

Webinar recording begins with SLIDE 3 (as seen here).



2025  
APPLICATION  
TRAINING

Community Development Block Grant  
for Public Facilities (CDBG-PF) and  
Planning (CDBG-PLNG) Projects

Webinar: January 23, 2025

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AGENDA\*

1:00 p.m. – 1:10 p.m.

Welcome & Introductions

1:10 p.m. – 2:05 p.m.

CDBG Program Overview

2025 Public Facilities & Planning Project Eligibility,  
Applicant Requirements and Application Documents


2:05 p.m. – 2:15 p.m.

Break

2:15 p.m. – 3:30 p.m.

2025 Public Facilities & Planning Application Documents  
(continued)

Q & A



\*Times are approximate

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## Introduction: Department of Administration Staff

### APPLICATION TRAINING PRESENTERS:

- Sally Smarzinski, Grants Specialist – Advanced
- Joanna Storm, Grants Specialist – Advanced

### ADDITIONAL STAFF:

- Tamra Fabian, Director, Bureau of Community Development
- Angela Davis, Section Chief
- Casey Dobson, Grants Specialist – Advanced
- Amanda Knack, Grants Specialist – Advanced
- Samantha Larsen, Grants Specialist – Advanced
- Ben Lehner, Grants Specialist – Advanced
- Stacey Miller, Grants Specialist – Advanced
- Juli Speck, Grants Specialist – Advanced



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## Introduction: Training Goals

- Inform potential applicants about the programs
- Explain project and applicant eligibility requirements
- Explain the 2025 application submission and review processes
- Explain the 2025 application requirements and contents of the application packets
- Answer questions




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## CDBG Program Overview

- The Community Development Block Grant (CDBG) program is a federal formula-based grant program
- Title 1 of the Housing and Community Development Act (1974), as amended
- Code of Federal Regulations (24 CFR 570)
- Administered by the Wisconsin Department of Administration (DOA) – Division of Energy, Housing and Community Resources’ (DEHCR) Bureau of Community Development
- Program Purpose: The development of viable communities through the provision of decent housing, a suitable living environment, and the expansion of economic opportunities, principally for the benefit of low-income and moderate-income (LMI) persons.


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## Wisconsin State CDBG Programs

- Public Facilities (PF)
- Planning (PLNG)
- Disaster Recovery (DR)
- Economic Development (ED)
- Public Facilities for Economic Development (PFED)
- Housing (HSG)
- Other Non-CDBG: Flexible Facilities Program (FFP)

Refer to **Bureau of Community Development website:**  
<https://energyandhousing.wi.gov/Pages/CommunityResources.aspx>

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## Eligibility Criteria

- Applicants **must** be non-entitlement Units of General Local Government (UGLGs)
  - Wisconsin Entitlement Communities are listed on the [CDBG Resources & Trainings](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx) website (under “General Resources” section):  
<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx>
- Projects **must** meet a CDBG National Objective and be an eligible activity
- Must be in compliance with other CDBG Awards
- CDBG-PLNG Program ONLY: Not eligible if awarded CDBG-PLNG grant within last 18-month period prior to application



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## Eligibility Criteria (continued)

### CDBG-PF PROGRAM ONLY:

- **Did not receive CDBG-PF Award in 2023 or 2024 Cycles\*** – Two (2) or more CDBG-PF competitive application cycles must have passed since the UGLG’s most recent CDBG-PF award (i.e., UGLG is eligible every third year) **and**
- **Do not have open CDBG-PF Projects\*** - All previous CDBG-PF awards/projects must be **completed/closed**.  
(i.e., Project Completion letter has been issued by DEHCR; or the UGLG received confirmation from DEHCR that all obligations required have been met in closing out a project that was cancelled or required pay-back as a result of not meeting grant requirements)

**\*Exception: Award for project meeting Urgent Local Need (ULN) National Objective**



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## Applicant Criteria


For CDBG-PF *and* CDBG-PLNG:

- The Award request cannot exceed the maximum allowed; and **must** meet the minimum match requirements:

Program:	Max. CDBG Award:	Minimum Match Required:
Public Facilities (CDBG-PF)	\$ 1,000,000	\$1 Match for each \$2 CDBG
Planning (CDBG-PLNG)	\$ 50,000	\$1 Match for each \$2 CDBG

CDBG-PF PROGRAM *ONLY*:

- 100% of Match funding must be committed and secured** at the time of application.
- Match resolution/certification is the only Match document to be submitted with Application (keep other match documents on file)


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## Applicant Criteria (continued)

For CDBG-PF *and* CDBG-PLNG:

- Citizen Participation: Must have adopted Citizen Participation Plan (CPP) and hold pre-application public hearing in accordance with CPP
- Authorizing Resolution to Submit Application by municipality and certifications from chief elected official (CEO)
- Complete Application – Refer to application for attachments checklist of Items required or recommended to Include with application form
- Must be able to accept award and proceed with negotiating the grant agreement within 45 days of award notification
  - The UGLG **may consider passing a resolution during the application preparation process** to grant approval/acceptance rights to CEO on behalf of the UGLG if awarded CDBG funds

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## CDBG Program Requirements

Upon Award (if **awarded CDBG funds**):

- Award acceptance
- Pre-agreement documents
- Execution of grant agreement
- CDBG Implementation Trainings
- Compliance with grant agreement & current [CDBG Implementation Handbook](#) – Including:
  - Policies and regulations
  - Reporting and recordkeeping requirements and documents
  - Project milestones, deadlines and processes
- Compliance required regardless of subrecipient or grant administration arrangements



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## CDBG Program Requirements (cont.)

Non-compliance may result in cancellation of  
grant and/or payback of CDBG funds



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## CDBG Program Requirements (cont.)

### PROCUREMENT:

- Refer to: [CDBG Implementation Handbook, Chapter 3](#) and [Chapter 7 \(for Construction\)](#); Handbook [Attachment 3-F](#)
- Contracting for professional services is permitted, contingent upon compliance with 'applicable' procurement requirements  
(e.g., grant administration, architectural/engineering (A/E) services, planning, acquisition/relocation services, etc.)
- CDBG-Funded Costs: Must comply with CDBG and UGLG's local policies
- Match-Funded Costs:
  - For Construction Activities – Must comply with CDBG and UGLG's local policies
  - For Non-Construction Activities – Must comply with UGLG's local policies



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## CDBG Program Requirements (cont.)

### PROCUREMENT (CONTINUED):

- **Exception to competitive procurement when using CDBG funds:**  
Not required for contracts with: Other UGLGs; Regional Planning Commissions (RPCs); most publicly funded non-profit Economic Development Organizations (EDOs) (contingent upon compliance with UGLG Local policies)
- **Grant Application Preparation Costs:**
  - Ineligible so is a local decision. Do not include in project budget.
  - Refer to CDBG requirements if intend to have one contract covering both grant application preparation and grant administration services
  - **No "Loss-Leader" arrangements** (entity *cannot* offer free or discounted rate for application preparation *in exchange for* entity being awarded a contract later for project, if UGLG is awarded CDBG funds)
- Certain contract language/insertions are required (Refer to Handbook [Attachment 3-I](#))



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## CDBG Program Requirements (cont.)

### FINANCIAL MANAGEMENT: (Ch. 8 of [Handbook](#))

- Must have financial management system with appropriate controls
- Separate, non-interest-bearing account or separate account register for CDBG funds

### ENVIRONMENTAL REQUIREMENTS: (Ch. 4 of [Handbook](#))

- Environmental Review and Certification required **prior to the start of construction**

### ACQUISITION AND RELOCATION: (Ch. 5 of [Handbook](#))

- Uniform Acquisition Relocation Assistance and Real Property Acquisition Policies Act of 1970 ("**URA**" for short) requirements are applicable to PF projects (pre- and post-application)

### FEDERAL LABOR STANDARDS/DAVIS-BACON & RELATED ACTS: (Ch. 7 of [Handbook](#))

- DBRA Wage Rates and Federal Labor Standards are applicable to PF projects



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## CDBG Program Requirements (cont.)

### CHANGE IN USE RESTRICTIONS:

#### **Project Site Change in Use & Income Restrictions: 5 years after Project Completion:**

- No "change in use" of project site property that has been acquired or improved with CDBG funding assistance, unless UGLG meets certain requirements **AND** the change is pre-approved by DEHCR; otherwise CDBG funds must be returned to the State/HUD
- Restrictions regarding "income" generated from CDBG-funded project site acquisition or improvements – may (or may not) be required to return funds to the State/HUD. Contact DEHCR for a determination.

Refer to [24 CFR 570.489\(e\)](#) and (j) and [24 CFR 570.505](#)

Contact DEHCR with any questions pertaining to these restrictions.



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## CDBG Program Requirements (cont.)

MATCH COSTS AND GRANT FUNDING DISBURSEMENTS:\*

- Allowed as match costs incurred prior to award:  
**architectural/engineering (A/E) only** (incurred to date)
- Allowed as match or CDBG costs incurred on or after award date:  
**grant administration; planning**
- Allowed as match or CDBG costs incurred after the execution of grant agreement and environmental compliance/certification:  
**acquisition, relocation, construction**

*\*Contingent upon cost eligibility for CDBG project and UGLG's grant compliance.*

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## National Objective Qualification

1. Benefit to Low- and Moderate-Income

Area Benefit

Limited Clientele

Housing

Jobs (N/A for PF/PLNG)

2. Elimination/ Prevention of Slum & Blight

Area Basis

Spot Basis

3. Response to an Urgent Local Need

- Must be an Eligible CDBG Activity
- Must meet 1 of 3 CDBG National Objectives:
  1. Low- And Moderate-Income (LMI) benefit
  2. Slum & Blight (SB)
  3. Urgent Local Need (ULN) [PF Only]
- LMI Projects given priority



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## LMI National Objective (Using **HUD LMISD**)

- **Using Local Government LMISD:**
  - Project for which *all* community residents are primary beneficiaries *and* 51% of them have an LMI status per LMISD;
- **Using Census Block Group LMISD:**
  - Project for which *the majority* of residents within a census tract or block group are primary beneficiaries, *and* at least 51% of *all* residents in the tract/block group have an LMI status per LMISD
  - Project for which *the majority* of residents within two or more census tracts or block groups are primary beneficiaries, *and* at least 51% of *all* residents in them have an LMI status per LMISD (when combining data in aggregate)



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## LMI National Objective (Using **Income Survey**)

- 51% of beneficiaries are LMI based on income survey data (certified by DEHCR)

Access *Income Survey Guide*, *Income Survey Data Forms*,  
and *Income Survey Form and Letter Templates*  
on Bureau of Community Development –

[Resources and Trainings website](#)

(under “General Resources” section):

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx>



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## LMI National Objective (**Income Survey**)

### Refer to Income Survey Guide


Application Submission:

- For 2025 PF Competitive Applications only:
  - Submit Income Survey Packet documents no later than **Monday, February 17, 2025**
  - Submit Income Survey Certification (issued by DEHCR upon approving Packet)) with CDBG-PF Application
- For PLNG and other non-competitive CDBG Programs:
  - Submit Income Survey Packet documents OR Income Survey Certification with CDBG Application (seeking certification prior to application is strongly recommended)


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## LMI National Objective: Calc. LMI % for **Multiple Jurisdictions**



