**STATE OF WISCONSIN**

Department of Administration



**COMMUNITY DEVELOPMENT BLOCK GRANT -PUBLIC FACILITIES**

**(CDBG-PF)**

**2025 ANNUAL GRANT**

**APPLICATION**

**CDBG-PF PROGRAM CONTACT INFORMATION**

Address:\* Wisconsin Department of Administration

Division of Energy, Housing and Community Resources

Bureau of Community Development

101 E. Wilson St.

P.O. Box 7970

Madison, WI 53707-7970

Telephone: Tamra Fabian, Director

Bureau of Community Development

(608) 266-7531

Email:\* [DOACDBG@wisconsin.gov](mailto:DOACDBG@wisconsin.gov)

***\*The Application must be submitted via email following the guidance provided within the CDBG-PF Application Instructions.***

Application Deadline: **May 15, 2025 no later than 4:00 p.m.**

**PLEASE NOTE:**

The 2025 CDBG-Public Facilities (CDBG-PF) Grant Application, Application Instructions, and CDBG-PF-specific Application Attachments (fillable templates) may be downloaded from the [Division of Energy, Housing and Community Resources](https://energyandhousing.wi.gov/pages/home.aspx) website at:

[*https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-PF.aspx*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-PF.aspx).

Additional Application Attachments (fillable forms, templates, and samples) for the CDBG-PF Program and other CDBG Programs are linked under the “Application Attachments” section of the [CDBG Resources and Trainings](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx) website at:

*<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.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 materials as periodic revisions may have been made since this copy was released.

Wisconsin Department of Administration Division of Energy, Housing and Community Resources (DEHCR)

**Community Development Block Grant - Public Facilities (CDBG-PF)**

**2025 Grant Application**

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| **PART 1 – GRANT REQUEST** | | |
| Grant Request Amount:  $ | Applicant’s Match:  $ | Total Project Cost:  $ |
| *NOTE: The amounts listed above must be the same as those submitted on the accompanying* ***Project Budget & Matching Funds Form*** *attachment.* | | |
| Project Title: | | |
| Brief Project Description: | | |
| Project Timeline Requirements:  Upon receiving CDBG funding, the municipality applying for funds commits to ensuring that:   * Construction begins no later than July 1, 2026; * Construction is completed no later than October 31, 2027; and * The Final Payment Request and Project Completion documents will be received by DEHCR no later than December 31, 2027. | | |

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| **PART 2 – APPLICANT INFORMATION & SIGNATURE** | | | | | | | | |
| **APPLICANT** (Unit of General Local Government [UGLG]): | | | | | | | | |
| UGLG Type: City  Village  Town  County | | | | | | | County: | |
| Joint Application?  No  Yes (If yes, list other unit[s] of government): | | | | | | | | |
| Chief Elected Official (CEO) Name: | CEO Title: | | | | CEO Email: | | | |
| UGLG Clerk Name: | Clerk Title: | | | | Clerk Email: | | | |
| UGLG Administrator Name  *(if different than Clerk)*: | Administrator Title: | | | | Administrator Email: | | | |
| UGLG Treasurer Name  *(if different than Clerk)*: | Treasurer Title: | | | | Treasurer Email: | | | |
| UGLG Street Address: | | | | | | | | |
| UGLG Mailing Address (if different than above): | | | | | | | | |
| UGLG City: | | UGLG Zip Code (9-Digit):  XXXXX - XXXX | | | | | | |
| UGLG Phone: ( ) \_\_\_\_ – \_\_\_\_\_\_ | | FEIN: XX - XXXXXXX | | | | | | |
| UNIQUE ENTITY IDENTIFIER (UEI) #: *(REQUIRED – UEI # is issued in the federal System for Award Management (SAM). Applicant must have a UEI, which can be obtained through SAM without full registration. UGLG will be required to also have a full “active” registration in SAM if awarded CDBG funds. Refer to Application Instructions. Refer to the CDBG-PLNG Application Instructions for guidance.)*  XXXXXXXXXXXX | | | | | | | | |
| UGLG Website Address: | | | | | | | | |
| CEO E-Mail: | | Clerk E-Mail: | | | | | | |
| If the UGLG contracted with a third party to complete this application, please provide the contract/invoice amount for application preparation services: $ \_\_\_ | | | | | | | | |
| **Applicant Signature** | | | | | | | | |
| **Chief Elected Official (CEO) Signature:** | | | | | | | | Date: |
| *By signing under Part 2 of this CDBG-PF application, the designated (or otherwise authorized) Chief Elected Official (CEO) is certifying that they have been authorized by the governing body of the UGLG to submit this application;\* the information submitted in this application is true and accurate; and the UGLG agrees to the terms set forth in the 2025 CDBG-PF Application and 2025 CDBG-PF Application Instructions for applying for and receiving CDBG-PF funds, upon award and acceptance of award by the UGLG.*  *\*[**A completed* [Authorizing Resolution to Submit the CDBG Application](https://energyandhousing.wi.gov/Documents/CDBG/Resources/AppAttachments/Authorizing%20Resolution%20to%20Submit%20CDBG%20Application%20v2021-01-27.docx) *must also be included in the Application Attachments.]* | | | | | | | | |
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| **Application Contact** | | | | | | | | |
| Name: | | | Title: | | | | | |
| Firm/Company/Entity: | | | | | | | | |
| Mailing Address: | | | | | | | | |
| City: | | | | State: | | Zip: | | |
| Phone: ( ) \_\_\_ – \_\_\_\_\_\_ | | | E-Mail: | | | | | |

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| **Current CDBG Assistance** |
| List currently open CDBG-CV, CDBG-DR, CDBG-ED, CDBG-Housing, CDBG-PF, CDBG-PFED, CDBG-PLNG, and CDBG-SP awards: |

