**STATE OF WISCONSIN**

Department of Administration

****

**Community Development Block Grant CLOSE –**

**Housing (CDBG CL-Hsg)**

**Grant Application**

**Revised 04/17/2019**



**CDBG CL-Hsg PROGRAM CONTACT INFORMATION**

Mailing Address: Wisconsin Department of Administration

Division of Energy, Housing and Community Resources

Bureau of Community Development

**ATTN: CDBG CL-Hsg Applications**

101 E. Wilson St., 6th Floor

P.O. Box 7970

Madison, WI 53707-7970

Telephone: David Pawlisch, Director

Bureau of Community Development

(608) 261-7538

Email: *DOACDBG@wisconsin.gov*

**PLEASE NOTE:**

CDBG CL-Housing Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Energy, Housing and Community Resources website at: *https://doa.wi.gov/Pages/CDBGCLOSE.aspx.* Please **download the electronic document(s) prior to application submission** to ensure that you are referencing the most up-to-date version of the application as periodic revisions may have been made since this copy was printed.

**Wisconsin Department of Administration**

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

**Community Development Block Grant CLOSE**

**Housing (CDBG CL-Hsg)**

**Grant Application**

|  |
| --- |
| **PART 1 – APPLICANT INFORMATION** |
| **APPLICANT** (Unit of General Local Government):  |
| County:  |
| Chief Elected Official (CEO):  | Title:  |
| Clerk:  |
| Finance Director:  |
| Official Municipal Street Address:  |
| City, Zip:  | DUNS #:  |
| CEO Phone: ( ) \_\_\_\_\_\_ – \_\_\_\_\_\_\_\_\_  | CEO Fax: ( ) \_\_\_ – \_\_\_\_\_\_ | FEIN:  |
| CEO E-Mail:  | Clerk E-Mail:  |
| **Chief Elected** **Official Signature:**  | Date:  |
|  |
| **Application Contact**  |
| Name:  | Agency/Company:  |
| Mailing Address:  |
| Phone: ( ) \_\_\_ – \_\_\_\_\_\_ | Fax: ( ) \_\_\_ – \_\_\_\_\_\_ | E-Mail:  |
| **Previous CDBG Assistance** |
| List currently open CDBG-PF, CDBG-ED, CDBG-PLNG, CDBG-PFED, CDBG-Close and CDBG-Housing awards: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project: | Grant Agreement # | Award Date: | Closeout Date: | Award Amount: |
|   |   |   |   |   |
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| **PART 2 – INITIAL ELIGIBILITY** |
| Provide or acknowledge the following to demonstrate initial application eligibility:**Yes No** **[ ]**  **[ ]**  1. Authorizing Resolution to submit a CDBG Application is attached. **[ ]**  **[ ]**  2. Approved Resolution to Adopt the Citizen Participation Plan is attached. **[ ]**  **[ ]**  3. Applicant’s Citizen Participation Plan is attached. **[ ]**  **[ ]**  4. Documentation of the first public hearing notice published in the newspaper, verifying that the public was given a minimum of 2 weeks (14 days) advance notice of the public hearing, is attached. **[ ]**  **[ ]**  5. Citizen Participation Public Hearing Certification is attached.  **[ ]**  **[ ]**  6. Public hearing meeting minutes is attached. **[ ]**  **[ ]**  7. Public hearing sign-in sheet(s) is attached. **[ ]**  **[ ]**  8. Potential Fair Housing Actions are attached. **[ ]**  **[ ]**  9. Approved Resolution to Adopt the Fair Housing Ordinance is attached. **[ ]**  **[ ]**  10. Statement of Assurances is attached. **[ ]**  **[ ]**  11. A copy of the Relocation Plan/Anti-Displacement Policy is attached. **[ ]**  **[ ]**  12. Lobbying Certification is attached.  **[ ]**  **[ ]**  13. A copy of the Non-Violent Demonstration Policy is attached. **[ ]**  **[ ]**  14. A copy of the Excessive Use of Force Policy is attached. **[ ]**  **[ ]**  15. If this project is funded, I/we acknowledge that I/we will be required to complete an environmental review **before** the unit of general local government (UGLG) begins housing rehabilitation activities and can receive grant funds.  **[ ]**  **[ ]**  16. If this project is funded, I/we acknowledge that professional services for grant administration will be properly procured in compliance with Federal, State, and local requirements. **[ ]**  **[ ]**  17. Applicant certifies it is **not** on the federal debarment list (found at: www.sam.gov)**\_\_\_\_\_\_\_ By initialing, the Chief Elected Official (CEO) certifies that the eligibility information noted above is complete and accurate.*****Briefly describe your process for procuring a grant administrator and explain how it complies with Federal, State, and local procurement requirements (not applicable if community staff will perform grant administration duties):*** ***Contact the Bureau Director if any answer in this section is “No”*** |

