

Q&A Session Will Begin at 9:30am



- **Teams Navigation**
 - Please **MUTE** your microphone.
 - Please **TURN OFF** your camera (to minimize used bandwidth).
 - If the session **FREEZES**, completely back out then log back in.
- **Asking/Submitting Questions**
 - Please utilize the **CHAT** feature during the presentation.
 - You may also **RAISE YOUR HAND** during the Q&A session.



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CDBG Program "Office Hours" Q&A Session:

CDBG Data Report

March 18, 2025
(Recorded Webinar)

Facilitator: Joanna Storm

Division of Energy, Housing and Community Resources (DEHCR)
Bureau of Community Development (BCD)

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"Office Hours" Q&A Session:


- Logistics
- Objectives
- Report Review
- Common Errors
- Q&A



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Office Hours Session Objectives

- Review of Reporting Requirements
- Review of **CDBG Data Report**
 - Common Errors
 - Best Practices
- Q&A



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Maintaining CDBG Program Compliance

- Grant Agreement
 - Attachment A: SOW / Timetable
- Responsibilities
- Consequences
- Resources

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Grant Agreement Timetable

Due Date	Activity
January 15, 2025	<ul style="list-style-type: none"> • Submit Single Audit Statement for CY2024 to DEHCR CDBG Project Representative. Arrange for Single Audit if required (Single Audit Report will be due to Federal Audit Clearinghouse [FAC] within 30 days of Single Audit being completed or September 30, 2025, whichever date is <i>earlier</i>).
March 25, 2025	<ul style="list-style-type: none"> • Submit Semi-Annual CDBG Project Data Report for the reporting period of October 1, 2024, through March 31, 2025 (reporting Project activities from the Award Date through March 31, 2025), unless notified by DEHCR CDBG Project Representative of another submission date.
April 15, 2025	<ul style="list-style-type: none"> • Submit Semi-Annual Summary Narrative Report and supporting documentation for the reporting period of October 1, 2024, through March 31, 2025 (reporting Project activities from the Award Date through March 31, 2025). Reporting must follow the guidance provided in the Program Implementation Handbook.
July 1, 2025	<ul style="list-style-type: none"> • Begin Construction.
September 25, 2025	<ul style="list-style-type: none"> • Submit Semi-Annual CDBG Project Data Report for the reporting period of April 1, 2025, through September 30, 2025, unless notified by DEHCR CDBG Project Representative of another submission date.

Example:
Reporting Due
Between
Jan. 15th – Sept. 25th

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Non-Compliance Warning

Failure to comply may result in:

- Grantees:
 - Ineligibility for CDBG payments and contract amendments
 - Jeopardizing eligibility for future grants
 - Debarment from federally funded projects
- Contractors:
 - Payment holds (by the grantee and/or prime contractor)
 - Debarment from federally funded projects
 - Fines and imprisonment (labor standards)



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Pull Reporting Forms from Website

DEHCR > CDBG Implementation Handbook

CDBG Implementation Handbook

The Implementation Handbook has been created by the Bureau of Community Development for use by Department of Administration (DOA) CDBG-PF, CDBG-PLNG, CDBG-ED and CDBG-PFED Grantees. The Bureau of Community Development resides within the Wisconsin Department of Administration's Division of Energy, Housing and Community Resources (DEHCR).

Chapters

- ▢ Cover
- ▢ Table of Contents
- ▢ Chapter 1: Introduction
- ▢ Chapter 2: Administrative Requirements
- ▢ Chapter 3: Procurement and Contracting
- ▢ Chapter 4: Environmental Review
- ▢ Chapter 5: Acquisition/Relocation
- ▢ Chapter 6: Equal Opportunity Fair Housing and Section 3
- ▢ Chapter 7: Labor Standards
- ▢ Chapter 8: Financial Management
- ▢ Chapter 9: Reporting
- ▢ Chapter 10: Project Completion
- ▢ Appendix A: Acronyms
- ▢ Appendix B: Important Websites (Listing by Chapter)
- ▢ Chapter Attachments/Fillable Forms
- ▢ 2-A: File Checklist
- ▢ 2-B: Self-Monitoring Checklist