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| --- | --- | --- | --- | --- |
| Project: | Grant Agreement #: | Award Date: | Performance Period End Date: | Award Amount: |
|  |  |  |  | $ |
|  |  |  |  | $ |
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|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | $ |
| Did any previous CDBG award(s) monies fund part or all of the Public  Facilities (PF) project for which you are applying with this application? Yes  No | | | | |
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| **PART 3 – CERTIFICATIONS** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | I, |  | , |  | of |  | |  | *Name of the Chief Elected Official (CEO)* |  | *Specify the CEO’s Job Title* |  | *Unit of General Local Government’s (UGLG’s) Name* |  |  |  |  |  | | --- | --- | --- | --- | | in |  | County(ies) certify that the |  | |  | *(County Name)* |  | *Unit of General Local Government’s (UGLG’s) Name* |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | will comply with terms set forth in the ***Initial Eligibility Information Certification***; ***Statement of Assurances Certification***; ***Lobbying Certification***; ***Acquisition, Relocation and Demolition Certification***; and ***Fair Housing Actions Certification*** as listed in Part 3 of this CDBG Application and the information provided for these Certifications is true and accurate.   |  |  |  | | --- | --- | --- | |  |  |  | | *Chief Elected Official’s (CEO’s) Full Name* |  | ***Chief Elected Official’s (CEO’s) Signature*** |   **INITIAL ELIGIBILITY CERTIFICATION** |   The Chief Elected Official (CEO) certifies that:   1. The Unit of General Local Government (UGLG) is a non-entitlement community that does not receive CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD). 2. The UGLG has an updated *Citizen Participation Plan* that has been adopted by the local governing body, which meets the CDBG Program’s current requirements. 3. The UGLG has held a public hearing prior to the submission of this Application and provided adequate notice, which ***must*** be at least 2 weeks (14 days) notice ***or*** the equivalent of a Class 2 Notice, in accordance with the terms specified in the UGLG’s *Citizen Participation Plan* in effect on the date of the first notice. 4. The UGLG’s *Citizen Participation Public Hearing Certification* is attached to this application. 5. The Public Hearing Meeting Minutes are attached to this application. 6. A list of the Public Hearing attendees [either provided in the Public Hearing Minutes or on a separate meeting sign-in sheet] is attached to this application. 7. The UGLG confirms that it has secured all matching funds required to complete the CDBG project; and the *Resolution to Commit Match & Certification of Match Secured* is attached to this application. 8. The UGLG’s *Authorizing Resolution to Submit CDBG Application* is attached to this application. 9. The UGLG acknowledges that if the project is funded, the UGLG will be required to complete the environmental review process ***before*** the UGLG begins construction and can receive grant funds. 10. The UGLG acknowledges that if the project is funded, professional services for grant administration will be properly procured in compliance with Federal, State, and local requirements. 11. The UGLG acknowledges that fees paid for grant application preparation and grant administration may be published on DEHCR’s web page. 12. The UGLG is notdebarred from receiving federal grant funds. 13. The UGLG understands that incomplete applications may be denied before review and denial of incomplete applications ***cannot*** be appealed.   *Contact the Bureau of Community Development if the Applicant has any questions or concerns regarding these eligibility requirements.* |
| **PART 3 – CERTIFICATIONS (CONTINUED)** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **STATEMENT OF ASSURANCES CERTIFICATION** | | | | | |  | The Chief Elected Official (CEO) certifies that the |  | : |   *(UGLG/Unit of General Local Government’s Name)*   1. Has authorized its Chief Elected Official or Administrator to submit the application, sign contracts, and conduct other business related to the proposed activity if funded. 2. Has identified its housing and community development needs, including those of low- and moderate-income (LMI) persons and the activities to be undertaken meet such needs. 3. Will conduct and administer its program in conformance with the Civil Rights Act of 1964 and the Fair Housing Act, and has adopted a local Fair Housing ordinance representing current state statutes. 4. Will minimize displacement as a result of activities associated with CDBG funds, and will follow an adopted Residential Anti-Displacement and Relocation Assistance Plan (RADRAP). 5. Will not use special assessments or fees to recover the capital costs of CDBG funded public improvements from low- and moderate-income (LMI) owner occupants. 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 non-violent civil rights demonstrations in accordance with Section 519 of Public Law 101144. 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 civil rights demonstrations. 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. Understands that the contract for professional services is between the Applicant and the Grant Administrator; the State is **not** responsible or a part of that relationship. 11. Acknowledges responsibility for ensuring that CDBG contract requirements are met. 12. Is currently in compliance with terms and conditions of all past and/or active CDBG awards and/or contracts. 13. Will not use CDBG funds to directly assist a business, including a business expansion, in the relocation of a plant, facility, or operation from one labor market area (LMA) to another LMA if the relocation is likely to result in a significant loss of jobs in the LMA from which the relocation occurs, in accordance with 24 CFR 570.210. 14. Acknowledges that the project cannot commence prior to the grant award and that certain procedures must first be taken, including but not limited to:     1. Completing the environmental review process;     2. Completing all required acquisition and relocation processes in accordance with Federal and State laws, if applicable;     3. Requesting federal wage rates, if applicable;     4. Establishing base employment levels for job creation/retention related projects; if applicable;     5. Entering into a development agreement with the participating business, if applicable; **and**     6. Developing a system for tracking LMI benefit and job creation/retention, if applicable. 15. Will comply with all the provisions of the Community Development Block Grant (CDBG) Program and will maintain documentation of compliance with the above certifications. |
| **PART 3 – CERTIFICATIONS (CONTINUED)** |
| |  | | --- | | **LOBBYING CERTIFICATION** |  |  |  |  | | --- | --- | --- | | The Chief Elected Official certifies on behalf of the |  | , that: |   *(UGLG/Unit of General Local Government’s Name)*   1. To the best of the Chief Elected Official’s knowledge and belief, 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 Unit of General Local Government (UGLG) shall complete Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions. 3. The Chief Elected Official of the UGLG shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients 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. |
| **PART 3 – CERTIFICATIONS (CONTINUED)** |
| |  |  | | --- | --- | | **ACQUISITION, RELOCATION & DEMOLITION CERTIFICATION** |  | | |  |  |  | | --- | --- | --- | |  | The Chief Elected Official certifies on behalf of the |  |   *(UGLG/Unit of General Local Government’s Name)* |  |   that the entries below accurately reflect the Acquisition, Relocation and Demolition activities included and planned for the project, as determined by the Unit of General Local Government (UGLG) to date.  *Enter* ***YES*** *or* ***NO*** *for* ***ALL*** *entry fields listed below to indicate which activities will and will not be part of the CDBG project, as determined by the UGLG to date:*   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | |  | | --- | | Choose an item. | | Voluntary Acquisition of:   |  |  |  | | --- | --- | --- | | Choose an item. | Temporary easement(s) | | | Choose an item. | Permanent easement(s) | | | Choose an item. | Vacant land | | | Choose an item. | Land and building(s) | | | Choose an item. | Tenant(s) Displacement | | | |  | |  | | --- | | Choose an item. | | Involuntary Acquisition of:   |  |  |  | | --- | --- | --- | | Choose an item. | Temporary easement(s) | | | Choose an item. | Permanent easement(s) | | | Choose an item. | Vacant land | | | Choose an item. | Land and building(s) | | |  | Choose an item. | Occupied Units and Relocation assistance | |  | Choose an item. | Occupied Low- and Moderate-Income (LMI) Residential Unit(s) | | |  | |  | | --- | | Choose an item. | | Donation of:   |  |  |  | | --- | --- | --- | | Choose an item. | Temporary easement(s) | | | Choose an item. | Permanent easement(s) | | | Choose an item. | Vacant land | | | Choose an item. | Land and building(s) | | |  | Choose an item. | Tenant(s) Displacement | |  | Choose an item. | Tenant(s) in occupied LMI Residential Unit(s) | | |  | |  | | --- | | Choose an item. | | Demolition of residential units or conversion/rehabilitation of residential unit to another use, and the:   |  |  | | --- | --- | | Choose an item. | Unit is occupiable | | Choose an item. | Unit rents or would rent at or below the Fair Market Rent | | Choose an item. | Unit will be replaced | | Choose an item. | Unit is not occupiable and evidence is attached | |  |  | |   *This certification will be used by the Division of Energy, Housing and Community Resources (DEHCR) to determine if the UGLG has adequately planned and budgeted for acquisition, relocation, down payment assistance, rehabilitation, and demolition activities related to the proposed CDBG project. Requirements are referenced in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) and Section 104(d) of the Housing and Community Development Act (Barney Frank Amendment).*  **PLEASE NOTE:**  ***If an entry of “Yes” is made to any item above, then please contact the Bureau of Community Development to discuss the applicability of State and Federal Acquisition, Relocation and Demolition requirements to the proposed project. The “Notice of Acquisition/Relocation to DEHCR” form (Attachment 5-L of the CDBG Implementation Handbook) must be submitted to DEHCR upon the grantee determining the specific acquisition and/or relocation needs related to the specific property(ies) selected for the CDBG project.*** |
| **PART 3 – CERTIFICATIONS (CONTINUED)** |
| |  | | --- | | **FAIR HOUSING ACTIONS CERTIFICATION** |   According to 24 CFR 570.487(b), the Unit of General Local Government (UGLG) must take some action to affirmatively further fair housing during the contract period if the UGLG receives a CDBG Grant. ***Indicate (by checking the appropriate boxes) at least THREE (3) of the actions listed below that will be completed if the UGLG is awarded a CDBG Grant.*** **Fair housing actions may include, but are not limited to, the Actions listed below. Add other selections under “Other.”**   |  |  |  |  | | --- | --- | --- | --- | |  | Upon receiving a CDBG Award, the |  | , |   *(UGLG/Unit of General Local Government’s Name)*  commits to completing the Fair Housing Actions checked below in accordance with the Timetable in the Grant Agreement, upon award and award acceptance:   |  |  | | --- | --- | | **Selection(s)** | **Actions** | |  | 1. Enact, strengthen, or advertise a local fair housing law; | |  | 1. Make area-wide zoning revisions to facilitate the dispersal of multi-family housing outside of minority-concentrated areas; | |  | 1. Initiate or fund any studies examining current housing opportunities for minority persons, persons with disabilities, and families with children and have these studies form the basis of an affirmative action program providing greater housing opportunities for persons in those groups; | |  | 1. Send letters from the 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; | |  | 1. 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; | |  | 1. Improve community facilities and public services in racially integrated neighborhoods to help preserve their mixed character; | |  | 1. Display a fair housing poster or provide fair housing information at an appropriate public place; | |  | 1. 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; | |  | 1. Fund a fair housing organization (such as a local housing authority) to conduct studies and/or to aggressively investigate rental and/or realtor practices; | |  | 1. Suggest the use of affirmative marketing and advertising practices by private developers as a condition for obtaining local licenses and permits; and | |  | 1. 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, persons with disabilities, and families with children. | |  | 1. OTHER:  |  | | --- | |  | | |  | 1. OTHER:  |  | | --- | |  | |   HUD Fair Housing and Equal Opportunity Resources:  <https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_resources> |

