

**STATE OF WISCONSIN**  
Department of Administration



**COMMUNITY DEVELOPMENT BLOCK GRANT –  
CORONAVIRUS  
(CDBG-CV)**

**INTENT TO APPLY  
INSTRUCTIONS  
October 5, 2020**



## **CDBG-CV PROGRAM CONTACT INFORMATION**

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Division of Energy, Housing and Community Resources  
Bureau of Community Development  
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Email: [CDBGCV@wisconsin.gov](mailto:CDBGCV@wisconsin.gov)

### **PLEASE NOTE:**

CDBG-CV 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/LocalGovtsGrants/CommunityDevelopmentPrograms.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.

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# CDBG – Coronavirus (CV) Grant Program Overview

## **Background**

The Wisconsin Department of Administration (DOA) – Division of Energy, Housing and Community Resources (DEHCR) administers the State Community Development Block Grant Program that provides funding to units of general local government (UGLGs) that do not receive an annual allocation directly from HUD.

The purpose of the CDBG CV program is to undertake CDBG eligible activities to **prevent, prepare for, and respond to coronavirus**, principally for the benefit of persons of low and moderate income.

## **Funding**

The CDBG-CV grant program will make up to approximately \$40,000,000 million<sup>1</sup> available to assist UGLGs to **prevent, prepare for, and respond to coronavirus**. Typically, these projects will involve expansion or establishment of new public services, food banks, small business assistance, renter and homeowner assistance, provision of childcare, creation or expansion of isolation centers, purchase of personal protective equipment (PPE), adaption of public buildings and public facilities.

Under the State's CDBG–CV Program, the Department of Administration's Division of Energy, Housing and Community Resources has allocated funds to seven geographic regions of the state, the seven regions being the same as the Small Cities Housing Regions. Applicants will compete for funds within their region. There is no limit to the size a grant request, but the request cannot exceed the amount allocated to the region. There is no match required. Applicants can request up to 13% for grant administration. If a grantee utilizes CDBG funds to hire a 3<sup>rd</sup> party for grant administration, federal procurement requirements apply.

## **Application Submission**

To be considered for CDBG-CV grant funding, the completed and signed Intent to Apply must be received via email **no later than 4:00 PM on Friday, November 20, 2020** at: [CDBGCV@wisconsin.gov](mailto:CDBGCV@wisconsin.gov)

### PLEASE NOTE:

- ITA's must be submitted via email to [CDBGCV@wisconsin.gov](mailto:CDBGCV@wisconsin.gov). Label the subject line as follows: CV ITA - (ADD NAME OF APPLICANT/MUNICIPALITY)
- **Electronic** signature will be accepted **in lieu of an original** signature. An acceptable form of electronic signature includes:
  - 1) a scanned copy of the specific document being approved/certified that has the CEO's original signature;

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<sup>1</sup> Pending federal allocation to the State of Wisconsin and approval of the state's Annual Action Plan.

- 2) a signature through DocuSign or other electronic signature certification software on the specific document being approved/certified; and/or
  - 3) a copy of an email approval/certification from the CEO. If using an email approval in lieu of a signature, the email from the CEO must specify the exact items/documents and sections of the Intent to Apply that the CEO is certifying/approving through the email correspondence.
- ITA's must be submitted with one email as one PDF document *when possible*. If the file size exceeds the Applicant's email system file size limitations, either submit the complete ITA as one document in a zip file folder attached to the email, or split the ITA file into multiple PDFs and submit them through multiple emails, *only if necessary* to meet the Applicant's email size requirements.

### **Application Scoring and Selection**

The application review process is designed to ensure that CDBG funds are awarded to UGLGs for projects that:

1. Meet all program eligibility requirements.
2. Have a substantial impact on the community or region; and
3. Demonstrate significant community or regional need.

**PLEASE NOTE:** Projects that meet the National Objective of Benefiting Low- and Moderate-Income (LMI) Persons will be given priority in the scoring process.

