**Wisconsin Department of Administration**

**Division of Energy, Housing and Community Resources**

**Community Development Block Grant CLOSE**

**Economic Development (CDBG-ED)**

**Grant Application**

#### SECTION I: GENERAL INFORMATION

###### Legal Applicant (Community/UGLG)

Name: Data Universal Numbering System (DUNS#)**\***: Fein #: Address: City: County: WI Zip: Phone: Fax: Email: Chief Elected Official: Title:

***\* A DUNS# must be provided for the legal community applicant and for each business creating and/or retaining jobs. For information on obtaining a DUNS# please contact your project representative.***

###### Certification by Authorized Official:

To the best of my knowledge and belief, data contained in this application are true and correct. The document has been duly authorized to comply with the required assurances, if the assistance is approved, by ordinance or resolution # passed on

 (date).

***Attach Exhibit 3 – Authorizing resolution or ordinance***

**Signature of Chief Elected Official: Typed Name and Title:**

###### Administering Agency (e.g. Economic Development Corporation, Regional Planning Commission, Consultant)

Agency Name: Address: City: County: WI Zip: Phone: Fax: Contact Person: Title: Email:

###### Contact Information for Other Agency Involved (if applicable)

Agency Name: Role: Address: City: County: WI Zip: Phone: Fax: Contact Person: Title: Email:

###### Developer or Business

Company Name: Address:

City:

County:

State:

Zip: Phone: Fax: Contact Person: Title: Email: Data Universal Numbering System (DUNS#)**\***: FTI/SSN#: SIC Code: **Corporate Ownership:**

Name: Interest (%): Name: Interest (%): Name: Interest (%): Name: Interest (%):

|  |  |  |
| --- | --- | --- |
| Please check all that apply: | * Joint Venture
 | * Limited Liability Company
 |
| * C Corporation
 | * S Corporation
 | * Sole Proprietorship
 |
| * Partnership
* ESOP
 | * Limited Partnership
* Woman Owned (WBE)**\*\***
 | * Minority Owned (MBE)**\*\***
 |

***\*A DUNS # must be provided for each business creating and/or retaining jobs. For information on obtaining DUNS # please contact your project representative.***

***\*\* Attach copy of certification***

###### Project Information

Name of Project: Community Development Block Grant Request: [ ] Direct Loan: $

* + Infrastructure: $
	+ Administration (request cannot exceed 2% of award, maximum of $10,000): $ Project Location: Address: City/Village/Township:

County: Zip: Project Start Date: Job Creation Start Date:

###### Project Map

Please provide a map of the proposed project area within the applicant’s boundaries. Map should clearly show existing land uses in the surrounding area and location of the proposed activities.

###### Current Employment Composition1

Total Existing Full-Time Equivalent (FTE) Employees: Total Existing FTE Women: Total Existing FTE Minorities: Total Full-Time Equivalent (FTE) Employees One Year Ago: Date (mm/dd/yyyy) the above numbers were taken:

###### Employee Benefits

|  |  |  |  |
| --- | --- | --- | --- |
| Check (√) the Health Insurance Provided to Employees: | * None
 | * Individual
 | * Family
 |
| Percent of Health Insurance Premium Paid by Company: |  |  % |  % |
| Average Deductible Paid by Employee: |  | $ per  | $ per  |
| Other Benefits Provided to the Majority of the Workforce: ☐Life Insurance ☐ Pension ☐ 401(K)* Childcare ☐ Tuition Reimbursement ☐ Other (specify):
 |
| Will new employees be provided with substantially the same benefits as described above: ☐Yes ☐ No |

###### Projected Employment in Each Year1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Year 1 | Year 2 | Year 3 | Total |
| 1. Month/Year (e.g. 6/2017) |  |  |  |  |
| 2. Retained FT Employees |  |  |  |  |
| 3. Maintained FT Employees |  |  |  |  |
| 4. New FT Employees |  |  |  |  |
| 5. Minority |  |  |  |  |
| 6. Women |  |  |  |  |
| 7. Low-Moderate Income |  |  |  |  |

###### 1Definitions:

*A full-time employee is an employee working an average of at least 40 hours per week/annually. This does not include part-time or contract employees. A retained job is one that would be lost if the project does not go forward.*

*Minority is defined for employment purposes as African-American, Hispanic, Native American, Asian Indian, Asian or Pacific Islander.*

*A maintained job is one that will remain even if the project does not go forward.*

*Low- and moderate-income person is a member of a family having an income equal to or less than the Section 8 low-income limit established by HUD. Unrelated individuals will be considered as one-person families for this purpose. (CFR § 570.3)*