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| **PART 4 – CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES** |
| 1. Will the proposed project have primary benefit to the entire community?  Yes  No 2. Total number of persons who will benefit from the project:\* \_\_\_\_ 3. Total number of persons benefitting who are LMI   (Enter only if project is qualifying under LMI benefit):\* \_\_\_\_  ***\* Follow the CDBG-PF Application Instructions’ guidance when making the entries above.***   1. Which CDBG National Objective does your proposed project meet and which method was used to demonstrate National Objective compliance? (Answer using the checkboxes below.)   Benefit to Low- and Moderate-Income (LMI) Persons  Area Benefit using HUD Local Government LMI Summary Data (allowed only for projects having community-wide benefit or having primary benefit to multiple entire municipalities)  Area Benefit using HUD Census Block LMI Summary Data (allowed only for projects with a service area that includes only and a majority of one or more census tracts)  Area Benefit using Income Survey Data (applicable only for projects for which an income survey was conducted to determine the LMI percentage of the service area)  Project/Site-Specific Income Survey/Certification Data to be Collected from Beneficiaries in the Future (applicable only for projects for which DEHCR requires income survey/certification forms to be distributed to public facility users or facility beneficiaries during the project performance period and/or after construction completion to verify that at least 51.0% of the beneficiaries of the project are LMI) *[Contact DEHCR before selecting this option. This is not typical for most CDBG Public Facilities projects.]*  Area Benefit using combination of HUD LMI Summary Data and Income Survey Data (applicable only for projects for which the LMI percentage calculation for the total service area was made by using the aggregate totals for the population and number of LMI persons from a combination of HUD LMISD for part of the service area and income survey data for the rest of the service area)  Limited Clientele - HUD presumed group(s) served: \_ \_\_\_ \_  **Provide the justification for Limited Clientele (LMC) on page 10 of this Application form.** *Include supporting documentation in the attachments, if applicable. Refer to the CDBG-PF Application Instructions for guidance.*  Prevention/Elimination of Slum and Blight  Area Basis (Attach completed Slum and Blight Certification Form and supporting documents including map of service area)  Spot Basis (Attach completed Slum and Blight Certification Form and supporting documents including map of service area)  Urgent Local Need (See criteria that follow) |
| Urgent Local Need Criteria:  HUD’s regulation found at 24 CFR 570.483 (d) and policy guidance in meeting a National Objective states that to qualify under the Urgent Local Need Objective the project activity must alleviate conditions that meet all of the following criteria:   1. Pose a serious and immediate threat to the health or welfare of the community; ***and*** 2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; ***and*** 3. 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.   Please note: Additionally, HUD’s guide to “*Meeting a National Objective*” states planning grants are not allowed under the Urgent Local Need objective and activities designated solely to *prevent* a threat will not qualify.  **Provide the justification for Urgent Local Need (ULN) on the next page (page 10 of this Application form).**  ***For Limited Clientele, briefly explain how the project:***   1. *Exclusively* benefits persons in one or more Limited Clientele groups that are generally presumed by HUD to be principally Low- and Moderate-Income (LMI) persons *(refer to the CDBG-PF Application Instructions for the list of the Limited Clientele groups)*; 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 reasonably be 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.   *(Limit the narrative to this page with not less than 11-point font. Include supporting documentation in the Attachments, if required, per the Application Instructions and the “Limited Clientele” Attachments and Supporting Documentation cover page guidance within this application form.)*  (Insert Text Here)  ***For Urgent Local Need (ULN), briefly explain how the activity will alleviate conditions that:***   1. Pose a serious and immediate threat to the health or welfare of the community; and 2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and 3. 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.   *(Limit the narrative to this page with not less than 11-point font.)*  (Insert Text Here) |

