

Welcome to Application Training!

We'll begin at 9:30am Central.

If you lose your connection, please completely back-out and re-enter via the meeting link you received.

If you didn't register but want to receive any/all follow-up announcements, please email DOACDBG@Wisconsin.gov and request to be added to the list.

Please:

- Mute your microphone,
- Turn-off your webcam, and
- Submit your questions using the meeting's **CHAT** feature.

We'll pause after each topic to check for questions.



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2024 APPLICATION TRAINING

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

Webinar: January 24, 2024

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AGENDA*

9:30am – 9:35am	Welcome & Introductions
9:35am – 10:25am	CDBG Program Overview 2024 Public Facilities & Planning Project Eligibility, Applicant Requirements and Application Documents
10:25am – 10:30am	Break
10:30am – 11:30am	2024 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:

- Mark Staff, Director, Bureau of Community Development
- Angela Davis, Community Development Section Chief
- Tamra Fabian, Housing Section Chief
- Casey Dobson, Grants Specialist – Advanced
- Amanda Knack, Grants Specialist – Advanced
- Samantha Larsen, Grants Specialist – Advanced
- Ben Lehner, 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 2024 application submission and review processes
- Explain the 2024 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)
- Corona Virus (CV)
- Disaster Recovery (DR)
- Economic Development (ED)
- Public Facilities for Economic Development (PFED)
- Emergency Assistance Program (EAP)
- Housing (HSG)
- Other Non-CDBG: Flexible Facilities Program (FFP)

New Website launched in 2023!

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 2022 or 2023 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.
- **Change (beginning in 2023): Match is not a scored category.**



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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 not procurement specifications. 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 awarded)
- Contract language/insertions pertaining to the CDBG Equal Opportunity and various other CDBG Compliance Requirements (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

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 **for 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:*

- Allowable Match costs incurred prior to Award:
Architectural/Engineering (A/E) Costs Only (incurred to date)
- Allowable Match and CDBG costs incurred on or after Award Date:
Grant Administration; Planning
- Allowable Match and CDBG costs incurred after the Execution of Grant Agreement and Environmental Compliance/Certification:
**Acquisition/Relocation
Construction**

**Contingent upon the UGLG meeting all CDBG requirements and providing the required documentation; and costs being verified as eligible for the UGLG's project.*



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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:
 - Low- And Moderate-Income (LMI) benefit
 - Slum & Blight (SB)
 - Urgent Local Need (ULN) [PF Only]
- LMI Projects given priority



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

- The project will have community-wide benefit and 51% of the community are LMI, based on HUD LMI Summary Data (LMISD) for local governments; OR
- ALL beneficiaries reside within a census tract that is at least 51% LMI **and** the majority of residents in that census tract are beneficiaries of the project; OR
- ALL beneficiaries reside within a group of (2 or more) census tracts that, together in aggregate, are at least 51% LMI based on HUD LMISD for census tracts **and** the majority of residents in each census tract in the grouping are beneficiaries of the project



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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 2024 PF Competitive Applications only:
 - Submit Income Survey Packet documents no later than February 15, 2024
 - 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**

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
- Use *Form 8 in 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)] – Persons in a group **PRESUMED** to be at least 51.0% LMI: *(Refer to 24 CFR 570.208(a)(2) and CDBG Application Instructions)*

- 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 the group is at least 51.0% LMI.



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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
- **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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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 have no remaining G.O. Debt or not a sufficient amount remaining to cover the cost of the project – may only apply for amount that is shown to be shortfall)

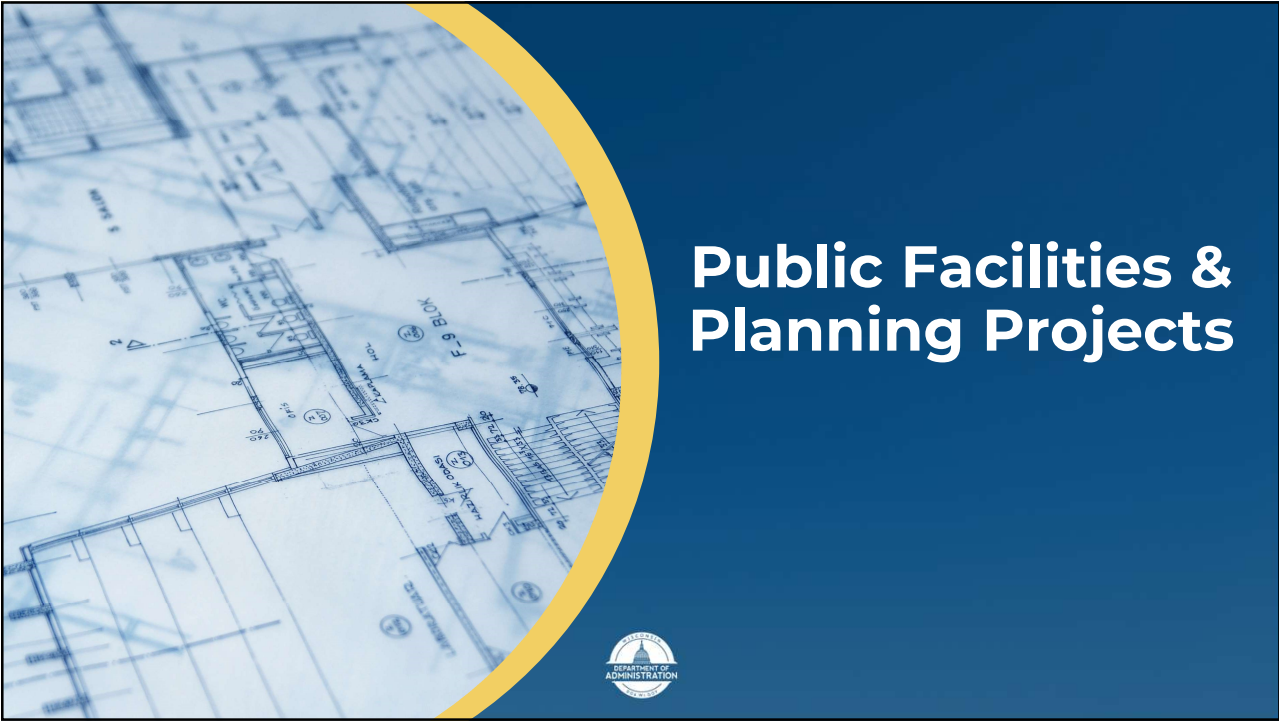


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Community Development Programs Website:

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>

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 or improvement to community centers, senior centers, libraries, and fire stations. Grants are limited to projects that, if implemented, meet a CDBG National Objective.

Small Cities Housing and Revolving Loan Program (CDBG) - Grants provided to units of general local government for housing programs which principally benefit low- and moderate-income (LMI) households.

Flexible Facilities Program ← NEW

Flexible Facilities Program (FFP) - Grant program funded through the U.S. Department of Treasury's Capital Projects Fund (CPF) program, which was established through the American Rescue Plan of 2021. Grant funds are awarded to units of general local government for the construction, renovation or expansion of community facilities in conjunction with the purchase and/or installation of digital technology infrastructure and/or equipment for remote high-speed internet access that will directly provide work, education, and health monitoring in response to the COVID-19 pandemic.



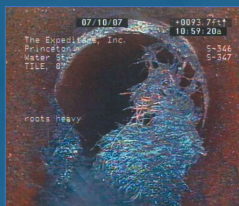
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CDBG-PF Projects: Eligible Activities



Water System Improvements



Sanitary Sewers



Wells & Water Towers



Storm Sewers & Curb/Gutter



Waste Water Treatment Facilities/Plants (WWTF/P)



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CDBG-PF Projects: Eligible Activities (cont.)



Libraries



Fire Stations



Senior Centers



Main Street Improvements



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: Ineligible Activities

- **Ineligible CDBG Cost but May Be Counted toward UGLG's 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 & Ineligible 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

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 LMI persons



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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: 2024 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, 2024	January 22, 2024
Application Training	January 24, 2024	January 24, 2024
Applications Due to DOA	May 16, 2024 @ 4pm (CST)	Open
Award Letters	No later than July 26, 2024	Within 30 Days of Application Submission
Acceptance of Award	Within 45 Days of Award	Within 45 Days of Award
Implementation Training	September 2024	September 2024
Pre-Contract Process; Contracts Drafted, Negotiated, & Executed	July 26 – December 31, 2024	Within 90 Days of Award



Additional Applicant Expectations

2024 CDBG-PF Awards Project Timeline Requirements

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

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



CDBG-PF Application **CHANGES** Summary (est. 2023)

1. Eligible to receive CDBG-PF award every third application cycle/year
2. 100% of Match funding ***must*** be secured at the time of application
3. Match is ***not*** scored.
4. Architectural/Engineering (A/E) costs any time prior to application are eligible as Match (not limited to only 12 months prior)
5. “Project Readiness” Score ***replaces*** “Match” Score, with points awarded for:
 - Biddable A/E Design Plans & Technical Specs completed: (30 Points)
 - Environmental Review (ER) completed and certified: (10 Points)



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CDBG-PF Application **SCORING** Changes (est. 2023)

CDBG-PF APPLICATION SCORING SUMMARY:

- **Project Need:** Awarded up to 100 points (*no change*)
- **Community Distress:** Awarded up to 70 points (*no change*)
- **Financial Need:** Awarded up to 30 points (*no change*)
- **Planning:** Awarded up to 10 points (*no change*)
- **Project Readiness:** Awarded up to 40 points (*NEW as of last year in 2023*)
 - **Architectural/Engineering Design Plans & Technical Specifications:** Awarded 30 points *if certified as ready to be included in a bidding packet(s) at the time of application submission*
 - **Environmental Review:** Awarded 10 points *if certified by DEHCR prior to application or if submitted prior to the application deadline and confirmed as certifiable by DEHCR upon review (no errors and/or omissions pertaining to determinations, classifications, procedures, or processes)*



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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

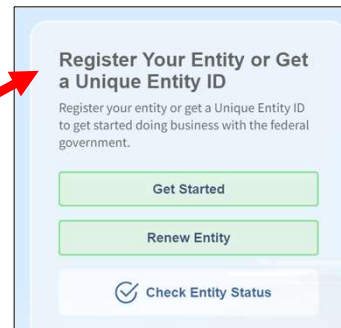
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CDBG-PF & CDBG-PLNG: Application **Forms** (Part 2)

Part 2 - Applicant Information & Signature

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



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



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 data if available to estimate; or use most recent U.S. Census ACS 5-Year Estimates data



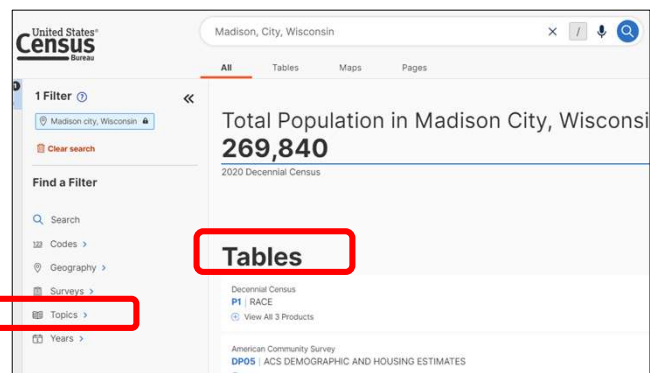
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CDBG-PF & CDBG-PLNG: Application **Forms** (Part 4)

Using U.S. Census ACS 5-Year Estimates Data to Estimate Number of Beneficiaries:

<https://data.census.gov/cedsci/>



Explore Tables or Use Filters → Topics to locate ACS 5-Year Estimates Population Data for UGLG.



