STATE OF WISCONSIN
Department of Administration

COMMUNITY DEVELOPMENT BLOCK GRANT – PLANNING (CDBG-PLNG)

2017 ANNUAL GRANT APPLICATION INSTRUCTIONS
CDBG-PLNG PROGRAM CONTACT INFORMATION

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PLEASE NOTE:
CDBG-Planning Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Energy, Housing and Community Resources website at: http://www.doa.wi.gov/divisions/housing/bureau-of-community
development.gov. 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 – Planning (PLNG) Grant Program Overview

Background:
The Community Development Block Grant (CDBG) program is a federal formula-allocated grant program under the U.S. Department of Housing and Urban Development (HUD). The program was created when Congress passed the Housing and Community Development Act, Title 1 in 1974 and is governed by rules set forth in the Code of Federal Regulations (24 CFR Part 570).

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 from HUD.

The primary purpose of the CDBG program is the development of viable communities through the provision of decent affordable housing, a suitable living environment, and the expansion of economic opportunities, principally for the benefit of persons of low- and moderate income.

Funding:
The 2017 CDBG-Planning (CDBG-PLNG) annual competitive grant will make up to $230,0001 available to assist UGLGs for plans that address major local economic or community development proposals or unexpected economic activities that adversely impact the community. Not less than 90% of the funds awarded shall meet the National Objective of benefitting low-and moderate-income persons.

Community-Wide Plans: Planning Grants of up to $25,000 are available for community-wide planning and strategic development activities that:

- emphasize collaboration among community stakeholders;
- address economic conditions such as assisting small business and responding to plant closings;
- identify strategies to increase access to affordable housing;
- improve community vitality by addressing slum and physical blight; or
- address other issues that will improve the well-being of low and moderate income individuals.

Site-Specific Plans: Planning Grants can also be used to undertake the above listed planning and strategic development activities for a specific neighborhood or district within a community or to help plan for the use or reuse of a specific site, for example, the adaptive reuse of a former hospital or school building, or potential use of a parcel of land. The Department will provide grants of up to $15,000 to fund plans and strategic development activities that are neighborhood, district, or site specific.

UGLGs that have received a CDBG-PLNG award in the previous year are not eligible for consideration in the 2017 CDBG-PLNG annual competition. In addition, CDBG-PLNG applications may not be considered if there are outstanding or unresolved instances of non-compliance associated with prior CBDG awards not limited to PLNG grants, including non-compliance related to administrative, financial management, underwriting, recordkeeping, reporting, auditing, completion, payment, reimbursement or other requirements except in cases where the award is provided to meet an “Urgent Local Need” National Objective.

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1 Pending federal allocation to the State of Wisconsin and approval of the state’s Annual Action Plan.
Application Submission:
To be considered for 2017 CDBG-PLNG Annual Competitive Grant funding, the completed and signed original application (including all required application attachments) and one (1) complete copy must be received prior to 4 PM on Thursday, May 25th, 2017 at:

Wisconsin Division of Administration
Division of Energy, Housing and Community Resources
Bureau of Community Development
ATTN: CDBG-PLNG Applications
101 E. Wilson Street, 6th Floor
P.O. Box 7970
Madison, WI 53707-7970

PLEASE NOTE:
- Applications submitted by fax or email will not be accepted.
- Two paper copies of the complete application must be submitted.
- One copy of the submitted application must have a signed cover page with original signatures. The second application cover page may be a copy.
- All application materials and attachments (including maps) must be printed on standard 8.5” x 11” paper.
- Applications must be unbound. No staples, paper clips or spiral binding. Use rubber bands or binder clips to hold the application and its attachments together.
- Include an index for all attachments in the order specified in the Application so that a reviewer can easily reference the relevant documents (refer to pages 10-16 of the Application).
- It is the responsibility of the applicant to ensure that the Grant Application packet is complete for submission. Applications that are incomplete, missing the required attachments, or missing original signatures will not be reviewed.

Application Training:
Both community representatives and consultants are strongly encouraged to participate in one of the application training sessions presented by DEHCR staff. The trainings will be held:

The Wyndham Garden (webinar available) The Westwood Conference Center
Wednesday, February 22, 2017 Wednesday, March 1, 2017
2969 Cahill Main 1800 Westwood Center Boulevard
Fitchburg, WI 53711 Wausau, WI 54401
8:30 a.m. – 1:00 a.m. 8:30 a.m. – 1:00 p.m.
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; and
3. Demonstrate significant community need.