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| **PART 5 – PROJECT NEED (0-100 Points)** |
| 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.   Refer to *Part 5* of the *Application Instructions* for guidance.   * 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 (pages 12 and 13 of this application) with not less than 11-point font.   **\*\*\* Additional supporting documentation for Project Need may be attached. It may not exceed 20 pages and must be titled using the *Checklist* on page 17 of this application form. \*\*\*** |

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| **PROJECT NEED NARRATIVE (0-100 Points) - Page 1 of 2** |
| 1. **Current condition of the problem:**   (Insert Text Here.)   1. **Frequency with which the problem occurs:**   (Insert Text Here.)   1. **Number of persons and/or households affected by the problem:**   (Insert Text Here.)   1. **Effect(s) of the problem if left untreated:**   (Insert Text Here.)   1. **Extent to which this proposed CDBG-PF project will alleviate the problem:**   (Insert Text Here.)   1. **Scope of work:**   (Insert Text Here.)   1. **Extent to which CDBG funding is needed to complete the project:**   (Insert Text Here.) |
| **End of PROJECT NEED NARRATIVE (0-100 Points) - Page 2 of 2** |

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| PART 6 – BUDGET AND MATCHING FUNDS (REQUIRED – NOT SCORED) |

**APPLICANT: DATE: \_\_\_/\_ \_/\_\_\_**

**Check ALL that apply (by double-clicking on the box and selecting the “Checked” option) and include the applicable documents (see below) within the “Financial Attachments & Supporting Documents” section of this application:**

***Project Budget & Matching Funds* *Form*** *(Required)* – Check the box to acknowledge this required form is included in the Application Attachments for *Part 6*. All project costs must be recorded on this form and included on the detailed itemization of project costs referenced below. This includes grant administration, engineering, acquisition services, and any other professional services that will be provided by a 3rd party (rather than the UGLG’s own employees), regardless of whether they will be paid with CDBG or matching funds. Omission may deem the application incomplete. Costs for architectural/engineering design and technical services provided by a 3rd party (including preparing plans and specs but excluding any other funding application preparation services) that have already been expended for the project may be counted towards the UGLG’s matching funds amount, contingent upon DEHCR confirming they are eligible costs and they are included as part of the total budget on the *Project Budget & Matching Funds Form* and the detailed itemization of project cost.

**Detailed Itemization of Project Costs** *(Required)* – Check the box to acknowledge this required documentation is included in the Application Attachments for *Part 6*. A detailed itemization of all project costs (e.g., engineer’s estimate or similar itemization of costs) must be attached and should be consistent with the total costs of the project and costs for each activity listed in the *Project Budget & Matching Funds Form*. All project costs must be included on the detailed itemization of project costs. This includes grant administration, engineering, acquisition services, and any other professional services that will be provided by a 3rd party (rather than the UGLG’s own employees), regardless of whether they will be paid with CDBG or matching funds. Omission may deem the application incomplete.

**Authorizing Resolution to Commit Match & Certification of Matching Funds Secured** *(Required)* – Check the box to acknowledge this required document is included in the Application Attachments for *Part 6*. The UGLG’s governing body must pass the resolution to commit the full match amount required to complete the project and the chief elected official (CEO) must sign the certification confirming all match required to complete the project has been committed to the CDBG project, with the funding source(s) identified. The UGLG must also acknowledge in the resolution/certification that if construction does not start by July 1, 2026 and/or construction is not completed by October 31, 2027 due to the UGLG not having the matching funds that are reported as secured and committed in the CDBG application documents, then DEHCR may rescind the CDBG award and redistribute the funds through DEHCR’s CDBG programs.