Use the current version of forms (*for each reporting period*) on our Implementation Handbook website:
<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx>

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Instructions & Guidance

- Additional documents and recordings posted on website
- Instructions listed at **END** of reporting forms
- "Instructions" (**TABS**) within individual forms
- **TIPS** (hover-over) within cells



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Instructions & Guidance (continued)

energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx

- 8-J: W-9 Request for Taxpayer Identification Number and Certification
- 9-A: Semi-Annual Summary Narrative
- 9-B: Semi-Annual Summary Narrative Instructions
- 9-C CDBG Project Data Report**
- 9-C1: CDBG Project Data Report Instructions**
- 9-F: CDBG Jobs Project Employee Self Certification Report
- 9-F(3): CDBG Jobs Project Employee Self Certification Forms



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CDBG Data Report

- Grantee / UGLG
- Timeframes
- Contracts Awarded
- Labor Standards Complaints & Violations
- Section 3
- Comments



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CDBG Data Report

Semi-Annual CDBG Data Report (MBE/WBE, Labor Standards Enforcement, and Section 3) (9-C) Page 1 of 9


SEMI-ANNUAL CDBG DATA REPORT (MBE/WBE, Labor Standards Enforcement, and Section 3) (9-C)

Click on the red triangles in the upper right corner of cells throughout the electronic version of this form to view instructional/guidance notes.

Grantee/UGLG Name: <input type="text" value="(Grantee's Name)"/>		Grant AWARDED Before or On/After 11/30/2020? <input type="text" value="On or After"/>	DEHCR Grant Agreement/Contract Number: <input type="text" value="(Grant Agreement #)"/>
Reporting Period (Choose ONE):		Year	Approver's Name: <input type="text"/>
<input checked="" type="checkbox"/>	October 1 - March 31	<input type="text"/>	Approver's Title: <input type="text"/>
<input type="checkbox"/>	April 1 - September 30	<input type="text"/>	<small>If the "Approver" is not the one submitting this Report to DEHCR, then they MUST BE CARBON-COPIED on the email submission.</small>

PART 1. CONSTRUCTION PERIOD	Trade Codes:	Racial / Ethnic Codes:	Preparer's Name: <input type="text"/>
1(a). Construction Start Date: <input type="text"/>	1 = New Construction	1 = White Americans	Preparer's Title: <input type="text"/>
1(b). Construction End Date: <input type="text"/>	2 = Substantial Rehab	2 = Black Americans	Preparer's Phone No.: <input type="text"/>
	3 = Repair(s)	3 = Native Americans	Preparer's Email: <input type="text"/>
	4 = Service	4 = Hispanic Americans	
	5 = Project Management	5 = Asian / Pacific Americans	
	6 = Professional Service	6 = Hasidic Jews	
	7 = Tenant Services		
	8 = Education / Training		
	9 = Architectural / Engineering Appraisal		
	0 = Other		

PART 2. CONSTRUCTION CONTRACTS AWARDED


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Instructions & Guidance

Semi-Annual CDBG Data Report (MBE/WBE, Labor Standards Enforcement, and Section 3) (9-C)

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PART 1. CONSTRUCTION PERIOD

1(a). Construction Start Date:
 1(b). Construction End Date:

- Trade Codes: Racial / Ethnic Codes:
- 1 = New Construction
 - 2 = Substantial Rehab
 - 3 = Repair(s)
 - 4 = Service
 - 5 = Project Management
 - 6 = Professional Service
 - 7 = Tenant Services
 - 8 = Education / Training
 - 9 = Architectural / Engineering Appraisal
 - 0 = Other
- 1 = White Americans
 - 2 = Black Americans
 - 3 = Native Americans
 - 4 = Hispanic Americans
 - 5 = Asian / Pacific Americans
 - 6 = Hasidic Jews