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|  **PART 3 – PROJECT NEED** |
| Using the section headings provided, concisely describe the need for the proposed project and CDBG funding by addressing the following: 1. Current condition of the problem;
2. Frequency with which the problem occurs;
3. Number of persons and/or families/households affected by the problem;
4. Effect(s) of the problem if left untreated/unaddressed;
5. Extent to which the completion of the proposed project will address the problem;
6. Scope of work; and
7. Extent to which CDBG funding is needed to complete the project.

 Data or pertinent information that may serve as justification for the need for the project may be included in the narrative or as an attachment to this application. Limit the narrative to two (2) pages not less than 11-point font. |
| **\*\*\* Additional supporting documentation for Project Need may be attached. It may not exceed 20 pages \*\*\*** |

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| **PROJECT NEED NARRATIVE - (2 Pages Max.)** |
| 1. **Current condition of the problem:**

[Insert Text Here.]1. **Frequency with which the problem occurs:**

[Insert Text Here.]1. **Number of persons and/or households affected by the problem:**

[Insert Text Here.]1. **Effect(s) of the problem if left untreated:**

[Insert Text Here.]1. **Extent to which this proposed CDBG-Housing project will alleviate the problem:**

[Insert Text Here.]1. **Scope of work:**

[Insert Text Here.]1. **Extent to which CDBG funding is needed to complete the project:**

[Insert Text Here.] |

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| **PART 4 – BUDGET AND OTHER FUNDS**  |

**APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_**

**Eligible Activities**

[ ]  Conversion

[ ]  Other (specify):

**Required:** Attach a detailed itemization of project costs (e.g., engineer’s estimate or similar itemization of costs) to verify the costs listed in the Budget below. Attach documentation of Other Funds, if available.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Source(s) of Other Funds |  |
| Activity | CDBG Funds | UGLG Funds | OtherPublic Funds | Private Funds | Total |
| Acquisition - Land |  |  |  |  |  |
| Acquisition - Building |  |  |  |  |  |
| Building Conversion |  |  |  |  |  |
| Administration |  |  |  |  |  |
| Other (describe) |  |  |  |  |  |
| **Sub-Total(s):** |  |  |  |  |  |
| Detailed Itemization of Project Costs is attached to this application: **[ ]** Yes **[ ]**  No |

Sample forms found in the Appendix.

APPENDIX

CITIZEN PARTICIPATION PLAN REQUIREMENTS

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.

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:

1. 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 applicant must meet this requirement by doing at least one of the following:

1. Establish a committee composed of persons representative of the community's demographics. This committee must include at least one LMI person and one resident of the designated target area. The committee members should also include representatives from the local government, real estate, banking, and labor communities. 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. Distribution of timely notification of all required meetings to 100 percent of the designated target area or neighborhood. Applicants 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.

1. 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 applicant must:

1. Attempt to have at least one of the public hearings in the target area.

2. Notify the community of upcoming meetings not less than two (2) weeks prior to the meeting.

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 applicant must include in the adopted Citizen Participation Plan:

1. Type of assistance generally available.

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.

3. Review of program performance, the hearings for which shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped.

To meet this requirement, in part, the applicant must arrange to have all meetings related to the CDBG projects in handicapped accessible locations.

E. Provision of timely written answers to written complaints and grievances within 15 working days where practical.

To meet this requirement, the applicant must:

1. Include the complaint/grievance procedure steps in the Citizen Participation Plan.

2. Develop a procedure to ensure compliance with the 15 working days 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.

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| **SAMPLE**Citizen Participation Planfor theCommunity Development Block Grant (CDBG) Program |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of UGLG/ Community)

**PURPOSE**

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, town; select one), the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

**PROGRAM OVERSIGHT**

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one) shall create a Citizen Participation Plan Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one) Board/Council. This Committee shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the grant application.

 The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one) shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

1. To insure responsiveness to the needs of its citizens, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one) shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).

**CITIZEN PARTICIPATION**

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one) shall establish a committee composed of persons representative of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one) demographics. This committee must include at least one LMI person.

 The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one).