**Match funding waiver request** *(If Applicable)* – Check the box if a match funding waiver request is included in the attachments for *Part 6*. If the applicant is unable to meet the required 2:1 Match funding ratio (i.e., maximum $2 CDBG for every $1 Grantee Match) toward the Total Project Cost, a match funding waiver request letter must be submitted with the application to request an exception for meeting the match requirement. Refer to *Part 6* in the *CDBG-PF Application Instructions* for additional specifications.

**Grant Administration and Professional Services Information:**

Yes  No Will CDBG funds be used to pay costs (in whole or in part) for any Grant Administration or other professional services associated with this project?

**Important Notice:**

*If Grant Administration or any other professional services are funded with CDBG, then they must be competitively procured in accordance with state and federal CDBG requirements (unless a quasi-governmental organization, such as a Regional Planning Commission or publicly funded non-profit Economic Development Organization), in addition to meeting the municipality’s local procurement policies.*

*If the professional services are/will be funded solely with match funds, then the services must be secured in accordance with the municipality’s local procurement policies.*

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| **PART 7 – PLANNING (0 – 10 Points)** |
| (For Planning, 0-10 Points will be awarded based on whether the proposed CDBG project supports and further promotes the UGLG’s adopted/approved long-range plans. Scoring is based on the level of consistency and specificity within the UGLG’s adopted/approved long-range plan(s) in relation to the proposed CDBG-PF project scope and the extent to which supporting documentation is provided to verify the information.)  *Briefly explain, within the space provided, how the project scope is consistent with the goals and objectives of one or more adopted/approved community long-range plans, such as a Comprehensive Plan, Community Redevelopment Plan, Capital Improvements Plan, Strategic Plan, etc., if applicable. Submit the copy(ies) of the relevant section(s) of the plan(s) in the Attachments with the completed application. Mark the relevant sections of the text on the attachment(s), and label plan pages with the page number and the plan’s title and date of adoption/approval.*  *[****Do not*** *attach a full copy of the entire plan(s).]*  (Insert Text Here.) |

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| **PART 8 – COMMUNITY DISTRESS (0-70 Points)** | |
| *Applicants may earn up to 70 points (total) for local community distress factors. Refer to the CDBG-PF Application Instructions for scoring tables and information. DEHCR will use the sources listed below to obtain data for Applicants for determining the Community Distress scores (Applicants do not enter their own scores).:*  Median Household Income (0-40 Points)  Source: U.S. Census Bureau 2023 American Community Survey (2019-2023 ACS 5-Year Estimates):  [*https://data.census.gov/cedsci/*](https://data.census.gov/cedsci/)  Per Capita Property Value [“Full Value” Property Value Divided by “Population”] (0-15 Points)  Source: Town, Village and City Taxes Levied 2023 – Collected 2024, Wisconsin Department of Revenue - : <https://www.revenue.wi.gov/Pages/Report/tvc-bulletin.aspx>  Local Property Tax Rate [“Full Value Gross Rate”] (0-15 Points)  Source: Town, Village and City Taxes Levied 2023 – Collected 2024, Wisconsin Department of Revenue: <https://www.revenue.wi.gov/Pages/Report/tvc-bulletin.aspx> |

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| **PART 9 – FINANCIAL NEED (0-30 Points)** | |
| UGLG’s G. O. Debt: *[Required for all applicants]* | |
| G.O. Debt Capacity for 2024 *(as of the application date)*: | $ |
| Used G.O. Debt to Date *(as of the application date,* ***excluding*** *any G.O. Debt used to secure financing for the proposed CDBG Project*): | $ |
|  | |
| For Water and Sanitary Sewer Projects (regardless of funding source) *[Required only for applicants with a project that includes water and/or sanitary sewer infrastructure improvements in the scope of work]*: | |
| (Attach documentation that verifies current water/sanitary sewer rates (e.g., rate statement that is distributed to or published for customers, or similar document) and attach a worksheet showing the calculation(s) made for the total(s) for 70,000 gallons of usage, as entered below.) | |

|  |  |  |
| --- | --- | --- |
| Current annual residential **water** charge calculated for a household using | | |
| **70,000** **gallons**\* *[Required only for applicants with a project that includes water infrastructure improvements in the scope of work]*: |  | $ |
| **Per 70,000 Gallons**  *\*Fire protection service charges may only be included in the water utility rate reported in this section if the fire protection service charges are billed/collected through the water utility. Fire protection service charges billed/collected through taxes are not to be included in the water utility rate calculation.* | | |
| Current annual residential **sanitary sewer** charge calculated for a household using | | |
| **70,000** **gallons** *[Required only for applicants with a project that includes sanitary sewer infrastructure improvements in the scope of work]*: |  | $ |
| **Per 70,000 Gallons** | | |

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| PART 10 – PROJECT READINESS (0 – 40 Points) |

**Check ALL that apply (by double-clicking on the box and selecting the “Checked” option) and submit the applicable documents in accordance with the 2025 CDBG-PF Application Instructions and guidance below:**

***Architectural/Engineering (A/E) Biddable Design Plans and Technical Specifications*** *(Recommended; this document is required for the UGLG to be eligible for the 30 Points awarded for Applicants with A/E biddable design plans and technical specs certified by a licensed architect/engineer as complete to the extent that they are ready for inclusion in the bidding packet(s) for the construction contracting procurement process(es) for the proposed project)* – Check the box to acknowledge this documentation has been submitted as a separate document from the Application as an attachment for *Part 10*,via email in accordance with specifications in the *2025 CDBG-PF Application Instructions*.

***Architect/Engineer Certification of A/E Biddable Design Plans & Technical Specifications* form** *(Required if submitting A/E biddable design plans and technical specifications. This form must be completed and signed by the licensed architect/engineer and included as the cover page (page 1) of the A/E plans and specs document.) –* ***Do Not*** submit A/E design plans and technical specs that are not ready or complete enough to include in the bidding packet. They will be disregarded for the PF application scoring and no points will be awarded.