Approver's Name:
 Approver's Title:
 Preparer's Name:
 Preparer's Title:
 Preparer's Phone No.:
 Preparer's Email:

PART 2. CONSTRUCTION CONTRACTS AWARDED

	2(a)	2(b)	2(c)	2(d)	2(e)	2(f)	2(g)	2(h)	2(i)	2(j)	2(k)
Construction Prime Contractor Name	Total Awarded Contract Amount (CDBG Project Activities Only)	Prime Contract Amt. MINUS Associated Subcontractor	Street Address	City	State / ZIP	Prime's FEIN # (XX-XXXXXXX)	Trade Code (See above.)	Prime's Race/Ethnicity (See above.)	Women Owned Business? (Yes or No)	Section 3 Business? (Yes or No)	
<i>Example</i> Builders-R-Us Inc.	\$ 2,500,000.00	\$ 400,000.00	123 Main Street	Centerville	WI / 58724	88-5423726	2	3	Yes	Yes	
Prime Contractor #1	\$ -	\$ -						Not Reported	Not Reported	Not Reported	
Prime Contractor #2	\$ -	\$ -						Not Reported	Not Reported	Not Reported	



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Instructions & Guidance (continued)

RIOD

Trade Codes: Ra

Tip: Enter *actual* Construction Start Date (e.g., 05/20/2023) (**Do Not** enter a 'projected' start date);



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CDBG Data Report (continued)

Semi-Annual CDBG Data Report (MBE/WBE, Labor Standards Enforcement, and Section 3) (9-C)

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SEMI-ANNUAL CDBG DATA REPORT (MBE/WBE, Labor Standards Enforcement, and Section 3) (9-C)

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Reporting Period (Choose ONE): X Year October 1 - March 31 April 1 - September 30

Approver's Name: _____
Approver's Title: _____
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Preparer's Name: _____
Preparer's Title: _____
Preparer's Phone No.: _____
Preparer's Email: _____

PART 1. CONSTRUCTION PERIOD

1(a). Construction Start Date: _____
1(b). Construction End Date: _____

Trade Codes:
1 = New Construction
2 = Substantial Rehab
3 = Repair(s)
4 = Service
5 = Project Management
6 = Professional Service
7 = Tenant Services
8 = Education / Training
9 = Architectural / Engineering Appraisal
0 = Other

Racial / Ethnic Codes:
1 = White Americans
2 = Black Americans
3 = Native Americans
4 = Hispanic Americans
5 = Asian / Pacific Americans
6 = Hasidic Jews

PART 2. CONSTRUCTION CONTRACTS AWARDED

Construction Prime Contractor Name	Total Awarded Contract Amount (CDBG Project Activities Only)	Prime Contract Amt. MINUS Associated Subcontractor	Street Address	City	State	ZIP	Prime's FEIN # (XX-XXXXXXX)	Trade Code (See above.)	Prime's Race/Ethnicity (See above.)	Women Owned Business? (Yes or No)	Section 3 Business? (Yes or No)
<i>Example</i> Builders-R-Us Inc.	\$ 2,500,000.00	\$ 400,000.00	123 Main Street	Centerville	WI	58724	88-5423726	2	3	Yes	Yes
Prime Contractor #1	\$ -	\$ -									
Prime Contractor #2	\$ -	\$ -									



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CDBG Data Report (continued)

Semi-Annual CDBG Data Report (MBE/WBE, Labor Standards Enforcement, and Section 3) (9-C)

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Grantee/UGL Name: (Grantee's Name) Grant AWARDED Before or On/After 11/30/2020? On or After DEHCR Grant Agreement/Contract Number: (Grant Agreement #)

Reporting Period (Choose ONE): X Year October 1 - March 31 April 1 - September 30

Approver's Name: _____
Approver's Title: _____
If the "Approver" is not the one submitting this Report to DEHCR, then they MUST BE CARBON-COPIED on the email submission.