PLEASE NOTE: Projects that meet the National Objective of Benefitting Low- and Moderate-Income 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 following table. It is anticipated that through this competitive process, funds will be distributed throughout the State. If additional funding becomes available due to a community declining an award or other factors, additional funds may be awarded based on the applications rankings.

Funding decisions will be based on the applicant’s demonstration of how the proposed project meets ALL of the following eligibility requirements

1. The proposed project is an eligible CDBG activity.
2. The proposed project meets a CDBG National Objective.
3. The fiscal capacity of the applicant to meet the match requirements, including providing a 50 percent match from sources other than grants awarded by the federal or state government and 25 percent of the total project costs from the applicant.
4. The applicant meets the citizen participation requirements including the adoption of a Citizen Participation Plan and has held a public hearing (providing 14 day notice) prior to the submission of a CDBG application.
5. The local government has identified a specific project that needs further planning.
6. The specific project will serve a public purpose.
7. The specific planning cost estimates are reasonable (cost estimates must be reflected in the Proposed Project Budget section of the application).
8. The planning for the specific project has the support of local community or economic development organizations or business groups.
9. The local government has the capacity and capability to conduct the planning or commits to the retention of professional planning services.
10. The planning will likely result in the implementation of the specific project being planned.

Applications that meet the minimum program eligibility requirements and have no outstanding or unresolved issues of non-compliance with prior CDBG awards will be scored and ranked based on the scoring criteria included in the following table.
CDBG-PLNG 2017 Annual Grant Application Instructions

<table>
<thead>
<tr>
<th>Scoring Categories</th>
<th>Possible Points</th>
<th>Point Criteria Basis</th>
</tr>
</thead>
</table>
| Project Need (Narrative Response I) | 25 | Description of why the proposed plan is needed. It should address the following, as appropriate:  
- community distress factors that will be addressed by the plan;  
- evidence of support for the plan by community stakeholders; and  
- how the plan is consistent with goals and objectives of recently completed community or economic development plans or initiatives. |
| Project Need (Narrative Response II) | 25 | Description of the intended outcome of the proposed planning project. It should address the following as appropriate:  
- how the receipt of planning grant funds will have a positive impact on the applicant community;  
- what steps will be taken following the conclusion of the planning activity (additional grant funds sought, implementation, construction, etc.); and  
- the community's capacity and readiness to implement the specific project being planned (financial capacity, organizational and staff availability; anticipated timelines, or any other relevant factors). |
| Planning and Collaboration | 10 |  
- Is the applicant’s proposed project consistent with the goals and objectives of a Comprehensive Plan, Community Redevelopment Plan, or other long-range plan?  
- Will the proposed project occur in conjunction with other planned public improvement, housing, or economic development projects? |

**Award Notification:**
DEHCR anticipates that award announcements will be made no later than July 28th, 2017. Once final funding decisions have been made, award letters will be sent to UGLGs. Unsuccessful UGLGs will be contacted and notified with a written decision.

**Appeals Process for CDBG Grant Applicants Not Funded:**
Applicants for CDBG-PLNG program assistance have the right to appeal if the application is denied. A formal Appeals Process is available for UGLGs who feel that a non-funding decision has been made in error. The Appeals Process provides an opportunity for an UGLG to have its application reviewed a second time to ensure no errors were made during the review process.

**The Appeals Process:**
- The appeal must include the application name and a short summary of the reason why the UGLG is appealing the decision.
- The appeal must be filed with the Bureau Director within thirty (30) days of the date the applicant received written notice of the decision.
- The Bureau Director will review the application and will make a decision whether to reverse the denial.
- If the Bureau Director denies the appeal, the applicant may file an additional appeal with the Secretary’s office within thirty (30) days from the date of the Bureau Director’s denial letter.
- The Secretary’s office will review the application and will make a final determination.

**Implementation Training:**
The State of Wisconsin is responsible for ensuring that the CDBG-PLNG program is implemented in compliance with State and Federal regulations and in accordance with program
guidelines. Both the UGLG’s grant administrator and UGLG’s representatives will be required to attend a CDBG grantee implementation training presented after awards have been made. The trainings are tentatively scheduled for:

**Wednesday & Thursday**
- Sept 27-28, 2017
- Courtyard by Marriott (East) Madison, WI
- Wednesday & Thursday
- Oct 4-5, 2017
- Metropolis Resort Eau Claire, WI

**Federal Grant Requirements:**
Other federal reporting and compliance requirements may apply to the project, including Procurement, Acquisition, Anti-Displacement and Relocation Assistance provisions and Equal Opportunity regulations.