- May need to combine HUD LMISD for each jurisdiction to calculate LMI percentage;  
OR
- May need to combine HUD LMISD with income survey data to calculate the LMI percentage

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## LMI National Objective: Calc. LMI % for **Multiple Jurisdictions** (con't)

- Use **Form 8** from the *Income Survey Data Forms* to calculate LMI Percentage
- **Strongly Recommended:** Contact DEHCR for guidance and verification that the methodology is correct prior to submitting with an application



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## LMI National Objective: **Limited Clientele**

***Limited Clientele [Low- and Moderate-Income Clientele (LMC)] – reasonably presumed that at least 51.0% of persons in group have LMI status:***

- Abused children
- Elderly persons (age 62 and older)
- Battered spouses
- Homeless persons
- Severely disabled adults
- Illiterate adults
- Persons living with AIDS
- Migrant farm workers
- LMI families (income certification required)

**Project/activity must exclusively serve persons in one or more of the groups above to meet the LMC criteria and presume at least 51.0% have LMI status.**

(Refer to [24 CFR 570.208\(a\)\(2\)](#) and CDBG Application Instructions)

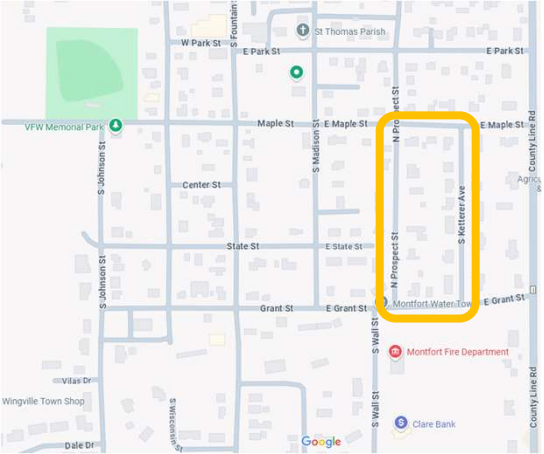
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## Slum & Blight National Objective

- Area Basis:
  - Multiple properties in block(s) or neighborhood(s) – At least 25% of area must be blighted.
  - May include acquisition/relocation necessary to complete project, clearance/demolition, environmental remediation, historic preservation, building rehab, and/or façade/structural improvements.







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## Slum & Blight National Objective

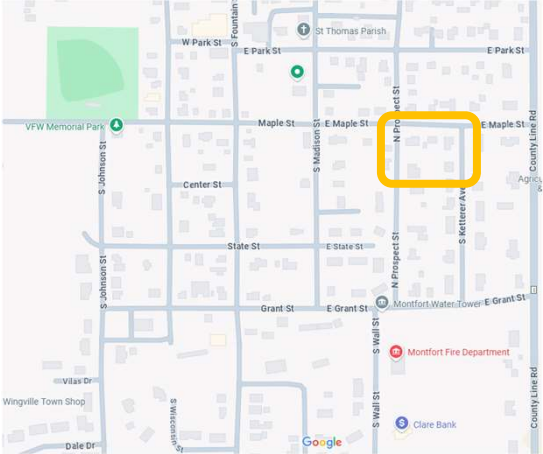





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# Slum & Blight National Objective



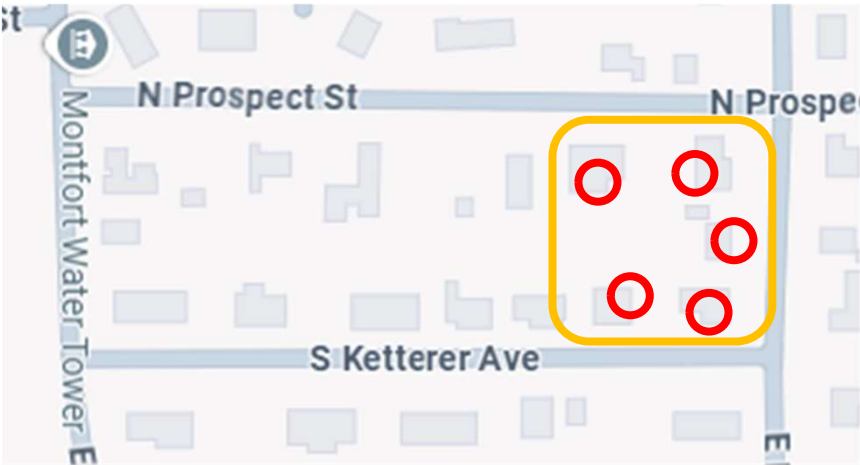
- Spot Basis:
  - May be one or more properties near each other or in multiple locations.
  - Limited to acquisition/relocation necessary to complete project, clearance/demolition, environmental remediation, historic preservation, and/or building rehab limited to eliminating conditions detrimental to public health and safety (such as correcting code violations)




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# Slum & Blight National Objective






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## Urgent Local Need National Objective

### Urgent Local Need (ULN)

- Only allowed for addressing condition(s) posing serious and immediate threat to health and welfare
- Conditions must have been developed or become urgent within 18 months prior to application
- Must demonstrate no other means to fund project (including demonstrating attempts to apply for other funds, and having no remaining G.O. Debt or an insufficient amount remaining to cover the cost of the project – may only apply for shortfall amount)


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## Questions?

CDBG Program Overview



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## Community Development Programs Website:

**Bureau Homepage:**  
<https://energyandhousing.wi.gov/Pages/CommunityResources.aspx>

**Planning (PLNG) Program:**  
<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-PLNG.aspx>

**Public Facilities (PF) Program:**  
<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-PF.aspx>

**Community Development Block Grant (CDBG) Programs:**

**Coronavirus Program (CDBG-CV)** - Grant funds are awarded to units of general local government and must be used to prevent, prepare for, and respond to Coronavirus. The State of Wisconsin received CDBG-CV funding through the CARES Act.

**Disaster Recovery Program (CDBG-DR)** - Grant funds were awarded to eligible counties for disaster recovery. In 2018, the State of Wisconsin required a presidential declaration of a major disaster pursuant to Section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The request for declaration followed the severe storms, flooding, landslides, straight-line winds, and tornadoes that occurred August 17-September 14, 2018. Counties impacted were eligible for Public Assistance and Individual Assistance, including: Adams, Crawford, Dane, Dodge, Fond du Lac, Green Lake, Juneau, La Crosse, Marquette, Monroe, Ozaukee, Richland, Sauk, and Vernon Counties; Iron County for Public Assistance only; and Columbia, Jefferson and Washington Counties for Individual Assistance only.


**Economic Development Program (CDBG-ED)** - Grant funds are awarded to units of general local government to provide financial assistance to businesses to create or retain jobs for low- and moderate-income (LMI) individuals. Examples of eligible projects include: business loans to expand facilities or purchase equipment, specialized employee training, or business infrastructure projects.

**Emergency Assistance Program (CDBG-EAP)** - Grant funds are awarded to units of general local government to assist in addressing emergency housing, public facility, infrastructure, and business assistance needs that occur as a result of natural or manmade disasters. Such assistance may include, but is not limited to: housing rehabilitation, acquisition, site clearance/demolition, housing replacement, road repairs, storm water drainage and public facility upgrades.

**Planning Program (CDBG-PLNG)** - Grant funds are awarded to units of general local government to support community efforts to address improving community opportunities and vitality. Examples of eligible projects include the development of comprehensive plans, community development plans, and small area and neighborhood plans. *Grants are limited to projects that, if implemented, meet a CDBG National Objective.*

**Public Facilities Economic Development Program (CDBG-PFED)** - Grant funds are awarded to units of general local government for public infrastructure projects that support business expansion and create or retain jobs for low- and moderate-income (LMI) individuals. Examples of eligible applications include: new or improved water and sewer service and streets that result in business expansion and job opportunities for low- and moderate-income (LMI) individuals.

**Public Facilities Program (CDBG-PF)** - Grant funds are awarded to units of general local government to help support infrastructure and facility projects for communities. Examples of eligible projects include improvements and repairs to streets, drainage systems, water and sewer systems, and sidewalks; and the construction or expansion of or improvement to community centers, senior centers, libraries, and fire stations. Grants are limited to projects that, if implemented, meet a CDBG National Objective.



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### CDBG-PF Projects: Eligible Activities



Water System Improvements



Sanitary Sewers



Waste Water Treatment Facilities/Plants (WWTF/P)



Wells & Water Towers



Storm Sewers & Curb/Gutter



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### CDBG-PF Projects: Eligible Activities (cont.)



Libraries



Historic Downtown 'Main Street' Infrastructure Improvements



Fire Stations



Senior Centers



Accessibility Improvements



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## CDBG-PF Projects: **Ineligible Activities**

### INELIGIBLE CDBG-PF Projects & Costs:

- Construction/renovation of building used for general local government business (other than ADA Architectural Barrier Removal projects)
- General government expenses
- Furnishings\*\*
- Operating and maintenance expenses
- Architectural/Engineering (A/E) costs\*\*

*\*\* See next slide regarding these costs as "Match."*



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## CDBG-PF Projects: **Eligible as Match?**

**\*\*Certain costs ineligible for CDBG funds may count towards the UGLG's required Match:**

- A/E costs incurred for the project any time prior to the CDBG Application submission through the end of the Performance Period; and
- Furnishings costs after the CDBG Grant Agreement has been executed through the end of the Performance Period

Counting as Match is **contingent upon** acceptable documentation of procurement compliance, eligible activities, and records of costs incurred and payments.




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### CDBG-PLNG Projects: Eligible Activities

**ELIGIBLE CDBG-PLNG Projects & Costs:**

- Comprehensive plans
- Individual project plans
- Community development plans
- Capital improvement plans
- Small area & neighborhood plans
- Local analysis of impediments to fair housing
- Downtown revitalization plans
- Functional plans
- Environmental & historic preservation studies


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### CDBG-PLNG Projects: Ineligible Activities

**INELIGIBLE CDBG-PLNG Projects & Costs:**

- Engineering, architectural, and design costs related to a specific activity
- Direct development of a CDBG application
- Other costs of implementing plans
- Operating costs for an organization
- Construction or any other non-professional services
- Any otherwise eligible planning project costs incurred prior to the DEHCR grant award date

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## CDBG-PLNG Projects: Community-Wide Plans

- **Community-Wide Plans:**
  - Emphasize **collaboration** among community stakeholders;
  - Address economic **conditions**;
  - Identify **strategies** to increase access to affordable housing;
  - Improve community **vitality** by addressing slum/blight conditions; or
  - Address other issues that will improve the **well-being** of persons with an LMI status



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## CDBG-PLNG Projects: Site-Specific Plans

- **Site-Specific Plans:**
  - Plans and strategic development activities
  - May be for specific **NEIGHBORHOOD** or **DISTRICT** within a community or to plan for the use or reuse of a specific **SITE**
  - Examples: adaptive reuse of former hospital, school building or other vacant structure, or potential use of a parcel of land




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Max. CDBG AWARD, Min. REQUIRED MATCH, and Allowable Admin.		
	Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
Maximum CDBG Award Amount	up to \$1,000,000	Up to \$50,000
Required Minimum Grantee Match	2:1 Ratio (Maximum \$2 CDBG for every \$1 Match)	2:1 Ratio (Maximum \$2 CDBG for every \$1 Match)
Amount of CDBG Funds allowed for Grant Administration	CDBG = \$6,000 or 1.5% of CDBG-PF Award, whichever is greater (up to/not to exceed \$15,000)	Generally Not Applicable (included in Planning Costs)

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CDBG-PF & CDBG-PLNG: Application Process Overview		
	Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
Grant Type	Competitive	Non-Competitive
Available HUD Funding	Approx. \$10 million	\$250,000
Awards	Applications are scored, ranked, and awarded based on available funding. Must be accepted within forty-five (45) days. Additional grants may be awarded based on rankings if additional funds become available.	Eligible Applications awarded based on available funding.  Must be accepted within forty-five (45) days of award.
Denials	Appeal of a denial decision must be made by the UGLG within thirty (30) days of the date of the decision letter. NOTE: Must document that DEHCR made a scoring mistake. <i>Disagreeing</i> with a score assigned is <u>not</u> acceptable grounds for an appeal.	

