#### CDBG CLIENT INCOME CERTIFICATION REPORT (9-I(1))

|  |  |
| --- | --- |
| 1. **GRANTEE/UGLG NAME:** |  |
| 1. **CDBG CONTRACT/GRANT AGREEEMENT #:** |  |
| 1. **REPORTING PERIOD** *(as listed in Grant Agreement Timetable)*: \_ MM/DD/YYYY \_ to \_ MM/DD/YYYY\_\_ | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **TOTAL # NEW CLIENTS SERVED DURING THIS REPORTING PERIOD**   *(Do not include duplicate clients from previous reporting periods.)* | | | | | | 0 | | |
| 1. **TOTAL # OF *ALL* CLIENTS SERVED THROUGH PROJECT TO DATE** | | | | | | 0 | | |
|  | | | | |  | | | |
| 1. **RACE/ETHNICITY OF *ALL* CLIENTS SERVED THROUGH PROJECT TO DATE** | | | | | | | | |
| **Single Race** | **Total Number** | **Number Hispanic** |  | **Multi-Racial or No Answer** | | | **Total Number** | **Number Hispanic** |
| **WHITE** | 0 | 0 |  | **AMERICAN INDIAN/ALASKAN NATIVE & WHITE** | | | 0 | 0 |
| **BLACK/AFRICAN AMERICAN** | 0 | 0 |  | **ASIAN & WHITE** | | | 0 | 0 |
| **ASIAN** | 0 | 0 |  | **BLACK/AFRICAN AMERICAN & WHITE** | | | 0 | 0 |
| **AMERICAN INDIAN/ALASKAN NATIVE** | 0 | 0 |  | **AMERICAN INDIAN/ALASKAN NATIVE AND AFRICAN AMERICAN** | | | 0 | 0 |
| **NATIVE HAWAIIAN/PACIFIC ISLANDER** | 0 | 0 |  | **OTHER MULTI-RACIAL** | | | 0 | 0 |
| **OTHER** | 0 | 0 |  | **DID NOT TO ANSWER** | | | 0 | |
|  | | | | | | | | |

|  |  |
| --- | --- |
| 1. **LMI STATUS OF *ALL* CLIENTS SERVED THROUGH PROJECT TO DATE** | |
| **Total # of *LMI* Clients Served:** \_ 0\_\_ | **Total # of *NON-LMI* Clients Served:** \_ 0\_\_ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **REPORT CERTIFICATION** | | | | | | |
| **I certify that to the best of my knowledge and belief the contents in this report are true and correct. Completed individual *CDBG Client Income Certification Forms* are attached as supporting documentation.\*** | | | | | | |
|  |  |  |  | | |  |
|  | Typed Name, Title & Firm/Organization of Report Preparer\* | | |  | Preparer Email Address |  |
|  |  |  |  | | |  |
|  | Typed Name and Title of UGLG Approver as Certification\* |  | UGLG Approver Email Address | | |  |
|  |  |  | MM/DD/YYYY | | |  |
|  | UGLG Approver Phone Number |  | Date of UGLG Approval / Certification | | |  |
|  | *\*If the Preparer is not an authorized UGLG Approver, then the UGLG Approver information must be entered. By entering the name and title of the UGLG Approver above,* ***the Preparer of this document is certifying that the person identified as the UGLG Approver is an employee or official from the UGLG; is authorized by the UGLG to review and approve this document; and authorizes the Preparer to submit this document to DEHCR*** *on the UGLG’s behalf. The UGLG Approver must be the Chief Elected Official (CEO) or a person authorized/designated by the CEO on the Signature Certification Form (submitted with the pre-agreement documents for the project) or authorized/designated by the UGLG’s governing body to approve CDBG project documents. If the person submitting this document is not the UGLG Approver, then the submitter must copy (‘cc’) the UGLG Approver when emailing it to DEHCR.* | | | | |  |

#### CDBG CLIENT INCOME CERTIFICATION REPORT (9-I(2)) (INSTRUCTIONS)

The *CDBG Client Income Certification Report* is a summary of the information gathered from *CDBG Client Income Certification Forms* (Attachment 9-J(1)) completed at the time the client begins receiving services in the Unit of General Local Government’s (UGLG’s) (and Subrecipient’s, if applicable) CDBG-funded program/project. The *CDBG Client Income Certification Form* (Attachment 9-J(1)) is on the [*CDBG Program*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-CV.aspx) website at [*https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG.aspx*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-CV.aspx), as well as on the [*CDBG Implementation Handbook*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx) website at [*https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx).