**NOTICE OF HEARINGS**

1. Official notice of hearings will be by public notice in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of local newspaper) at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one) municipal building. These notices will include time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

**REQUIRED PUBLIC HEARINGS**

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens’ views and provide an explanation of:
	1. Community development needs, objectives, and strategies.
	2. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens’ views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one) will attempt to have at least one of the public hearings in the service area (if applicable).

**PROGRAM INFORMATION, FILES, and ASSISTANCE**

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one) staff in the Community Development Department. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one) staff member will meet with citizens on request.
2. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one) will maintain, in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (location), a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes.

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one) staff will respond to all such requests within 15 days after the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (committee name) has met to discuss the request.

**COMPLAINTS**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one) will handle citizen complaints about the program in a timely manner. By federal regulation the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one) will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of contact person/title/entity).

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

 Attention: Executive Staff Assistant
 WI Department of Administration

Division of Energy, Housing and Community Resources, 5th Floor
 P.O. Box #7970
 Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

1. The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Emergency Solutions Grants (ESG), etc.;
2. The event resulting in the complaint;
3. The dates, details, and reason for the complaint; along with
4. The complainant’s name, address, and telephone number.

**NON-ENGLISH SPEAKING PERSONS**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (county, city, village, or town; select one) will regularly survey the municipality to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen’s participation process.

|  |
| --- |
| **SAMPLE**Public Hearing Notice |

PUBLIC HEARING NOTICE

APPLICANT NAME

PLACE

DATE

TIME

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will conduct a public

 *(Committee name) (County, City, Village, or Town name)*

hearing regarding its proposed application for Community Development Block Grant – Public Facilities Program (CDBG-PF) funds. The public is invited to attend to learn about the CDBG program, to help identify additional community development needs, and to comment on the activities proposed to be included in the CDBG application.

The agenda for the public hearing is:

1. Identification of total potential funds
2. Eligible CDBG activities
3. Presentation of identified community development needs
4. Identification of any community development needs by public
5. Presentation of activities proposed for CDBG application, including potential residential displacement.
6. Citizen input regarding proposed and other CDBG activities

Residents of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are encouraged to

 *(County, City, Village, or Town) (Unit of General Local Government)*

attend, especially residents with low to moderate incomes.

The meeting room is handicapped accessible.

Persons needing additional accommodations should contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(County, City, Village, or Town Contact Person)*

via telephone at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or via email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 *(Phone Number) (Email Address)*

**\*\*\* *In order to meet federal requirements for the CDBG Public Hearing Notice, please use this template in its entirety. Deleting some information may result in non-compliance. Please consult with CDBG staff prior to making any changes.***

|  |
| --- |
| **SAMPLE**Resolution to Adopt a Citizen Participation Plan |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WHEREAS, the |  | of |  | has applied for |

 *(County, City, Village, or Town) (UGLG/Unit of General Local Government’s Name)*

a Community Development Block Grant (CDBG); and

WHEREAS, the State of Wisconsin Department of Administration (DOA) and the U.S. Department

of Housing and Urban Development (HUD) require recipients of Community Development Block

Grant (CDBG) monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by

persons of low to moderate income), provide citizens reasonable and timely access to local

meetings and information, provide for technical assistance, provide for public hearings, provide

for complaint procedures, and accommodate non-English speaking residents; and

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WHEREAS, the |  | of |  | has prepared |

 *(County, City, Village, or Town) (UGLG/Unit of General Local Government’s Name)*

and publicly reviewed a Citizen Participation Plan;

|  |  |
| --- | --- |
| NOW, THEREFORE, BE IT RESOLVED, that the |  |

 *(City Council, County Board, Village Board, Town Board)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| of the |  | of |  | officially |

 *(County, City, Village, or Town) (UGLG/Unit of General Local Government’s Name)*

adopts the Citizen Participation Plan.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ADOPTED on this |  | day of |  | ,  |  | . ATTEST: |  |

 *(Day) (Month) (Year) (Signature of Clerk)*

|  |  |  |
| --- | --- | --- |
| The governing body of |  | has authorized the above resolution |

 *(UGLG/Unit of General Local Government’s Name)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| by Resolution No.: |  | , dated |  | . |

 *(Resolution Number) (Date Authorized)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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*Signature of the Chief Elected Official Title Date Signed*

|  |  |
| --- | --- |
|  |  |

*Typed Name of the Chief Elected Official*

|  |
| --- |
| **CITIZEN PARTICIPATION****CERTIFICATION**for Public Hearing #1 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I, |  | , as Clerk for the |  | of |  | , hereby |