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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)

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 **(Not Scored)**
 - Part 7 – Planning 10 points
 - Part 8 – Community Distress 70 points
 - Part 9 – Financial Need 30 points
 - Part 10 – Project Readiness 40 points
-
- **Biddable A/E Design Plans & Tech Specs** 30 points
 - **Certified Completed Environmental Review** 10 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	<p><u>7 Items:</u></p> <ul style="list-style-type: none"> • Current condition • Frequency • # of people affected • Effects if left untreated • How project will resolve problem • Scope of work • Extent of CDBG funding need 	<p><u>3 Items:</u></p> <ul style="list-style-type: none"> • Positive impact on community • Anticipated future steps to implement Plan upon completion • Ability/readiness to implement Plan
Supporting Documentation	Cannot exceed 20 pages	Cannot exceed 10 pages



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

Part 6 – Budget and Matching Funds:

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



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

Project Budget & Matching Funds Form:

- Activity
- CDBG Funds
- Matching Funds
 - UGLG funds
 - Other public funds
 - Private funds
 - Include source, amount, status of funds



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

Project Budget & Matching Funds Form - Options to Report:

- Applied
- Pending
- Committed
- Secured/Awarded
- Other

For CDBG-PF Application, only documents for Match “Secured and Committed” are to be submitted with Application. DO NOT submit documentation pertaining to funding sources with only an “Applied”, “Pending”, or “Other” status. [100% of match required to complete project must be secured and committed PRIOR to application.]

Refer to guidance in Application Instructions.



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

Examples of **ACCEPTABLE** Documentation of Match “Secured”
(This list is not intended to be all-inclusive. Other documents may fit this category.)

Acceptable:

- Bank Statement – must be recent, e.g., March/April 2024
- Bank letter specifically stating the loan or interim financing funding is approved/secured*
- Grant award letter from another funding agency*
- DNR Funding List page(s) showing UGLG’s award information
- Project Priority List (PPL) page(s) **AND** record of the UGLG submitting the Application to the DNR as follow-up *(must include BOTH) – Refer to PF Application Instructions.*
- Bond issuance records – contact DEHCR to confirm (not all bond documents are sufficient)

**If terms/conditions apply (other than standard/basic terms such as financing rate negotiations) for the award to be made, then the UGLG must provide documentation that confirms the terms/conditions have been met.]*



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

Examples of **UNACCEPTABLE** Documentation of Match “Secured”
(This list is not intended to be all-inclusive. Other documents may fit this category.)

Unacceptable:

- Balance Sheet
- General Ledger statement
- UGLG Budget documents
- UGLG approval record of committing funds without any documentation proving the funds are secured
- Bank letter with vague language that does not confirm the funding is “secured”
- Fundraising plans and “pledge” forms/letters
- DNR Project Priority List (PPL) without any record of the UGLG submitting the Application to the DNR as follow-up – *Refer to PF Application Instructions.*



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

Report ONLY match funding sources that the UGLG intends to utilize/accept.

If the UGLG reports on the CDBG application secured matching funds that it does not intend to utilize/accept for the CDBG project, and then later receives a CDBG award and reports delays in securing matching funds, which in turn results in delays in the start or end of construction for the project, then DEHCR may rescind the CDBG award.



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

- 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)

- 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, 2025 and/or not being completed by October 31, 2026, DEHCR may not approve a project timeline extension and 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: **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



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

Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
PF APPLICATION - PART 8: Scored (up to 70 Points total)	Not Applicable
Scoring/Sources: 1. Median Household Income (up to 40 Points) <ul style="list-style-type: none"> • U.S. Census 2022 American Community Survey ACS 5-Year Estimates (2018-2022) 2. Per Capita Property Value (up to 15 Points) <ul style="list-style-type: none"> • Town, Village and City Taxes Bulletin: Taxes Levied 2022 – Collected 2023, Wisconsin Dept. of Revenue 3. Local Property Tax Rate [Full Gross only] (up to 15 Points) <ul style="list-style-type: none"> • Town, Village and City Taxes Bulletin: Taxes Levied 2022 – Collected 2023, Wisconsin Dept. of Revenue 	Not Applicable



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.



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

POINT VALUE	MEDIAN HOUSEHOLD INCOME
0	Greater than \$72,458
2	\$70,647 - \$72,458
4	\$68,835 - \$70,646
6	\$67,024 - \$68,834
8	\$65,212 - \$67,023
10	\$63,401 - \$65,211
12	\$61,589 - \$63,400
14	\$59,778 - \$61,588
16	\$57,966 - \$59,777
18	\$56,155 - \$57,965
20	\$54,344 - \$56,154
22	\$52,532 - \$54,343
24	\$50,721 - \$52,531
26	\$48,909 - \$50,720
28	\$47,098 - \$48,908
30	\$45,286 - \$47,097
32	\$43,475 - \$45,285
34	\$41,663 - \$43,474
36	\$39,852 - \$41,662
38	\$38,040 - \$39,851
40	Less than \$38,040

(Scoring Table Update)

← 2022 ACS 5-Year Estimates (2018-2022)
MHI of \$47,500
= 28 points



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

POINT VALUE	PER CAPITA PROPERTY VALUE
0	Greater than \$125,255
1	\$120,782 - \$125,255
2	\$116,308 - \$120,781
3	\$111,835 - \$116,307
4	\$107,361 - \$111,834
5	\$102,888 - \$107,360
6	\$98,415 - \$102,887
7	\$93,941 - \$98,414
8	\$89,468 - \$93,940
9	\$84,994 - \$89,467
10	\$80,521 - \$84,993
11	\$76,048 - \$80,520
12	\$71,574 - \$76,047
13	\$67,101 - \$71,573
14	\$62,628 - \$67,100
15	Less than \$62,628