###### Project Consideration

1. **Submit a business plan or a narrative that provides the following information:**
	1. Describe the business’s history, including activities, products, services, etc.
	2. Describe the operation and/or financial relationships with any parent or subsidiary, and describe any changes in ownership that may occur as a result of this project.
2. **Describe project in detail and answer the following questions:**
	1. Is this a new facility/site, expansion and/or acquisition? (Include square footage of facility and acreage of site)
	2. Will the business purchase/lease/or construct the facility?
	3. What type of operation is this? (e.g., manufacturing, headquarters, distribution, R&D)
	4. What is the primary product or service to be provided at the site?
	5. Explain how jobs will be created and/or retained by the project.
3. **Address the market-economy by providing the following information:**
	1. Describe current market, size, industry, trends, growth potential, etc. Include market feasibility information and/or sales commitments to support sales or revenue projections.
	2. Provide a list of the top five customers including location (state/city). Include the percent of sales to each customer.
	3. Describe the major competitors in the marketplace, including their market share, strengths, and weaknesses.

#### SECTION II: PROJECT PROFILE

1. Site Profile

Attach **Exhibit 13- Verification of Site Control** (i.e., deed, purchase option, long-term lease).

**NOTE:** If a purchase option is offered prior to the Environmental Review being completed, the option must contain contingency language indicating that there will be no transfer of the title to the purchaser until all environmental review procedures have been completed. Any deposits made must be nominal or refundable.

Is the current zoning for the proposed site appropriate?

If current zoning is not appropriate for the proposed project, outline the process and time frame for the required zoning change?

List other approvals required from other entities for the proposed project to move forward. Agencies requiring coordination may include: U.S. Army Corps of Engineers, Wisconsin

Department of Natural Resources, U.S. Department of the Interior, local floodplain administrator, local zoning regulators, etc.

Coordination Mitigation Comments

1. Environmental Profile

Has the applicant community started the Environmental Review (ER) process for the proposed project? Yes No (Note: This is a prerequisite for receiving federal funds.)

Outline the time frame for completing the Environmental Review.

###### (Attach Exhibit 11 – Environmental Review Record Checklist)

Is the proposed project a conversion of farmland? ☐ Yes ☐No If yes, how many acres?

Is the proposed project location classified as a Brownfield site? ☐Yes ☐No If yes, how many acres?

1. Employment Profile Job Creation
	1. For each business, list by job title all permanent jobs to be created, indicating:
		1. Jobs claimed to be available to persons of low- to- moderate-income (LMI) households
		2. Jobs which are part-time
		3. Jobs requiring training

###### {Attach Exhibit 12a – Job Creation Table}

At least 51 percent of the jobs must be held by, or made available to, persons of LMI households. Part time positions must be converted to full time equivalents (FTEs) prior to calculation of LMI jobs. ***See Exhibit 12a – Job Creation Table and/or Exhibit 12b – Job Retention Table for formula to convert part time positions to FTEs.***

* 1. Check each action to be taken by the business and the grantee to ensure that persons of LMI households receive first consideration for positions claimed to be available to LMI persons.
* Use of Self-Certification forms at time of application and hire (**required**).
* List positions on Job Center of Wisconsin.
* List positions with the local Workforce Development Board.
* List positions with the local Wisconsin Works (W2) Agency.
* List positions with the local Technical College.
* List positions with the local Veterans Services office.
* List positions with the local Community Action Agency.

Job Retention

In order to claim job retention, a business must be able to document that without CDBG assistance; jobs will be lost within an immediate time frame.

Will jobs be lost if this project does not go forward? ☐ Yes ☐ No

If yes, **Attach Exhibit 12b – Job Retention Table** and one **Exhibit 12c – Applicant/ Employee Self-Certification Form** for each employee for whom job retention is claimed.

1. For each business claiming job retention, provide clear and objective evidence that jobs will be lost without Community Development Block Grant assistance.

Documentation may include:

* 1. Letters from the business and/or related party that clearly indicate the number of jobs that will be lost if the project does not go forward and provide reasons for the anticipated loss.
	2. Financial statements demonstrating the need for funds and/or a deteriorating competitive position.
	3. Newspaper articles and/or public notices related to employment loss.
	4. Other materials specific to the business.
1. For each business, list by job title all permanent jobs to be retained, indicating:
2. Jobs which are part-time.
3. Jobs which are known to be *held by* persons of LMI households at the time assistance is provided.

At least 51 percent of the jobs to be created and/or retained must be held by a person of LMI household.