***Environmental Review Certification Letter from DEHCR*** *(Recommended; this document is required for the UGLG to be eligible for the 10 Points awarded to Applicants with a completed Environmental Report that has been certified by DEHCR for their project)* – Check the box to acknowledge the Environmental Review Certification letter from DEHCR is included within the Application Attachments. Note: The environmental review process for the project must have been completed and the Environmental Report (ER) documents must have been submitted to the DOA Environmental Desk for review and approval well before the application submission for DEHCR to issue the Environmental Review Certification letter. The ER documents do not need to be re-submitted. Only the Environmental Review Certification letter needs to be submitted with the CDBG-PF Application for the UGLG to be awarded the 10 points.

| **PUBLIC FACILITIES APPLICATION**  **ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Topic | Documents | Required With **All** Apps | Included with this application submission? | |
| **YES** | **NO** |
| Citizen Participation | 1. Adopted Citizen Participation Plan (CPP)   (*see* Part 3 *– Initial Eligibility Certification)* | **🗸** |  |  |
| 1. Citizen Participation Public Hearing Notice(with proof of publication *[if required by CPP]* and/or posting *[if required by CPP]* and proof of adequate advance notice provided *[which must be at least 2 weeks (14 days) notice* ***or*** *the equivalent of a Class 2 Notice]* in accordance with the UGLG’s CPPin effect on the date of the first notice) | **🗸** |  |  |
| 1. Citizen Participation Public Hearing Certification Form | **🗸** |  |  |
| 1. Public Hearing Meeting Minutes | **🗸** |  |  |
| 1. List of Public Hearing Attendees (either listed in the Public Hearing Meeting Minutes or on separate Sign-In Sheet) | **🗸** |  |  |
| 1. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Enforcing State/Local Laws Prohibiting Physically Barring of Entrances/Exits | **🗸** |  |  |
|  | 1. Project Budget & Matching Funds Form | **🗸** |  |  |
|  | 1. Detailed Itemization of Project Costs | **🗸** |  |  |
| Financial | 1. Authorizing Resolution to Commit Matching Funds & Certification of Match Funds | **🗸** |  |  |
|  | 1. Match Funding Waiver Request Letter (with supporting documentation for an economic hardship) *(if applicable)* |  |  |  |
|  | 1. Proof of Current Water/Sanitary Sewer Rates *(if applicable)* |  |  |  |
|  | 1. Current Water/Sanitary Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage *(if applicable)* |  |  |  |
| Project Area / Service Area Maps | 1. Map(s) of Project Area (nature and location(s) of project activities) | **🗸** |  |  |
| 1. Map(s) of Service Area (location(s) of primary beneficiaries) | **🗸** |  |  |
| 1. Map(s) of Utility Services in Service Area *(if applicable)* |  |  |  |
| 1. LMI Calculation Worksheet for Multiple Jurisdictions (Form 8 of the Income Survey Data Forms document) *(if applicable)* |  |  |  |
| Income Survey | 1. Income Survey Approval Certification Letter from DEHCR *(if applicable)* |  |  |  |
| Limited Clientele | 1. Letter from Limited Clientele Facility/Program *(if applicable)* |  |  |  |
| 1. Income Limits Used by Limited Clientele Facility/Program *(if applicable)* |  |  |  |
| Fair Housing | 1. Fair Housing Ordinance | **🗸** |  |  |
| Slum & Blight | 1. Slum and Blight Certification *(if applicable)* |  |  |  |
| 1. Slum and Blight supporting documentation *(if applicable)* |  |  |  |
| Acquisition/ Relocation | 1. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) | **🗸** |  |  |
| Project Need | 1. Project Need Supporting Documentation |  |  |  |
| Planning | 1. Planning Supporting Documentation *(e.g., relevant sections from adopted comprehensive plan, community redevelopment plan, etc.)* |  |  |  |
|  | | | | |
| Project Readiness Documentation | 1. Architectural/Engineering Biddable Plans and Technical Specifications – submitted as a separate document in accordance with the *2025 CDBG-PF Application Instructions*. ***Do not*** submit partial A/E design plans and technical specs that are not ready for the bidding packet or not certified by a licensed architect/engineer. They will be disregarded for the PF application scoring and no points will be awarded. |  |  |  |
| 1. Architect/Engineer Certification of Biddable A/E Design Plans & Technical Specifications form (must be signed by a licensed architect/engineer and is required to be included as the cover page (page 1) of the A/E Biddable Design Plans and Technical Specs document referenced in #27 above (if A/E biddable design plans and technical specs are being submitted) |  |  |  |
| 1. Environmental Review Certification Letter from DEHCR included in the Application Attachments (if the ER was approved and certified by DEHCR prior to application submission) |  |  |  |
| Other | 1. Authorizing Resolution to Submit CDBG Application | **🗸** |  |  |
|  |  |  |  |  |

Fillable forms and sample documents can be accessed electronically on the [Division of Energy, Housing and Community Resources](https://energyandhousing.wi.gov/pages/home.aspx) website at: <https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-PF.aspx>.

**CITIZEN PARTICIPATION**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application [immediately following the *Attachments & Supporting Documentation Checklist* page(s)].

Attachments:

1. Adopted Citizen Participation Plan (CPP) (with date of adoption shown on Plan and with required components) **– required for *all* applicants**
2. Citizen Participation Public Hearing Notice (with proof of publication *[if required by CPP]* and/or clerk certification of physical postings *[if required by CPP]*, demonstrating adequate advance notice was given, *which must be at least 2 weeks (14 days) notice* ***or*** *the equivalent of a Class 2 Notice,* in accordance with the UGLG’s CPP in effect on the date of the first notice) **– required for *all* applicants**
3. Citizen Participation Public Hearing Certification Form **– required for *all* applicants**
4. Public Hearing Meeting Minutes **– required for *all* applicants**
5. List of Public Hearing Attendees (either listed in Public Hearing Meeting Minutes or on separate Sign-In Sheet) **– required for *all* applicants**
6. Policy for Non-Violent Civil Rights Demonstrations – Prohibiting the Use of Excessive Force and Enforcing State and Local Laws Prohibiting Physically Barring Entrances/Exits (with date of adoption/approval shown on policy and with required language) **– required for *all* applicants**