(Scoring Table Update)

WI Dept. of Revenue Taxes Bulletin: Taxes Levied 2022 – Collected 2023
Per Capita Property Value Calculation:

Total Property “Full Value” ÷ Total Population

Per Capita Property Value of \$75,000 = 12 points



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

POINT VALUE	FULL VALUE GROSS RATE
0	Less than 0.01355
1	0.01355 - 0.01403
2	0.01404 - 0.01452
3	0.01453 - 0.01500
4	0.01501 - 0.01549
5	0.01550 - 0.01597
6	0.01598 - 0.01645
7	0.01646 - 0.01694
8	0.01695 - 0.01742
9	0.01743 - 0.01791
10	0.01792 - 0.01839
11	0.01840 - 0.01887
12	0.01888 - 0.01936
13	0.01937 - 0.01984
14	0.01985 - 0.02033
15	Greater than 0.02033

(Scoring Table Update)

WI Dept. of Revenue Taxes Bulletin: Taxes Levied 2022 – Collected 2023
Full Value Gross Tax Rate of .01805 = 10 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:
 - **Now 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

NOTE: 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 2024 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

(Scoring Table Update)

Example:

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

(Based on 70,000 gallons usage)



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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: (G.O. Debt Score + Water/Sewer Rates Score) ÷ 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 24

Financial Need Score (Water and Sanitary Sewer Project) =
(G.O. Debt Score + Water/Sewer Rates Score) ÷ 2 = (25 + 22) ÷ 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

- A/E design plans and technical specs meeting all requirements is submitted in accordance with the 2024 CDBG-PF Application and Application Instructions
- Must be certified by a licensed architect/engineer as complete to the extent of being ready for inclusion in bidding packet(s) for construction contracting procurement process(es) for the proposed project



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

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

- Architect/engineer must use/complete the *Architect/Engineer Certification of Biddable Design Plans & Technical Specifications* form to certify that the A/E documents are complete to the extent that they are ready for inclusion in the bidding packet(s) for construction contracting procurement process(es) for proposed project
- The A/E design plans and technical specs *and* architect's/engineer's signed Certification (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 (4:00 p.m. on May 16, 2024)



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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 2024 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**
- the 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 partial A/E documents or those that are not ready for inclusion in the bidding packet(s). 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 if 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://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.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 Code 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"/>
Financial	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 Barred or Entrances/Fairs	✓	<input type="checkbox"/>	<input type="checkbox"/>
	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 Secured	✓	<input type="checkbox"/>	<input type="checkbox"/>
	10. Proof of Match Funds Secured and Committed to CDBG Project	✓	<input type="checkbox"/>	<input type="checkbox"/>
	11. Match Funding Waiver Request Letter (with supporting documentation for an economic hardship) (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	12. Proof of Current Water/Sanitary Sewer Rates (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	13. Current Water/Sanitary Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	14. Maps of Project Area (nature and location(s) of project activities)	✓	<input type="checkbox"/>	<input type="checkbox"/>
Project Area/Service Area Maps	15. Maps of Service Area (location(s) of primary beneficiaries)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	16. Maps of Utility Services in Service Area (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Income Survey	17. LMI Calculation Worksheet for Multiple Jurisdictions (Form B of the Income Survey Data Forms document) (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	18. Income Survey Approval Certification Letter from DEHCR (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Fair Housing	19. Letter from Limited Clientele Facility (Program if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	20. Income Limits Used by Limited Clientele Facility (Program if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Slum & Blight	21. Fair Housing Ordinance	✓	<input type="checkbox"/>	<input type="checkbox"/>
	22. Slum and Blight Certification (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Relocation	23. Slum and Blight supporting documentation (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	24. Relocation, Resettlement and Reconnection Assistance Plan (RADRAP)	✓	<input type="checkbox"/>	<input type="checkbox"/>
Planning	25. Project Need Supporting Documentation		<input type="checkbox"/>	<input type="checkbox"/>
	26. 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:

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

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

(Refer to the Part 3 - Certifications in the CDBG-PF Application Instructions for further guidance on all Citizen Participation and Public Hearing Notice requirements)

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:

- Project Budget & Matching Funds Form – required for all applicants
All project costs (including costs for grant administration, architectural/engineering, and other professional services that are provided by a 3rd party (rather than the UGLG's employees)) must be included on the Project Budget & Matching Funds Form. Omission may deem the application incomplete.
- Detailed Itemization of Project Costs (e.g., engineer's estimate or similar itemization of costs to verify the costs listed in the Project Budget and Matching Funds Form) – required for all applicants
All project costs (including costs for grant administration, architectural/engineering, and other professional services that are provided by a 3rd party (rather than the UGLG's employees)) must be included in the detailed itemization of project costs. Omission may deem the application incomplete.
- Authorizing Resolution to Commit Matching Funds & Certification of Matching Funds Secured – required for all applicants
- Proof of Match Funds Secured and Committed to the CDBG Project – required for all applicants
(Proof of 100% Match Committed and Secured is required to be eligible to apply for CDBG-PF funds.)
- Match Funding Waiver Request Letter (with supporting documentation for an economic hardship) – required only if UGLG is requesting a waiver to the minimum match funding requirements
- Proof of Current Water/Sanitary Sewer Rates (e.g. rate statement(s) distributed to or published for customers, copy of rates posting on municipality's website, or similar document) – required only for water/sanitary sewer improvement projects
- Current Water/Sanitary Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage – required only for water/sanitary sewer improvement projects