###### The businesses must use the Applicant/ Employee Self-Certification Forms (Exhibit 12c) to survey employees to determine the current LMI percentage. Each employee is required to complete an Applicant/ Employee Self-Certification Form. The Family Income Category refers to the U.S. Department of Housing and Urban Development (HUD) Section 8 Low Income Limits for the year in which the employee is hired. For retained employees, the most recent HUD Section 8 Low Income Limits must be used. The HUD Income Limits are county specific and may be obtained at the Bureau of Community Development website or downloaded from [*http://www.huduser.org/datasets/il.html*](http://www.huduser.org/datasets/il.html). An employee is qualified as LMI, if the total number of household members is greater than or equal to the corresponding HUD Section 8 Income Limits. For example, for a household with three members, the household income for the previous 12 months must be less than or equal to the third income range.

1. Impact Analysis

Provide a detailed explanation of how this project will have a significant and positive impact on the community.

Check all of the following that apply to the project and provide a brief explanation as to how the project fits the indicated criteria.

* Coordinates with other public programs;
* Redevelopment project;
* Company is new business to Wisconsin;
* Coordinates with community’s Comprehensive Plan.

Is the business a previous recipient of CDBG assistance? If yes, outline past awards below. Include in your description the type (grant or loan) and amount of assistance, project activities, and how the project met a HUD national objective:

##### Was the project(s) successful? Yes ☐ No ☐

#### 3(b) Economic Development Application Specific Attachments

###### Davis Bacon/Federal Labor Standards Law

* 1. Will CDBG-ED funds be used to pay for construction costs?
		+ No ☐ Yes

*If yes, Davis Bacon applies to the project. Submit a copy of the construction bid that clearly indicates Davis Bacon rates were used in developing project costs.*

* 1. Will CDBG-ED funds be used to pay for equipment?
		+ No ☐ Yes

*If yes, provide copies of the cost estimates for each piece of equipment to be financed with CDBG-ED funds on the letterhead of the company, from which it will be purchased. This cost estimate must break out the cost of each item to be purchased and the installation cost of the item.*

* 1. Will CDBG-ED funds be used to pay for equipment installation costs?
		+ No ☐ Yes

*If yes, Davis Bacon may apply to the project, depending on the outcome of a four part test. The Division of Energy, Housing and Community Resources’ labor standards officer will determine the applicability based on the four factors below:*

1. *The cost of the equipment itself compared to the cost of the installation.*
2. *The existence of a high absolute cost of equipment installation.*
3. *The necessity for structural modifications to accommodate the equipment installation.*
4. *The necessity for updated electrical, plumbing or gas lines to facilitate equipment installations.*

4. If CDBG-ED funds will be used solely to pay for working capital, then Davis Bacon does not apply to the project.

A more detailed review of Davis Bacon/Federal Labor Standards law and requirements can be found in the most current CDBG Implementation Handbook.

###### Federal Equal Employment Opportunity (EEO-1) Report

All employers with 15 or more employees are covered by Public Law 88-352 and are required to keep employment records. Certain employers are required by law to file annual EEO-1 (Standard Form 100) reports based on its number of employees and federal contracting activities. Following are the thresholds for filing annual EEO-1 Reports. Please mark the appropriate box that the business falls under:

* Private employer with 100 or more employees.
* Private employer with fewer than 100 employees but is owned or affiliated with another company so the group legally constitutes a single enterprise and the entire enterprise employs a total of 100 or more employees.
* Private employer with 50 or more employees that is a prime contractor or first-tier subcontractor with the federal government and has a contract, subcontract, or purchase order amounting to $50,000 or more (Does not include this CDBG-ED project).
* Exempt from filing an EEO-1 Report.

These reports are due no later than September 30. Please submit a copy of the business’s most recent EEO-1 Report it has filed with the Federal government, unless it is exempt.

A more detailed review of federal Equal Employment Opportunity law and requirements can be found in the most current CDBG Implementation Handbook.

###### Business/Developer Investment and Job Creation Commitment Letter Business/Developer Investment and Job Creation Commitment Letter (*Sample*)

*To be completed by business owner/ partner*

Date:

Dear (*Chief Elected Official of Applicant Community*): This letter will confirm my/our commitment to move forward with the development of (Project

Name). This project includes (list activities)

and the creation/retention of (number) full-time equivalent (FTE) positions.