CONSTRUCTION PRIME CONTRACTORS**

Construction Prime Contractor Name	Contract Award Date (mm/dd/yyyy)	Vage Decision #1 (V#000## Mod ##) (mm/dd/yyyy)	Vage Decision #2 (V#000## Mod ##) (mm/dd/yyyy)	Vage Decision #3 (V#000## Mod ##) (mm/dd/yyyy)	Vage Decision #4 (V#000## Mod ##) (mm/dd/yyyy)	Bid Opening Date (mm/dd/yyyy)	Vage Decision Lock-In Date (mm/dd/yyyy)	Construction Start Date (mm/dd/yyyy)
<i>Example</i> Builders-R-Us Inc.	08/27/2019	WI_2019R0012 Mod R1 7/16/2019	WI_2019R0015 Mod R1 7/23/2019	WI_2019R0018 Mod R1 7/23/2019	WI_2019R0019 Mod R1 7/23/2019	08/22/2019	08/22/2019	08/22/2019
Prime Contractor #1								
Prime Contractor #2								
Prime Contractor #3								
Prime Contractor #4								
Prime Contractor #5								
Prime Contractor #6								
Prime Contractor #7								
Prime Contractor #8								
Prime Contractor #9								
Prime Contractor #10								
Prime Contractor #11								
Prime Contractor #12								



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CDBG Data Report (continued)

Semi-Annual CDBG Data Report (MBE/WBE, Labor Standards Enforcement, and Section 3) (9-C) Page 3 of 9

Grantee/UGLG Name: Grant AWARDED Before or On/After 11/30/2020? DEHCR Grant Agreement/Contract Number:

Reporting Period (Choose ONE): Year October 1 - March 31 April 1 - September 30 Approver's Name:
Approver's Title:

If the "Approver" is not the one submitting this Report to DEHCR, then they MUST BE CARBON-COPIED on the email submission.

2(p)	2(q)	2(r)	2(s)	2(t)	2(u)	2(k)	2(v)	2(w)	2(x)	2(y)	2(z)
Construction Subcontractor Name	Subcontract Amount (CDBG Project Activities Only)	Street Address	City	State / ZIP	Prime Contractor FEIN # (XX - XXXXXXX)	Prime Is Sec3?	Subcontr. FEIN # (XX - XXXXXXX)	Subcontract Trade Code (See above.)	Subcontract Business Race/Ethnicity (See above.)	Women Owned Business? (Yes or No)	Section 3 Business? (Yes or No)
<i>Example</i> Redi-Rhodes Asphalt	\$ 45,000.00	201 Terrace Avenue	Centerville	WI / 58724	98-5560123	Yes	34-2890311	4	2	Yes	Yes
Subcontractor #1	\$ -										
Subcontractor #2	\$ -										
Subcontractor #3	\$ -										
Subcontractor #4	\$ -										
Subcontractor #5	\$ -										
Subcontractor #6	\$ -										

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CDBG Data Report (continued)

Semi-Annual CDBG Data Report (MBE/WBE, Labor Standards Enforcement, and Section 3) (9-C) Page 5 of 9

Grantee/UGLG Name: Grant AWARDED Before or On/After 11/30/2020? DEHCR Grant Agreement/Contract Number:

Reporting Period (Choose ONE): Year October 1 - March 31 April 1 - September 30 Approver's Name:
Approver's Title:

If the "Approver" is not the one submitting this Report to DEHCR, then they MUST BE CARBON-COPIED on the email submission.