Applications will be scored and ranked by a panel of reviewers based on the scoring criteria included in the table below. If additional funding becomes available due to a community declining an award or other factors, additional funds may be awarded based on application rankings.

| Scoring Categories     | Possible Points | Point Criteria Basis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Delivery Strategy      | 30              | <ul style="list-style-type: none"> <li>• Up to 30 points awarded to proposals that demonstrate significant investment or regional approach, partnerships or internal processes are in place to implement the project or program.</li> <li>• Up to 20 points awarded to proposals with proposed partnerships, localized area benefit such as single community approach.</li> <li>• Up to 10 points awarded to proposals that lack specificity or have no plan in place to deliver the project or program.</li> </ul> |
| Readiness to Implement | 25              | <ul style="list-style-type: none"> <li>• Up to 25 points programs that exist, systems in place.</li> <li>• Up to 20 points for detailed program description but program does not exist.</li> <li>• Up to 15 points for a program that is outlined by lacks organization.</li> <li>• Up to 10 points for programs that are not ready to proceed or indicate potential issues related to eligibility.</li> </ul>                                                                                                      |
| Distress Factors       | 45              | <ul style="list-style-type: none"> <li>• County Unemployment Rate 0-15 points.</li> <li>• COVID19 cases within County 0-15 points.</li> <li>• County Median Household Income 0-15 points.</li> </ul>                                                                                                                                                                                                                                                                                                                |

### **Invitation to Submit Final CDBG CV Application**

DEHCR anticipates inviting final applications from the highest scoring applicants **no later than December 18, 2020**. Once final invitation decisions have been made, invitation to submit final application letters will be sent to UGLGs. Unsuccessful UGLGs will be contacted and notified with a written decision.

### **Final CDBG CV Applications**

- Final applications are due to DEHCR on February 26, 2021
- DEHCR will issue award letter(s) on March 26, 2021
- Pre-Agreement documents are due to DEHCR on May 12, 2021

### **Additional Information**

Check the DEHCR website for additional information on the CDBG requirements, grant timelines, training sessions, and other updates:

<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGPublicFacilitiesProgram.aspx>.

# Guidance for Completing the CDBG-CV Intent to Apply:

## **Applicant Information**

Enter the UGLG's full name (e.g., Village of Yourville), address, email address, contact person name and phone number and the CDBG Housing Region where the applicant is located. The contact person should be someone very familiar with the proposal.

For the Chief Elected Official Signature, the CEO must sign (through **original or electronic** signature) and date the Intent to Apply.

## **PROJECT AREA/CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES**

### **Project Area**

Describe the area of primary benefit of the proposed project. The service area should be the geographic area which the proposed project or program will serve. A regional program such as business assistance or rental assistance can be described as covering specific counties. A community-based program should list the specific units of local government served. If the project serves a specific neighborhood or census tract, please include a map of that area.

### **Beneficiaries**

Indicate whether the project will have community-wide benefit, with the entire population of the UGLG being the primary beneficiaries of the project. For proposals benefiting businesses describe the number of businesses that will benefit from the activity.

When entering the number of individuals who will benefit from the project and the number who meet the qualification of LMI, enter the numbers from the source used to determine the population and number of LMI persons in the service area (i.e., primary beneficiary area) for the proposed project.

To ensure compliance with federal regulations requiring that CDBG-funded activities meet a national objective, the Intent to Apply must clearly demonstrate how the objective is met.

### ***Benefit to Low- and Moderate-Income (LMI) Persons***

Under the CDBG CV program, a project can meet the Low- and Moderate-Income (LMI) National Objective by serving an area in which at least 51.0% of the residents are LMI persons (area basis) or by providing services to a group of persons principally made up of LMI individuals (i.e. low- and moderate-income clientele classified as limited clientele (LMC)).

- **Area Benefit**  
Indicate if HUD LMISD and/or income survey data for the service area were used to demonstrate the proposed CDBG project will meet the LMI National Objective through LMI Area Benefit.