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:

- Maps 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
- Maps 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 groups/tracts are used to qualify the project
- Maps of Utility Services in the Service Area (showing the water/sewer system components, mains, and connections) – required only for water and/or sanitary sewer projects
- LMI Calculation Worksheet for Multi-Jurisdiction Projects (Form B of the Income Survey Data Forms document) – required only if UGLG calculated LMI of service area using HUD LMSD for multiple local governments and/or census block groups/tracts (i.e., jurisdictions) only (Note: Projects using a combination of HUD LMSD and income survey data for multiple jurisdictions must receive the Income Survey Approval Certification from DEHCR for the survey results prior to CDBG-PF Application submission in accordance with the specifications in the current Income Survey Guide)



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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
- 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.
- 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 16, 2024. Late submissions will NOT be accepted.**



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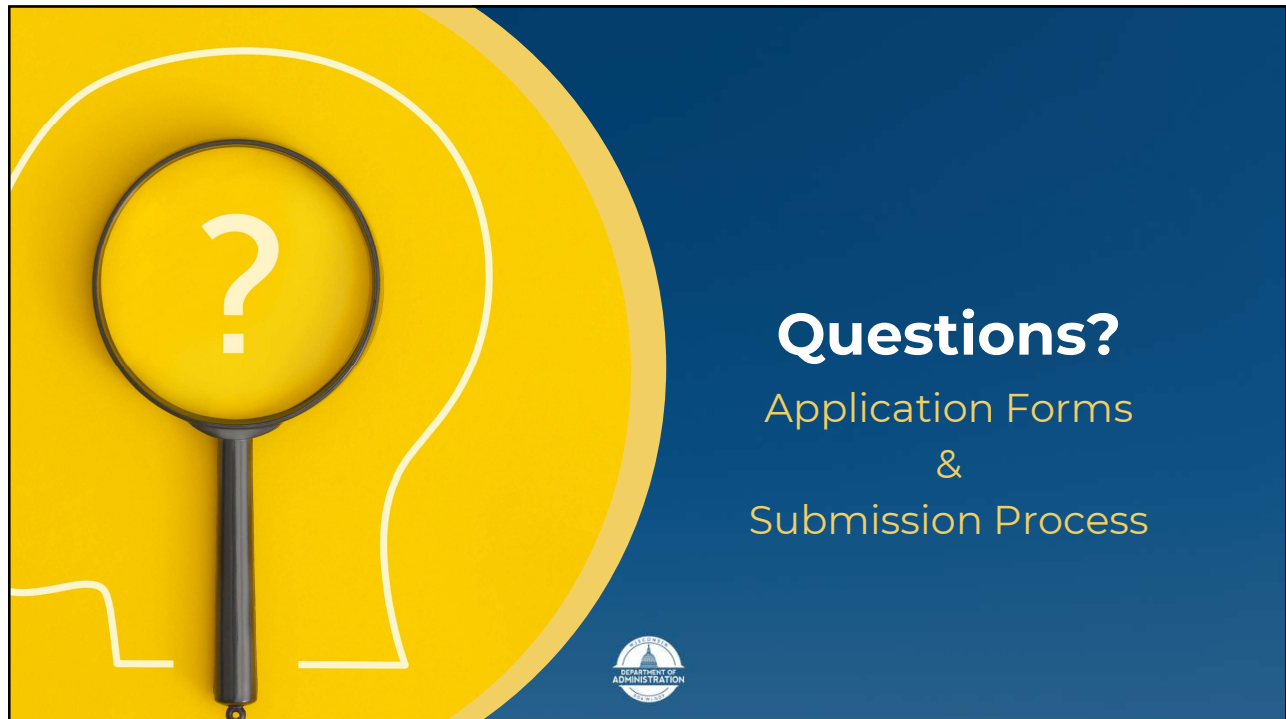
APPLICATION SUBMISSIONS (continued)

- 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 (due to the PF Program being 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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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) (UGL/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) (UGL'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**

	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6	7
APRIL	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 **NOT** count toward 14-day notice period.



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

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held **during the development of the application for funds.**
4. The second public hearing shall be held during the implementation of the program. If the project includes construction, demolition, and/or structural rehabilitation activities, then the second hearing must be held **after construction, demolition, and/or rehabilitation has begun and is in progress.**
5. The [UGLG Name] will attempt to have at least one of the public hearings in the service area.



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

Refer to Public Hearing Notice Templates Provided by DEHCR for required content for Hearing Notices and Agenda.

IMPORTANT NOTICE:

*The second public hearing shall be held **DURING** the implementation of the program (i.e., **AFTER** construction has begun and while it is in progress (for PF projects), or **AFTER** the planning process has begun and while it is in progress (for PLNG projects) and **BEFORE** the end of construction (for PF projects) or **BEFORE** the Plan is completed and approved by the UGLG (for PLNG projects).*



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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.

*We've MOVED to the 5th 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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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 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 _____ (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) funds available for (Check all that apply – Required to identify CDBG Program(s) to which UGLG is applying): a. <input type="checkbox"/> Coronavirus (CDBG-CV); b. <input type="checkbox"/> Economic Development (CDBG-ED); c. <input type="checkbox"/> Housing (CDBG-HSG); d. <input type="checkbox"/> Planning (CDBG-PLNG); e. <input type="checkbox"/> Public Facilities (CDBG-PF); f. <input type="checkbox"/> Public Facilities for Economic Development (CDBG-PFED); and/or g. <input type="checkbox"/> Other: _____
<input type="checkbox"/>	3. Types of activities eligible for CDBG funding for (Check all that apply – Required to identify eligible activities for CDBG program(s) to which UGLG is applying): a. <input type="checkbox"/> Coronavirus response; b. <input type="checkbox"/> Economic development; c. <input type="checkbox"/> Housing: i. <input type="checkbox"/> Rehabilitation ii. <input type="checkbox"/> Homebuyer Assistance iii. <input type="checkbox"/> Special Housing Projects