PART 3. NON-CONSTRUCTION CONTRACTS AWARDED

3(a)	3(b)	3(c)	3(d)	3(e)	3(f)	3(g)	3(h)	3(i)	3(j)	3(k)
Non-Construction Prime Contractor Name	Non-Construction Prime Contract Amount Total (CDBG Project Activities Only)	Non-Construction Prime Contract Amount MINUS the Associated Subcontract Amounts	Street Address	City	State / ZIP	Prime Contractor FEIN # (XX - XXXXXXX)	Prime Contractor's Trade Code (See above.)	Prime's Business Race/Ethnicity (See above.)	Women Owned Business? (Yes or No)	Section 3 Business? (Yes or No)
<i>Example</i> EFG Project Management, Inc.	\$ 900,000.00	\$ 100,000.00	123 Main Street	Madison	WI / 53703	12-3456789	5	2	No	Yes
Non-Constr. Prime #1	\$ -	\$ -								
Non-Constr. Prime #2	\$ -	\$ -								
Non-Constr. Prime #3	\$ -	\$ -								
Non-Constr. Prime #4	\$ -	\$ -								
Non-Constr. Prime #5	\$ -	\$ -								
Non-Constr. Prime #6	\$ -	\$ -								
Non-Constr. Prime #7	\$ -	\$ -								
Non-Constr. Prime #8	\$ -	\$ -								
Non-Constr. Prime #9	\$ -	\$ -								

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CDBG Data Report (continued)

Semi-Annual CDBG Data Report (MBE/WBE, Labor Standards Enforcement, and Section 3) (9-C) Page 6 of 9

Grantee/UJLG Name: Grant AWARDED Before or On/After 11/30/2020? DEHCR Grant Agreement/Contract Number:

Reporting Period (Choose ONE): X Year Year
 October 1 - March 31 Year
 April 1 - September 30 Year

Approver's Name:
 Approver's Title:

*If the "Approver" is not the one submitting this Report to DEHCR, then they **MUST BE CARBON-COPIED** on the email submission.*

	3(i)	3(m)	3(n)	3(o)	3(p)	3(q)	3(k)	3(r)	3(s)	3(t)	3(u)	3(v)
Example		100,000.00	123 Wisconsin Avenue	Janesville	WI / 53546	12-3456789	No	11-2223333	2	/	Yes	No
Non-Const. Sub #1		\$ -					Answered	Answered	Answered	Answered	Answered	Answered
Non-Const. Sub #2		\$ -					Answered	Answered	Answered	Answered	Answered	Answered
Non-Const. Sub #3		\$ -					Answered	Answered	Answered	Answered	Answered	Answered
Non-Const. Sub #4		\$ -					Answered	Answered	Answered	Answered	Answered	Answered
Non-Const. Sub #5		\$ -					Answered	Answered	Answered	Answered	Answered	Answered
Non-Const. Sub #6		\$ -					Answered	Answered	Answered	Answered	Answered	Answered
Non-Const. Sub #7		\$ -					Answered	Answered	Answered	Answered	Answered	Answered
Non-Const. Sub #8		\$ -					Answered	Answered	Answered	Answered	Answered	Answered
Non-Const. Sub #9		\$ -					Answered	Answered	Answered	Answered	Answered	Answered
Non-Const. Sub #10		\$ -					Answered	Answered	Answered	Answered	Answered	Answered
Non-Const. Sub #11		\$ -					Answered	Answered	Answered	Answered	Answered	Answered

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CDBG Data Report (continued)

Semi-Annual CDBG Data Report (MBE/WBE, Labor Standards Enforcement, and Section 3) (9-C) Page 7 of 9

Grantee/UJLG Name: Grant AWARDED Before or On/After 11/30/2020? DEHCR Grant Agreement/Contract Number:

Reporting Period (Choose ONE): X Year Year
 October 1 - March 31 Year
 April 1 - September 30 Year

Approver's Name:
 Approver's Title:

*If the "Approver" is not the one submitting this Report to DEHCR, then they **MUST BE CARBON-COPIED** on the email submission.*

PART 4. LABOR STANDARDS COMPLAINTS

Enter the contractors (prime contractor(s), subcontractor(s), or lower-tier subcontractor(s)) for which complaints were filed or investigations or \$5.11 hearings occurred during this reporting period.