In addition, in accordance with 2 CFR Part 200, non-federal entities that expend $750,000 or more in federal funding in any one calendar year must undergo an independent Single Audit.

**Additional Application, Award and Grant Information:**
Check the DEHCR website for additional information on the CDBG requirements, grant timelines, training sessions, and other updates: [http://www.doa.state.wi.us/Divisions/Housing/Bureau-of-Community-Development/CDBG-PLNG-Program-Overview/](http://www.doa.state.wi.us/Divisions/Housing/Bureau-of-Community-Development/CDBG-PLNG-Program-Overview/).
Guidance for Completing the CDBG-PLNG Grant Application

PART 1: GRANT REQUEST

Grant Request (CDBG funds), Applicant Match and Total Project Cost:
Under the CDBG-PLNG program applicants can request up to 50 percent of the total project cost, with a maximum request of $25,000 for community-wide plans and $15,000 for site-specific plans. For example, the City of Black Rock is applying for a planning grant to study the reuse of the vacant Bela Talbot School. The total project cost is $30,000. The City is requesting $15,000 in CDBG-PLNG funds. The remaining $15,000 will come from $10,000 in City funds and a $5,000 grant from the Colt Foundation.

Amounts requested must be consistent with the financial data provided in Part 6 Budget and Commitment of Matching Funds of the Application.

CDBG-PLNG UGLGs must demonstrate a match investment of at least 50 percent of the total grant award from sources other than grants provided by the federal or state government. UGLGs must provide at least 25 percent of the 50 percent match requirement. Private or public funding can be used for the required match. To be eligible for funding through the CDBG-PLNG program:

A. The proposed project must be consistent with the State’s current CDBG program goals, included in the Annual Action Plan:
   - ensuring the affordability of basic services that enhance community vitality;
   - promoting improved housing and economic opportunities for low- and moderate-income households;
   - supporting revitalization of established neighborhoods, downtown business districts and blighted sites;
   - assisting with capital improvement projects that support previous planning efforts and are part of broader community development strategies;
   - improving accessibility to public facilities;
   - encouraging the use of energy efficient design, retrofitting, and equipment, as well as projects that benefit bicyclists and pedestrians; and
   - responding to natural and man-made disasters or catastrophic events.


B. CDBG funds must be used for one or more CDBG-PLNG eligible activities. CDBG-PLNG grant funds can be used for the preparation of plans, studies, analyses, data gathering, and identification of actions that will implement plans. The types of plans that may be paid for with CDBG funds include, but are not limited to, the projects and costs shown in the following table:
### Examples of Eligible CDBG-PLNG Projects and Costs:

<table>
<thead>
<tr>
<th>Comprehensive plans</th>
<th>Engineering, architectural, and design costs related to a specific activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual project plans</td>
<td>Direct development of a CDBG application</td>
</tr>
<tr>
<td>Community development plans</td>
<td>Other costs of implementing plans</td>
</tr>
<tr>
<td>Capital improvement plans</td>
<td>Operating costs for an organization</td>
</tr>
<tr>
<td>Small area and neighborhood plans</td>
<td>Construction or any other non-professional services</td>
</tr>
<tr>
<td>Local analyses of impediments to fair housing</td>
<td>Any otherwise eligible planning project costs incurred prior to the date of grant award by DEHCR</td>
</tr>
</tbody>
</table>

### Examples of Ineligible CDBG-PLNG Projects and Costs:

- Downtown Revitalization Plans
- Functional plans (such as plans for housing, land use, energy conservation, or economic development)
- Environmental and historic preservation studies

A full list of planning activities eligible under Section 105(a)(12) of the Housing and Community Development Act of 1974 and 24 CFR §570.205 can be found at: [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_16364.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_16364.pdf) and [http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5;node=24:3.1.1.3.4#se24.3.570_1205](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5;node=24:3.1.1.3.4#se24.3.570_1205).

### Project Title:

This is a brief statement to provide the nature of the project.

- Example 1: Jo D. Mills Senior Center Relocation Plan
- Example 2: Crowley District Economic Redevelopment Plan

### Brief Project Description:

This description should identify the eligible activity(ies) and how the overall proposed project is consistent with one of more of the CDBG Program goals.