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### Timeline: 2025 CDBG-PF & CDBG-PLNG Grant Cycle(s)

APPLICATION PROCESS:	TARGET/DUE DATE(S):	
	Public Facilities (CDBG-PF) <i>Competitive Cycle</i>	Planning (CDBG-PLNG) <i>Continuous Cycle</i>
Applications Available	January 23, 2025	January 23, 2025
Application Training	January 23, 2025	January 23, 2025
Applications Due to DOA	May 15, 2025 @ 4pm (CST)	Open
Award Letters	Anticipated no later than July 26, 2025	Within 30 Days of Application Submission
Acceptance of Award	Within 45 Days of Award	Within 45 Days of Award
Implementation Training	September 2025	September 2025
Pre-Contract Process; Contracts Drafted, Negotiated, & Executed	July 26 – December 31, 2025	Within 90 Days of Award


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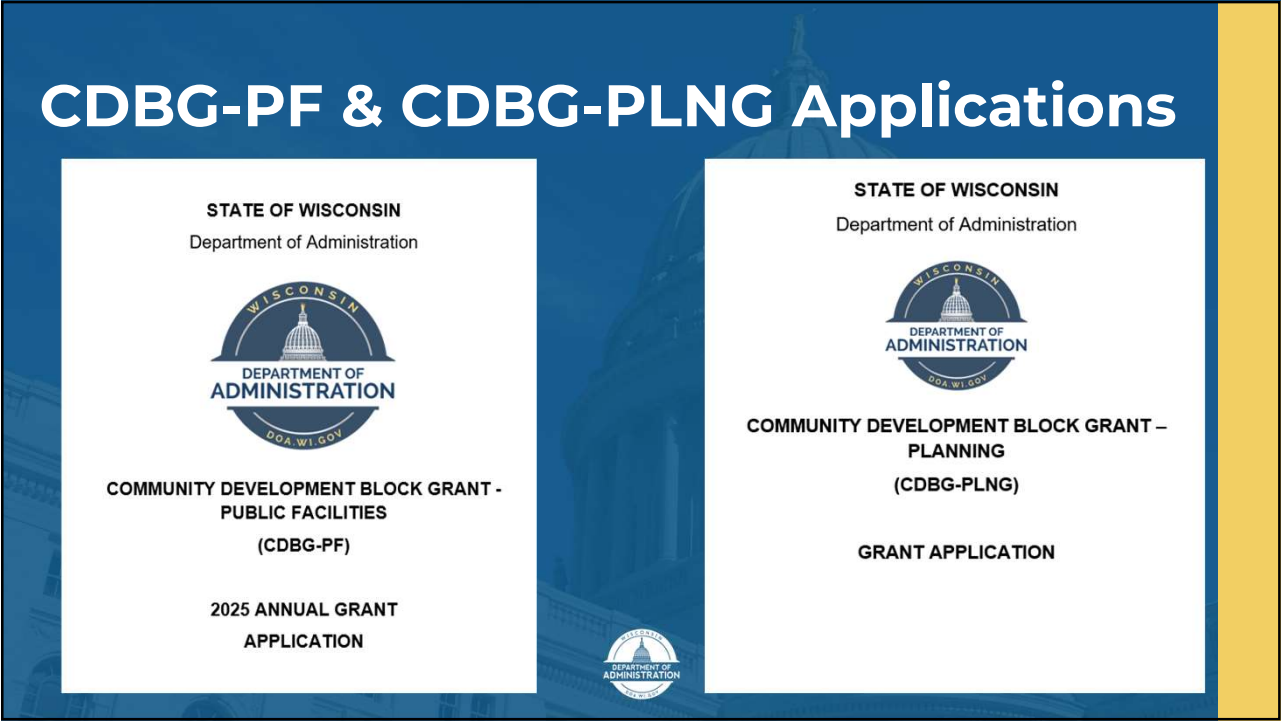
### Additional Applicant Expectations

2025 CDBG-PF Awards Project Timeline Requirements	
Pre-Construction Activities:	Begin Immediately upon Acceptance of Award
Construction Start:	Start by July 1, 2026
Construction Completion:	Complete by October 31, 2027
Project Completion Documents & Final Payment Request:	Received by DEHCR no later than December 31, 2027

Planning (CDBG-PLNG) Project Timeline Requirements	
Planning Activities:	Begin within 6 months of Award
Plan Completion:	Plan completed within 22 months of Award
Project Completion Documents & Final Payment Request:	Received by DEHCR within 24 months of Award

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## CDBG-PF & CDBG-PLNG: Application **Forms** (Part 1)

### Part 1 - Grant Request

- Project Funding (Grant Request, Match, Total Cost)
- Project Title
- Brief Description
- Project Timeline Requirements



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## CDBG-PF & CDBG-PLNG: Application Forms (Part 2)

### Part 2 - Applicant Information & Signature

- UGLG Information: Officials, Contact Information
  - 9-Digit ZIP Code
  - UEI # (required – go to <https://SAM.gov/content/home>)
- Signature of Chief Elected Official (CEO) (*electronic signature*)
- Application Contact (UGLG Contact or 3<sup>rd</sup> Party Contact Info.)
- Current CDBG Assistance (Any open CDBG awards)

- **CDBG-PLNG Only:**
  - Pre-Application Conference Information – conference required.
  - Professional Services Procurement Question included.


Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

Check Entity Status




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## CDBG-PF & CDBG-PLNG: Application Forms (Part 3)

### Part 3 – Certifications

- Signature of Chief Elected Official (CEO) (*electronic signature*)
- Must agree to terms in Certifications and all information must be true and correct for UGLG to be eligible for CDBG funding
  - Acknowledging information is true and correct for the UGLG for:
    - Initial Eligibility Certification
    - Statement of Assurances Certification
    - Lobbying Certification
    - Acquisition, Relocation & Demolition Certification
    - Fair Housing Actions Certification



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CDBG-PF & CDBG-PLNG: Application Forms (Part 4)

Part 4 - CDBG National Objective and Project Beneficiaries

- Community-wide benefit question - check “Yes” or “No”
- Enter # of Project Beneficiaries
- Enter # LMI Beneficiaries, if applicable (or enter “N/A” if project is not qualifying under LMI)
  - For LMC projects – 100% of the beneficiaries are recorded as LMI.
- Use numbers from source(s) used to qualify project if applicable (e.g., survey data or LMISD); or use existing program/facility data if available to estimate; or use most recent U.S. Census ACS 5-Year Estimates data
- Refer to guidance in the Application Instructions


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CDBG-PF & CDBG-PLNG: Application Forms (Part 4)

Part 4 - CDBG National Objective and Project Beneficiaries

- National Objective Compliance – Check the applicable box(es)
  - Benefit to Low- and Moderate-Income Persons
    - Area Benefit – HUD Local Government LMI Summary Data (LMISD)
    - Area Benefit – HUD Census Block Group/Tract LMISD
    - Area Benefit – Income Survey; or Income Certifications (*PF only – Very Rare*)
    - Area Benefit – Combining HUD LMISD and Income Survey Data
    - Limited Clientele (also complete LMC Narrative section)
  - Prevention/Elimination of Slum and Blight
    - Area Basis
    - Spot Basis
  - Urgent Local Need (also complete ULN Narrative section)


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ULN **NOT** Applicable to CDBG-PLNG Projects

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## DIFFERENCES: PF vs. PLNG APPLICATIONS

**Parts 5-7:** Differences in PF vs. PLNG Application  
**Parts 8-10:** Only in CDBG-PF Application

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## CDBG-PF Application **SCORING** Categories

**CDBG-PLNG is *not* scored.**

**CDBG-PF *Scored* Categories (250 points maximum):**

■ Part 5 – Project Need	100 points
■ Part 6 – Budget and Matching Funds ( <i>Not Scored</i> )	
■ Part 7 – Planning	10 points
■ Part 8 – Community Distress	70 points
■ Part 9 – Financial Need	30 points
■ Part 10 – Project Readiness	40 points


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### CDBG-PLNG Application **REVIEW** Categories

CDBG-PLNG **Review** Categories *(reviewed for eligibility – **NOT** scored)*

- Part 5 – Project Need
- Part 6 – Budget and Matching Funds
- Part 7 – Planning


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### CDBG-PF & CDBG-PLNG: Application **Forms** (Part 5)

#### Part 5 - Project Need

	Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
Review	Scored (up to 100 points)	Evaluated for Eligibility
Response Format	Up to 2 pages, 11-point font	Approx. 1/2 page, 11-point font
Items to Address	<u>7 Items:</u> <ul style="list-style-type: none"><li>Current condition</li><li>Frequency</li><li># of people affected</li><li>Effects if left untreated</li><li>How project will resolve problem</li><li>Scope of work</li><li>Extent of CDBG funding need</li></ul>	<u>3 Items:</u> <ul style="list-style-type: none"><li>Positive impact on community</li><li>Anticipated future steps to implement Plan upon completion</li><li>Ability/readiness to implement Plan</li></ul>
Supporting Documentation	Cannot exceed 20 pages	Cannot exceed 10 pages


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## CDBG-PF & CDBG-PLNG: Application **Forms** (Part 6)

### Part 6 – Budget and Matching Funds:

- Report **ALL** costs (including professional services provided by 3<sup>rd</sup> parties paid with CDBG or Match) – Omissions in costs reporting may deem the application incomplete
- CDBG Project Budget Form (PF only)
- Detailed Itemization of Project Costs (PF only)
- Resolution to Commit Match & Certification of Match Secured (PF & PLNG)
- Match Funding Waiver Request letter from UGLG (if applicable/if economic hardship demonstrated; contacting DEHCR prior to submission recommended)
- Grant Administration/Professional Services Information (additional question)


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## CDBG-PF & CDBG-PLNG: **Budget & Matching Funds** (Part 6)

### CDBG Project Budget Form:

- Activities/Budget Items List and Amounts
- CDBG Amounts
- Matching Amounts (page 1)
- Match Sources on (page 2): Record only “secured” and “potential” funding sources
  - UGLG funds
  - Other public funds
  - Private funds
  - Include source and amount secured in the spaces provided
  - List other potential funding sources in the spaces provided

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## CDBG-PF & CDBG-PLNG: **Budget & Matching Funds** (Part 6)

### **100% Match Secured Requirement:**

- The Matching Funds **must** be 100% **secured for** and **committed to** the project:
  - At the time of application for **PF**, or
  - Prior to the execution of the Grant Agreement for **PLNG**
- The UGLG **must** pass and submit a signed Resolution to Commit Match & Certification of Match Secured – for both **PF** and **PLNG**)



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## CDBG-PF & CDBG-PLNG: **Budget & Matching Funds** (Part 6)

### **Match Resolution Language:**

- **PF** Only - UGLG must acknowledge in the Resolution that if the project is delayed due to the UGLG not having the match funds secured as represented in the Application, which results in construction not starting by July 1, 2026 and/or not being completed by October 31, 2027, DEHCR may rescind the CDBG award.
- **NOTE: PLNG** project delays due to lack of matching funds secured may also result in DEHCR rescinding CDBG award, but the resolution for a **PLNG** project may have different language since they do not have 'construction' activities



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CDBG-PF & CDBG-PLNG: **Budget & Matching Funds**  
(Part 6)

Match Documentation

- Only submit *Resolution to Commit Match & Certification of Match Secured* Form
- **For PF: Do not** submit any other Match documents (keep on file)
- **For PLNG: Do** submit Match documents for Match with a Secured/Awarded status *only*
- Maintain all match documentation that verifies 100% of the match funding required is secured at the time of application in the UGLG’s files and only provide it if requested by DEHCR

Refer to guidance in Application Instructions.