 *(Clerk’s Name) (City, Town, Village, or County) (Grantee / UGLG / Community Name)*

certify that the following checked topics were discussed at the Community Development Block Grant

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (CDBG) Citizen Participation Public Hearing held at |  |  on |  | : |

 *(Time: 00:00 am/pm) (Date: Month, Day, Year)*

|  |  |
| --- | --- |
| **Items Discussed at the****Public Hearing** | **Agenda Items / Topics Covered** |
| **[ ]**  | 1. Basic overview of the Community Development Block Grant (CDBG) program.
 |
| **[ ]**  | 1. The total Community Development Block Grant (CDBG) funds (including anticipated Revolving Loan Funds) available for:
	1. **[ ]** Housing (CDBG-HSG);
	2. **[ ]** Planning (CDBG-PLNG);
	3. **[ ]** Public Facilities (CDBG-PF);
	4. **[ ]** Economic Development (CDBG-ED); and/or
	5. **[ ]** Public Facilities for Economic Development (CDBG-PFED).
 |
| **[ ]**  | 1. Types of activities eligible for CDBG funding:
	1. Housing (CDBG-HSG):
		1. **[ ]** Conversion
		2. **[ ]** Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		3. **[ ]** Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
	2. **[ ]** Planning (CDBG-PLNG);
	3. **[ ]** Public Facilities (CDBG-PF);
	4. **[ ]** Economic Development (CDBG-ED); and/or
	5. **[ ]** Public Facilities for Economic Development (CDBG-PFED).

  |
| **[ ]**  | 1. Housing needs identified by staff/consultant prior to the Public Hearing.
 |
| **[ ]**  | 1. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) identified by the staff/consultant prior to the Public Hearing.
 |
| **[ ]**  | 1. Housing needs identified by attendees of the Public Hearing.
 |
| **[ ]**  | 1. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) needs identified by attendees of the Public Hearing.
 |
| **[ ]**  | 1. Activities proposed for the CDBG application.
 |
| **[ ]**  | 1. The potential for residential and/or business displacement as a result of the proposed CDBG activities.
 |
| **[ ]**  | 1. The public attending this meeting were offered an opportunity to discuss the proposed CDBG application.
 |
| **\*\*\* Minutes from this Public Hearing (described above) are available upon request. \*\*\*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

*Signature of the Municipal Clerk Title Date Signed*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

*Signature of the Chief Elected Official (CEO) Title Date Signed*

|  |  |
| --- | --- |
|  |  |

*Typed Name of the Chief Elected Official (CEO)*

**CITIZEN PARTICIPATION #1 CERTIFICATION FORM INSTRUCTIONS**

The Unit of General Local Government (UGLG) must hold at least two (2) Public Hearings during the course of its Community Development Block Grant, according to the schedule established within the CDBG Grant Agreement. This form should be filled-in & submitted to the Division of Energy, Housing and Community Resources (DEHCR) upon completion of the **first** Public Hearing as preparation for CDBG Grant Application.

1. Fill-in the “Clerk’s Name”, the UGLG’s “City/Town/Village/County” designation, the “Grantee/UGLG/Community Name”, along with the “Time” and “Date” that the Public Hearing was held.
2. Indicate which topic(s) were discussed at the Public Hearing by marking the checkbox(es) that appear to the left of the listed “Agenda Items / Topics Covered” section.

|  |
| --- |
| **IMPORTANT REMINDER!** |
| A full copy of the meeting minutes from this Public Hearing must be kept in the UGLG’s CDBG Project File and be made available upon request by the Public and by DEHCR staff. |

1. The **Citizen Participation Certification** form must be signed by the UGLG’s municipal Clerk. Make sure to provide the signature and typed name of the Clerk. Fill-in the date the form is signed by the Clerk.
2. The **Citizen Participation Certification** form must be signed by the UGLG’s Chief Elected Official (i.e., Mayor, City Council President, Village President, Town Board Chairman, County Board Chairman, or County Executive). Make sure to provide the signature, typed name, and title of the Chief Elected Official (CEO). Fill-in the date the form is signed by the CEO.
3. The **Citizen Participation Certification** form must be submitted with your CDBG Grant Application materials. Fill-in the date the form is submitted.
4. Retain the original completed **Citizen Participation Certification** form for your prospective project file and **submit a copy with your CDBG Grant Application materials**. The completed form **must be submitted** (with your CDBG Grant Application) to:

