITY

Items #1-12 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 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 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 Citizen Participation Plan 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 Citizen Participation Plan 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. Notify the community of upcoming meetings not less than two (2) weeks/fourteen (14) days prior to the meeting; and
3. 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).

24 CFR 570.486 (5)

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

Citizen Participation documents to be submitted by applicants include:
   1. A copy of the Applicant’s Citizen Participation Plan (accompanied by a copy of the adopting resolution);
   2. A copy of the Public Hearing Notice(s) as published in the local newspaper (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/or to provide the list of attendees [optional]); and
   5. A copy of the sign-in sheet(s) from the Public Hearing(s) (only required if the meeting minutes do not include a list of attendees).

In addition to documentation of citizen participation, all CDBG–PF applicants must submit a resolution signed by the CEO of their UGLG requesting the funds authorizing the submission of the Community Development Block Grant Application. A Sample Authorizing Resolution 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 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=d4966c17222ec9dc63a434aad599aa6c&rgn=div5&view=text&node=24:1.1.1.1.33&idno=24](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=d4966c17222ec9dc63a434aad599aa6c&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:**
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 state procurement policies, including simplified bidding and the Request for Proposal process can be found at: [http://vendornet.state.wi.us/vendornet/procman/index.asp](http://vendornet.state.wi.us/vendornet/procman/index.asp).

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

**Please note:** Regional Planning Commissions (RPCs) in the State of Wisconsin are public entities that provide intergovernmental planning and coordination efforts for a region, and therefore are not subject to procurement regulations. If a community chooses to utilize the services of a RPC for CDBG-funded activities, identify the RPC and service.
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 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 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 project service area (i.e., location in the primary beneficiaries of the project live.) Service areas may or may not be coterminous with census blocks or other officially designated boundaries.

When a service area is coterminous with 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).

- 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.
- 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, a data summary showing the calculation of the LMI percentage must also be provided in the Attachments. Contact DEHCR for guidance on calculating the LMI percentage using the HUD LMISD of multiple local governments.

Using HUD Census Block LMISD for determining Area Benefit is only allowed when the service area (primary beneficiary 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).

• 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 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, a data summary showing the calculation of the LMI percentage must also be provided in the Attachments. Contact DEHCR for guidance on calculating the LMI percentage using the HUD LMISD of multiple census blocks.

B. Community Survey
If an activity’s service area is not coterminous with community or census block 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. Project area map (showing the location of the project activities);

2. Survey area map, showing the boundaries of the area in which the survey was conducted. [For small Income Surveys (generally under 50 residences), residences that were surveyed must be marked on the Income Survey Map, with responding, non-responding, and vacant residences noted. For larger Income Surveys (generally 50 or more residences), the Income Survey Map must include a marked boundary around the residential area where the survey was conducted, with the residences included in the survey that sit on the borders of the boundary clearly marked.]

3. Survey Results Tabulation (form provided in the Income Survey Guide);

4. Demographics Tabulation (form provided in the Income Survey Guide);

5. Copy of Income Survey form used (sample template provided in the Income Survey Guide);

6. Copy of Income Survey Letter or other related correspondence to residents (if applicable) regarding the survey distribution or collection (sample letter template provided in the Income Survey Guide);

**NOTE:** For survey data to be considered valid, the survey must have been conducted within thirty-six (36) months of the due date of the application. The number of LMI individuals must be calculated and included in the data submitted. (LMI eligibility will be made based on the total number of LMI individuals, and not on the number of LMI families or LMI households.) Requirements for conducting an income survey are available in the Income Survey Guide, which can be found on the Bureau of Community Development website: http://www.doa.state.wi.us/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview/#ApplicationMaterials.
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 benefiting 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 low and moderate income 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 12-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 12 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 what other sources of income or grants 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 demonstrates the commitment of other financing sources, e.g. commitment letters from other government agencies, municipal resolutions for financing, TID creation, etc.