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CDBG-PF & CDBG-PLNG: **Planning**

Planning

- Explain how project is consistent with or a continuation of adopted/approved community long-range plan(s)
- Include supporting documentation [relevant pages of plan(s) only] in Application Attachments
  - Do not attach copy of entire plan
  - Mark relevant text (visibly highlight, underline, star, or bracket)
  - Label with plan’s page number, title and date of adoption/approval

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CDBG-PF: **Planning SCORING** (Part 7)

Criteria for CDBG-PF Planning Scoring (up to 10 points):


- How the project supports and further promotes UGLG’s long-range plan(s)
- Level of consistency and specificity of plan(s) with regard to project scope
- Evidence (supporting documentation) verifying plan consistency

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CDBG-PF: **Community Distress** (Part 8)

Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
<b>PF APPLICATION - PART 8:</b> Scored (up to 70 Points total)	Not Applicable
Scoring/Sources: <b>1. Median Household Income</b> (up to 40 Points) <ul style="list-style-type: none"><li>• U.S. Census 2023 American Community Survey ACS 5-Year Estimates (2019-2023)</li></ul> <b>2. Per Capita Property Value</b> (up to 15 Points) <ul style="list-style-type: none"><li>• Town, Village and City Taxes Bulletin: Taxes Levied 2023 – Collected 2024, Wisconsin Dept. of Revenue</li></ul> <b>3. Local Property Tax Rate</b> [Full Gross only] (up to 15 Points) <ul style="list-style-type: none"><li>• Town, Village and City Taxes Bulletin: Taxes Levied 2023 – Collected 2024, Wisconsin Dept. of Revenue</li></ul>	Not Applicable

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### CDBG-PF: Community Distress (Part 8)

- Community Distress (PF only)

**NO COMMUNITY DISTRESS DATA ENTERED BY APPLICANT.**

**DEHCR will obtain data from referenced sources during application scoring.**

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### CDBG-PF: Community Distress (Part 8) - MHI

POINT VALUE	MEDIAN HOUSEHOLD INCOME
0	Greater than \$75,670
2	\$73,778 - \$75,670
4	\$71,887 - \$73,777
6	\$69,995 - \$71,886
8	\$68,103 - \$69,994
10	\$66,211 - \$68,102
12	\$64,320 - \$66,210
14	\$62,428 - \$64,319
16	\$60,536 - \$62,427
18	\$58,644 - \$60,535
20	\$56,753 - \$58,643
22	\$54,861 - \$56,752
24	\$52,969 - \$54,860
26	\$51,077 - \$52,968
28	\$49,186 - \$51,076
30	\$47,294 - \$49,185
32	\$45,402 - \$47,293
34	\$43,510 - \$45,401
36	\$41,619 - \$43,509
38	\$39,727 - \$41,618
40	Less than \$39,727

Scoring Table Update

2023 ACS 5-Year Estimates (2019-2023)  
MHI of \$57,500  
= 20 points

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### CDBG-PF: Community Distress (Part 8) – Per Capita Property Value(s)

POINT VALUE	PER CAPITA PROPERTY VALUE
0	Greater than \$141,589
1	\$136,532 - \$141,589
2	\$131,476 - \$136,531
3	\$126,419 - \$131,475
4	\$121,362 - \$126,418
5	\$116,305 - \$121,361
6	\$111,249 - \$116,304
7	\$106,192 - \$111,248
8	\$101,135 - \$106,191
9	\$96,078 - \$101,134
10	\$91,022 - \$96,077
11	\$85,965 - \$91,021
12	\$80,908 - \$85,964
13	\$75,851 - \$80,907
14	\$70,795 - \$75,850
15	Less than \$70,795

Scoring Table Update

WI Dept. of Revenue Taxes Bulletin: Taxes Levied 2023 – Collected 2024

Per Capita Property Value Calculation:

**Total Property “Full Value” ÷ Total Population**

Per Capita Property Value of \$95,000 = 10 points

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### CDBG-PF: Community Distress (Part 8) – Tax Rate

POINT VALUE	FULL VALUE GROSS RATE
0	Less than 0.01247
1	0.01247 - 0.01292
2	0.01293 - 0.01336
3	0.01337 - 0.01381
4	0.01382 - 0.01425
5	0.01426 - 0.01470
6	0.01471 - 0.01514
7	0.01515 - 0.01559
8	0.01560 - 0.01603
9	0.01604 - 0.01648
10	0.01649 - 0.01692
11	0.01693 - 0.01737
12	0.01738 - 0.01781
13	0.01782 - 0.01826
14	0.01827 - 0.01871
15	Greater than 0.01871

Scoring Table Update

WI Dept. of Revenue Taxes Bulletin: Taxes Levied 2023 – Collected 2024

Full Value Gross Tax Rate of .01605 = 9 Points

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### CDBG-PF: Financial Need (Part 9)

**Part 9: Financial Need (PF only; up to 30 Points)**

- UGLG G.O. Debt
- For Water and Sanitary Sewer projects:
  - Calculated using average of Water/Sewer Rates Score **and G.O. Debt Score**
  - Residential water charge for 70,000 gallons annual usage
  - Residential sewer charge for 70,000 gallons annual usage
  - **Must include Calculation Worksheet Attachment and Proof of current Water/Sewer Rates in Application Attachments**



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### CDBG-PF: Financial Need (Part 9) – Water/Sewer projects (G.O. Debt)

UGLG G.O. DEBT CAPACITY	UGLG USED G.O. DEBT						
	30 Points	25 Points	20 Points	15 Points	10 Points	5 Points	0 Points
\$10,000,000 or Greater	70% or Greater	65-69%	60-64%	55-59%	50-54%	45-49%	Less than 45%
\$7,500,000 - \$9,999,999	65% or Greater	60-64%	55-59%	50-54%	45-49%	40-44%	Less than 40%
\$5,000,000 - \$7,499,999	60% or Greater	55-59%	50-54%	45-49%	40-44%	35-39%	Less than 35%
\$3,000,000 - \$4,999,999	55% or Greater	50-54%	45-49%	40-44%	35-39%	30-34%	Less than 30%
\$1,000,000 - \$2,999,999	50% or Greater	45-49%	40-44%	35-39%	30-34%	25-29%	Less than 25%
\$500,000 - \$999,999	45% or Greater	40-44%	35-39%	30-34%	25-29%	20-24%	Less than 20%
\$250,000 - \$499,999	40% or Greater	35-39%	30-34%	25-29%	20-24%	15-19%	Less than 15%
Less than \$250,000	Maximum Points	Maximum Points	Maximum Points	Maximum Points	Maximum Points	Maximum Points	Maximum Points

**Example:** UGLG has \$1 Million Debt Capacity; has used \$450,000 to date = Score of 25

The Financial Need score for **non-Water/Sewer projects** is calculated using only the G.O. Debt information **at the time of application submission**, which is based on the UGLG’s **current** Used G.O. Debt compared to the UGLG’s G.O. Debt Capacity. The UGLG **cannot** include in the calculation for Used G.O Debt any debt incurred or used for the proposed 2025 CDBG project.



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### CDBG-PF: Financial Need (Part 9) – Water/Sewer projects (Water/Sewer Rates)

POINT VALUE	ANNUAL WATER & SANITARY SEWER RATES		
	Water Only	Sanitary Sewer Only	Combined
0	Less than \$308	Less than \$531	Less than \$834
2	\$308 - \$328	\$531 - \$564	\$834 - \$886
4	\$329 - \$347	\$565 - \$597	\$887 - \$938
6	\$348 - \$366	\$598 - \$631	\$939 - \$991
8	\$367 - \$386	\$632 - \$664	\$992 - \$1,043
10	\$387 - \$405	\$665 - \$697	\$1,044 - \$1,095
12	\$406 - \$424	\$698 - \$730	\$1,096 - \$1,147
14	\$425 - \$443	\$731 - \$763	\$1,148 - \$1,199
16	\$444 - \$463	\$764 - \$797	\$1,200 - \$1,251
18	\$464 - \$482	\$798 - \$830	\$1,252 - \$1,303
20	\$483 - \$501	\$831 - \$863	\$1,304 - \$1,356
22	\$502 - \$521	\$864 - \$896	\$1,357 - \$1,408
24	\$522 - \$540	\$897 - \$929	\$1,409 - \$1,460
26	\$541 - \$559	\$930 - \$963	\$1,461 - \$1,512
28	\$560 - \$598	\$964 - \$1,029	\$1,513 - \$1,616
30	Greater than \$598	Greater than \$1,029	Greater than \$1,616

(Based on 70,000 gallons usage)

Scoring Table Update

**Example:**  
Water/Sewer Project;  
Combined annual water/sewer rate of \$1,400 = Partial Score of 22



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### CDBG-PF: Financial Need (Part 9) – Water/Sewer projects (Water/Sewer Rates)


Financial Need score for **Water/Sewer projects** is calculated using the average of the combined total of the **G.O. Debt score and Water/Sewer Rates score**

Formula:  $(\text{G.O. Debt Score} + \text{Water/Sewer Rates Score}) \div 2$

**Example:** Project with water and sanitary sewer infrastructure improvements for which:

- UGLG has \$3 Million Debt Capacity; and has used \$1,500,000 (50%) to date = G.O. Debt Score of 25; **and**
- Combined annual Water/Sewer Rates of \$1,400 = Water/Sewer Rates Score of 22

**Financial Need Score** (Water and Sanitary Sewer Project) =  $(\text{G.O. Debt Score} + \text{Water/Sewer Rates Score}) \div 2 = (25 + 22) \div 2 = 23.5$  rounded up to **24**



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## CDBG-PF: **Project Readiness** (Part 10) – A/E Design Plans & Technical Specifications

### **Project Readiness (0-40 Points Awarded)**

#### **Architectural/Engineering (A/E) Design Plans and Technical Specifications (30 points)**

30 points awarded if:

1. A/E design plans and technical specs meeting all requirements is submitted with the 2025 CDBG-PF Application
2. Must be certified by a licensed architect/engineer as complete to the extent of being ready for inclusion in bidding packet(s)



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## CDBG-PF: **Project Readiness** (Part 10) – A/E Design Plans & Technical Specifications

### **A/E Design Plans and Technical Specifications (continued):**

3. Architect/engineer must complete Architect/Engineer Certification of Biddable Design Plans & Technical Specifications form to certify A/E documents are complete and ready for inclusion in the bid packet(s)
4. The A/E design plans and technical specs and architect's/engineer's signed Certification (serving as the cover page (page 1) of the A/E document) must be submitted via email to DEHCR as one PDF document, separately from the CDBG-PF Application document no later than the Application deadline.