We/I will spend no less than $ on the total development of this project. All on- site and off-site project costs should be included in the summary below. The financing is proposed as follows:

Private Lender $

Equity $

Community Development Block Grant $

Other $

Other $

TOTAL $

Development of the project will allow the current employment of to increase to

 24 months after project completion for a net gain of new full-time equivalent (FTE) positions. Of these new jobs, it is our goal to employ at least 51 percent persons from low- and moderate-income households (LMI) and percent minorities, recognizing that some persons may qualify to meet the goal for both categories. Also, any commitment to a job training program should be indicated, if applicable.

We/I understand that the goal of the Community Development Block Grant Program is to benefit persons of LMI households. An LMI household is defined as 80 percent of the median household income for the employee’s specific family size for the county area in which the project will be located. The project is defined as all line items listed in the application and includes all aspects necessary to the successful completion. Local officials have provided the business with the low- and moderate-income figures for County.

In order to meet the national objective of the Community Development Block Grant Program, 51 percent of the jobs created and/or retained by the project must be taken by or made available to persons of LMI households. Therefore, the undersigned business agrees to maintain the following job creation and/or retention documentation for each employee interviewed, or for existing employees if jobs are claimed as retained:

* Name, address and social security number;
* Household size;
* Household income range; and
* Employee signature.

The following efforts will be used by the business to ensure that LMI persons receive first consideration for open positions in the company. (Check all the apply)

* List positions on Job Center of Wisconsin
* List positions with the local Workforce Development Board
* List positions with the local Wisconsin Works (W2) Agency
* List positions with the local Technical College
* List positions with the local Veterans Services office
* List positions with the local Community Action Agency

If 51 percent of the jobs created and/or retained are not taken by persons of LMI households, the business will provide documentation to demonstrate that it followed acceptable procedures that, under normal circumstances, would result in at least 51 percent of the jobs being taken by persons of LMI households.

The business also understands that an acceptable alternative to the above described record keeping requirements is for the business to work through a state or federal employment agency, such as the local Department of Job and Family Services, to hire persons of LMI households. Such programs must screen the applicants and, upon completion of the hiring process, provide a final certification stating that at least 51 percent of the jobs were taken by persons of LMI households. **The business understands that there will be no exceptions or waivers to this requirement.**

As explained in the application, I/we would not proceed with this at this time without Community Development Block Grant assistance.

If the funding from Community Development Block Grant is approved, I/we are prepared to move forward quickly on this project, with completion no more than 12 months after approval of the Community Development Block Grant funds. I/we expect the project to commence on

 and complete it by . I know of no reason why this project cannot go forward immediately {note any reasons for lack of immediate commencement}.

I certify that I have the authority to make this commitment on behalf of the company/business, and that we have the resources to finalize the financing package identified above and shown in the community's application for funds.

I also certify that will provide the required job creation/retention documentation as outlined in the application instructions. I further certify that I have this authority to make this commitment on behalf of (Business).

Sincerely,

Chief Executive Officer or Authorized Company Representative (Signature)

(Typed Name and Title)

###### Acquisition, Relocation and Demolition Questionnaire

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) NAME:

#### ACQUISITION, RELOCATION, & DEMOLITION QUESTIONNAIRE

##### for a Community Development Block Grant (CDBG)

This questionnaire will be used by the Division of Energy, Housing and Community Resources to determine if you have adequately planned and budgeted for acquisition, relocation, down payment assistance, rehabilitation, and demolition activities related to your proposed CDBG project. Requirements are referenced in the Uniform Relocation and Real Property Acquisition Policies of 1970, as amended (URA) and Section 104(d) of the Housing and Community Development Act (Barney Frank Amendment).

Answer the following Acquisition, Relocation, Demolition and Conversion questions (**Yes, No,** or

###### N/A).

The proposed CDBG project will involve the:

* 1. Voluntary Acquisition of:

|  |
| --- |
|  Temporary easement(s) |
|  Permanent easement(s) |
|  Vacant land |
|  Land and building(s) |
|  *Will tenants be, or have they been, displaced?* |

* 1. Involuntary Acquisition of:

|  |
| --- |
|  Temporary easement(s) |
|  Permanent easement(s) |
|  Vacant land |
|  Land and building(s) |
|  *Are any units occupied?* If yes, indicate whether: Relocation assistance will be provided or has been provided Residential occupant is low- and moderate-income |

* 1. Donation of:

|  |
| --- |
|  Temporary easement(s) |
|  Permanent easement(s) |
|  Vacant land |
|  Land and building(s) |
|  Tenant(s) will be displaced or have been displaced Tenant(s) is residential occupant and is low- and moderate-income |