- Example 1: The purpose of the plan is to determine the best alternative for an expanded senior center. The senior center will provide services exclusively to individuals 62 or older. This will meet National Objective #1 LMI – Limited Clientele.
- Example 2: The purpose of the Crowley District Economic Redevelopment Plan is to investigate options for redeveloping the area surrounding the recently closed Crowley Distillery. This will meet National Objective #2 Slum and Blight Prevention/Elimination.

### Project Begin and Completion Dates:

To ensure CDBG program goals and objectives are met, projects awarded funding under the CDBG-PLNG program must be feasible. To be considered feasible, proposed projects ‘activities should begin within 6 months of the award date, and the project should be completed within 24 months of the award date.

### Project Budget:

The proposed Project Budget must be detailed in Part 6 Budget and Commitment of Matching Funds of the Application.
PART 2: APPLICANT INFORMATION

Applicant:
All sections under Applicant must be completed. The Chief Elected Official's (CEO) signature must be an original on at least one of the copies of the application.

Application contact:
This section must be completed by the person completing the Application on behalf of the UGLG.

Previous CDBG Assistance:
Enter the information requested for all previous CDBG awards from all CDBG programs 2008-present. The Award Date is the date of the initial award letter and the Completion/Closeout Date is the date of the completion/closeout letter from the awarding agency or signed completion/closeout certification. Contact DEHCR for guidance as needed.

UGLGs that received a CDBG-PLNG award in last year's award cycle are not eligible for consideration in this year's CDBG-PLNG annual competition.

In addition, CDBG-PLNG applications may not be considered if there are outstanding or unresolved instances of non-compliance associated with prior CBDG awards not limited to planning grants, including non-compliance related to administrative, financial management, underwriting, recordkeeping, reporting, auditing, completion, payment, reimbursement or other requirements except in cases where the award was provided to meet the “Urgent Local Need” National Objective.

DEHCR will also continue to evaluate projects’ feasibility after awards are made. Successful applicants will be required to submit semi-annual project performance reports to DEHCR as part of the project grant agreement and will be monitored at least once during the agreement period by a Project Representative.

PART 3: INITIAL ELIGIBILITY

Items #1-12 in Part 3 of the Application must be acknowledged as “Yes” for the Applicant to be eligible for a CDBG award.

Citizen Participation:
Federal regulations require that UGLGs provide citizens with advance notice of and opportunity to comment on proposed activities in an application to the State for CDBG assistance. 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. All CDBG-PLNG applicants must demonstrate compliance with federal citizen participation requirements at the time of application. Applicants that do not comply with citizen participation requirements will be deemed ineligible for CDBG funding, and the application will not be scored.

SPECIAL NOTE: The Citizen Participation Plan must reflect current information and at minimum the Citizen Participation Plan Template provided in the attachments to this application.
A CDBG grant may be made only if the UGLG certifies that it has established and is following such a plan. The Citizen Participation Plan must include, at a minimum, the elements listed below:

A. 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 UGLG 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 shall include at least one LMI person and one resident of the designated target area. 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. Distribute timely notification of all required meetings to 100 percent of the designated target area or neighborhood. UGLGs 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.

B. 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; and

2. Notify the community of upcoming meetings not less than two (2) weeks/fourteen (14) days prior to the meeting; and

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. The type of assistance generally available; and

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; and

3. The review of program performance (for which hearings shall be held after adequate public notice, at times and locations convenient to potential or actual beneficiaries and with accommodation for individuals with disabilities).

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 complaint/grievance procedure steps in the Citizen Participation Plan; and
2. Develop a procedure to ensure compliance with the 15 working day response time.

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**24 CFR 570.486 (5)**

“There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.”

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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.

Citizen Participation documents to be submitted by applicants include:

1. A copy of the Applicant’s Citizen Participation Plan (accompanied by a copy of the adopting resolution);
2. A copy of the Public Hearing Notice(s) as published in the local newspaper (a Sample Public Hearing Notice can be found in the provided attachments to this application);
3. A completed Citizen Participation Certification (a Citizen Participation Certification form can be found in the provided attachments to this application);
4. Meeting minutes from the Public Hearing (as a record of actions taken and/or to provide the list of attendees [optional]); and
5. A copy of the sign-in sheet(s) from the Public Hearing(s) (only required if the meeting minutes do not include a list of attendees).

