**Wisconsin Department of Administration**

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

**Community Development Block Grant- CLOSE Program**

**Housing**

**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. Applicant’s Citizen Participation Plan is attached. **[ ]**  **[ ]**  2. 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. **[ ]**  **[ ]**  3. Public hearing meeting minutes or Citizen Participation Public Hearing Certification is attached.   **[ ]**  **[ ]**  4. Public hearing sign-in sheet(s) is attached. **[ ]**  **[ ]**  5. Applicant’s authorizing resolution is attached.  **[ ]**  **[ ]**  6. Statement of Assurances is attached. **[ ]**  **[ ]**  7. Lobbying Certification is attached.  **[ ]**  **[ ]**  8. Potential Fair Housing Actions are attached. **[ ]**  **[ ]**  9. Acknowledge that if the applicant’s project is funded, the applicant will be required to complete an environmental review **before** the unit of general local government begins housing rehabilitation activities and can receive grant funds.  **[ ]**  **[ ]**  10. 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. **[ ]**  **[ ]**  11. 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 - Page 1 of 2** |
| 1. **Current condition of the problem:**
2. **Frequency with which the problem occurs:**
3. **Number of persons and/or households affected by the problem:**
4. **Effect(s) of the problem if left untreated:**
5. **Extent to which this proposed CDBG-Housing project will alleviate the problem:**
6. **Scope of work:**
7. **Extent to which CDBG funding is needed to complete the project:**
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| **PROJECT NEED NARRATIVE Page 2 of 2** |
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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 |

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| **APPLICATION ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST** |
| Documents | Has the attachment or supporting documentation been Included with this Application submission? |
| 1. **Authorizing Resolution** *(for Application Submission)*
 | [ ]  Yes [ ]  No |
| 1. **Adopting Resolution of the Citizen Participation Plan**
 | [ ]  Yes [ ]  No |
| 1. **A copy of the Citizen Participation Public Hearing Notice** *(proof of minimum 14-day advance notice)*
 | [ ]  Yes [ ]  No |
| 1. **Public Hearing Sign-In Sheet and Meeting Minutes**
 | [ ]  Yes [ ]  No |
| 1. **Citizen Participation Certification form**
 | [ ]  Yes [ ]  No |
| 1. **Potential Fair Housing Activities**
 | [ ]  Yes [ ]  No |
| 1. **Adopting Resolution of the Fair Housing Ordinance**
 | [ ]  Yes [ ]  No |
| 1. **Statement of Assurances**
 | [ ]  Yes [ ]  No |
| 1. **A copy of the Relocation Plan/Anti-Displacement Policy**
 | [ ]  Yes [ ]  No |
| 1. **Lobbying Certification**
 | [ ]  Yes [ ]  No |
| 1. **A copy of the Non-Violent Demonstration Policy for each county in the Housing Region**
 | [ ]  Yes [ ]  No |
| 1. **A copy of the Excessive Use of Force Policy for each county in the Housing Region**
 | [ ]  Yes [ ]  No |
| 1. **Certification that applicant is not on the federal debarment list** *(www.sam.gov)*
 | [ ]  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.

**SAMPLE**

**CITIZEN'S PARTICIPATION PLAN**

**COMMUNITY DEVELOPMENT PROGRAM**

**VILLAGE OF GRANTVILLE**

PURPOSE

In order for the Community Development program to operate effectively and to address the needs of the citizens of the Village of Grantville, 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 Community Development Program is administered by the Grantville Community Development Committee by the authority of the Grantville Village Board. The Community Development Committee will also serve in the capacity of the Citizen Participation Committee.

2. To insure responsiveness to the needs of its citizens, the Village of Grantville shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- and moderate-income (LMI) who are residents of blighted areas of the Village.

CITIZEN PARTICIPATION COMMITTEE

1. A Citizen Participation Committee (CPC) shall be established. The CPC shall be responsible for coordinating and overseeing all required elements of this Citizen Participation Plan.

2. The CPC shall consist of at least five members appointed by the Village President. The membership of the CPC shall be composed of persons representative of the community's 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. All members must be residents of the community.

NOTICES OF HEARINGS

1. Official notice of hearings will be by public notice in the Grantville Gabber-Press two weeks preceding the hearing. In addition, the public notice shall be posted at Village Hall. These notices will include time, place and date of meeting, as well as a brief agenda.

2. For projects concentrated in a specific area or neighborhood, in addition to the above notification, notices shall be posed at locations of public gathering within the target area or neighborhood.

