#### SEMI-ANNUAL SUMMARY NARRATIVE REPORT

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| 1. NAME OF UGLG:

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| 1. DEHCR GRANT AGREEMENT #:

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| 1. REPORTING PERIOD ENDED: *(choose one)*

[ ]  October 1, 20\_\_\_\_ to March 31, 20\_\_\_\_ *(due April 15th)*[ ]  April 1, 20\_\_\_\_ to September 30, 20\_\_\_\_ *(due October 15th)*[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| **THIS REPORTING PERIOD** |
| OBJECTIVES | ACCOMPLISHMENTS |
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| **UPDATE ON PREVIOUS REPORTING PERIOD(S)** |
| DELAYED OBJECTIVE | UPDATE |
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| **ENVIRONMENTAL REPORT STATUS** |
| *Provide an update on progress made toward completing the Environmental Report requirements of the CDBG project.* |
| OBJECTIVES | ACCOMPLISHMENTS |
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| **FAIR HOUSING ACTIONS COMPLETED** |
| *Provide an update on progress made toward completing the Fair Housing Actions requirement of the CDBG project.****REMINDER:*** *The UGLG’s contracted Fair Housing Actions (FHAs)* ***must be completed by \_\_\_\_\_\_\_\_\_\_*** *per the Grant Agreement Timetable. Failure to meet this deadline will result in the denial of CDBG payment requests until the FHAs are completed.* |
| OBJECTIVES | ACCOMPLISHMENTS |
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| **2ND CITIZEN PARTICIPATION PUBLIC HEARING STATUS** |
| *Provide an update on progress made toward completing the Second Citizen Participation Public Hearing requirement of the CDBG project.****REMINDER:*** *The UGLG’s contracted Second Citizen Participation Public Hearing is* ***scheduled to be completed by \_\_\_\_\_\_\_\_\_\_*** *per the Grant Agreement Timetable. Failure to meet this deadline may result in the denial of CDBG payment requests until the hearing is completed.* |
| OBJECTIVES | ACCOMPLISHMENTS |
|  |  |

#### SEMI-ANNUAL SUMMARY NARRATIVE REPORT (INSTRUCTIONS)

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

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

1. UPDATE ON PREVIOUS REPORTING PERIOD(S)

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

1. ENVIRONMENTAL REPORT STATUS

Provide an update on progress made toward completing the Environmental Report requirements of the CDBG project. In the “Objectives” section, list the activities identified for the reporting period in the *Grant Agreement Timetable*. Do not insert additional objectives. In the “Accomplishments” section, describe the progress made on each objective, in detail, as well as any problems encountered and their resolution. Provide meaningful information such as names and dates of documents completed, submitted, and/or received. **Do not delete progress previously reported to DEHCR.** Submit supporting documentation to the assigned DEHCR project representative.

1. FAIR HOUSING ACTIONS COMPLETED

Provide an update on progress made toward completing the Fair Housing Actions requirement of the CDBG project. In the “Objectives” section, list the UGLG’s contracted Fair Housing Actions as listed in the *Grant Agreement*. In the “Accomplishments” section, describe the progress made on each objective, in detail, as well as any problems encountered and their resolution. Provide meaningful information such as names and dates of events held, along with documents completed and dates published/posted. **Do not delete progress previously reported to DEHCR.** Submit supporting documentation to the assigned DEHCR project representative.

1. SECOND CITIZEN PARTICIPATION PUBLIC HEARING STATUS

Provide an update on progress made toward completing the Second Citizen Participation Public Hearing requirement of the CDBG project. In the “Objectives” section, list the UGLG’s contracted obligation(s) as listed in the *Grant Agreement*. In the “Accomplishments” section, describe the progress made toward completing the Public Hearing requirement, in detail, as well as any problems encountered and their resolution. Provide meaningful information such as names and dates of events held, along with documents completed and dates published/posted. **Do not delete progress previously reported to DEHCR.** Submit supporting documentation to the assigned DEHCR project representative.

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

Email Submittals: *DOACDBG@wisconsin.gov*

Mail: DEHCR Project Representative

Wisconsin Department of Administration

Division of Energy, Housing and Community Resources

 Bureau of Community Development, 6th Floor

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