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## CDBG-PF: **Project Readiness** (Part 10) – A/E Design Plans & Technical Specifications

### A/E Design Plans and Technical Specifications (continued)

0 points awarded if:

- No A/E design plans and technical specs document is submitted in accordance with the 2025 CDBG-PF Application and Application Instructions; **or**
- Incomplete A/E design plans and technical specs (not ready to for inclusion in the bidding packet(s) or missing the architect/engineer Certification, etc.) are submitted; **or**
- A/E documents are not received by DEHCR by the deadline

No 'partial' points will be awarded for incomplete or insufficient A/E documents. **Do not** submit incomplete A/E documents. They will be disregarded and no points will be awarded.



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## CDBG-PF: **Project Readiness** (Part 10) – Environmental Review

### Environmental Review (ER) (10 points):

- 10 points will be awarded the ER Certification Letter issued by DEHCR for the project is **included** within the CDBG-PF Application Attachments.
  - The environmental review process must be completed, including any required public comment period, etc., and the required Environmental Report and related documents must be completed and submitted to the DEHCR Environmental Desk for the ER Certification letter to be issued.
- 0 points will be awarded if no ER Certification letter for the project is submitted with the CDBG-PF Application Attachments.
- Follow the requirements set forth in **Chapter 4: Environmental Review** in the *CDBG Implementation Handbook*:  
<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>

No 'partial' points will be awarded for incomplete or insufficient ER documents. **DO NOT** submit partial ER documents, as they will be disregarded and no points will be awarded.



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# Application Attachments: Supporting Documentation CHECKLIST(S)

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)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	2. 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 CPP in effect on the date of the first notice)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	3. Citizen Participation Public Hearing Certification Form	✓	<input type="checkbox"/>	<input type="checkbox"/>
	4. Public Hearing Meeting Minutes	✓	<input type="checkbox"/>	<input type="checkbox"/>
	5. List of Public Hearing Attendees (either listed in the Public Hearing Meeting Minutes or on separate Sign-In Sheet)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	6. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Enforcing State/Local Laws Prohibiting Physically Barring of Entrances/Calls	✓	<input type="checkbox"/>	<input type="checkbox"/>
Financial	7. Project Budget & Matching Funds Form	✓	<input type="checkbox"/>	<input type="checkbox"/>
	8. Detailed Itemization of Project Costs	✓	<input type="checkbox"/>	<input type="checkbox"/>
	9. Authorizing Resolution to Commit Matching Funds & Certification of Match Funds	✓	<input type="checkbox"/>	<input type="checkbox"/>
	10. Match Funding Waiver Request Letter (with supporting documentation for an economic hardship) (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	11. Proof of Current Water/Sanitary Sewer Rates (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	12. Current Water/Sanitary Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Project Area / Service Area Maps	13. Map(s) of Project Area (nature and location(s) of project activities)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	14. Map(s) of Service Area (location(s) of primary beneficiaries)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	15. Map(s) of Utility Services in Service Area (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	16. LMI Calculation Worksheet for Multiple Jurisdictions (Form 8 of the Income Survey Data Forms document) (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Income Survey	17. Income Survey Approval Certification Letter from DDHCR (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Limited Clientele	18. Letter from Limited Clientele Facility/Program (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	19. Income Limits Used by Limited Clientele Facility/Program (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Fair Housing	20. Fair Housing Ordinance	✓	<input type="checkbox"/>	<input type="checkbox"/>
Slum & Blight	21. Slum and Blight Certification (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	22. Slum and Blight supporting documentation (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Acquisition/ Relocation	23. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)	✓	<input type="checkbox"/>	<input type="checkbox"/>
Project Need	24. Project Need Supporting Documentation		<input type="checkbox"/>	<input type="checkbox"/>
Planning	25. Planning Supporting Documentation (e.g., relevant sections from adopted comprehensive plan, community redevelopment plan, etc.)		<input type="checkbox"/>	<input type="checkbox"/>

- Checklist in the Application must be completed
- Provides guidance on required vs. optional or “if applicable” Attachments
- Some documents required for PF are not required for PLNG



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# Application Attachments: Supporting Documentation COVER PAGE(S)

- Grantees must use the **Cover Pages** provided in the Application to organize and compile Attachments in the prescribed order listed

**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 components) – required for all applicants  
2. Citizen Participation Public Hearing Notice (with proof of publication (if required by CPP) certification of physical postings (if required by CPP); demonstrating adequate advance 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 a Sign-In Sheet) – required for all applicants

**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:  
7. 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 3<sup>rd</sup> party (rather than the UGLG's employees)) must be included on the Project Budget & Matching Funds Form. Omission may deem the application incomplete.  
8. Detailed Itemization of Project Costs (e.g., engineer's estimate or similar itemization of costs to verify the costs listed in the 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 3<sup>rd</sup> party (rather than the UGLG's employees)) must be included in the detailed itemization of project costs. Omission may deem the application incomplete.  
9. Authorizing Resolution to Commit Matching Funds & Certification of Matching Funds Secured – required for all applicants

**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:  
Map(s) of Project Area (clearly showing project activity location(s) and nature/type of work being completed) – required for all applicants  
a. Show the locations of the water/sewer mains, streets and/or other utilities to be improved where applicable  
b. Show the location(s) of the buildings or other facilities being built and/or improved where applicable  
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  
a. Show borders of the municipality if project will have community-wide benefit  
b. Show census block group/tract boundaries if HUD LMSD for census block group/tracts are used to qualify the project



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## CDBG-PLNG APPLICATION SUBMISSION

### CDBG-PLNG Application

- Must have pre-application meeting with DEHCR prior to application submission
- Applications accepted on an ongoing basis
- Must submit via email to [DOACDBG@wisconsin.gov](mailto:DOACDBG@wisconsin.gov)
- Submit completed CDBG-PLNG Application form and all applicable “Application Attachments and Supporting Documents” as **one** (1) PDF (if feasible – see Application Instructions); electronic CEO signature in Part 2 **and** Part 3 required
- **ALL** pages of the Application packet must be standard 8.5” x 11” size
- Awards made to eligible projects on a first-come first-served basis until all CDBG-PLNG funding has been expended for the program year



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## CDBG-PF APPLICATION SUBMISSION

### CDBG-PF Application:

- Must submit via email to [DOACDBG@wisconsin.gov](mailto:DOACDBG@wisconsin.gov)
- Submit CDBG-PF Application Form and “Application Attachments and Supporting Documents” (excluding A/E plans and specs – email separately) as **one** PDF document (if feasible – see Application Instructions); electronic CEO signature in Part 2 **and** Part 3 required
- **ALL** pages of the Application packet must be 8 ½” x 11” size [exception allowed for A/E documents – only as need; contingent upon all A/E documents still being submitted in one (1) PDF (if feasible – see Application Instructions)]
- Application must be **received by** DEHCR no later than **4:00 p.m. (CST) on Thursday, May 15, 2025. Late submissions will NOT be accepted.**




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### APPLICATION SUBMISSIONS (continued)

- Non-compliance with Application documentation and submission requirements may result in Application being deemed ineligible
- Incomplete applications may **NOT** be reviewed
  - Incomplete **PF** Applications may be denied and disqualified from being considered for an award (PF Program is a *competitive* grant program)
  - Incomplete **PLNG** Applications may be denied and the UGLG will be required to revise and re-submit all or portions of the CDBG-PLNG Application for further consideration



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## Questions?

Application Forms  
&  
Submission Process



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### Application Attachments: Authorizing Resolution to Submit CDBG Application

- Required for ALL PF and PLNG Applicants;
- Must pass resolution prior to submission of CDBG Application

Template for this resolution and other forms/templates/samples are provided among Application Attachments linked on the Resources and Trainings website (under the “Application Attachments” section):

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx>

Division of Energy, Housing and Community Resources  
Community Development Block Grant – Authorizing Resolution to Submit a CDBG Application

**Authorizing Resolution to Submit a  
Community Development Block Grant (CDBG)  
Application**


Relating to the \_\_\_\_\_ of \_\_\_\_\_ participation in the  
(County, City, Village, or Town) (USGBC/Unit of General Local Government's Name)  
Community Development Block Grant \_\_\_\_\_ Program  
(Name of Program, e.g., Public Facilities (CDBG-PF), Planning (CDBG-PLNG))

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or development of a \_\_\_\_\_  
(Activity and Program, e.g., Public Facility Improvement for the CDBG-PF Program; Plan for the CDBG-PLNG Program)  
for the \_\_\_\_\_ of \_\_\_\_\_;  
(County, City, Village, or Town) (USGBC's Name)

WHEREAS, after public meeting and due consideration, the \_\_\_\_\_  
(Name of Appropriate Committee)  
has recommended that an application be submitted to DOA for the following project:  
\_\_\_\_\_  
(CDBG Proposed Project Title); and

WHEREAS, it is necessary for the \_\_\_\_\_ to  
(County Board, City Council, Village Board, Town Board)  
approve the preparation and filing of an application for the \_\_\_\_\_ to  
(County, City, Town, Village)  
receive funds from this program; and

WHEREAS, the \_\_\_\_\_ has reviewed the  
(County Board, City Council, Village Board, Town Board)  
need for the proposed project(s) and the benefit(s) to be gained there from;



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## Application Attachments: Citizen Participation PLAN - TEMPLATE

- Required for ALL PF and PLNG Applicants.
- Must be adopted/in place and current prior to submission of CDBG Application.

TEMPLATE


*(Print on Municipal Letterhead or Plain Sheets – Remove DEHCR header and footer text; and remove the "Template" language above and below. This template has the required sections and content for a CDBG Citizen Participation Plan. Contact DEHCR for approval if considering omitting any of this content from the UGLG's CPP.)*

**[Unit of General Local Government (UGLG) Name, e.g. Village of Yourville]**

**Citizen Participation Plan for the  
Community Development Block Grant (CDBG) Program**

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the [UGLG Name], the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:



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## Application Attachments: Citizen Participation PLAN – PROGRAM OVERSIGHT

PROGRAM OVERSIGHT

1. The [UGLG Name] shall create a Citizen Participation Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the [UGLG Type] [Governing Body Name]. This Committee shall be responsible for implementation of the Citizen Participation Plan (CPP), as well as offering guidance in preparation of the grant application.

The [UGLG Name] shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To insure responsiveness to the needs of its citizens, the [UGLG Name] shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).



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## Application Attachments: Citizen Participation PLAN – CP PUBLIC HEARING(S)

### CITIZEN PARTICIPATION


1. The [UGLG Name] shall establish a committee composed of persons representative of the [UGLG Name] demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the [UGLG Name].

### NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the [Local Newspaper Name] as a [Select Hearing Timing/Type From Drop-Down Options: "2-week (14 days)" OR "class 2" OR "2-week (14 days) or class 2"] notice prior to the hearing date. In addition, the public notice shall be posted at the [UGLG Name] [UGLG Municipal Administrative Building Name]. These notices will include the time, place and date of meetings, as well as a brief agenda.

2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

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## Application Attachments: Citizen Participation PLAN – CP HEARING NOTICE(S)

- MUST follow **local** CPP at time of notice
- 14 Days OR Class 2 Notice [ss.985.07] (follow local CPP)
- **Exclude** first day of publication in computation of time; may include date of hearing (ss.985.09)
- Sample CPP: 2-Week Notice (**14 full days**)
- Failure to give notice in accordance with CDBG and local CPP will result in Application being deemed **ineligible**

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10 Posting/ Publication Date	11 DAY 1	12 DAY 2	13 DAY 3	14 DAY 4
15 DAY 5	16 DAY 6	17 DAY 7	18 DAY 8	19 DAY 9	20 DAY 10	21 DAY 11
22 DAY 12	23 DAY 13	24 Hold Hearing DAY 14	25	26	27	28
29	30	1	2	3	4	5
6	7	NOTES: First day of publication does <b>NOT</b> count toward 14-day notice period.				

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## Application Attachments: Citizen Participation PLAN – CP PUBLIC HEARING(S)



## Application Attachments: Citizen Participation PLAN – Complaints & Contact(s)

COMPLAINTS

The [UGLG Name] will handle citizen complaints about the program in a timely manner. By federal regulation the [UGLG Type] will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to [Contact Name and Title].


In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant  
Wisconsin Department of Administration  
Division of Energy, Housing and Community Resources, ~~9th Floor~~  
P.O. Box 7970  
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Community Development Block Grant Close Program (CDBG-CL), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

**Current DEHCR Address is on 5<sup>th</sup> Floor – Update CPP. (UGLG may opt to remove DEHCR “Floor” address from the CPP Complaints section.)**



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## Application Attachments: Citizen Participation PLAN – Accommodations

ACCOMMODATIONS

The [UGLG Name] will respond to residents' requests for reasonable accommodations to participate in CDBG public hearings in accordance with state and federal laws; and include instructions for making accommodation requests in hearing notices.

NON-ENGLISH SPEAKING PERSONS

The [UGLG Name] will regularly review the demographic data of the municipality and survey a CDBG project area and/or service area if deemed necessary to identify non-English speaking persons; and will take steps to assure them equal opportunity in the citizen participation process.



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Webinar Held: January 23, 2025

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# Application Attachments: Citizen Participation Public Hearing **CERTIFICATION FORM**

Clerk or designated representative may certify public hearing content.

**Must cover:**

- CDBG Program(s) to which the UGLG is applying (for which the hearing was held) & related eligible activities

# CITIZEN PARTICIPATION CERTIFICATION for Public Hearing #1

I, \_\_\_\_\_, on behalf of the \_\_\_\_\_ of \_\_\_\_\_, hereby  
(City/Town/Village/City/County Name) (Title/Job or Community Name)  
certify that adequate notice of the Public Hearing was provided by means of (select one):

☐ a. Fourteen (14) days, or more, advance notice print publication in the local newspaper;  
☐ b. A class 2 notice print publication in the local newspaper; or  
☐ c. Other: Fully describe the notice method/process used

In accordance with the currently adopted Citizen Participation Plan (effective at the time of publication), and that the following checked topics were discussed at the Community Development Block Grant  
(CDBG) Citizen Participation Public Hearing held at \_\_\_\_\_ on \_\_\_\_\_,  
(Time, City/County) (Date, Month, Day, Year)

Items Discussed at the Public Hearing	Agenda Items / Topics Covered
<input type="checkbox"/>	1. Basic overview of the Community Development Block Grant (CDBG) program. (Required)
<input type="checkbox"/>	2. The Community Development Block Grant (CDBG) plans available for (Check all that apply) – Required to identify CDBG program(s) to which USGLG is applying: <ul style="list-style-type: none"><li>a. <input type="checkbox"/> Coronavirus (CDBG-CV);</li><li>b. <input type="checkbox"/> Economic Development (CDBG-ED);</li><li>c. <input type="checkbox"/> Housing (CDBG-HSG)</li><li>d. <input type="checkbox"/> Planning (CDBG-PLNG);</li><li>e. <input type="checkbox"/> Public Facilities (CDBG-PF);</li><li>f. <input type="checkbox"/> Public Facilities for Economic Development (CDBG-PFED); and/or</li><li>g. <input type="checkbox"/> Other: _____</li></ul>
<input type="checkbox"/>	3. List of activities eligible for CDBG funding for (Check all that apply – Required to identify eligible activities for CDBG program(s) to which USGLG is applying): <ul style="list-style-type: none"><li>a. <input type="checkbox"/> Coronavirus response;</li><li>b. <input type="checkbox"/> Economic development;</li><li>c. <input type="checkbox"/> Housing:<ul style="list-style-type: none"><li>i. <input type="checkbox"/> Rehabilitation</li><li>ii. <input type="checkbox"/> Homebuyer Assistance</li><li>iii. <input type="checkbox"/> Special Housing Projects</li></ul></li></ul>

(continued on the next page)

Public Hearing Notice #1  
Template and this  
Certification provide  
guidance on required  
Hearing Notice  
Content/Agenda

Select/checkmark only those items that **currently apply** to your proposed Application.

Select/checkmark only those items that **currently apply** to your proposed Application.



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# Application Attachments: Citizen Participation Public Hearing **CERTIFICATION FORM**

**Must cover:**

- Housing needs
- Community Development needs
- Activities of CDBG project
- Potential Residential and Non-Residential Displacement
- Public Comment/Input

<input type="checkbox"/> Housing – Other: _____	IV. <input type="checkbox"/> Housing – Other: _____
<input type="checkbox"/> Planning activities for community development;	V. <input type="checkbox"/> Housing – Other: _____
<input type="checkbox"/> Public facilities improvements;	d. <input type="checkbox"/> Planning activities for community development;
<input type="checkbox"/> Public facilities improvements for economic development; and/or	e. <input type="checkbox"/> Public facilities improvements;
<input type="checkbox"/> Other: _____	f. <input type="checkbox"/> Public facilities improvements for economic development; and/or
<input type="checkbox"/>	g. <input type="checkbox"/> Other: _____
<input type="checkbox"/>	4. Housing needs identified prior to the Public Hearing and by attendees during the Public Hearing. (Required – must be covered regardless of the focus of the CDBG project to comply with federal regulations)
<input type="checkbox"/>	5. Community Development needs (e.g., activities involving planning, public facilities, economic development, other development for coronavirus, disaster or other emergency response, etc.) identified prior to the Public Hearing and by attendees during the Public Hearing. (Required)
<input type="checkbox"/>	6. Activities proposed for the CDBG application. (Required)
<input type="checkbox"/>	7. The potential for residential and/or business displacement as a result of the proposed CDBG activities. (Required if Rarely potential for possible displacement)
<input type="checkbox"/>	8. The public attending this meeting were offered an opportunity to discuss the proposed CDBG application. (Required)

Signature of the Mayor/city Clerk or Designated Authorized Representative \_\_\_\_\_ Title (Is Organization if not from UGLG) \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of the Chief Elected Official (CEO) \_\_\_\_\_ Title \_\_\_\_\_ Date Signed \_\_\_\_\_

Typed Name of the Chief Elected Official (CEO) \_\_\_\_\_



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## Application Attachments: Citizen Participation POLICY on Civil Rights Demonstrations

**SAMPLE**

(Print on Municipal Letterhead or Plain Sheet – Remove DEHCR header/footer notes and "Sample" Language above and "Note" here. NOTE: The UGLG **must** have a policy adopted/in place prior to submission of the CDBG application that explicitly includes the specifications in items I. and II. in the sample language below. If this policy is contradictory to other existing local law enforcement policy, the local law enforcement policy must be updated to be consistent.)

[Unit of General Local Government (UGLG) Name, e.g., Village of Yourville]

**POLICY TO PROHIBIT THE USE OF EXCESSIVE FORCE AND TO ENFORCE APPLICABLE STATE AND LOCAL LAWS PROHIBITING PHYSICALLY BARRING ENTRANCES/EXITS FOR NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS**

RESOLUTION NO. [RESOLUTION #]

A resolution of the [NAME OF UGLG GOVERNING BODY] of the [UGLG NAME], to adopt the policy to prohibit the use of excessive force and to enforce applicable state and local laws prohibiting physically barring entrances/exits for non-violent civil rights demonstrations:

WHEREAS Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 69 §5304) prohibits the State from expending or obligating any Community Development Block Grant funds to any unit of general local government that does not have or adopt a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and a policy of enforcing State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction;


AND WHEREAS it is in the interest of the [UGLG NAME] to pursue Community Development Block Grant Funds and to adopt policy that complies with Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 USC 69 §5304);

I. It is POLICY of the [UGLG TYPE] to prohibit the use of excessive force by law enforcement agencies within the [UGLG TYPE]'s jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

II. It is POLICY of the [UGLG TYPE] to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the [UGLG TYPE]'s jurisdiction.

III. The officials and employees of the [UGLG TYPE] shall assist in the orderly prevention of all excessive force within the [UGLG NAME] by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.

IV. The [UGLG GOVERNING BODY NAME] directs the [LOCAL LAW ENFORCEMENT AGENCY CHIEF OFFICIAL TITLE] to implement this Resolution by amending applicable [LOCAL LAW ENFORCEMENT AGENCY] procedures.



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## Application Attachments: Fair Housing Ordinance

**SAMPLE**

(Print on Municipal Letterhead or Plain Sheet – Remove DEHCR header/footer notes and "Sample" Language above)

[UGLG Name, e.g., Village of Yourville]

Fair Housing Ordinance

Ordinance # [Ordinance Section/Number]

Fair and Open Housing

[Ordinance #] State Statutes Adopted

[Ordinance #] Authority and Enforcement Procedures Implemented

[Ordinance #] Complaints

[Ordinance #] STATE STATUTES ADOPTED.

The [Name of Governing Body] of the [UGLG Name] hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.


[Ordinance #] AUTHORITY AND ENFORCEMENT PROCEDURES IMPLEMENTED.

The officials and employees of the [UGLG Name] shall assist in the orderly prevention and removal of all discrimination in housing within the [UGLG Name] by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended.

Section [Section #] COMPLAINTS.

The [UGLG Type] Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the [UGLG Name] to file a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

- Fair Housing Ordinance **must** reflect current State Statute citation and language (Wis. Stat. 106.50)
- If protected classes are listed in the FHO, they must reflect those in Wis.Stat. 106.50.
- Obsolete FHO language is a basis for disqualification of the application.



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Application Attachments:  
**Slum & Blight Certification** (Page 1)

# SLUM & BLIGHT CERTIFICATION and COMPLIANCE

How will your proposed project qualify for the  
Slum & Blight National Objective?

☐ Area Basis ☐ Spot Basis

**For Area Basis projects:**

- As required by 24 CFR 570.483, has your community officially designated the area meeting the definition of a slum, blighted, or deteriorated area under state or local law? ☐ Yes ☐ No
- Federal regulations require that at least 25 percent of properties throughout the area experience one or more of the five conditions listed below.