In addition to documentation of citizen participation, all CDBG–PLNG applicants must submit a resolution signed by the CEO of their UGLG requesting the funds authorizing the submission of the Community Development Block Grant Application. A Sample Authorizing Resolution form can be found in the provided attachments to this application.
Fair Housing:
Per HUD regulations at 24 CFR 570.487(b), recipients of CDBG funds must take some action(s) to affirmatively further fair housing during the agreement period. A Potential Fair Housing Actions form can be found in the provided attachments to this application.

Please complete this form by indicating the three (3) actions that will be taken to affirmatively further fair housing and submit it with the application materials. If the project is funded, the selected actions will be included in the Grant Agreement timetable and the UGLG will be required to implement them during that period. For more information visit: http://docs.legis.wisconsin.gov/statutes/statutes/106/III/50.

Environmental Review:
The National Environmental Policy Act of 1969 (NEPA) applies to every CDBG project. Regulations governing Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities can be found in 24 CFR Part 58, which is available via the following link: http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=d4966c17222ec9dc63a434ad9599aa6c&rgn=div5&view=text&node=24:1.1.1.1.33&idno=24.

Planning-only activities are considered “Exempt” activities that have no physical impact on the environment. If the proposed project consists entirely of planning-only related activities, CDBG-PLNG applicants need only submit a completed copy of the Statement of Activities form and a Determination of Exemption form. These forms are provided in the CDBG PF/PLNG Implementation Handbook.

At the completion of the environmental review process, DEHCR will issue a Letter of Concurrence. In addition, please note that:

- A grantee may not commit any HUD assistance funds or non-HUD funds until an award has been made and the environmental review has been completed. Exceptions may be granted for pre-award costs if approved by DEHCR in advance; and
- DEHCR cannot release funds until the environmental review process is complete and an award and executed agreement are in place.

Procurement:
An UGLG may procure a consultant to serve as the administrator of a CDBG-PLNG grant; however, all consulting services for which CDBG funds will be used must follow established federal, state and local procurement policies. Information on state procurement policies, including simplified bidding and the Request for Proposal process can be found at: http://vendornet.state.wi.us/vendornet/procman/index.asp.

A community may choose to use consultants to assist in creating a CDBG funded community-wide or site specific plan. DEHCR requires the competitive procurement of services through a Request for Proposal (RFP) process for the procurement of planners, grant writers and consultants.

For grants awarded, DEHCR staff is available to provide technical assistance on the procurement processes and requirements.

Please note: Regional Planning Commissions (RPCs) in the State of Wisconsin are public entities that provide intergovernmental planning and coordination efforts for a region, and therefore are not subject to procurement regulations. If a community chooses to utilize the services of a RPC for CDBG-funded activities, identify the RPC and services to be provided in Part 3 of the CDBG-PLNG Application.
PART 4: CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

To ensure compliance with federal regulations requiring that CDBG-funded activities meet a national objective, an applicant must clearly document how the objective is met.

The planning project activity must meet either the national objective of benefit to LMI persons or for the prevention or elimination of slum and blight.

**Benefit to Low- and Moderate-Income Persons:**
Under the CDBG PLNG program, a project can meet the low- and moderate-income (LMI) National Objective by serving a community or an area in which at least 51 percent of the residents are LMI persons (area basis) or by providing services to a group of persons principally made up of LMI individuals (limited clientele).

A. Area Benefit

An activity may qualify as benefitting LMI persons on an area basis if at least 51 percent of the persons residing in the area served by the activity are of low- to moderate-income. Determining whether an activity qualifies as benefitting LMI individuals 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 project service area (i.e., location in the primary beneficiaries of the project live.) Service areas may or may not be coterminous with census blocks or other officially designated boundaries.

When a service area is coterminous with census blocks 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.

Using HUD Local Government LMISD for determining Area Benefit is only allowed for projects having community-wide benefit (i.e., all residents in the community are primary beneficiaries of the project).

- A project area map showing the area in which the project/construction activities are occurring must be provided in the attachments and the nature of the work described in Part 5: Project Need in the application must reflect that the project has primary benefit to all residents in the community.
- If the project involves water/sewer main, well, and/or street improvements, the locations of the mains, wells, and/or streets that will be improved must be shown on the project area map.
- If the project will have community-wide benefit to two or more entire communities and the HUD LMISD is used to determine Area Benefit, a data summary showing the calculation of the LMI percentage must also be provided in the Attachments. Contact DEHCR for guidance on calculating the LMI percentage using the HUD LMISD of multiple local governments.