(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

iv. Housing – Other: _____

v. Housing – Other: _____

d. Planning activities for community development;
 e. Public facilities improvements;
 f. Public facilities improvements for economic development; and/or
 g. Other: _____

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)

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)

6. Activities proposed for the CDBG application. (Required)

7. The potential for residential and/or business displacement as a result of the proposed CDBG activities. (Required if any potential for possible displacement)

8. The public attending this meeting were offered an opportunity to discuss the proposed CDBG application. (Required)

Signature of the Municipal Clerk or Designated Authorized Representative: _____ Title (if 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): _____

The UGLG must submit this Certification with the other required citizen participation documents in the "Citizen Participation Attachments & Supporting Documents" section of the CDBG Application.



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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 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 Statutes citation and language (ss.106.50)
- Obsolete language will result in Application being deemed **ineligible**



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Application Attachments: Acquisition/Relocation - **RADRAP**

SAMPLE

**[UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) NAME]
WISCONSIN RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION
ASSISTANCE PLAN
FOR CDBG PROGRAMS**

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the [UGLG Name] in accordance with the Housing and Community Development Act of 1974, as amended, and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG projects.

Minimize Displacement
Consistent with the goals and objectives of activities assisted under the Act, the [UGLG Name] will take the following steps to minimize the direct and indirect displacement of persons from their homes: *(The steps provided below are examples only, each jurisdiction must determine the actions it will take based on local needs and priorities. Include in this plan the actions the local jurisdiction will take.)*
(Check all that apply below; delete any steps that will not be taken/are not applicable; add steps if others will be taken/are applicable.)

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.

- Required for ALL PF and PLNG Applicants;
- ➔ ▪ Use Sample for required language
- Steps/actions to minimize displacement should be customized for your community

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Application Attachments: Acquisition/Relocation - **RADRAP**

- Must have “one-to-one replacement” clause for replacing LMI housing
- ➔

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the [UGLG Name] may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.
- Must be signed by Chief Elected Official
- ➔

Adopted by the [UGLG Name] [UGLG Governing Body Name] on: [Date Adopted].

Chief Elected Official (CEO) Typed/Printed Name _____ CEO Title _____

Chief Elected Official Signature _____

ATTEST:

Municipal Clerk Typed/Printed Name _____ Municipal Clerk Title _____

Municipal Clerk Signature _____

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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.



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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 _____ Title _____ Date _____
Typed Name of the Chief Elected Official _____ Name of the Unit of General Local Government (UGLG) _____

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



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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

Sample (Form format only)

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



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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]

The image shows two screenshots of utility rate websites. The left screenshot is for the City of Ladysmith, Wisconsin, displaying a 'Utility Rates' table with columns for meter size and quarterly charges. The right screenshot is for the City of Debra, Wisconsin, displaying 'CURRENT RATES' for sewer rates, including a table for 'Minimum Quarterly Charge (Based on Water Meter Size)' with columns for meter size, city monthly rate, and WSC/M&S monthly rate.



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Application Attachments: **Authorizing RESOLUTION** to Commit Match & **CERTIFICATION** of Secured Funds

TEMPLATE

[Print on Municipal Letterhead or Plain Sheet – Remove DEHCR header/footer notes and "Template" language above and below]

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

Authorizing Resolution to Commit Match Funds & Certification of Match Funds Secured

RESOLUTION NO. [NUMBER]

A RESOLUTION OF THE [GOVERNING BODY] OF THE [UGLG TYPE] OF [UGLG NAME], providing a Guarantee of Match Funds for the [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]

Use Template Provided

Submission **Required**
(no longer optional)



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Application Attachments: **Authorizing RESOLUTION** to Commit Match & **CERTIFICATION** of Secured Funds

[Required for 2024 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 2024 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, 2025 and/or completing construction by October 31, 2026 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.

Submission **Required**
(no longer "optional")



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

SAMPLE
(Detailed Itemization of Project Costs)

CITY OF YOURTOWN
2023 WATER TOWER PROJECT
DETAILED ESTIMATE OF PROBABLE COSTS
(CITY OF YOURTOWN, YOURVILLE COUNTY, WISCONSIN)

ASSUMPTIONS:
- 500 GALLON SPHEROID ELEVATED STORAGE TANK
- LOCATED IN SW QUADRANT OF INTERSECTION OF MAIN STREET AND WISCONSIN DRIVE (SITE 1)
- CONNECT TO 10" WATERMAIN ON MAIN STREET
- EXTEND STORM SEWER FOR OVERFLOW DRAIN
- GRAVEL DRIVEWAY WITH MODERATE FOUNDATION
- NO SCADA, MIXER, SIB

CRUSHED AGGREGATE BASE	100	CY	\$50	\$5,000
ASPHALT, BINDER, 2.25"	80	SY	\$20	\$1,600
ASPHALT, SURFACE, 1.75"	80	SY	\$15	\$1,200
CURB & GUTTER, 30"	40	LF	\$20	\$800
CONCRETE DRIVEWAY, 6"	300	SF	\$10	\$3,000
FENCING WITH GATE	1	LUMP	\$25,000	\$25,000
EROSION CONTROLS RESTORATION	1	LUMP	\$10,000	\$10,000
	2,500	SY	\$6	\$15,000
SUBTOTAL				\$2,000,000
ENGINEERING (15%)				\$300,000
GEOTECHNICAL EXPLORATION				\$10,000
CDBG-PF GRANT ADMINISTRATION				\$30,000
TOTAL SITE				\$2,340,000
TOTAL PROJECT				\$2,340,000

- 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**

ARCHITECT/ENGINEER CERTIFICATION
of Biddable A/E Design Plans & Technical Specifications

for
(UGLG Name - insert unit of general local government's (UGLG's) name that is the Grant Applicant, e.g., Village of Yourville)
(Project Title - insert name of proposed project for the grant application, e.g., State Street and Wisconsin Avenue Street & Utility Infrastructure Improvements) Project

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.