An activity may qualify as benefitting LMI persons on an “area basis” (i.e., LMI Area Benefit) if at least 51.0% of the persons residing in the area served by the activity (i.e., the service area/beneficiary area) have low- to moderate-income. Determining whether an activity qualifies as benefitting LMI persons on an area basis requires the UGLG to determine both the area served by the activity and the percentage of LMI persons residing in the service area. Service areas may or may not be coterminous with municipal boundaries, census tracts or other officially designated boundaries.

When a service area is coterminous with municipal boundaries (i.e., the project will have community-wide benefit), census tract(s) or other officially designated boundaries, HUD LMI Summary Data (LMISD) should be used to the greatest extent feasible to determine the percentage of LMI residents within the area.

### **HUD LMISD for Local Governments:**

Using HUD LMISD for local governments for demonstrating LMI Area Benefit is only allowed for projects having community-wide benefit (i.e., the entire population of the UGLG are primary beneficiaries of the project) or projects having primary benefit to multiple entire municipalities.

- LMI data for Wisconsin local governments are available at:  
<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/>.

Select the “ACS 2011-2015 Low-Mod All Local Governments” link.

*[Tip: This is a Microsoft Excel document that includes data for all states and local governments. Use the filter tool in Excel to view only Wisconsin data. The data are presented under three “GeoTypes” [Column A]: 1) PLACE (local governments and Census Designated Places [CDPs] listed in alphabetical order by name); 2) COUSUB/MCD (sections/subsections of local governments and CDPs within each county, listed by the county code [Column C] first and then alphabetical order by the local government’s/CDP’s name); and 3) COUNTY (county-wide data). Note: County code references are found in the COUNTY section of the spreadsheet.]*

These data are also viewable by geographic area on the HUD LMISD map application at:

<https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>

Instructions for using the HUD LMISD map application are available at:

<https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>

- The nature of the work described in the Intent to Apply must reflect that the project has primary benefit to *only and all* residents in the entire community; or to *only and all* residents in *all* of the municipalities involved, if combining LMISD of multiple municipalities to calculate the total population and LMI percentage of the service area.
- If the project will have community-wide benefit to two or more entire communities, or will have primary benefit to a combination of entire communities and census tracts, and the HUD LMISD are used to demonstrate LMI Area Benefit, an LMI calculation worksheet (*Form 8* in the *Income Survey Data Forms*

document) showing the calculations used to determine the LMI percentage for the total service area must also be submitted in the CDBG application attachments. The *Income Survey Data Forms* document is linked on the Bureau of Community Development website under the “Resources” section at:

<https://doa.wi.gov/Pages/LocalGovtsGrants/CommunityDevelopmentPrograms.aspx>

### **HUD LMISD for Census Block Groups/Tracts:**

Using HUD census block group/tract LMISD for determining Area Benefit is only allowed when the service area is coterminous with or covers only and a majority of one or more census tracts (i.e., a majority of the residents in the census tract(s) are primary beneficiaries of the project and only the residents living within the selected census tract(s) are the beneficiaries).

- Data on LMI residents in Wisconsin census block groups and tracts are available at:

<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/>.

Select the “ACS 2011-2015 All Block Groups” link.

*[Tip: This is a Microsoft Excel document that includes data for all states and census block groups/tracts. Use the filter tool in Excel to view only Wisconsin data.]*

These data are also viewable by geographic area on the HUD LMISD map application at:

<https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>

Instructions for using the HUD LMISD map application are available at:

<https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>

- The work described in the Intent to Apply must reflect that the project has primary benefit to *only* and all or a majority of residents in the selected census tract(s).
- If the project will have primary benefit to two or more census tracts or will have primary benefit to a combination of entire communities and census tracts, and the HUD LMISD are used to determine Area Benefit, an LMI calculation worksheet (*Form 8* in the *Income Survey Data Forms* document) showing the calculations used to determine the LMI percentage for the total service area must also be provided in the CDBG application attachments.