 **Wisconsin Department of Administration**

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

**Bureau of Community Development**

 **Attn: CDBG Grant Application Reviewer**

 **101 E. Wilson Street, 6th Floor**

**P.O. Box #7970**

 **Madison, WI 53707-7970**

|  |
| --- |
| **SAMPLE**Resolution to Adopt the Policy to Prohibit the Use of Excessive Force and the Barring of Entrances/Exits for Non-Violent Civil Rights Demonstrations |

RESOLUTION NO. [NUMBER]\_\_\_

A RESOLUTION OF THE [GOVERNING BODY] OF THE [MUNICIPALITY TYPE] OF [MUNICIPALITY],

**POLICY TO PROHIBIT THE USE OF EXCESSIVE FORCE AND THE BARRING OF ENTRANCES/EXITS FOR NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS**

WHEREAS Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 69 §5304) prohibits the State from expending or obligating any Community Development Block Grant funds to any unit of general local government that does not have or adopt a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and a policy of enforcing State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction;

AND WHEREAS it is in the interest of the [MUNICIPALITY TYPE] of [MUNICIPALITY] to pursue Community Development Block Grant Funds and to adopt policy that complies with Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 USC 69 §5304);

NOW THEREFORE, BE IT RESOLVED BY THE [CHIEF ELECTED OFFICIAL TITLE] AND THE [GOVERNING BODY] OF THE [MUNICIPALITY TYPE] OF [MUNICIPALITY]:

 It is POLICY of the [MUNICIPALITY TYPE] to prohibit the use of excessive force by law enforcement agencies within the [MUNICIPALITY TYPE]’s jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

 It is POLICY of the [Municipality Type] to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the [MUNICIPALITY TYPE]’s jurisdiction.

 The officials and employees of the [Municipality Type] shall assist in the orderly prevention of all excessive force within the [MUNICIPALITY TYPE] OF [MUNICIPALITY] by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.

 The [Governing Body] directs the [Local Law Enforcment Agency Chief Official Title] to implement this Resolution by amending applicable [LOCAL LAW ENFORCEMENT AGENCY] procedures.

PASSED BY THE [CHIEF ELECTED OFFICIAL TITLE] AND [GOVERNING BODY] OF THE [MUNICIPALITY TYPE] OF [MUNICIPALITY].

 [CHIEF ELECTED OFFICIAL SIGNATURE] Date [DATE]

Chief Elected Official Signature

[CHIEF ELECTED OFFICIAL TYPED NAME AND TITLE]

ATTEST:

 [MUNICIPAL CLERK SIGNATURE] Date [DATE]

Municipal Clerk Signature

[MUNICIPAL CLERK TYPED NAME AND TITLE]

|  |  |
| --- | --- |
| UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) NAME: |  |
| DOA-DEHCR Grant Agreement #: |  |

|  |
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| **POTENTIAL FAIR HOUSING ACTIONS** |

According to 24 CFR 570.487(b), the Unit of General Local Government (UGLG) must take some action to affirmatively further fair housing during the contract period if the UGLG receives a CDBG Grant. ***Indicate (by checking the appropriate boxes) at least THREE (3) of the actions listed below that will be completed if the UGLG is awarded a CDBG Grant.*** If your project is funded, the actions selected (below) will be included in the Grant Agreement (i.e. contract) timetable and will be required to be implemented in accordance with the timetable of the signed Grant Agreement. **Fair housing actions may include, but are not limited to the following:**

|  |  |
| --- | --- |
| **Selection(s)** | **Actions** |
| [ ]  | 1. Enact, strengthen, or advertise a local fair housing law;
 |
| [ ]  | 1. Make area-wide zoning revisions to facilitate the dispersal of multi-family housing outside of minority-concentrated areas;
 |
| [ ]  | 1. Initiate or fund any studies examining current housing opportunities for minority persons, handicapped persons, and families with children and have these studies form the basis of an affirmative action program providing greater housing opportunities for minorities, handicapped persons and families with children;
 |
| [ ]  | 1. Send letters from the chief elected official of the local government to those in the business of selling, renting, or financing housing, encouraging them to adhere fully to the fair housing law;
 |
| [ ]  | 1. Have the local governing body or chief elected official publicly endorse the principle of fair housing and of adherence to the fair housing law in the form of a proclamation, resolution, or similar publicized statement of importance;
 |
| [ ]  | 1. Improve community facilities and public services in racially integrated neighborhoods to help preserve their mixed character;
 |
| [ ]  | 1. Display a fair housing poster or provide fair housing information at an appropriate public place;
 |
| [ ]  | 1. Initiate a public education program on fair housing, involving, for example, representatives of fair housing groups, human relations’ bodies, minority organizations, the real estate industry, and government, through the local media. This could include talks on the community's housing opportunities;
 |
| [ ]  | 1. Fund a fair housing organization (such as a local housing authority) to conduct studies and/or to aggressively investigate rental and/or realtor practices;
 |
| [ ]  | 1. Suggest the use of affirmative marketing and advertising practices by private developers as a condition for obtaining local licenses and permits; and
 |
| [ ]  | 1. Enlist the participation of local associations (realtors, real estate brokers, home builders, and mortgage lenders) in approved voluntary programs to promote affirmative fair housing marketing and to review mortgage credit and underwriting criteria that may have an adverse impact on minorities, women, handicapped persons, and families with children.
 |
| [ ]  | 1. OTHER:

