#### CDBG CV PROJECT MICROENTERPRISE SELF CERTIFICATION REPORT

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| NAME OF CDBG GRANTEE: |  |
| CDBG CV GRANT AGREEMENT #: |  |
| REPORTING PERIOD ENDED: *(choose one)*  Semi-Annual Report: October 1, 20\_\_\_\_ to March 31, 20\_\_\_\_  Semi-Annual Report: April 1, 20\_\_\_\_ to September 30, 20\_\_\_\_  Final Summary Report: Project Start Date \_\_\_\_ to Project End Date \_\_\_\_ | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TOTAL FIRMS SERVED THIS PERIOD** | | | | |  | | |
| **TOTAL FIRMS SERVED TO DATE** | | | | |  | | |
|  | | | | |  | | |
| **MICROENTERPRISE OWNER RACE/ETHNICITY INFORMATION** | | | | | | | |
| **Single Race** | **Total Number** | **Number Hispanic** |  | **Multi-Racial** | | **Total Number** | **Number Hispanic** |
| **WHITE** |  |  |  | **AMERICAN INDIAN/ALASKAN NATIVE & WHITE** | |  |  |
| **BLACK/AFRICAN AMERICAN** |  |  |  | **ASIAN & WHITE** | |  |  |
| **ASIAN** |  |  |  | **BLACK/AFRICAN AMERICAN & WHITE** | |  |  |
| **AMERICAN INDIAN/ALASKAN NATIVE** |  |  |  | **AMERICAN INDIAN/ALASKAN NATIVE AND AFRICAN AMERICAN** | |  |  |
| **NATIVE HAWAIIAN/PACIFIC ISLANDER** |  |  |  | **OTHER MULTI-RACIAL** | |  |  |
| **OTHER** |  |  |  |  | |  |  |
|  | | | | | | | |
| |  | | --- | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | | | | |  | | | | **MICROENTERPRISE EMPLOYEE RACE/ETHNICITY INFORMATION** | | | | | | | | | **Single Race** | **Total Number** | **Number Hispanic** |  | **Multi-Racial** | | **Total Number** | **Number Hispanic** | | **WHITE** |  |  |  | **AMERICAN INDIAN/ALASKAN NATIVE & WHITE** | |  |  | | **BLACK/AFRICAN AMERICAN** |  |  |  | **ASIAN & WHITE** | |  |  | | **ASIAN** |  |  |  | **BLACK/AFRICAN AMERICAN & WHITE** | |  |  | | **AMERICAN INDIAN/ALASKAN NATIVE** |  |  |  | **AMERICAN INDIAN/ALASKAN NATIVE AND AFRICAN AMERICAN** | |  |  | | **NATIVE HAWAIIAN/PACIFIC ISLANDER** |  |  |  | **OTHER MULTI-RACIAL** | |  |  | | **OTHER** |  |  |  |  | |  |  | | | | | | | | |

**CDBG CV PROJECT MICROENTERPRISE SELF CERTIFICATION REPORT (continued)**

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| NAME OF CDBG GRANTEE: | |  | | |
| CDBG CV GRANT AGREEMENT #: | |  | | |
| REPORTING PERIOD ENDED: *(choose one)*  Semi-Annual Report: October 1, 20\_\_\_\_ to March 31, 20\_\_\_\_  Semi-Annual Report: April 1, 20\_\_\_\_ to September 30, 20\_\_\_\_  Final Summary Report: Project Start Date \_\_\_\_ to Project End Date \_\_\_\_ | | | | |
| **Please provide the family income breakdown of microenterprise OWNERS that corresponds with Question 1 of Owner Self Certification Form.** | | | | |
| **A**  **(VERY LOW)** | **B**  **(LOW)** | | **C**  **(MODERATE)** | **D**  **(ABOVE LMI LIMITS)** |
|  |  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please provide the income breakdown of EMPLOYEES that corresponds with Question 1 of Employee Self Certification Form.** | | | |
| **A**  **(VERY LOW)** | **B**  **(LOW)** | **C**  **(MODERATE)** | **D**  **(ABOVE LMI LIMITS)** |
|  |  |  |  |

**REPORT ATTACHMENTS:** Attachments are not required for semi-annual reporting. If submitting the **final** *Certification Report* (Final Summary Report), include all *Certification Forms* (i.e., completed *CV Microenterprise* *Owner Self Certification* *Forms and Employee Self Certification Forms*)for the microenterprise firms served during the CDBG Project.