Using HUD Census Block LMISD for determining Area Benefit is only allowed when the service area (primary beneficiary area) is coterminous with one or more census blocks (i.e., all residents in the census block(s) are primary beneficiaries of the project).

• A project area map showing the area in which the project is occurring in relation to the boundaries of the selected census block(s) must be provided in the Attachments, and the of the work described in Part 5: Project Need in the application must reflect that the project has primary benefit to only and all residents in the selected census block(s).

• If the project involves water/sewer main, well, and/or street improvements, the locations of the mains, wells, and/or streets that will be improved must be shown on the project area/census block map.

• If all residents in multiple census blocks are primary beneficiaries and the HUD LMISD for multiple census blocks was used to determine Area Benefit, a data summary showing the calculation of the LMI percentage must also be provided in the Attachments. Contact DEHCR for guidance on calculating the LMI percentage using the HUD LMISD of multiple census blocks.

B. Community Survey

If an activity’s service area is not coterminous with community or census block boundaries or there is reason to believe that the HUD LMISD does not accurately reflect income levels in the area, an UGLG may elect to conduct a survey to determine the percentage of LMI residents in the service area. If a survey is used to determine Area Benefit, an applicant must demonstrate that the survey is methodologically sound and submit documentation of the survey instrument, responses, and results in the attachments to this application. The attachments must include the following:

1. Project area map (showing the location of the project activities);
2. Survey area map, showing the boundaries of the area in which the survey was conducted. [For small Income Surveys (generally under 50 residences), residences that were surveyed must be marked on the Income Survey Map, with responding, non-responding, and vacant residences noted. For larger Income Surveys (generally 50 or more residences), the Income Survey Map must include a marked boundary around the residential area where the survey was conducted, with the residences included in the survey that sit on the borders of the boundary clearly marked.]
3. Survey Results Tabulation (form provided in the Income Survey Guide);
4. Demographics Tabulation (form provided in the Income Survey Guide);
5. Copy of Income Survey form used (sample template provided in the Income Survey Guide);
6. Copy of Income Survey Letter or other related correspondence to residents (if applicable) regarding the survey distribution or collection (sample letter template provided in the Income Survey Guide);

**NOTE:** For survey data to be considered valid, the survey must have been conducted within thirty-six (36) months of the due date of the application. The number of LMI individuals must be calculated and included in the data submitted. (LMI eligibility will be made based on the total number of LMI individuals, and not on the number of LMI families or LMI households.)
Requirements for conducting an income survey are available in the *Income Survey Guide*, which can be found on the Bureau of Community Development website: [http://www.doa.state.wi.us/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview/#ApplicationMaterials](http://www.doa.state.wi.us/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview/#ApplicationMaterials).

C. **Limited Clientele**

An activity that provides benefits to a particular group of persons rather than residents within a specified service area may qualify as benefitting LMI individuals based on serving limited clientele. Activities that exclusively benefit one of the following groups are presumed by HUD to be made up of principally low and moderate income persons:

- 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 qualify as serving limited clientele. Contact DEHCR and/or refer to 24 CFR 570.208(a)(2) for additional guidance regarding limited clientele projects.

**Prevention or Elimination of Slum and Blight:**

Activities that qualify under the National Objective of Preventing or Eliminating Slum and Blight address deteriorated infrastructure and living conditions which have long-lasting effects on community viability. Slum and blight can be addressed on an area wide basis or a spot basis.

A. **Area Basis**

Per 24 CFR 570.483, an activity can qualify as addressing slum and blight on an area basis if all of the following can be documented:

1. The local government has passed a formal resolution declaring the area as a blight as defined by Wisconsin Law; and
2. At least 25% of properties throughout the area experience, and document one or more of the following conditions (based on language found in 24 CFR 570.483):
   - physical deterioration of buildings or improvements;
   - abandonment of properties;
   - chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial building;
   - significant declines in property values or abnormally low property values relative to other areas in the community;
   - known or suspected environmental contamination; or
   - the public improvements throughout the area are in a documented general state of deterioration; and
3. The assisted activity addresses one or more of the conditions which contributed to the deterioration of the area.

NOTE: Applications must include a map of the designated blighted area including a total percentage of buildings in that area that are blighted.