Any additional/supporting documentation should be limited to no more than 30 pages and titled using the Checklist. Applicants must ensure that the additional documentation provided supports the data included in the application.
PART 6: COMMUNITY DISTRESS (0-60 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:

<table>
<thead>
<tr>
<th>POINT VALUE</th>
<th>MEDIAN HOUSEHOLD INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Greater than $53,357</td>
</tr>
<tr>
<td>2</td>
<td>$51,596 - $53,357</td>
</tr>
<tr>
<td>4</td>
<td>$49,835 - $51,595</td>
</tr>
<tr>
<td>6</td>
<td>$48,075 - $49,834</td>
</tr>
<tr>
<td>8</td>
<td>$46,314 - $48,074</td>
</tr>
<tr>
<td>10</td>
<td>$44,553 - $46,313</td>
</tr>
<tr>
<td>12</td>
<td>$42,792 - $44,552</td>
</tr>
<tr>
<td>14</td>
<td>$41,032 - $42,791</td>
</tr>
<tr>
<td>16</td>
<td>$39,271 - $41,031</td>
</tr>
<tr>
<td>18</td>
<td>$37,510 - $39,270</td>
</tr>
<tr>
<td>20</td>
<td>$35,749 - $37,509</td>
</tr>
<tr>
<td>22</td>
<td>$33,988 - $35,748</td>
</tr>
<tr>
<td>24</td>
<td>$32,228 - $33,987</td>
</tr>
<tr>
<td>26</td>
<td>$30,467 - $32,227</td>
</tr>
<tr>
<td>28</td>
<td>$28,706 - $30,466</td>
</tr>
<tr>
<td>30</td>
<td>Less than $28,706</td>
</tr>
</tbody>
</table>


The Median Household Income (MHI) score for the UGLG is calculated based on the UGLG’s MHI according to the U.S. Census 2011-2015 American Community Survey (ACS) 5-Year Estimates. Example: The MHI for Ankeny is $35,500 according to the 2011-2015 ACS. Ankeny’s MHI score is 22.
Per Capita Property Value Scoring Table:

<table>
<thead>
<tr>
<th>POINT VALUE</th>
<th>PER CAPITA PROPERTY VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Greater than $85,273</td>
</tr>
<tr>
<td>1</td>
<td>$82,227 - $85,273</td>
</tr>
<tr>
<td>2</td>
<td>$79,182 - $82,226</td>
</tr>
<tr>
<td>3</td>
<td>$76,137 - $79,181</td>
</tr>
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<td>4</td>
<td>$73,091 - $76,136</td>
</tr>
<tr>
<td>5</td>
<td>$70,046 - $73,090</td>
</tr>
<tr>
<td>6</td>
<td>$67,000 - $70,045</td>
</tr>
<tr>
<td>7</td>
<td>$63,955 - $66,999</td>
</tr>
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<td>8</td>
<td>$60,909 - $63,954</td>
</tr>
<tr>
<td>9</td>
<td>$57,864 - $60,908</td>
</tr>
<tr>
<td>10</td>
<td>$54,818 - $57,863</td>
</tr>
<tr>
<td>11</td>
<td>$51,773 - $54,817</td>
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<tr>
<td>12</td>
<td>$48,727 - $51,772</td>
</tr>
<tr>
<td>13</td>
<td>$45,682 - $48,726</td>
</tr>
<tr>
<td>14</td>
<td>$42,636 - $45,681</td>
</tr>
<tr>
<td>15</td>
<td>Less than $42,636</td>
</tr>
</tbody>
</table>


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 2015 Taxes Bulletin. **Example:** The Village of Whitefish’s “Full Value” of Property was $50,000,000 and the “Population” was 1,000 in 2015 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:

<table>
<thead>
<tr>
<th>POINT VALUE</th>
<th>FULL VALUE GROSS TAX RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Less than .0177</td>
</tr>
<tr>
<td>1</td>
<td>0.0177 - 0.0183</td>
</tr>
<tr>
<td>2</td>
<td>0.0184 - 0.0189</td>
</tr>
<tr>
<td>3</td>
<td>0.0190 - 0.0196</td>
</tr>
<tr>
<td>4</td>
<td>0.0197 - 0.0202</td>
</tr>
<tr>
<td>5</td>
<td>0.0203 - 0.0208</td>
</tr>
<tr>
<td>6</td>
<td>0.0209 - 0.0214</td>
</tr>
<tr>
<td>7</td>
<td>0.0215 - 0.0221</td>
</tr>
<tr>
<td>8</td>
<td>0.0222 - 0.0227</td>
</tr>
<tr>
<td>9</td>
<td>0.0228 - 0.0233</td>
</tr>
<tr>
<td>10</td>
<td>0.0234 - 0.0240</td>
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<tr>
<td>11</td>
<td>0.0241 - 0.0246</td>
</tr>
<tr>
<td>12</td>
<td>0.0247 - 0.0252</td>
</tr>
<tr>
<td>13</td>
<td>0.0253 - 0.0259</td>
</tr>
<tr>
<td>14</td>
<td>0.0260 - 0.0275</td>
</tr>
<tr>
<td>15</td>
<td>Greater than .0275</td>
</tr>
</tbody>
</table>


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 2015 Taxes Bulletin. Example: The City of Richardson’s “Full Value Gross Rate” in 2015 was .021350 according to the Taxes Bulletin. The City’s Tax Rate score is 6 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 Commitment of Matching Funds of the application. A waiver request must be submitted to DEHCR if local matching funds are less than 10% of the total project cost. The waiver request must be signed by the UGLG’s CEO and attached to the application.

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 Commitment of 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.
G.O Debt Scoring Table:

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

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.

Example 1: The City of Burkittsville’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 City of Rockford has a G.O. Debt Capacity of $200,000 with no G.O. Debt (none used). Because the G.O. Debt Capacity is so low, maximum points are awarded. The City’s G.O. Debt score is 30 points.
Sewer and Water Rates Scoring Table:

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

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 Saginaw’s CDBG project will be water main replacement, 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 Village of Manning’s CDBG project is for wastewater treatment facility upgrades. The Village will be scored based on sewer rates. The average annual residential sewer charge in the community is $600. The Village’s Sewer score is 8 points.

Example 3: The City of Lincoln’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 the an annual residential water rate of $500 and annual residential sewer rate of $600, the total of water and sewer combined is $1,100. The City’s Water/Sewer score is 14 points.
Applications will be awarded points based on whether or not 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 or an approved redevelopment plan. On the application, briefly explain in the space(s) provided how the proposed project supports the following:

1. 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 and/or redevelopment plan.

2. Coordination of Efforts – Applicants will be awarded up to 10 points when the proposed project will generate efficiencies by occurring in conjunction with other planned public improvement or construction projects in the project area—including those with other local governments, state agency (DOT, DNR, etc.), and/or federal agency (USDA, Army Corp of Engineers, etc.)

For example: Smith County is planning a road construction project so the City of Lebanon will coordinate a planned sewer, water, or street reconstruction project in accordance with the community’s adopted comprehensive plan and to realize economic efficiencies (list them).

NOTE: Documentation of additional funding sources stemming from coordinated projects should be attached.

Applicants will be awarded up to 40 points if they can demonstrate that all of the matching funds for the proposed Public Facilities project have been fully 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:

- Include the engineer’s detailed cost estimate(s) for the project, if available;
- $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;
- No more than $18,000 or an amount equivalent to 6% of the CDBG award (a maximum of $30,000) —whichever is greater— may be counted for total administration costs, funded with CDBG and Match combined; and
No more than an amount equivalent to 20% of all construction costs is allowed for total engineering costs.

If the administration and/or engineering costs are estimated to be greater than the limits specified above, a special request with justification must be provided for consideration for allowing the additional costs to be counted toward the UGLG’s match. DEHCR will review special requests on an individual basis upon award.

**Local Match and Other Public and Private Sources of Project Funding**

Complete the table summarizing the local match and other public and private funding sources for the project. Indicate the status of all funding sources; applied; pending, committed; secured/awarded or other. 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 for matching funds from the funding source, but has not yet received a response or commitment of funding from the funding source;
- **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 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;
- **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 should fill out the Checklist to note all the documents attached. Also, the cover pages at the end of the application should be used to separate each set of supporting documents. By using the Checklist and the cover sheets provided as well as following the recommended 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: [http://doa.wi.gov/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview/#ApplicationMaterials](http://doa.wi.gov/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview/#ApplicationMaterials).