3. All notifications of meetings and available assistance will be worded in such a way as to encourage LMI participation.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable residents to respond to proposals at all stages of the community development program, including the development of needs, the review of proposed activities and the review 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 citizen views and provide an explanation of:

 a. Community development needs, objectives and strategies.

 b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.

2. The first hearing also will receive citizen views and provide a summary of proposed activities, including explanation of how they address community development needs and objectives.

3. The second hearing will receive citizen views and provide a review of the performance of the funded activities.

4. The first public hearing shall be held prior to the submission of the final application for funds. The second public hearing shall be held during the implementation of the program.

PUBLIC HEARING NOTICE TEMPLATE

APPLICANT NAME

PLACE

DATE

TIME

The of will conduct a public hearing regarding its proposed application for the 2019 Community Development Block Grant (CDBG) Close Program. The public is invited to attend to learn about the CDBG program, to help identify additional local housing and 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-Close activities:

 a. Economic Development

 b. Public Facilities

1. Housing
2. Conversion
3. Special Housing Projects

3. Presentation of identified housing and community development needs.

4. Identification of housing and 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 attend, especially residents with low to moderate incomes.

The meeting room is handicapped accessible.

Persons needing additional accessibility accommodations should contact at (phone number) .

**\*\*\* *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.***

RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN TEMPLATE

WHEREAS, the Village/Town/County of \_\_\_\_\_\_\_\_\_\_\_\_\_ has applied for a Community Development Block Grant, and

WHEREAS, the State of Wisconsin Department of Administration and the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant 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 a complain procedure and accommodate non-English speaking residents; and

WHEREAS, the Village/Town/County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ has prepared and publicly reviewed a Citizen Participation Plan.

NOW THEREFORE BE IT RESOLVED, the Village Board of the Village/Town/County of

\_\_\_\_\_\_\_\_\_ officially adopts the Citizen Participation Plan.

Adopted this \_\_\_\_th day of \_\_\_\_\_\_\_, 2019 by the Village/Town/County Board of the

Village/Town/County of \_\_\_\_\_\_\_\_.

 Approved:

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

 Lotta Cash, Village President

Attest:

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

Cora Nation, Clerk

CITIZEN PARTICIPATION CERTIFICATION TEMPLATE

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as Clerk for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby certify that the following checked topics were discussed at the Community Development Block Grant (CDBG) Citizen Participation public hearing held at \_\_\_\_\_\_\_\_\_\_\_\_ o’clock, on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

1. \_\_\_\_\_ Basic overview of the CDBG program.

2. \_\_\_\_\_ Total CDBG funds (including anticipated revolving loan funds) available for housing, public facilities and economic development.

3. Types of activities eligible using CDBG funds for:

 a. \_\_\_\_\_ Economic Development

 b. \_\_\_\_\_ Public Facilities

 c. \_\_\_\_\_ Housing

1. Conversion
2. Special Housing Projects

4. \_\_\_\_\_ Housing needs identified by staff/consultant prior to the public hearing.

5. \_\_\_\_\_ Community development (public facilities, economic development) needs identified by staff/consultant prior to the public hearing.

6. \_\_\_\_\_ Housing needs identified by attendees of the public hearing.

7. \_\_\_\_\_ Community development needs identified by attendees of the public hearing.

8. \_\_\_\_\_ Activities proposed for CDBG application.

9. \_\_\_\_\_ Potential for residential displacement as a result of the proposed CDBG activities.

10. \_\_\_\_\_ Public attending the meeting were offered an opportunity to discuss the proposed CDBG application.

Minutes of the above-described meeting are available on request.

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

Signature of Clerk Date

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

Typed Name of Clerk

Subscribed and sworn to before me this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019.

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

Notary Public,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County

 My Commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# POTENTIAL FAIR HOUSING ACTIONS

According to 24 CFR 570.487(b), the Grantee must take some action to affirmatively further fair housing during the contract period. ***Circle the number of at least three of the actions below.*** **If your project is funded, the action indicated will be included in your contract timetable and Attachment F – “Program Rules”**. You will be expected to implement the actions according to the contract timetable.