***Failure to submit the Citizen Participation documents listed above and demonstrate compliance with all CPP, citizen participation public hearing, and non-violent civil rights demonstrations policy requirements may disqualify the UGLG’s application.***

*[Refer to the Part 3 – Certifications in the CDBG-PF Application Instructions for further guidance on the Citizen Participation and Public Hearing Notice requirements]*

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| Additional notes regarding these attachments and/or supporting documentation provided: |

**FINANCIAL**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Citizen Participation attachments.

Attachments:

1. Project Budget & Matching Funds Form **– required for *all* applicants**  *All project costs (including costs for grant administration, architectural/engineering, and other professional services that are provided by a 3rd party (rather than the UGLG’s employees)) must be included on the Project Budget & Matching Funds Form. Omission may deem the application incomplete.*
2. Detailed Itemization of Project Costs (e.g., engineer’s estimate or similar itemization of costs to verify the costs listed in the *Project Budget and Matching Funds Form*) **– required for *all* applicants***All project costs (including costs for grant administration, architectural/engineering, and other professional services that are provided by a 3rd party (rather than the UGLG’s employees)) must be included in the detailed itemization of project costs. Omission may deem the application incomplete.*
3. Authorizing Resolution to Commit Matching Funds & Certification of Matching Funds Secured **– required for *all* applicants**
4. Match Funding Waiver Request Letter (with supporting documentation for an economic hardship) **– required only if UGLG is requesting a waiver to the minimum match funding requirements**
5. Proof of Current Water/Sanitary Sewer Rates (e.g. rate statement(s) distributed to or published for customers, copy of rates posting on municipality’s website, or similar document) – **required only for water/sanitary sewer improvement projects**
6. Current Water/Sanitary Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage **– required only for water/sanitary sewer improvement projects**

**Reminder:** The UGLG is to have sufficient documentation on file to demonstrate the matching funds needed to complete the CDBG project have been secured prior to application submission, and provide it to DEHCR only upon request. It is *not* to be submitted with the CDBG application.

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| Additional notes regarding these attachments and/or supporting documentation provided: |

**PROJECT AREA/SERVICE AREA**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Financial attachments.

Attachments:

1. Map(s) of Project Area (clearly showing project activity location(s) and nature/type of work being completed) **– required for *all* applicants**
   1. Show the locations of the water/sewer mains, streets and/or other utilities to be improved where applicable
   2. Show the location(s) of the buildings or other facilities being built and/or improved where applicable
2. Map(s) of Service Area (clearly showing the location of the beneficiaries, including the boundaries of the area in which the primary beneficiaries of the project reside, in relation to the project area boundaries) **– required for *all* applicants**
   1. Show borders of the municipality if project will have community-wide benefit
   2. Show census block group/tract boundaries if HUD LMISD for census block groups/tracts are used to qualify the project
3. Map(s) of Utility Services in the Service Area (showing the relevant water/sewer system components, mains, and connections to allow for verifying the service area proposed for the project) *–* **required only for water and/or sanitary sewer projects**
4. LMI Calculation Worksheet for Multi-Jurisdiction Projects (*Form 8* of the *Income Survey Data Forms* document) – **required only if UGLG calculated LMI of service area using HUD LMISD for multiple local governments and/or census block groups/tracts (i.e., jurisdictions) only***[Note: Projects using a combination of HUD LMISD and income survey data for multiple jurisdictions must receive the Income Survey Approval Certification from DEHCR for the survey results prior to CDBG-PF Application submission in accordance with the specifications in the current Income Survey Guide]*

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| Additional notes regarding these attachments and/or supporting documentation provided: |

**INCOME SURVEY**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Project Area/Service Area attachments.

Attachments:

1. Income Survey Approval Certification Letter from DEHCR**– required only for applicants using income survey data to demonstrate LMI Area Benefit**

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| Additional notes regarding these attachments and/or supporting documentation provided: |

**LIMITED CLIENTELE**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Income Survey attachment(s).

Attachments:

1. Letter from Limited Clientele Facility/Program **– required only for applicants with a project that will meet the LMI National Objective through construction of a *new public facility or* making improvements to an *existing* public facility that *exclusively* serves or will serve persons in one or more Limited Clientele groups.** The letter is to be from an authorized representative from the facility/program that will be the focus of the project, including a description of the nature of the facility/program and the clientele served – verifying it does or will exclusively serve persons in one or more LMC groups; the estimated number of persons currently served (if applicable); and the number of persons projected to be served as a result of the proposed project (i.e., the estimated number of beneficiaries).

***Exception:*** *Applicants with a project focused on the removal of material or architectural barriers to the mobility or accessibility of persons who are elderly and/or of adults who are severely disabled for an existing public facility are not required to submit this letter.*

1. Income Limits Used by Limited Clientele Facility/Program **–** **required only for applicants with a project that will meet the LMI National Objective through** **construction of a *new public facility or* making improvements to an *existing* public facility that *exclusively* serves or will serve persons in one or more Limited Clientele groups *and* the client eligibility is or will be contingent upon income-based qualification** using income limits other than the [HUD CDBG LMI Income Limits](https://www.hudexchange.info/resource/5334/cdbg-income-limits/).

*[Refer to Part 4 in the CDBG-PF Application Instructions for additional guidance regarding projects serving Limited Clientele.]*

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| Additional notes regarding these attachments and/or supporting documentation provided: |

**FAIR HOUSING**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Limited Clientele attachments.

Attachments:

1. Fair Housing Ordinance (containing the current Fair Housing state statute citations and language, and with date of adoption shown on ordinance) **– required for *all* applicants**

***Failure to submit the Fair Housing documents listed above and/or submitting a Fair Housing Ordinance that has not been adopted by the governing body and/or has obsolete state statutory language may disqualify the UGLG’s application.***

*[Refer to Part 3 – Certifications in the CDBG-PF Application Instructions for guidance on the Fair Housing requirements.]*

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| Additional notes regarding these attachments and/or supporting documentation provided: |

**SLUM & BLIGHT**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Fair Housing attachment(s).

Attachments:

1. Slum and Blight Certification & Compliance Form **– required for Slum & Blight projects only**
2. Slum and Blight supporting documentation **– required for Slum & Blight projects only** [please identify and clearly label the attached document(s)]:

|  |  |
| --- | --- |
| a. |  |
| b. |  |
| c. |  |
| d. |  |
| e. |  |
| f. |  |
| g. |  |
| h. |  |
| i. |  |
| j. |  |

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| Additional notes regarding these attachments and/or supporting documentation provided: |

**ACQUISITION / RELOCATION**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the document(s) in the order listed below, to the end of the Application **after** the Slum & Blight attachment(s).