|  |
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 |
| [ ]  | 1. OTHER:

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| --- | --- | --- | --- |
| UGLG Name: |  | Date by whichthe actions willbe completed: |  |

 *(Date)*

Office of Fair Housing and Equal Opportunity: <http://www.hud.gov/offices/fheo/>

Fair Housing ads and other materials: <http://www.fairhousinglaw.org/>

|  |
| --- |
| **SAMPLE #1**Fair Housing Ordinance |

(Ordinance Section/Number)

Fair and Open Housing

(Ordinance #) State Statutes Adopted

(Ordinance#) Authority and Enforcement Procedures Implemented

(Ordinance #) Complaints

(Ordinance #) STATE STATUTES ADOPTED.

The (governing body) of the (municipality) hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.

(Ordinance #) AUTHORITY AND ENFORCEMENT PROCEDURES IMPLEMENTED.

The officials and employees of the (municipality) shall assist in the orderly prevention and removal of all discrimination in housing within the (municipality) by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended.

SEC. 13-3-3 COMPLAINTS.

The (municipality type) Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the (municipality) to file a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

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| **SAMPLE #2**Fair Housing Ordinance |

AN **ORDINANCE** TO CREATE SECTION \_\_\_\_\_\_\_\_\_\_ OF THE MUNICIPAL CODE

OF THE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADOPTING WISCONSIN STATUTES, SECTION 106.50, AS AMENDED,

RELATING TO THE EQUAL RIGHTS OF ALL PERSONS TO FAIR HOUSING, AND

PROVIDING MEANS FOR THE IMPLEMENTATION AND ENFORCEMENT THEREOF.

THE \_\_\_\_\_\_\_\_\_\_ OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOES ORDAIN AS FOLLOWS:

Section \_\_\_\_\_\_\_\_\_\_ is created to read as follows:

FAIR AND OPEN HOUSING

 WHEREAS, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ recognizes its responsibilities under Section 106.50, Wisconsin Statutes, as amended, and endorses the concepts of fair and open housing for all persons and prohibition of discrimination therein;

 THEREFORE, BE IT ORDAINED THAT:

 1) The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.

 2) The officials and employees of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall assist in the orderly prevention and removal of all discrimination in housing within the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended.

3) The Municipal Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to file a complaint thereunder with the Wisconsin Department of Work Force Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Elected Official

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Municipal Clerk

Adopted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Published: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **LOBBYING CERTIFICATION****FROM THE MUNICIPALITY** |

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

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*Name of the Unit of General Local Government (UGLG)*

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*Signature of the Chief Elected Official (CEO) CEO Title Date Signed*

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |

*Signature of the Municipal Clerk Clerk Title Date Signed*

**The following Residential Anti-displacement and Relocation Plan must be signed by all recipients of federal funds prior to receiving those funds.**

|  |
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| **SAMPLE**Residential Anti-Displacement and Relocation Assistance Plan |

**WISCONSIN RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

**FOR CDBG PROGRAMS**

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city/town/village/county) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG[1](#_bookmark0) projects.