Fair housing actions may include, but are not limited to the following:

1. Enact, strengthen or advertise a local fair housing law;
2. Make area-wide zoning revisions to facilitate the dispersal of multi-family housing outside of minority-concentrated areas;
3. 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;
4. Send letters from the chief executive officer or 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;
5. 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;
6. Improve community facilities and public services in racially integrated neighborhoods to help preserve their mixed character;
7. Display a fair housing poster or provide fair housing information at an appropriate public place;
8. 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;
9. Fund a fair housing organization (such as a local housing authority) to conduct studies and/or to aggressively investigate rental and/or realtor practices;
10. Suggest the use of affirmative marketing and advertising practices by private developers as a condition for obtaining local licenses and permits; and
11. 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.
12. 12. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

This certifies that, to the best of the undersigned's knowledge and belief:

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 subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chief Elected Official |  | Title |  | Date |

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

**RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION PLAN**

The (Organization Name) will provide relocation assistance, as described in 570.496a (b)(2) and in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

The (Organization Name) will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than as low- and moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, and described in 24 CFR 570.496a (b)(1) and in Section 104 (d) of the Housing and Community Development Act of 1974, as amended. All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the (Organization Name) will make public and submit, in writing, to the Department of Administration, Division of Housing, the following information:

 1. A description of the proposed activity.

 2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- to moderate-income dwelling units as a direct result of the assisted activity, and that will be provided as replacement dwelling units.

 3. A timetable for the commencement and completion of the demolition or conversion.

 4. The source of funding and time schedule for the provision of replacement dwelling units.

 5. The basis for concluding that each replacement dwelling unit will remain a low- to moderate-income dwelling unit for at least ten years from the date of initial occupancy.

Consistent with the goals and objectives of activities assisted under the Act, the (Organization Name) will take appropriate steps to minimize the displacement of persons from the homes.

Adopted by the (Organization Name) Board on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

Signature of Authorized Official Title

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

PRINT Signature of Authorized Official

RESOLUTION TEMPLATE

Authorizing Submission of the Application

Relating to the (CITY, TOWN, COUNTY, VILLAGE) of (NAME)'s participation in the Wisconsin Community Development Block Grant housing program for Small Cities.

 WHEREAS, Federal monies are available under the Wisconsin Community Development Block Grant housing program, administered by the State of Wisconsin, Department of Administration, Division of Housing, for the purpose of housing activities; and

 WHEREAS, after public meeting and due consideration, the (NAME OF APPROPRIATE COMMITTEE/BOARD/COUNCIL) has recommended that an application be submitted to the State of Wisconsin for the following projects:

***(insert a BRIEF LIST OF PROPOSED PROJECTS)***

 WHEREAS, it is necessary for the (COUNTY BOARD, CITY COUNCIL, VILLAGE BOARD, TOWN BOARD), to approve the preparation and filing of an application for the (CITY, TOWN, COUNTY, VILLAGE) to receive funds from this program; and

 WHEREAS, the (COUNTY BOARD, CITY COUNCIL, VILLAGE BOARD, TOWN BOARD) has reviewed the need for the proposed projects and the benefits to be gained therefrom;

 NOW, THEREFORE, BE IT RESOLVED, that the (CITY COUNCIL, COUNTY BOARD, VILLAGE BOARD, TOWN BOARD) of (NAME) does APPROVE and authorize the preparation and filing of an application for the above-named projects; and

 BE IT FURTHER RESOLVED, that the (MAYOR, COUNCIL PRESIDENT, BOARD CHAIRMAN, VILLAGE PRESIDENT) is hereby authorized to sign all necessary documents on behalf of the (CITY, TOWN, COUNTY, VILLAGE); and

 BE IT FURTHER RESOLVED, that authority is hereby granted to (NAME OF APPROPRIATE COMMITTEE) to take the necessary steps to prepare and file the appropriate application for funds under this program in accordance with this resolution.

 ADOPTED on this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 2019.

ATTEST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Clerk

The above resolution has been authorized by the governing body of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By RESOLUTION No. \_\_\_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

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

Name Title

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

Name Clerk

STATEMENT OF ASSURANCES

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (name of chief elected official) (title) (community name)

in \_\_\_\_\_\_\_\_\_\_\_\_\_ County certify that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_ County

 (community name)

1. Will minimize displacement as a result of activities associated with CDBG funds, and will follow an adopted residential anti-displacement and relocation assistance plan;

2. Will conduct and administer its program in conformance with the Civil Rights Act of 1964 and the Fair Housing Act, and affirmatively further fair housing;

3. Will develop and implement a citizen participation plan in accordance with the provisions of Section 104 (a)(2) and (3) of the Housing and Community Development Act of 1974, as amended;

4. Will not use assessments or fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;

5. 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.;

6. Will comply with 24 CFR 570.608 regarding notification, inspection, testing, and abatement procedures concerning lead-based paint;

7. 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 101-144; and

8. 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 non-violent and civil rights demonstrations within its jurisdiction; and

9. Will not enter into a contract with any entity that is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation.

10. Will comply with the other provisions of the Community Development Block Grant Program;

11. Will maintain documentation of compliance with the above certifications.

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

Signature of Chief Elected Official Date