Attachments:

1. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) (with date of adoption shown on Plan; must be current with required components, as specified on the *Sample Residential Anti-Displacement and Relocation Plan* in the provided attachments to the CDBG application) **– required for *all* applicants**

***Failure to submit the RADRAP or submitting a RADRAP that has not been adopted by the governing body and/or does not have the required components may disqualify the UGLG’s CDBG application.***

*[Refer to Part 3 – Certifications in the CDBG-PF Application Instructions for guidance on the acquisition, relocation and demolition related requirements.]*

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| Additional notes regarding these attachments and/or supporting documentation provided: |

**PROJECT NEED**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Acquisition/Relocation attachment(s).

Attachments:

1. Project Need supporting documentation – indicate if documents are attached for the Project Need topics listed and include the name(s) of the document(s) **– strongly recommended for *all* applicants:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | YES | NO |
| 1. Current condition of the problem? | | |  |  |
| If yes, identify each corresponding document in the order attached: | | |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |
|  | d. |  |  |  |
| 1. Frequency with which the problem occurs? | | |  |  |
| If yes, identify each corresponding document in the order attached: | | |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |
|  | d. |  |  |  |
| 1. Effect(s) of the problem if left untreated/unaddressed? | | |  |  |
| If yes, identify each corresponding document in the order attached: | | |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |
|  | d. |  |  |  |
| 1. Extent to which the completion of the proposed project will address the problem? | | |  |  |
| If yes, identify each corresponding document in the order attached: | | |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |
|  | d. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Extent to which CDBG funding is needed to complete the project? | | |  |  |
| If yes, identify each corresponding document in the order attached: | | |  |  |
|  | a. |  |  |  |
|  | b. |  |  |  |
|  | c. |  |  |  |
|  | d. |  |  |  |

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| Additional notes regarding these attachments and/or supporting documentation provided: |

**PLANNING**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Project Need attachment(s).

Attachments:

1. Planning supporting documentation – List each document attached, mark the relevant sections of the text on the attachment(s), and label plan pages with the page number(s) and the plan’s title and adoption/approval date **– strongly recommended for *all* applicants**:

|  |  |
| --- | --- |
| a. |  |
| b. |  |
| c. |  |
| d. |  |

|  |
| --- |
| Additional notes regarding these attachments and/or supporting documentation provided: |

**PROJECT READINESS**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, **after** the Planning attachment(s), and then attach/include the ER certification letter referenced in **#28 only** for this section if applicable. Documents for item #26-#27 below must be submitted separately from the Application document in accordance with the *2025 CDBG-PF Application Instructions*.

Attachments:

1. Architectural/Engineering (A/E) Biddable Design Plans and Technical Specifications – **strongly recommended for *all* applicants *(required to receive the 30 points for the A/E Biddable Design Plans & Specifications scoring portion of the Project Readiness score)*:** *(submit separately)*   
   Architectural/Engineering (A/E) Biddable Design Plans and Technical Specifications are to be submitted separately; and must be certified by a licensed architect/engineer using the *Certification* form referenced in #27 below [which is to serve as the cover page (page 1) of the A/E plans and specs document, as verification that the documents are complete to the extent that they are ready for inclusion in the bidding packet(s) for the construction contracting procurement process(es) for the proposed project]. These are to be submitted as a separate PDF document from the PF Application via email in accordance with the specifications in the *2025 CDBG-PF Application Instructions* (only if the A/E design plans and technical specs are prepared and complete to the extent that they are ready for inclusion in the bidding packet).

***Do Not*** submit A/E design plans and technical specs documents that are not certified as ready for the bidding packet. They will be disregarded for the PF application scoring and no points will be awarded.

1. *Architect/Engineer Certification of A/E Biddable Design Plans & Technical Specifications* form – **strongly recommended for *all* applicants *(required to receive the 30 points for A/E Biddable Design Plans & Specifications scoring portion of the Project Readiness score)*:** *(submit separately)*  
   *Architect/Engineer Certification of A/E Biddable Design Plans & Technical Specifications* form signed by a licensed architect/engineer is to be submitted if applicable, as verification that the A/E design plans and technical specs are complete to the extent that they are ready for inclusion in the bidding packet(s) for the construction contracting procurement processes for the proposed project. The *Certification* form must be included as the cover page (page 1) of the A/E biddable design plans and technical specs PDF document referenced in #26 above, submitted via email in accordance with the specifications in the *2025 CDBG-PF Application Instructions*. The *Architect/Engineer Certification of Biddable Design Plans & Technical Specs* form linked under the “Application Attachments” section on [CDBG Public Facilities (CDBG-PF) Program](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-PF.aspx) website must be used for this requirement.
2. Environmental Review Certification Letter from DEHCR – **strongly recommended for *all* applicants *(required to receive the 10 points for the ER scoring portion of Project Readiness score)*:** *(submit herewith)*  
   Environmental Review Certification Letter from DEHCR for the project is to be included herewith in the Application Attachments for *Part 10* if the environmental review process was completed and the Environmental Report for the project was approved and certified by DEHCR prior to application submission.

*[Refer to Part 10 – Project Readiness in the 2025 CDBG-PF Application and 2025 CDBG-PF Application Instructions and the Scoring Categories in the 2025 CDBG-PF Application Instructions for guidance on the Project Readiness related requirements.]*

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| Additional notes regarding these attachments and/or supporting documentation provided: |

**OTHER**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Project Readiness attachment(s).

Attachments:

1. Authorizing Resolution to Submit CDBG Application **– required for *all* applicants**

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| Additional notes regarding these attachments and/or supporting documentation provided: |