4(a)	4(b)	4(c)
Contractor's Name(s)	HUD or DOL or Both?	Investigation or Hearing or Both?
Example: XYZ Builders		
	Not Answered	Not Answered
	Not Answered	Not Answered
	Not Answered	Not Answered
	Not Answered	Not Answered
	Not Answered	Not Answered
	Not Answered	Not Answered
	Not Answered	Not Answered
	Not Answered	Not Answered
	Not Answered	Not Answered
	Not Answered	Not Answered
	Not Answered	Not Answered
	Not Answered	Not Answered
	Not Answered	Not Answered
	Not Answered	Not Answered

PART 5. LABOR STANDARDS MONITORING - PAYROLL UNDERPAYMENTS

5(a)	5(b)	5(c)	5(d)	5(e)	5(f)
Contractor's Name(s)	Paid UNDERPAYMENT Wage Restitution	Total STRAIGHT-TIME Wage Restitution Paid	Total OVERTIME Wage Restitution Paid	Total Liquidated Damages Collected for CWSSA Compliance	Section 5.7 Form Attached?
Example: XYZ Builders	12	\$ 4,400.00	\$ 1,500.00	\$ 6,480.00	Yes
	\$ -	\$ -	\$ -	\$ -	Answered
	\$ -	\$ -	\$ -	\$ -	Answered
	\$ -	\$ -	\$ -	\$ -	Answered
	\$ -	\$ -	\$ -	\$ -	Answered
	\$ -	\$ -	\$ -	\$ -	Answered
	\$ -	\$ -	\$ -	\$ -	Answered
	\$ -	\$ -	\$ -	\$ -	Answered
	\$ -	\$ -	\$ -	\$ -	Answered
	\$ -	\$ -	\$ -	\$ -	Answered
	\$ -	\$ -	\$ -	\$ -	Answered
	\$ -	\$ -	\$ -	\$ -	Answered
	\$ -	\$ -	\$ -	\$ -	Answered
Totals for All Contractors:	0	\$ -	\$ -	\$ -	-

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CDBG Data Report (continued)

PART 7. SECTION 3 - WORKER HOURS ON THIS CDBG PROJECT (TO BE COMPLETED BY GRANTEES AWARDED ON OR AFTER 11/30/2020 ONLY. REPORT CUMULATIVE DATA TO DATE)

7(a)	7(b)	7(c)	7(d)	7(e)	7(f)	7(g)	7(h)	7(i)	7(j)	7(k)	7(l)	
CONSTRUCTION PRIME Contractor's Name; or GRANTEE/UGLG Name or SUBRECIPIENT Name (if had Construction work	Total Hours Worked by ALL Workers on this CDBG Project To Date	Total Hours Worked by ALL SECTION 3 Workers	Total Hours Worked by TARGETED SECTION 3 Workers	CONSTRUCTION SUBCONTRACTOR'S Name:	Total Hours Worked by ALL Workers on this CDBG Project To Date	Total Hours Worked by ALL SECTION 3 Workers	Total Hours Worked by TARGETED SECTION 3 Workers	Non-Construction PRIME Contractor's Name; or GRANTEE Name or SUBRECIPIENT Name (if had any Non-Construction work hours):	Total Hours Worked by ALL Workers on this CDBG Project To Date	Total Hours Worked by ALL SECTION 3 Workers	Total Hours Worked by TARGETED SECTION 3 Workers	
LMN Contractors, Inc.	2500	45	20	QPR Contractors, Inc.	3000	150	50	STU Contractors, Inc.	200	25	5	
									Totals(s):	0	0	0

Section 3 data is compiled from Grantee & Contractor reporting documents:
[Attachment 9-K\(2\)](#)
[Attachment 9-L](#)
[Attachment 9-M](#)

CDBG Data Report (continued)