Architect/Engineer Certification Signature:

Signature of Licensed Architect/Engineer _____ Date Signed _____

Typed or Printed Name of Engineer/Architect and Professional Certification Initials (e.g., P.E., P.S., AA, NCARB, etc.) _____ Professional Title _____ Date of Expiration of Professional License _____

Firm/Company/Organization Name _____

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)



- Refer to *CDBG-PF Application Instructions* for Environmental Review guidance (reference to Chapter 4 of *CDBG Implementation Handbook*).
- 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.

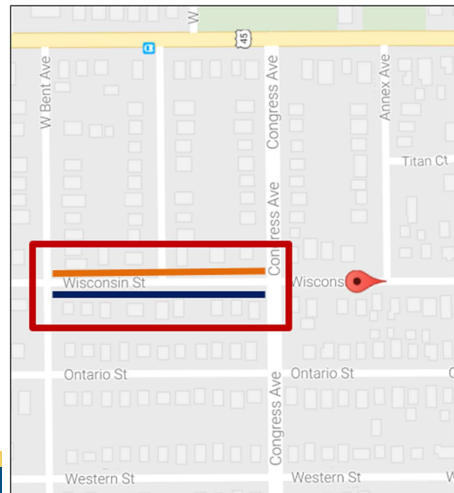


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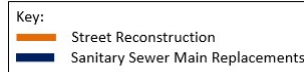
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Application Attachments: Map Example #1 – PROJECT AREA Map + SERVICE AREA Map (Combined)



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)

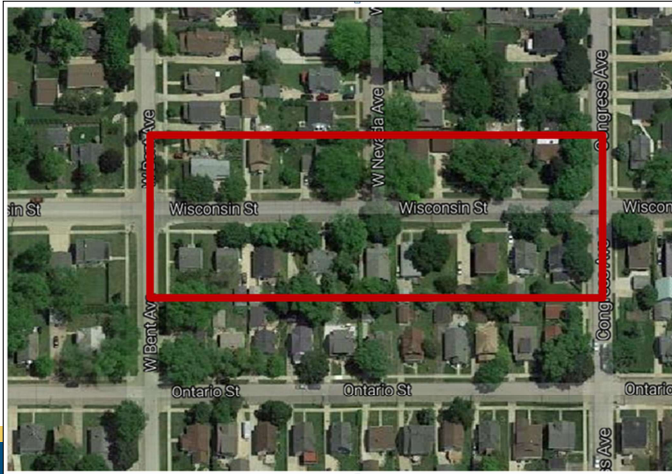


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Application Attachments: Map Example #1 –SERVICE AREA/SURVEY AREA Map (Satellite View)



- 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



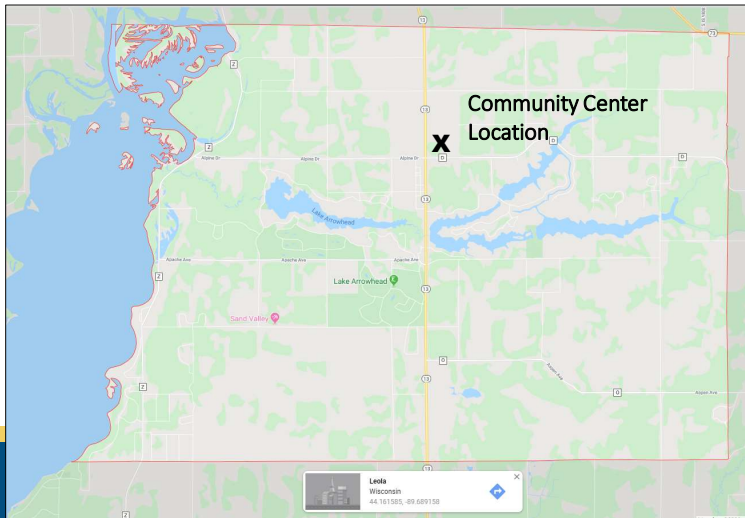
	1st St. Families in Survey Selection/ Service Area
	V700_WISCONSIN_PARCELS_POLK
	SERVICE AREA BOUNDARY
	2nd St. Families in Survey Selection/ Service Area
	Households not served off of 2nd St.
	Vacant Lots
	#8 - Non Respondent



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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.)

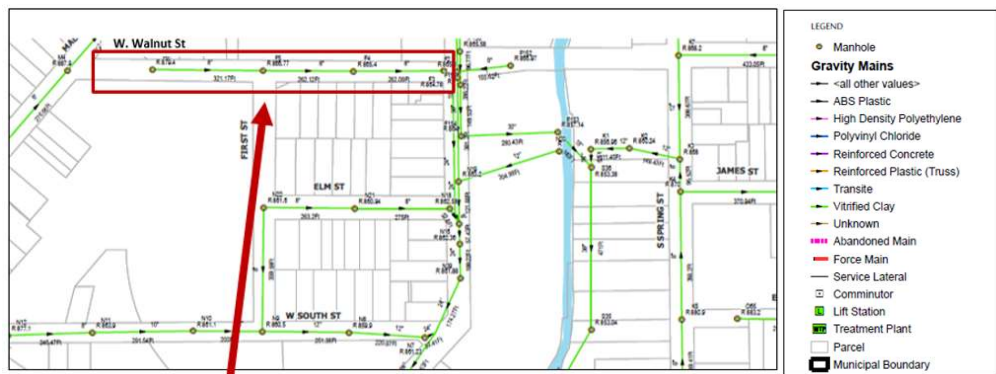


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Application Attachments: Map Example #4 – **PROJECT AREA UTILITY Map**

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



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

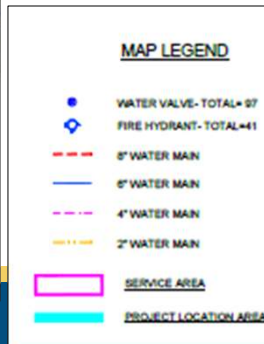
NOTE: This utility map is missing lateral connections and system components so one or more additional utility maps may be required depending on the nature of the project and service area.