Indicate which conditions are applicable to your project. You must attach relevant supporting documentation to this Slum & Blight Certification form to demonstrate that the area meets each of the selected 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 buildings
- ☐ Significant declines in property values or abnormally low property values relative to other areas in the community
- ☐ Known or suspected environmental contamination

- Use the space (provided on the next page) to describe how the activity or activities for which you are requesting assistance will address one or more of the conditions that contributed to the deterioration of the area.

- Options:
  - Area Basis
  - Spot Basis
- Must meet requirements as listed.

## Application Attachments: **Slum & Blight Certification** (Page 2)

**For Spot Basis Projects:**

- Under CDBG regulations, only certain activities can be undertaken to prevent slum and blight on a spot basis. Indicate, using the list below, the activities for which you will use CDBG funds if your project is selected.
 

- ☐ 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)
- Use the space below to describe the conditions of slum or blight at the project location and how the activity or activities for which you are requesting assistance will address the condition(s). Attach relevant supporting documentation as needed.
 

[Description of the conditions of slum & blight that currently exist at the project location(s) and how the proposed activity, or activities, will address the condition(s).]

\_\_\_\_\_  
Signature of the Chief Elected Official

\_\_\_\_\_  
Typed Name of the Chief Elected Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of the Unit of General Local Government (UGLG)

\_\_\_\_\_  
Date

- Must be signed by Chief Elected Official (CEO)
- Include supporting documentation in Application Attachments



## Application Attachments: Water/Sewer Rates Calculation Worksheet (Sample)


- Must show calculation of rates for Annual Usage of 70,000 Gallons [PF – Part 7]
- Use Template on CDBG-PF Program Website

Residential Water Rates:	
Water Rate Table:*	\$2.50 per 1,000 gallons for First 30,000 Gallons Used per Quarter \$1.95 per 1,000 gallons for Over 30,000 per Quarter
Average Gallons Used (Residential) Each Quarter:	20,000 gallons
Charge for 70,000 Gallons Annual Residential Water Usage:	Quarter 1 based on 20,000 gallons: \$2.50 x 20 = \$50.00 Quarter 2 based on 20,000 gallons: \$2.50 x 20 = \$50.00 Quarter 3 based on 20,000 gallons: \$2.50 x 20 = \$50.00

Residential Sewer Rates:	
Sewer Rate Table:*	\$10.00 per 100 Cu. Ft. (100 Cu. Ft. Equals 748 Gallons)
Charge for 70,000 Gallons Annual Residential Usage	70,000 Gallons ÷ 748 Gallons [100 Cu. Ft.] = 93.58 93.58 x \$10.00 = \$935.80 Average Charge for 70,000 Gallons Usage
Average Residential Meter Size:	1"
Base Meter Charges for Average Residential Meter Size:*	\$6.00/month City + \$5.00/month JayCoMet = \$11.00/month for 1" Meter Size \$11.00/month x 12 months = \$132.00/year Average Annual Meter Charge
TOTAL AVERAGE RESIDENTIAL SEWER RATES PER YEAR FOR 70,000 GALLONS USAGE	\$935.80 Sewer Charge for 70,000 Gallons + \$132.00 Meter Charges = \$1,067.80 Annually

\*A Copy of the Customer Rate Schedule Printed from City of Yourtown's Website is Attached as Proof of Water and Sewer Rates

Sample (Form format only)

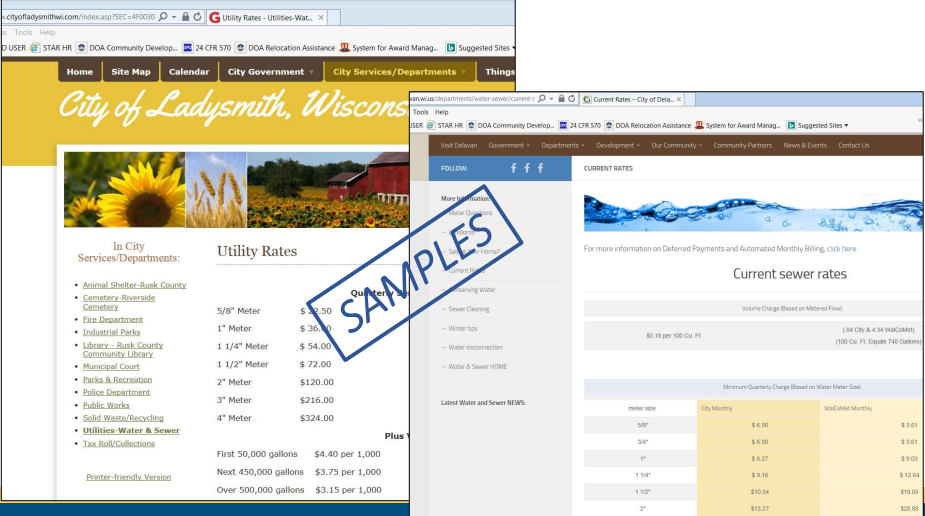



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## Application Attachments: RECORDS Verifying Water/Sewer Rates (Samples)

- Must provide printed record verifying Water/Sewer Rates (e.g., web posting, standard customer notice or billing statement, etc.) [PF – Part 7]





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## TEMPLATE

[Unit of General Local Government (UGLG) Full Name, e.g. Village of Yourville]

## RESOLUTION NO. [NUMBER]

A RESOLUTION OF THE [GOVERNING BODY] OF THE [UGLG TYPE] OF [UGLG NAME]

[YEAR] Community Development Block Grant [GRANT APPLICATION TYPE (e.g., Public Facilities (CDBG-PF), or Planning (CDBG-PLNG))] Application

Related to the [UGLG TYPE] of [UGLG NAME]'s participation in the Community Development Block Grant (CDBG) Program:

WHEREAS, federal monies are available under the CDBG [PROGRAM APPLICATION TYPE, e.g., Annual Public Facilities Competition, or Planning Continuous Application], administered by the State of Wisconsin Department of Administration, for the purpose of [the provision or improvement of public facilities] OR "pursuing planning that serves the community and public good" OR (state other purpose of program to which the UGLG is applying); and

WHEREAS, the [GOVERNING BODY] of the [UGLG TYPE] of [UGLG NAME] has authorized the submission of a CDBG [PROGRAM APPLICATION TYPE, e.g. Public Facilities, or Planning] Application to the State of Wisconsin for the following project: [PROJECT TITLE]; and

WHEREAS, an adequate local financial match must be provided for the proposed CDBG [PROGRAM APPLICATION TYPE, e.g. Public Facilities, or Planning] project by the [UGLG TYPE] of [UGLG NAME]



## Submission Required

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[Required for CDBG-PF Applicant's resolution/certification only:] → WHEREAS, the [UGLG TYPE] of [UGLG NAME] must certify that all matching funds required to complete the proposed project have been secured for and committed to the project prior to the submission of the CDBG application; and

[Required for 2025 CDBG-PF Applicant's resolution/certification only:] → WHEREAS, the [UGLG TYPE] of [UGLG NAME] must acknowledge that a delay in starting construction by July 1, 2026 and/or completing construction by October 31, 2027 due to the [UGLG TYPE] not having the matching funds that are reported as committed and secured in the CDBG application documents, then the State of Wisconsin Department of Administration Division of Energy, Housing and Community Resources may deny a timeline extension and may rescind the CDBG award:

NOW, THEREFORE, BE IT RESOLVED, that the [UGLG TYPE] of [UGLG NAME] does hereby authorize the commitment of match funds to be used as outlined in the CDBG application, for the match amount of \$ [Amount the UGLG is prepared to commit], from the following secured source(s):

[List Sources and Corresponding Amounts]:

and the following pending or potential source(s):

[List Sources and Corresponding Amounts, if known – customize as necessary].

ADOPTED on this [DAY] day of [MONTH], [YEAR].

The governing body of the [UGLG TYPE] of [UGLG NAME] has authorized the above resolution to commit match and certify match funds secured for the CDBG project referenced within the resolution.



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## Submission Required

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Application Attachments:  
Financial – **DETAILED COST ESTIMATE(S)**

- Must provide detailed cost estimate of project [PF – Part 6]
- Must include ALL costs paid to external entities – including engineering, grant administration, etc.
- Refer to SAMPLE on Resources and Trainings website

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Application Attachments:  
Project Readiness – **Architect/Engineer Certification**

<h2 style="text-align: center;">ARCHITECT/ENGINEER CERTIFICATION</h2> <h3 style="text-align: center;">of Biddable A/E Design Plans &amp; Technical Specifications</h3> <p style="text-align: center;">for</p> <p>(UGLG Name - insert unit of general local government's (UGLG's) name that is the Grant Applicant, e.g., Village of Yourville)</p> <p>(Project Title - insert name of proposed project for the grant application, e.g., State Street and Wisconsin Avenue Street &amp; Utility Infrastructure Improvements) Project</p>		
<p>I, (Architect/Engineer Name - insert architect's/engineer's first and last name, e.g., "Jane Smith"), on behalf of (UGLG Name - insert UGLG/Applicant name, e.g., "Village of Yourville"), certify that I am a licensed (enter "Architect" and/or "Engineer", whichever is applicable) and certify that the architectural/engineering (A/E) design plans and technical specifications included and submitted with this certification for the Community Development Block Grant Public Facilities (CDBG-PF) Application are complete for the bidding process, ready for inclusion in the bidding packet(s) for the construction contracting procurement process(es) for the proposed project referenced above.</p> <p style="text-align: center;"><i>Architect/Engineer Certification Signature:</i></p>		
<p>Signature of Licensed Architect/Engineer</p>	<p>Date Signed</p>	
<p>Typed or Printed Name of Engineer/Architect and Professional Certification Initials (e.g., P.E., P.S., AIA, NCARB, etc.):</p>	<p>Professional Title</p>	<p>Date of Expiration of Professional License</p>
<p>Firm/Manufacturer/Organization Name</p>		

Template Provided.

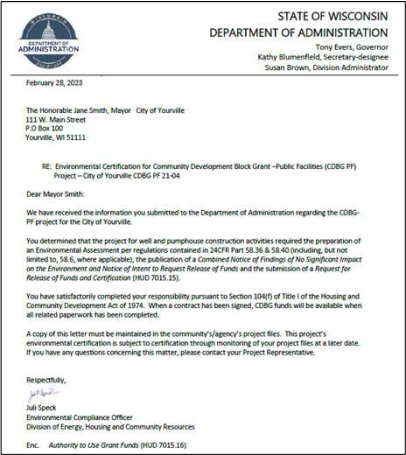
- Refer to *CDBG-PF Application Instructions* for A/E documentation guidance.
- Template is on **CDBG-PF Program Website**.
- Must include this Certification form as the cover page (page 1) of Biddable A/E Design Plans & Technical Specs document (if submitting)
- Earn 30 Points for part of Project Readiness score **for PF** if A/E document submission meets all requirements

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## Application Attachments: Project Readiness – Environmental Review (ER)



The letter is dated February 28, 2023, and is addressed to The Honorable Jane Smith, Mayor of Yourville. It is from the State of Wisconsin Department of Administration, signed by Kathy Blumenfeld, Secretary-designee, with Susan Brown as the Division Administrator. The subject is 'RE: Environmental Certification for Community Development Block Grant –Public Facilities (CDBG PF) Project – City of Yourville CDBG PF 23-04'. The letter informs the Mayor that the project for well and pump/house construction activities required an Environmental Assessment per regulations 2407.00(1) and 2407.00(2). It states that the project has been reviewed and found to have no significant impact on the environment. The letter also mentions that the project is subject to certification through monitoring of project files at a later date. It is signed by Julie Speck, Environmental Compliance Officer, and includes an enclosure for the Authority to Use Grant Funds (HUD 7015.16).