The *Income Survey Data Forms* document is linked on the Bureau of Community Development website under the “Resources” section at:

<https://doa.wi.gov/Pages/LocalGovtsGrants/CommunityDevelopmentPrograms.aspx>

- Limited Clientele

A project/activity that provides **exclusive** benefit to one or more specific groups classified as “Limited Clientele,” rather than residents within a specific service area, may be presumed to meet the LMI National Objective. HUD guidance specifies that the groups listed below are presumed to be primarily low- and moderate-income clientele (LMC):

- abused children;
- elderly persons;
- battered spouses;
- homeless persons;
- severely disabled adults;
- illiterate adults;
- persons living with AIDS; and/or
- migrant farm workers.

Activities that principally benefit LMI persons may also qualify as serving Limited Clientele. Contact DEHCR and/or refer to 24 CFR 570.208(a)(2) for additional guidance regarding Limited Clientele projects.

To demonstrate the proposed CDBG project will meet the LMI National Objective through serving Limited Clientele, the UGLG must provide a narrative in the CDBG application that describes how the project:

(see criteria on next page)

1. *Exclusively* benefits persons in one or more of the Limited Clientele groups (listed above) that are generally presumed by HUD to be principally LMI persons; or
2. Supports an activity that requires information on family size and income so that it is evident that at least 51.0% of the clientele are persons whose family income does not exceed the LMI limit; or
3. Supports an activity of such a nature and in such a location that it may be reasonably concluded that the activity’s clientele will primarily be LMI persons; or
4. Will remove material or architectural barriers to mobility or accessibility of elderly persons or of adults meeting the Bureau of Census’ Current Population Reports definition of “severely disabled” for an existing public facility.

### ***Urgent Local Need***

Activities may qualify under the National Objective of an Urgent Local Need if conditions threaten the safety or welfare of the community and must be linked to coronavirus. To document the existence of an urgent local need, an UGLG must provide written certification that the funded activities are designed to alleviate conditions that:

- Pose a serious and immediate threat to the health or welfare of the community; and
- Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and
- The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

Note that DEHCR's ability to fund projects declaring Urgent Local Need is very limited. Applications meeting Low to Moderate Income Benefit national objective will be given preference.

|                          |
|--------------------------|
| <b>PROPOSED ACTIVITY</b> |
|--------------------------|

CDBG funds must be used for one or more "eligible activities" enumerated in section 105(a) of Title 1 of the Housing and Community Development Act of 1974 and are directly linked to preventing, preparing for, and responding to coronavirus.

Describe the activities to be funded and how the activities prevent, prepare for or respond to coronavirus. Please describe who and how the project or program will be operate and the roles of partners in delivering outcomes. Examples of eligible activities are listed below.

| <b>Examples of CDBG CV Eligible Activities That May Be Funded:</b> | <b>Examples of CDBG CV Eligible Activities That May Be Funded:</b> |
|--------------------------------------------------------------------|--------------------------------------------------------------------|
| Renter Assistance/Mortgage Payments                                | Meals on Wheels programs                                           |
| Micro Enterprise Grants                                            | Senior Ride and delivery programs                                  |
| Business Assistance Grants                                         | Broadband Improvements to address LMI student needs                |
| Food Bank/Pantry                                                   | Isolation Centers                                                  |
| PPE Purchases                                                      | Homeless Shelters                                                  |
| Public Space/Buildings modifications                               | Senior Center Improvements                                         |
| Childcare/Daycare                                                  |                                                                    |

### **Budget Narrative**

Describe the funding that is requested and identify any additional funding and sources that may be needed to implement this project/program. Describe if any additional funds have been secured, applied for, or not applied for at this time. Complete the budget table identifying each activity. No matching funds are required.

## **Timetable**

To be considered feasible, proposed projects' should be completed within twenty-four (24) months of the award date; construction or program launch started by July 1, 2021; construction completed by October 31, 2022; and the project completion report and final CDBG request for payment submitted by December 31, 2022. Contact DEHCR for consideration of any exception due to a specific special nature of the project. Any exception must be pre-approved by DEHCR prior to submitting the CDBG CV application.

## **Grantee Representative**

The Chief Elected Official of the unit of local government that will submit a final application must sign the Intent to Apply.

