#### FINAL SUMMARY NARRATIVE REPORT

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| 1. NAME OF UGLG:  |  | | --- | |  | |  |
| 1. DEHCR GRANT AGREEMENT #:  |  | | --- | |  | |
| 1. REPORTING PERIOD ENDED: *(choose one)*   October 1, 20\_\_\_\_ to March 31, 20\_\_\_\_  April 1, 20\_\_\_\_ to September 30, 20\_\_\_\_  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| **THIS REPORTING PERIOD** | |
| OBJECTIVES | ACCOMPLISHMENTS |
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| --- | --- |
| **UPDATE ON PREVIOUS REPORTING PERIOD(S)** | |
| DELAYED OBJECTIVE | UPDATE |
|  |  |

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| --- | --- |
| **ENVIRONMENTAL REPORT STATUS** | |
| *Provide a summary of the actions taken to complete the Environmental Report requirements of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable.* | |
| OBJECTIVES | ACCOMPLISHMENTS |
|  |  |

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| --- | --- |
| **FAIR HOUSING ACTIONS COMPLETED** | |
| *Provide a summary of the activities undertaken to complete the Fair Housing Actions requirement of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable and the Grant Agreement Attachments.*  ***REMINDER:*** *The UGLG’s contracted Fair Housing Actions (FHAs)* ***must be completed by \_\_\_\_\_\_\_\_\_\_*** *per the Grant Agreement Timetable. Failure to meet this deadline will result in the denial of CDBG payment requests until the FHAs are completed.* | |
| OBJECTIVES | ACCOMPLISHMENTS |
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| **2ND CITIZEN PARTICIPATION PUBLIC HEARING STATUS** | |
| *Provide a summary of the actions taken to complete the Second Citizen Participation Public Hearing requirement of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable.*  ***REMINDER:*** *The UGLG’s contracted Second Citizen Participation Public Hearing is* ***scheduled to be completed by \_\_\_\_\_\_\_\_\_\_*** *per the Grant Agreement Timetable. Failure to meet this deadline may result in the denial of CDBG payment requests until the hearing is completed.* | |
| OBJECTIVES | ACCOMPLISHMENTS |
|  |  |

#### FINAL SUMMARY NARRATIVE REPORT (INSTRUCTIONS)

UGLGs must report progress on the project in accordance with the *Grant Agreement Timetable*.

1. Enter the name of the UGLG, the CDBG contract number, and the reporting period end date.
2. THIS REPORTING PERIOD

In the “Objectives” section, list **all** the activities identified for the reporting period in the *Grant Agreement Timetable*. Do not insert additional objectives. In the “Accomplishments” section, describe the progress made on each objective, in detail, as well as any problems encountered and their resolution. Provide meaningful information such as names and dates of administration or contractors hired.

1. UPDATE ON PREVIOUS REPORTING PERIOD(S)

In the “Delayed Objectives” section, list **only** those activities that were to be accomplished in a previous report, but had **not** been reported as completed. In the “Update” Section, describe the progress made, in detail, on each delayed objective, any problems encountered, and their resolution. **If all activities scheduled for previous reports have been completed, leave this section blank.**

1. ENVIRONMENTAL REPORT STATUS

Provide a summary of the actions taken to complete the Environmental Report requirements of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable. In the “Objectives” section, list **all** applicable activities listed in the *Grant Agreement Timetable*. In the “Accomplishments” section, describe the progress made on each objective, in detail, as well as any problems encountered and their resolution. Provide meaningful information such as names and dates of documents completed, submitted, and/or received. **Include all progress previously reported to DEHCR.**

1. FAIR HOUSING ACTIONS COMPLETED

Provide a summary of the activities undertaken to complete theFair Housing Actions requirement of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable and the Grant Agreement Attachments. In the “Objectives” section, list the UGLG’s contracted Fair Housing Actions as listed in the *Grant Agreement*. In the “Accomplishments” section, describe the progress made on each objective, in detail, as well as any problems encountered and their resolution. Provide meaningful information such as names and dates of events held, along with documents completed and dates published/posted. **Include all progress previously reported to DEHCR.** Submit any remaining (or outstanding) supporting documentation to the assigned DEHCR project representative.

1. SECOND CITIZEN PARTICIPATION PUBLIC HEARING STATUS

Provide a summary of the actions taken to complete the Second Citizen Participation Public Hearing requirement of the CDBG project. Include all notes submitted with previous Semi-Annual Report submissions and address all applicable activities as listed in the Grant Agreement Timetable. In the “Objectives” section, list the UGLG’s contracted obligation(s) as listed in the *Grant Agreement*. In the “Accomplishments” section, describe the progress made toward completing the Public Hearing requirement, in detail, as well as any problems encountered and their resolution. Provide meaningful information such as names and dates of events held, along with documents completed and dates published/posted. **Include all progress previously reported to DEHCR.** Submit any remaining (or outstanding) supporting documentation to the assigned DEHCR project representative.

1. Submit **one** copy to the assigned DEHCR project representative (email is preferred), and retain the original document with the local CDBG project file(s).

Email Submittals: [*DOACDBG@wisconsin.gov*](mailto:DOADEHCRCommunityDevelopment@wisconsin.gov)

Mail: DEHCR Project Representative

Wisconsin Department of Administration

Division of Energy, Housing and Community Resources

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