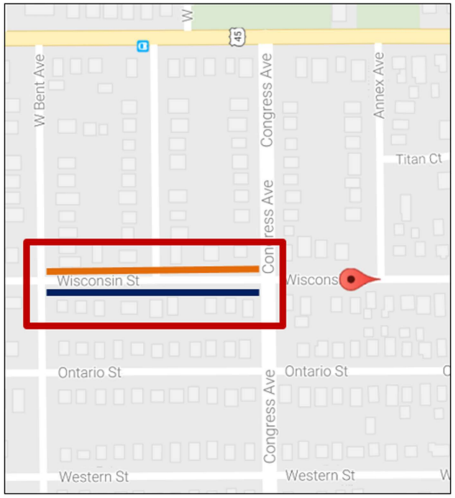
- Refer to *CDBG-PF Application Instructions* for Environmental Review guidance (reference to Chapter 4 of *CDBG Implementation Handbook*).
- Training webinar recording also on our [CDBG Training & Technical Assistance](#) website.
- Submit ER Certification letter from DEHCR for project with PF Application Attachments
- Earn 10 Points for part of Project Readiness score **for PF** if ER Certification letter is submitted.



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## Application Attachments: Map Example #1 – PROJECT AREA Map + SERVICE AREA Map (Combined)



The map shows a street grid with W. Bent Ave, Congress Ave, Annex Ave, Wisconsin St, Ontario St, and Western St. A red rectangle highlights the project area on Wisconsin St. A red dot indicates the focus location. A key identifies orange lines as Street Reconstruction and blue lines as Sanitary Sewer Main Replacements.

Must show:

- Location of project [or focus location of Plan for PLNG]
- Types of work proposed and where each activity will occur [PF Only]
- Location of all residences/families included in service area (i.e., the beneficiaries)



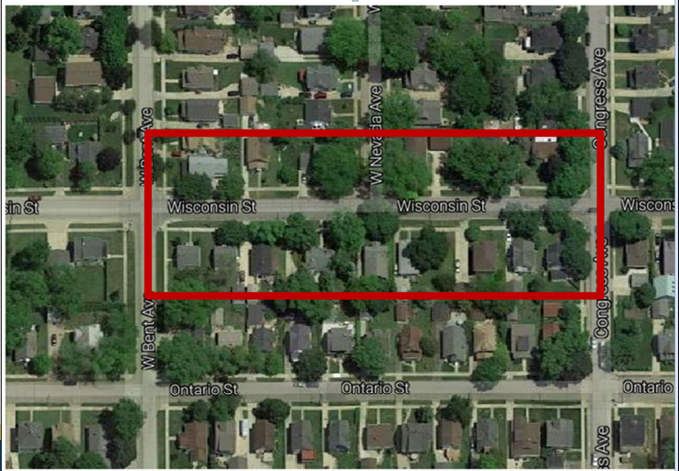
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Webinar Held: January 23, 2025

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### Application Attachments: Map Example #1 –SERVICE AREA/SURVEY AREA Map (Satellite View)



- May need to submit additional map(s) to verify the nature of the service area (e.g., residential; downtown historic ‘Main Street’ business district blocks, etc).





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### Application Attachments: Map Example #2 –SERVICE AREA/SURVEY AREA Map



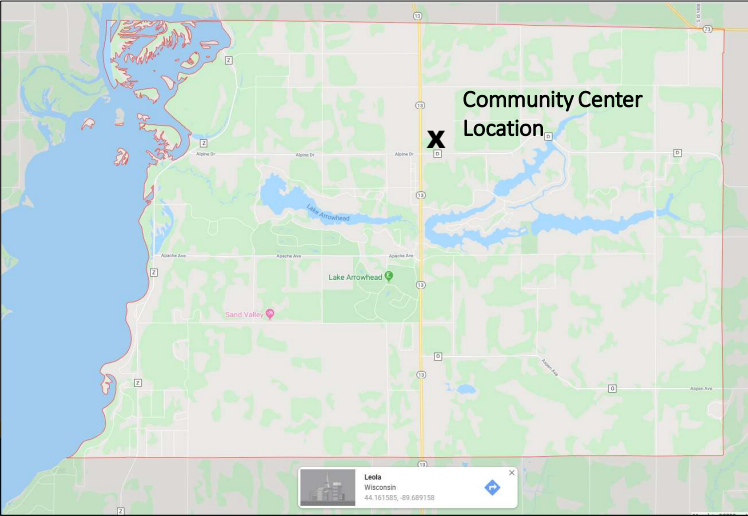


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Application Attachments:  
Map Example #3 – **PROJECT AREA + SERVICE AREA**  
(Community-Wide)



- Community-wide Benefit Service Area Map may be map of UGLG's borders (use online map application, e.g., GoogleMaps, MapQuest, etc.);
- Have option of adding Project Area on same map (DEHCR must be able to read street names, etc.)



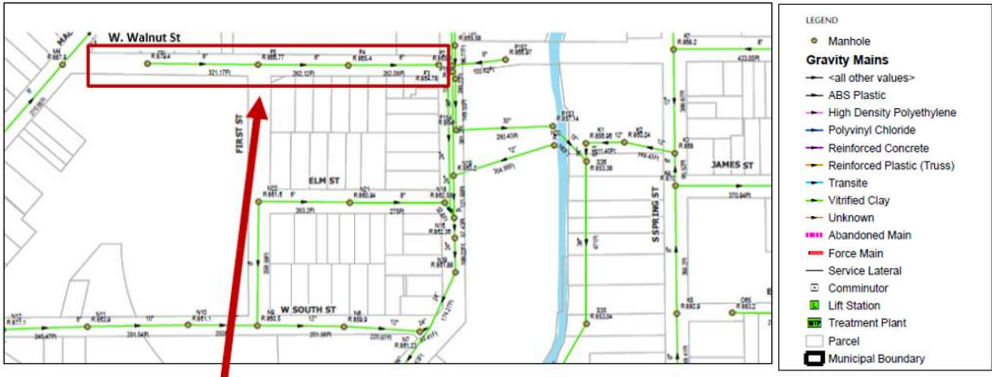
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Application Attachments:  
Map Example #4 – **PROJECT AREA UTILITY Map**

- Water/ Sewer project applications must include the water/ sewer map(s)



**PROJECT AREA:** W. WALNUT ST. WATER, SANITARY SEWER, STREET, & STORM SEWER REPLACEMENTS/IMPROVEMENTS

NOTE: This utility map is missing lateral connections and system components so one or more additional utility maps may be required depending on the nature of the project and service area.



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### Application Attachments: Map Example #5 – PROJECT AREA UTILITY Map

- Project may require Utility Map(s) needing to include major water/sewer system components in addition to mains
- Utility Map may also serve as Project Area Map if types of activities and locations of activities are also identified on map

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### Application Attachments: Map Example #6 – PROJECT AREA UTILITY Map

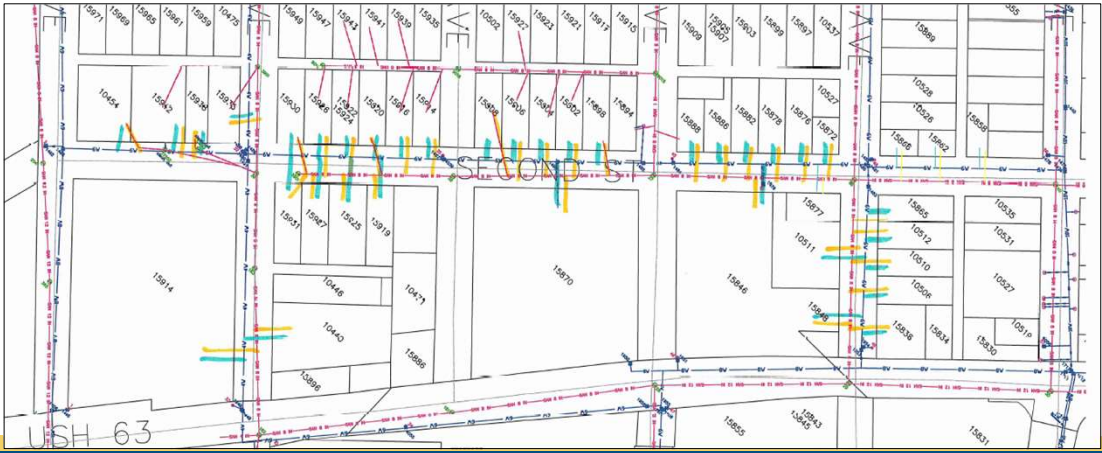
- Project may require multiple maps to show mains and lateral connections. Refer to map below and Example on the next slide, which together mark the utility mains, laterals, and water and sewer mains, and total Project Area.

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Application Attachments:  
Map Example #7 – **PROJECT AREA UTILITY Map**

▪ Map below is another view of Example on previous slide showing lateral connections in the Project Area.



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WEB RESOURCES

• State of Wisconsin Department of Administration - Division of Energy, Housing and Community Resources (DEHCR) Bureau of Community Development (BCD) Website:  
<https://energyandhousing.wi.gov/Pages/CommunityResources.aspx>

• State of Wisconsin Department of Administration (DEHCR-BCD) CDBG Implementation Handbook:  
<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx>

• State of Wisconsin Department of Revenue Town, Village and City Taxes Bulletin  
<https://www.revenue.wi.gov/Pages/Report/tvc-bulletin.aspx>

• Code of Federal Regulations 24 CFR 570  
<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-570?toc=1>

• HUD CDBG National Objectives and Eligible Activities Guidance:  
<https://www.hudexchange.info/sites/onecpd/assets/File/Basically-CDBG-State-Chapter-3-Nat-Obj.pdf>  
<https://www.hudexchange.info/sites/onecpd/assets/File/Basically-CDBG-State-Chapter-6-Public-Facilities.pdf>  
<https://www.hudexchange.info/sites/onecpd/assets/File/Basically-CDBG-State-Chapter-9-Other-Eligible-Activities.pdf>


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## WEB RESOURCES (continued)


- HUD CDBG Income Limits:  
<https://www.hudexchange.info/resource/5334/cdbq-income-limits/>
- HUD LMI Summary Data (LMISD) for Local Governments and Census Block Groups/Tracts – Guidance, Spreadsheets, Map Application:  
<https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>
- HUD CDBG Eligible Activities:  
<https://www.hudexchange.info/sites/onecpd/assets/File/CDBG-State-National-Objectives-Eligible-Activities-Appendix-A.pdf>
- U.S. Census Bureau American Community Survey Data:  
<https://data.census.gov/cedsci/>



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## Questions?

Application Attachments



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**Thank you for your time & participation.**

Please direct any questions you may have  
concerning the application process to the  
following email address:

**[DOACDBG@Wisconsin.gov](mailto:DOACDBG@Wisconsin.gov)**



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