### **COMMUNITY DISTRESS (0-45 Points)**

Median Household Income (MHI), County Unemployment Rate (CUR) and Number of Coronavirus cases within the County will be used to assign a community distress score. DEHCR staff will develop these scores. The applicant is not required to provide this information.

If an UGLG is located in more than one county, the distress score will be calculated as follows:

- If the proposed project is deemed to have community-wide benefit, then the scoring is based on the county where the majority of the UGLG's population is located; or
- If the service area/beneficiary area of the proposed project is deemed to have less than community-wide, then the scoring is based on the county in which the majority of the service area/beneficiary area is located.

## **Median Household Income Scoring Table**

| <b>POINT VALUE</b> | <b>MEDIAN HOUSEHOLD INCOME</b> |
|--------------------|--------------------------------|
| 0                  | Greater than \$56,774          |
| 1                  | \$54,848 - \$56,774            |
| 2                  | \$52,921 - \$54,827            |
| 3                  | \$50,994 - \$52,920            |
| 4                  | \$49,067 - \$50,993            |
| 5                  | \$47,140 - \$49,066            |
| 6                  | \$45,213 - \$47,139            |
| 7                  | \$43,286 - \$45,212            |
| 8                  | \$41,359 - \$43,285            |
| 9                  | \$39,432 - \$41,368            |
| 10                 | \$37,505 - \$39,431            |
| 11                 | \$35,578 - \$37,504            |
| 12                 | \$33,651 - \$35,577            |
| 13                 | \$31,725 - \$33,650            |
| 14                 | \$29,798 - \$31,724            |
| 15                 | Less than \$29,798             |

Source: U.S. Census 2013-2017 American Community Survey 5-Year Estimates.\*

**County Unemployment Rate Scoring Table**

| <b>POINT VALUE</b> | <b>COUNTY UNEMPLOYMENT RATE</b> |   |      |
|--------------------|---------------------------------|---|------|
| 0                  | Less than 2.9%                  |   |      |
| 1                  | 2.9%                            | - | 3.4% |
| 2                  | 3.41%                           | - | 3.9% |
| 3                  | 3.91%                           | - | 4.4% |
| 4                  | 4.41%                           | - | 4.9% |
| 5                  | 4.91%                           | - | 5.4% |
| 6                  | 5.41%                           | - | 5.9% |
| 7                  | 5.91%                           | - | 6.4% |
| 8                  | 6.41%                           | - | 6.9% |
| 9                  | 6.91%                           | - | 7.4% |
| 10                 | 7.41%                           | - | 7.9% |
| 11                 | 7.91%                           | - | 8.4% |
| 12                 | 8.41%                           | - | 8.9% |
| 13                 | 8.91%                           | - | 9.4% |
| 14                 | 9.41%                           | - | 9.9% |
| 15                 | Greater than 9.9%               |   |      |

Source: August 2020 County Unemployment, Wisconsin Department of Workforce Development (DWD)

**Coronavirus Cases within the County Scoring Table**

| <b>POINT VALUE</b> | <b>CV CASES WITHIN COUNTY</b> |   |       |
|--------------------|-------------------------------|---|-------|
| 0                  | 0                             |   |       |
| 1                  | 1                             | - | 270   |
| 2                  | 271                           | - | 441   |
| 3                  | 442                           | - | 712   |
| 4                  | 713                           | - | 983   |
| 5                  | 984                           | - | 1254  |
| 6                  | 1,255                         | - | 1,525 |
| 7                  | 1,526                         | - | 1,796 |
| 8                  | 1,797                         | - | 2,067 |
| 9                  | 2,068                         | - | 2,338 |
| 10                 | 2,339                         | - | 2,609 |
| 11                 | 2,610                         | - | 2,880 |
| 12                 | 2,881                         | - | 3,151 |
| 13                 | 3,152                         | - | 3,422 |
| 14                 | 3,423                         | - | 3,693 |
| 15                 | Greater than 3,693            |   |       |

Source: October 4, 2020 Wisconsin Department of Health Services (DHS)