7(a)	7(b)	7(c)	7(d)	7(e)	7(f)	7(g)	7(h)
CONSTRUCTION PRIME Contractor's Name; or GRANTEE/UGLG Name or SUBRECIPIENT Name (if had Construction work	Total Hours Worked by ALL Workers on this CDBG Project To Date	Total Hours Worked by ALL SECTION 3 Workers	Total Hours Worked by TARGETED SECTION 3 Workers	CONSTRUCTION SUBCONTRACTOR'S Name:	Total Hours Worked by ALL Workers on this CDBG Project To Date	Total Hours Worked by ALL SECTION 3 Workers	Total Hours Worked by TARGETED SECTION 3 Workers
LMN Contractors, Inc.	2500	45	20	QPR Contractors, Inc.	3000	150	50

CDBG Data Report (continued)

	7(i)	7(j)	7(k)	7(l)		7(m)	7(n)	7(o)	7(p)
Information for NON-CONSTRUCTION PRIME CONTRACTORS AND GRANTEE/SUBGRANTEES & SUBRECIPIENTS	Non-Construction PRIME Contractor's Name; or GRANTEE Name or SUBRECIPIENT Name (if had any Non-Construction work hours):	Total Hours Worked by ALL Workers on this CDBG Project	Total Hours Worked by ALL SECTION 3 Workers	Total Hours Worked by TARGETED SECTION 3 Workers	Information for NON-CONSTRUCTION SUBCONTRACTORS	Non-Construction SUBCONTRACTOR'S Name:	Total Hours Worked by ALL Workers on this CDBG	Total Hours Worked by ALL SECTION 3 Workers	Total Hours Worked by TARGETED SECTION 3 Workers
	STU Contractors, Inc.	200	25	5		VWX Contractors, Inc.	50	10	0
Total(s):		0	0	0	Total(s):		0	0	0

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CDBG Data Report (continued)

Section 3 data is auto-calculated for "Safe Harbor" targets:

Section 3 "Safe Harbor" Benchmarks:

- 1 25% or more of **ALL** labor hours must be worked by Section 3 Workers.
 Percentage all labor hours worked by Sec3 = #DIV/0!

- 2 5% or more of **ALL** labor hours must be worked by Targeted Section 3 Workers.
 Percentage all labor hours worked by Targeted Sec3 workers = #DIV/0!

Calculation Double-Check(s)	
Total Targeted Sec3 Hours Worked:	0
Total Sec3 Hours Worked:	0
Total Hours Worked:	0



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CDBG Data Report (continued)

Best efforts **must be demonstrated** during performance period if the minimum "Safe Harbor" target thresholds are not met.

PART 8. SECTION 3 - OUTREACH/PROMOTION & BEST EFFORTS	
Report	
review	
documentation of any efforts marked.	notes
"X" checked	
1. No actions taken to date to demonstrate Section 3 "best efforts" in meeting HUD Section 3 Bench	
2. Outreach efforts to identify and secure bids from Section 3 business concerns.	
3. Outreach efforts to generate job applicants who are Public Housing Targeted Workers.	
4. Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	
5. Direct, on-the-job training (including apprenticeships).	
6. Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	
7. Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	
8. Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coachi	
9. Technical assistance to help Section 3 business concerns understand and bid on contracts.	
10. Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	
11. Held one or more job fairs.	
12. Provided or connected residents with supportive services that can provide direct services or refe following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	
14. Assisted residents with finding child care.	
15. Assisted residents to apply for (or attend) community college or a four (4) year educational inst	
16. Assisted residents to apply for (or attend) vocational/technical training.	
17. Assisted residents to obtain financial literacy training and/or coaching.	
18. Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business	
19. Provided or connected residents with training on computer use or online technologies.	
20. Other: [Describe/specify here.]	

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CDBG Data Report (continued)


PART 9. COMMENTS
[Provide additional comments/explanations here.]