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| --- | --- | --- | --- | --- |
| **REPORT CERTIFICATION** | | | | |
| **I certify that to the best of my knowledge and belief the contents in this report are true and correct. For the final Certification Report, completed individual *Microenterprise Owner Self Certification Forms* and *Microenterprise* *Employee Self Certification Forms* are attached as supporting documentation.**  By entering the name and title of the person from the UGLG approving this form, the preparer of this report is certifying that this person has reviewed and approved this report and authorizes the preparer to submit this report to DEHCR. The UGLG approver must be the Chief Elected Official (CEO) or a person authorized/designated by the CEO on the Signature Certification Form (submitted with the pre-agreement documents for the project) to approve CDBG project documents. If the person submitting this report is an external third-party (i.e., not an authorized employee or official from the UGLG), then the person must copy (‘cc’) the UGLG approver when emailing it to DEHCR.   |  | | --- | |  | | Approver’s Name and Title  The "Approver" must be the one to email this report (and any revisions) to the assigned DEHCR Program Rep. | | | | | |
|  |  |  |  |  |
|  | Preparer’s Name |  | Preparer’s Title |  |
|  |  |  |  |  |
|  | Preparer’s Phone Number |  | Preparer’s Email |  |

**CDBG CV PROJECT MICROENTERPRISE SELF CERTIFICATION REPORT (INSTRUCTIONS)**

The *CDBG CV Project Microenterprise Self Certification Report* is a summary of the information gathered from the *CV Microenterprise Owner Self-Certification Forms* andthe *CV Microenterprise Employee Self-Certification Forms* completed at the time of application for microenterprise assistance to the local government (or authorized representative/firm of the local government to administer the microenterprise assistance program). The *Self-Certification Forms* may be downloaded from [*https://doa.wi.gov/Pages/LocalGovtsGrants/CDBG\_Coronavirus.aspx*](https://doa.wi.gov/Pages/LocalGovtsGrants/CDBG_Coronavirus.aspx)under *CDBG-CV Microenterprise Documents.*

1. Enter the name of the UGLG and Grant Agreement # on front and back of the report.
2. Check off and enter the year of the current reporting period. For the *Final Summary Report*, enter the project start date and end date as listed in the *Grant Agreement*.
3. Total Firms Served this Period: Enter the number of microenterprise firms awarded/served for the current reporting period.
4. Total Firms Served to Date: Enter the number of microenterprise firms awarded/served since the project start date.
5. Microenterprise Owner Race/Ethnicity Information: Enter the racial category under #2 from each *CV Microenterprise Owner Self Certification Form* in total. Enter the sub-group reporting as Hispanic in total. This number should be only the firms that were eligible for assistance based on the owner’s income.
6. Microenterprise Employee Race/Ethnicity Information: Enter the racial category under #2 from each *CV Microenterprise Employee Self Certification Form* in total. Enter the sub-group reporting as Hispanic in total. This number should be only the firms that were eligible for assistance based on the employee’s income. (The number of employees per microenterprise must be 5 or less.)

For example, four (4) employees completed the *CV Microenterprise Employee Self-Certification Forms* with all four (4) identifying as White and of those employees, three (3) also identified as Hispanic. Therefore, for the White category four (4) should be entered under Total Number and three (3) under Hispanic.

1. Family Income of Owners: Enter the number of microenterprise Owners with a family income corresponding to each column (A, B, C or D)) as completed in question 1 on the *CV Microenterprise Owner Self Certification Form*. This number should be only the firms that were eligible for assistance based on the owner’s income.

For example, Enterprise 1 owner’s income corresponds to column A. Enterprise 2 owner’s income corresponds to column B. Enterprise 3 owner’s income corresponds to column B. Enter 1 in the owner’s family income for column A. Enter 2 in the owner’s family income for column B.

1. Employee Income Breakdown: Enter the number of microenterprise Employees with an employee income corresponding column (A, B, C or D) as completed in question 1 on the *CV Microenterprise Employee Self Certification Form*. This number should be only the employees of firms that were eligible for assistance based on the employee’s income.
2. Report Attachments Required: Attachments are not required for semi-annual reporting. If submitting the **final** *Certification Report* (Final Summary Report), include all *Certification Forms* (i.e., completed *CV Microenterprise* *Owner Self Certification* *Forms and Employee Self Certification Forms*)for the microenterprise firms served during the CDBG Project.
3. Complete the Report Certification. The *Report* must be approved by the UGLG Chief Elected Official or a person authorized/designated by the CEO on the Signature Certification Form (submitted with the pre-agreement documents for the project) to approve CDBG project documents. If the person submitting this report is an external third-party (i.e., not an authorized employee or official from the UGLG), then the person must copy (‘cc’) the UGLG approver when emailing it to DEHCR.
4. The **final** *CV Microenterprise Self Certification Report* (Final Summary Report) must be submitted with the CDBG Project Completion Report. It is a summary of all jobs created during the job creation period of the *Grant Agreement*.
5. Retain the completed *Certification Report* and *Certification Forms* in the CDBG project files and **submit one (1) copy** of the completed *Certification* documents to the assigned DEHCR Project Representative via email.

Email Submittal: Assigned DEHCR Project Representative Email Address

OR [*DOACDBG@wisconsin.gov*](mailto:DOACDBG@wisconsin.gov)