**Minimize Displacement**

Consistent with the goals and objectives of activities assisted under the Act,the \_\_\_\_\_\_\_\_\_\_\_\_\_ (city/town/village/county) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will take the following steps to minimize the direct and indirect displacement of persons from their homes: ***(The steps provided below are examples only, each jurisdiction must determine the actions it will take based on local needs and priorities. Include in this plan the actions the local jurisdiction will take.)***

|  |  |
| --- | --- |
| [ ]  | Coordinate code enforcement with rehabilitation and housing assistance programs. |
| [ ]  | Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants. |
| [ ]  | Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first. |
| [ ]  | Arrange for facilities to house persons who must be relocated temporarily during rehabilitation. |
| [ ]  | Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods. |
| [ ]  | Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative. |
| [ ]  | Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas. |

(continued on the next page)

1 CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

|  |  |
| --- | --- |
| [ ]  | Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures. |
| [ ]  | Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement. |
| [ ]  | If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are “lower-income dwelling units” as defined in 24 CFR 42.305). |
| [ ]  | Target only those properties deemed essential to the need or success of the project. |
| [ ]  |

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| --- |
| Additional action that will be taken to address local needs & priorities, as determined by the Unit of General Local Government (UGLG). |

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| [ ]  |

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| Additional action that will be taken to address local needs & priorities, as determined by the Unit of General Local Government (UGLG). |

 |
| [ ]  |

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| Additional action that will be taken to address local needs & priorities, as determined by the Unit of General Local Government (UGLG). |

 |
| [ ]  |

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| Additional action that will be taken to address local needs & priorities, as determined by the Unit of General Local Government (UGLG). |

 |

**Relocation Assistance to Displaced Persons**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city/town/village/county) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

**One-for-One Replacement of Lower-Income Dwelling Units**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city/town/village/county) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR 42.375.

Before entering into a contract committing the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city/town/village/county) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city/town/village/county) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will make public by **[describe how, such as publication in a newspaper of general circulation]** and submit to HUD [the State, under the State CDBG Program] the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. ***NOTE: See also 24 CFR 42.375(d)*.**
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower- income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom unit), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city/town/village/county) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

**Replacement not Required Based on Unit Availability**

Under 24 CFR 42.375(d), the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city/town/village/county) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

**Contacts**

The **[name and phone number of the office]** is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The **[name and phone number of the office]** is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Adopted by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city/town/village/county) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date adopted).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Official Title of Authorized Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME of Authorized Official

|  |
| --- |
| **AUTHORIZING RESOLUTION**for the Submission of aCommunity Development Block Grant (CDBG) Application |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Relating to the |  | of |  | participation in the |

 *(County, City, Village, or Town) (UGLG/Unit of General Local Government’s Name)*

Community Development Block Grant – Public Facilities (CDBG–PF) / Planning (CDBG-PLNG)

program;

WHEREAS, Federal monies are available under the Community Development Block Grant

(CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or

|  |  |
| --- | --- |
| development of a |  |

 *(County, City, Town, Village)*

plan (CDBG-PLNG), or for the provision or improvement of public facilities (CDBG-PF); and

|  |  |
| --- | --- |
| WHEREAS, after public meeting and due consideration, the |  |

 *(Name of Appropriate Committee)*

has recommended that an application be submitted to DOA for the following project(s):

|  |  |
| --- | --- |
|  | ; and |

 *(CDBG Proposed Project Title)*

|  |  |  |
| --- | --- | --- |
| WHEREAS, it is necessary for the |  | to |

 *(County Board, City Council, Village Board, Town Board)*

|  |  |  |
| --- | --- | --- |
| approve the preparation and filing of an application for the |  | to |

 *(County, City, Town, Village)*

receive funds from this program; and

|  |  |  |
| --- | --- | --- |
| WHEREAS, the |  | has reviewed the |

 *(County Board, City Council, Village Board, Town Board)*

need for the proposed project(s) and the benefit(s) to be gained there from;

|  |  |
| --- | --- |
| NOW, THEREFORE, BE IT RESOLVED, that the |  |

 *(City Council, County Board, Village Board, Town Board)*

does hereby approve and authorize the preparation and filing of an application for the above-

|  |  |  |
| --- | --- | --- |
| named project(s); and that the |  | is hereby |

 *(Council President, Mayor, Board Chair, Village President)*

|  |  |  |
| --- | --- | --- |
| authorized to sign all necessary documents on behalf of the |  | ; and |

 *(County, City, Village, Town)*

|  |  |
| --- | --- |
| that authority is hereby granted to |  |

 *(Name of Appropriate Committee)*

to take the necessary steps to prepare and file the application for funds under this program in

accordance with this resolution.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ADOPTED on this |  | day of |  | ,  |  | . ATTEST: |  |

 *(Day) (Month) (Year) (Signature of Clerk)*

|  |  |  |
| --- | --- | --- |
| The governing body of |  | has authorized the above resolution |

 *(UGLG/Unit of General Local Government’s Name)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| by Resolution No.: |  | , dated |  | . |

 *(Resolution Number) (Date Authorized)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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*Signature of the Chief Elected Official Title Date Signed*

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*Typed Name of the Chief Elected Official*

**AUTHORIZING RESOLUTION: CDBG APPLICATION SUBMISSION FORM INSTRUCTIONS**

The Unit of General Local Government (UGLG) must submit documentation of an Authorizing Resolution for submission of a Community Development Block Grant (CDBG) grant application with the application materials.