* 1. Demolition of residential units or conversion/rehabilitation of residential unit to another use, and the:

|  |
| --- |
|  Unit is occupiable |
|  Unit rents or would rent at or below the Fair Market Rent |
|  Unit will be replaced |
| **NOTE:** *If “yes” to any of the three questions above, attach documentation required and listed in your Uniform Relocation Plan.* |
|  Unit is not occupiable and evidence is attached |

###### PLEASE NOTE:

*CDBG projects are subject to State and Federal acquisition/relocation/demolition requirements. If you answered “yes” to any of the questions above, please contact the Bureau of Community Development to discuss the applicability of these requirements to the proposed project.*

###### Job Creation Table

#### JOB CREATION TABLE

|  |  |  |  |
| --- | --- | --- | --- |
|  | Job Description | Determining Full-Time Equivalent Jobs |  |
| Job Title | Avg. Hourly | Special Skills | Post HS education required?2 | # of | Hrs/Wk per | Wks/Yr per | **# of FT jobs** | **# of Jobs** |
| Wage | Required?1 | Employees (a) | Employee (b) | Employee (c) | **Available to LMI** |
|  |  |  |  | FT |  |  |  |  |
| PT |  |  |  |  |
|  |  |  |  | FT |  |  |  |  |
| PT |  |  |  |  |
|  |  |  |  | FT |  |  |  |  |
| PT |  |  |  |  |
|  |  |  |  | FT |  |  |  |  |
| PT |  |  |  |  |
|  |  |  |  | FT |  |  |  |  |
| PT |  |  |  |  |
|  |  |  |  | FT |  |  |  |  |
| PT |  |  |  |  |
| TOTAL |  |  |

1 Jobs made available to LMI persons must not require special skills that can only be acquired with substantial (i.e. one year or more) training or work experience.

2 Education beyond high school must not be a pre-requisite for LMI positions, unless the business agrees to hire unqualified persons and train them.

###### Vi. Job Retention Table

#### JOB RETENTION TABLE

|  |  |  |  |
| --- | --- | --- | --- |
|  | Job Description | Current Employment | Retained Jobs |
| Job Title | Avg. Hourly | Special Skills | Post HS education required?2 | # of | Hrs/Wk per | Wks/Yr per | **# of FT jobs** | **FT jobs to be Retained*4*** | **# of Retained LMI jobs5** |
| Wage | Required?1 | Employees (a) | Employee (b) | Employee (c) |
|  |  |  |  | FT |  |  |  |  |  |
| PT |  |  |  |  |  |
|  |  |  |  | FT |  |  |  |  |  |
| PT |  |  |  |  |  |
|  |  |  |  | FT |  |  |  |  |  |
| PT |  |  |  |  |  |
|  |  |  |  | FT |  |  |  |  |  |
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|  |  |  |  | FT |  |  |  |  |  |
| PT |  |  |  |  |  |
|  |  |  |  | FT |  |  |  |  |  |
| PT |  |  |  |  |  |
| TOTAL |  |  |  |

1 Jobs made available to LMI persons must not require special skills that can only be acquired with substantial (i.e. one year or more) training or work experience.

2 Education beyond high school must not be a pre-requisite for LMI positions, unless the business agrees to hire unqualified persons and train them. 4 In order for jobs to be considered *RETAINED*, there must be clear and objective evidence that permanent jobs will be lost without CDBG assistance.

5 To meet the LMI income jobs standard, 51 percent or more of the retained jobs must be either:

1. Known to be held by LMI persons at the time CDBG assistance is provided (attach ATTACHMENT 12c- Applicant/ Employee Self-Certification form for each employee for whom job retention is claimed), and/or

Jobs not know to be held by LMI persons, but which can be reasonably expected to “turn over” to LMI persons within two years. See page 10 for documentation to include.

###### Vii. Employee Self-Certification

The Employee Self-Certification form is updated on an annual basis with a form for each county. The most current copy of the Employee Self-Certification form can be found on the DOA DEHCR website.

###### Viii. Payroll Reports

###### Ix. Other Required Attachments

* + Evidence of Site Control
	+ Tax Information and Financial Liability Exhibits
	+ Three Years of Business’ Historical Financial Statements
	+ Most Recent Business’ Quarterly Financial Statements
	+ Three Years of Business’ Financial Projections
	+ Personal Financial Statements
	+ Resumes of Officers and Key Management Personnel
	+ Information Concerning Working Capital Line of Credit
	+ Real Estate and/or Used Equipment Appraisal
	+ Third Party Cost Estimates for Infrastructure or Infrastructure and Fixed Asset Costs
	+ Estimated Taxes for the Proposed Project
	+ W-9 Form