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Reporting: Common Pitfalls

Make sure to **DOUBLE-CHECK** your work before submitting reports to DEHCR




Timeliness
Unapproved Reports
Unreported Issues (in Comments)
Supporting Documents Not On File




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Additional Resources

- DEHCR Staff
- Implementation Handbook
- CDBG Forms / Templates
- Recorded Trainings



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Resources

DEHCR - Bureau of Community Development



Email: DOACDBG@Wisconsin.gov



Bureau Website:

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



CDBG Implementation Handbook:

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



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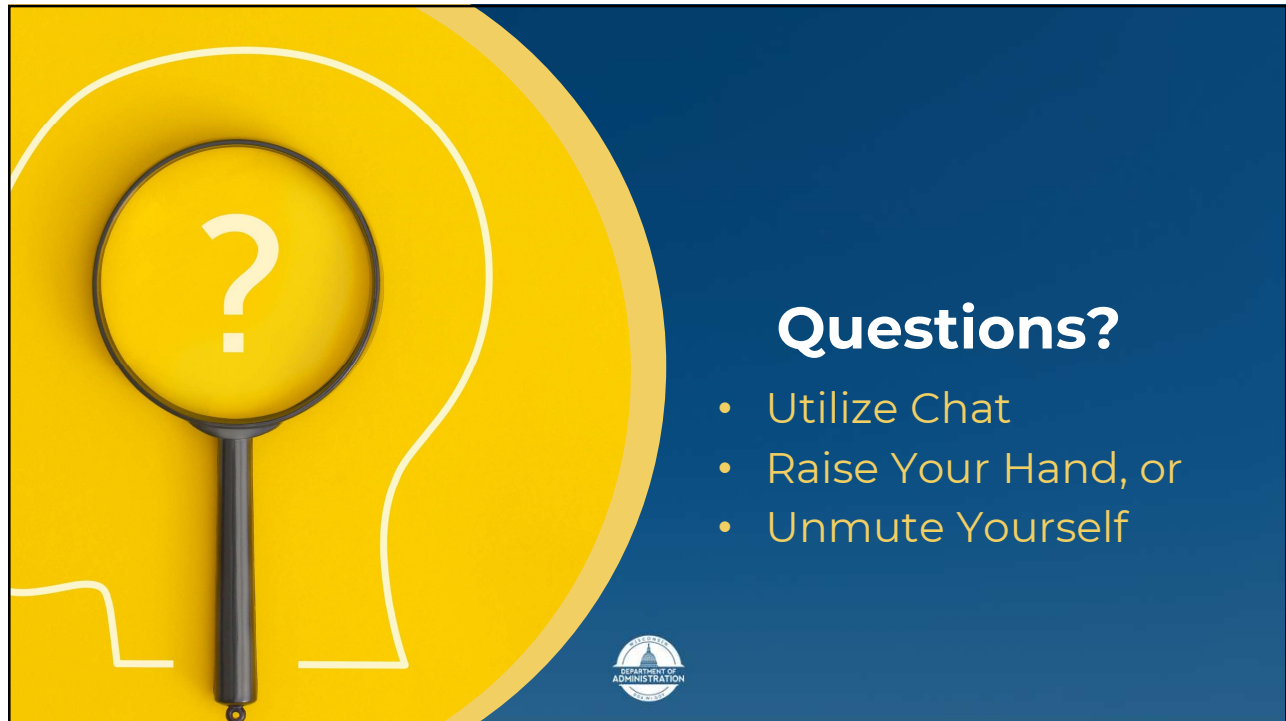
Thank you for Joining This Training

- Our presentation has come to an end.
- We'll now open the discussion for Q&A.
 - Utilize chat,
 - Raise your hand, or
 - Unmute your microphone
- Staff will be available for follow-up questions.



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Questions?

- Utilize Chat
- Raise Your Hand, or
- Unmute Yourself

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Contacts

Please direct any questions regarding the reporting process to your assigned CDBG Program Representative or

DOACDBG@Wisconsin.gov

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