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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.

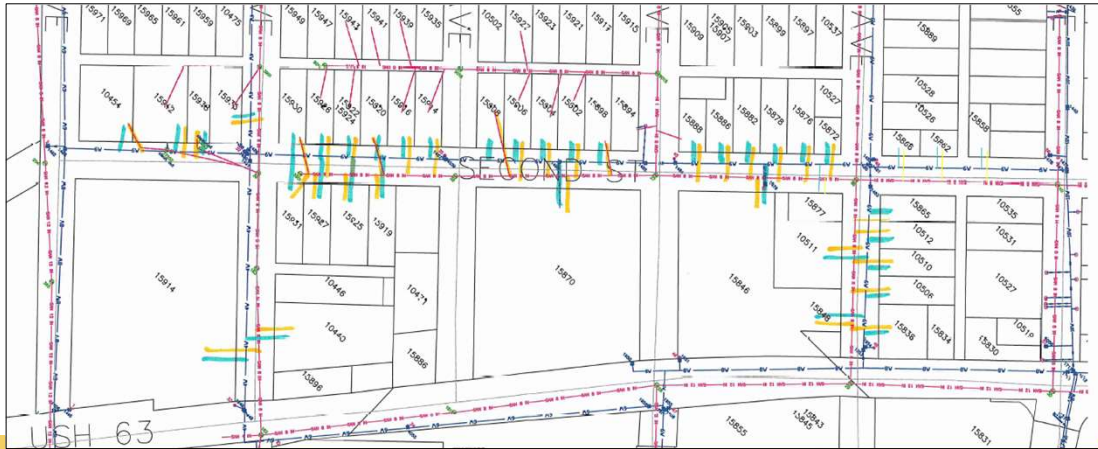


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Application Attachments: Map Example #7 – **PROJECT AREA UTILITY** Map

- 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)

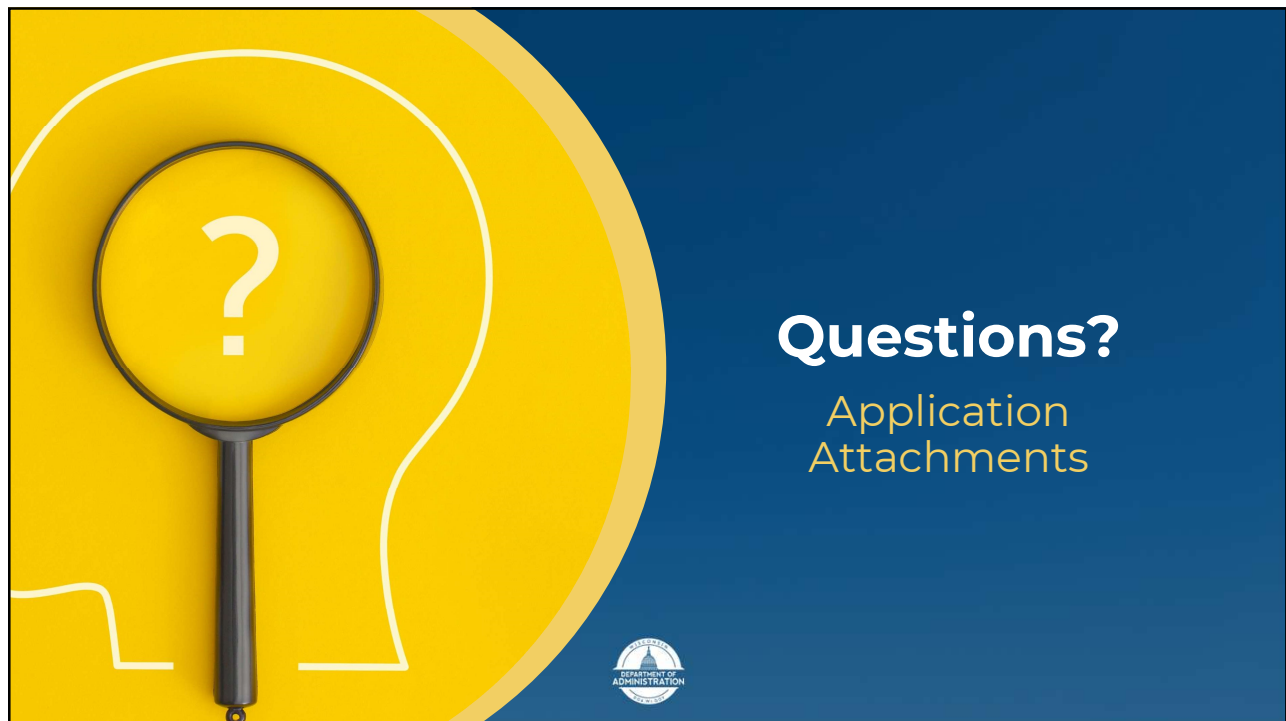
- HUD Income Limits:
<https://www.huduser.gov/portal/datasets/il.html>
- HUD LMI Summary Data (LMISD) for Local Governments and Census Block Groups/Tracts – Guidance, Spreadsheets, Map Application:
<https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>
- HUD CDBG Eligible Activities:
<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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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



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