Note: For CDBG-CV projects, the *CDBG-CV* *Client Income Certification Report* and *CDBG-CV Client Income Certification Forms* linked on the [CDBG-CV Program website](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-CV.aspx) [also listed as Attachment 9-I(2)) and Attachment 9-J(2)) on the [*CDBG Implementation Handbook website*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx) – under Chapter 9 Attachments] must be used for collecting and reporting client data (if applicable/required for the project).

1. Grantee/UGLG Name: Enter the name of the Unit of General Local Government (UGLG) that received the CDBG award [e.g., Yourville County, City of Yourville, Village of Yourville, Town of Yourville]
2. CDBG Contract/Grant Agreement #: Enter the CDBG Contract # (i.e., Grant Agreement #) for the UGLG’s CDBG project.
3. Reporting Period: Enter the Reporting Period for which the report is being completed, entering the reporting period dates as they appear in the Grant Agreement Timetable.
4. # of New Clients Served Through Project During This Reporting Period: Enter the number of *new* clients (not previously serve in any previous reporting period) served from the start of the reporting period to end of the reporting period; and the total number of clients served to date through the CDBG project.
5. # of All Clients Served Through Project To Date: Enter the number of *ALL* clients served through the CDBG project *To Date*, through the end of the current reporting period.
6. Race/Ethnicity of All Clients Served During Through Project To Date: Enter the total number of *ALL* clients served through the CDBG project *To Date*, through the end of the current reporting period, who are in each race/ethnicity category on the *CDBG Client Income Certification Form*. **Do not leave any entries blank.** Enter zero (0) for any categories for which no clients selected the category or if no clients have been served for the project to date, as applicable.

For example, six (6) clients completed *CDBG Client Income Certification Forms* with all six (6) identifying as White and of those, three (3) also identified as Hispanic. Therefore, for White “6” should be entered under Total Number and “3” should be entered under Hispanic.

1. LMI Status of All Clients Served for Project: Using the information from the Family Income Category of the *CDBG Client Income Certification Form*, enter the total number of *ALL* clients served through the CDBG project *To Date*, through the end of the current reporting period, who have an LMI status (i.e., have a family income at or below the LMI income threshold shown for their family size on the *CDBG Client Income Certification Form*); and the total number who have a Non-LMI status (i.e., have a family income above the LMI income threshold shown for their family size).
2. Report Certification: Complete the Report Certification. If the *Report* Preparer is not an authorized UGLG Approver, then the UGLG Approver information must be entered. The *Report* must be approved by the UGLG. The UGLG Approver must be the Chief Elected Official (CEO) or a person authorized/designated by the CEO on the Signature Certification Form (submitted with the pre-agreement documents for the project) or authorized/designated by the UGLG’s governing body to approve CDBG project documents*. If the person submitting this document is not the UGLG Approver, then the submitter must copy (‘cc’) the UGLG Approver when emailing it to DEHCR*.
3. The Final *Certification Report* must be submitted with the *Project Completion Report*. It is a summary of all clients served during the project performance period, as listed on the *Grant Agreement*.
4. **Email one (1) copy** of the completed Certification documents to the assigned DEHCR Project Representative or to [*DOACDBG@wisconsin.gov*](mailto:DOACDBG@wisconsin.gov). Retain the completed *CDBG Client Income Certification Report* and *Certification Forms* in the UGLG’s CDBG project files.