1. Fill-in the designated spaces throughout the form. (Please refer to the micro text located beneath each fillable slot for guidance on the type of information that must be input.)
2. The **Authorizing Resolution** form must be signed by the local Clerk.
3. The **Authorizing Resolution** form must be signed by the Unit of General Local Government’s (UGLG’s) Chief Elected Official (i.e., Mayor, City Council President, Village President, Town Board Chairman, County Board Chairman, or County Executive). Make sure to provide the signature, typed name, and title of the Chief Elected Official (CEO). Fill-in the date the form is signed by the CEO.
4. The **Authorizing Resolution** form must be **mailed** with your CDBG Application materials. Fill-in the date the form is submitted with your CDBG Application materials.
5. Retain the original completed **Authorizing Resolution** form for your prospective grant file and **mail** a copy to the Division of Housing (DOH) with your CDBG Application materials. Send the completed formto:

 **Wisconsin Department of Administration**

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

**Bureau of Community Development**

 **Attn: CDBG Grant Application Reviewer**

 **101 E. Wilson Street, 6th Floor**

**P.O. Box #7970**

 **Madison, WI 53707-7970**

|  |
| --- |
| **STATEMENT OF ASSURANCES** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I,  |  | ,  |  | of |  |

 *(Name of the Chief Elected Official) (CEO’s Job Title) (UGLG/Unit of General Local Government’s Name)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| in |  | County certify that the |  | : |

 *(County Name) (UGLG/Unit of General Local Government’s Name)*

**[Initial each item.]**

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| --- | --- | --- | --- |
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 | Has authorized its Chief Elected Official or Administrator to submit the application, sign contracts, and conduct other business related to the proposed activity if funded. |
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 | Has identified its housing and community development needs, including those of low- and moderate-income persons and the activities to be undertaken meet such needs. |
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 | Will conduct and administer its program in conformance with the Civil Rights Act of 1964 and the Fair Housing Act, and has adopted a local Fair Housing ordinance. |
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 | Will minimize displacement as a result of activities associated with CDBG funds, and will follow an adopted residential anti-displacement and relocation assistance plan. |
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 | Will not use special assessments or fees to recover the capital costs of CDBG funded public improvements from low- and moderate-income owner occupants. |
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 | Will comply with 24 CFR 570.608 regarding notification, inspection, testing, and abatement procedures concerning lead-based paint. |
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 | Has adopted and will enforce a policy prohibiting use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in accordance with Section 519 of Public Law 101144. |
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 | Has a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of nonviolent and civil rights demonstrations. |
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 | Will not enter into a contract with any entity that is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation. |
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 | Understands that the contract for professional services is between the Applicant and the Grant Administrator; the State is **not** responsible or a part of that relationship. |
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 | Acknowledges responsibility for ensuring that CDBG contract requirements are met. The fees paid for grant application and grant administration may be published on DEHCR’s web page. |
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 | Is currently in compliance with terms and conditions of all past and/or active CDBG awards and/or contracts. |
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 | Will not use CDBG funds to directly assist a business, including a business expansion, in the relocation of a plant, facility, or operation from one labor market area (LMA) to another LMA if the relocation is likely to result in a significant loss of jobs in the LMA from which the relocation occurs, in accordance with 24 CFR 570.210. |
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 | Acknowledges that the project cannot commence prior to the grant award and certain procedures must first be taken, including but not limited to:**[ ]** Completing the environmental review process; **[ ]** Requesting federal wage rates if applicable; **[ ]** Establishing base employment levels for job-related projects; **[ ]** Entering into a development agreement with the participating business if applicable; **and** **[ ]** Developing a system for tracking job retention and/or LMI benefit. |
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 | Understands that incomplete applications may be denied before review and denial of incomplete applications **cannot** be appealed. |
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 | Will comply with all the provisions of the Community Development Block Grant (CDBG) Program and will maintain documentation of compliance with the above certifications. |

I certify that, to the best of my knowledge and belief, the information being submitted to the Wisconsin Department of Administration (DOA) is true and correct.

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*Signature of the Chief Elected Official (CEO) Date Signed*

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*Signature of the Local Clerk Date Signed*