B. Spot Basis
An activity can qualify as addressing slum and blight on a spot basis when the activity is not located in a designated slum or blighted area. Spot basis can be met if the community specifically identifies eligible activities that treat one or more of the following conditions:
- acquisition
- clearance
- relocation
- historic preservation
- remediation of environmentally contaminated properties
- rehabilitation of buildings or improvements (limited to eliminating conditions detrimental to public health and safety).

PART 5: PROJECT NEED NARRATIVE (0-50 Points)

Please limit your project narrative responses (total for both questions) to one (1) single-spaced page using a 12 point font. Information exceeding this limit will not be considered in the scoring process.
- Each narrative response can receive up to 25 points, for a maximum score of 50 points.
- Any additional/supporting documentation should be limited to no more than ten (10) pages per narrative response and titled using the Checklist. Applicants must ensure that the additional documentation provided supports the data included in the application.

PART 6: BUDGET AND COMMITMENT OF MATCHING FUNDS

Complete the table summarizing the local match and other public and private funding sources for the project. At least 25% of the total cost of the planning project must originate from sources other than grants provided by the federal or state government. Indicate the status of all funding sources; applied; pending, committed; secured/awarded or other. Check all that apply for each funding source. For any sources with a status of “Other”, provide a brief explanation (no more than a one sentence narrative per source.) Provide all available documentation supporting each source, status and level of commitment of funding. For the purposes of this application, the terms used to describe the status of funding are defined as:
- Applied – the applicant has applied for matching funds from the funding source, but has not yet received a response or commitment of funding from the funding source;
• Pending – the applicant has applied for matching funds and received a response from the funding source, indicating the applicant is eligible or potentially eligible for funding, but the applicant has not yet received a firm commitment of funding;

• Committed – the applicant’s local governing body has formally approved the use of funds from the funding source as matching funds for the CDBG project; and/or has formally approved the acceptance of funds from the funding source (e.g., acceptance of a loan, acceptance of an award, etc.) and committed the available or awarded funds to the CDBG project;

• Secured/Awarded – the applicant has received notification from the funding source that the funds are available to/awarded to the applicant and/or funds are on-hand in the applicant’s bank account(s) available for use; and

• Other – any other status that requires further explanation not covered in the other status options (e.g., the Intent to Apply has been submitted; the applicant intends to submit a bank loan application upon receiving the CDBG award; revenue bonds will be issued on a future date; a referendum has been passed; a referendum has been approved to be on the ballot for a future election; etc.).

PART 7: PLANNING AND COLLABORATION (0-10 Points)

Applications will be awarded points based on whether or not the proposed CDBG project supports and further promotes the UGLG’s adopted Comprehensive Plan, county based Comprehensive Plan if the UGLG does not have a community based plan or an approved redevelopment plan. On the application, briefly explain in the space(s) provided how the proposed project supports the following:

1. Planning – UGLGs will be awarded points if they can demonstrate the proposed project is consistent with the goals and objectives included in the community’s comprehensive and/or redevelopment plan.

2. Coordination of Efforts – Applicants will be awarded points when the proposed project will generate efficiencies by occurring in conjunction with other planned public improvement, housing, and/or economic development projects in the project area—including those with other local governments, state agency (DOT, DNR, etc.), and/or federal agency (USDA, Army Corp of Engineers, etc.)

For example: Smith County is developing an economic development plan for the entire county in which the City of Lebanon resides, and the City will have access to the new data from the research conducted by the county through its planning processes to inform the development of the local economic development plan. This will save an estimated $5,000 in research and data collection costs. (Provide additional details.)

NOTE: Documentation of additional funding sources stemming from coordinated projects should be attached.

Please include in the answer:

• Whether or not the plan has been adopted;
• How specific the current plan is to the proposed plan/project; and
• If the proposed plan/project involves multiple communities, an explanation of how the plan/project will directly affect the applicant community.
ATTACHMENTS AND SUPPORTING DOCUMENTATION

Applicants must complete the Attachments and Supporting Documentation Checklist found in the Application. The Checklist lists the required as well as optional attachments and supporting documentation for the PLNG grant application. Applicants should fill out the Checklist to note all the documents attached. Also, the cover pages at the end of the application should be used to separate each set of supporting documents. By using the Checklist and the cover sheets provided as well as following the recommended document order will ensure the application is complete, documents can be found easily and the application quickly reviewed.

Fillable forms and sample documents can be found electronically on the Bureau of Community Development Website at: http://doa.wi.gov/Divisions/Housing/Bureau-of-Community-Development/CDBG-PLNG-Program-Overview/#application.