



2026 APPLICATION TRAINING

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

Webinar: February 4, 2026

AGENDA*

- | | |
|-----------------------|---|
| 1:00 p.m. – 1:10 p.m. | Welcome & Introductions |
| 1:10 p.m. – 2:05 p.m. | CDBG Program Overview
2026 Public Facilities & Planning Project Eligibility,
Applicant Requirements and Application Documents |
| 2:05 p.m. – 2:15 p.m. | Break |
| 2:15 p.m. – 3:30 p.m. | 2026 PF & PLNG Application Documents (continued)
Q & A |



**Times are approximate*

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Introduction: Department of Administration Staff

APPLICATION TRAINING PRESENTERS:

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

ADDITIONAL STAFF:

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



Introduction: Training Goals

- Inform potential applicants about the programs
- Explain project and applicant eligibility requirements
- Explain the 2026 application submission and review processes
- Explain the 2026 application requirements and contents of the application packets
- Answer questions



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 individuals with a low- to moderate-income (LMI) status.



Wisconsin State CDBG Programs

- Public Facilities (PF)
- Planning (PLNG)
- Disaster Recovery (DR)
- Economic Development (ED)
- Public Facilities for Economic Development (PFED)
- Housing (HSG)

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](#) website (under “General Resources” section)
- 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



Eligibility Criteria (continued)

CDBG-PF PROGRAM *ONLY*:

- **Did not receive CDBG-PF Award in 2024 or 2025 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**



Applicant Criteria

For CDBG-PF *and* CDBG-PLNG:

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

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

CDBG-PF PROGRAM *ONLY*:

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



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



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



CDBG Program Requirements (cont.)

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



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

CDBG Program Requirements (cont.)

PROCUREMENT (CONTINUED):

- ***Exception to competitive procurement when using CDBG funds:***

Not required for contracts with: Other UGLGs; Regional Planning Commissions (RPCs); most publicly funded non-profit Economic Development Organizations (EDOs) (contingent upon compliance with UGLG Local policies)

- **Grant Application Preparation Costs:**

- Ineligible so is a local decision. Do not include in project budget.
- Refer to CDBG requirements if intend to have one contract covering both grant application preparation and grant administration services
- **No “Loss-Leader” arrangements** (entity *cannot* offer free or discounted rate for application preparation *in exchange for* entity being awarded a contract later for project, if UGLG is awarded CDBG funds)
- Certain contract language/insertions are required (Refer to Handbook [Attachment 3-1](#))



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 (PF) and planning (PLNG) activities***

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

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

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

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



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.



CDBG Program Requirements (cont.)

MATCH COSTS AND GRANT FUNDING DISBURSEMENTS:*

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

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



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



LMI National Objective: Using **HUD LMI Summary Data (LMISD)**

- **Using Local Government LMISD:**

- Project for which *all* community residents are primary beneficiaries *and* 51% of them have an LMI status per LMISD;

- **Using Census Block Group LMISD:**

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



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

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

Access items via the Bureau of Community Development's [Resources & Trainings website](#) (under the “General Resources” section):

- Income Survey Guide,
- Income Survey Data Forms,
- Income Survey Form, and
- Income Survey Letter Templates



LMI National Objective (**Income Survey**)

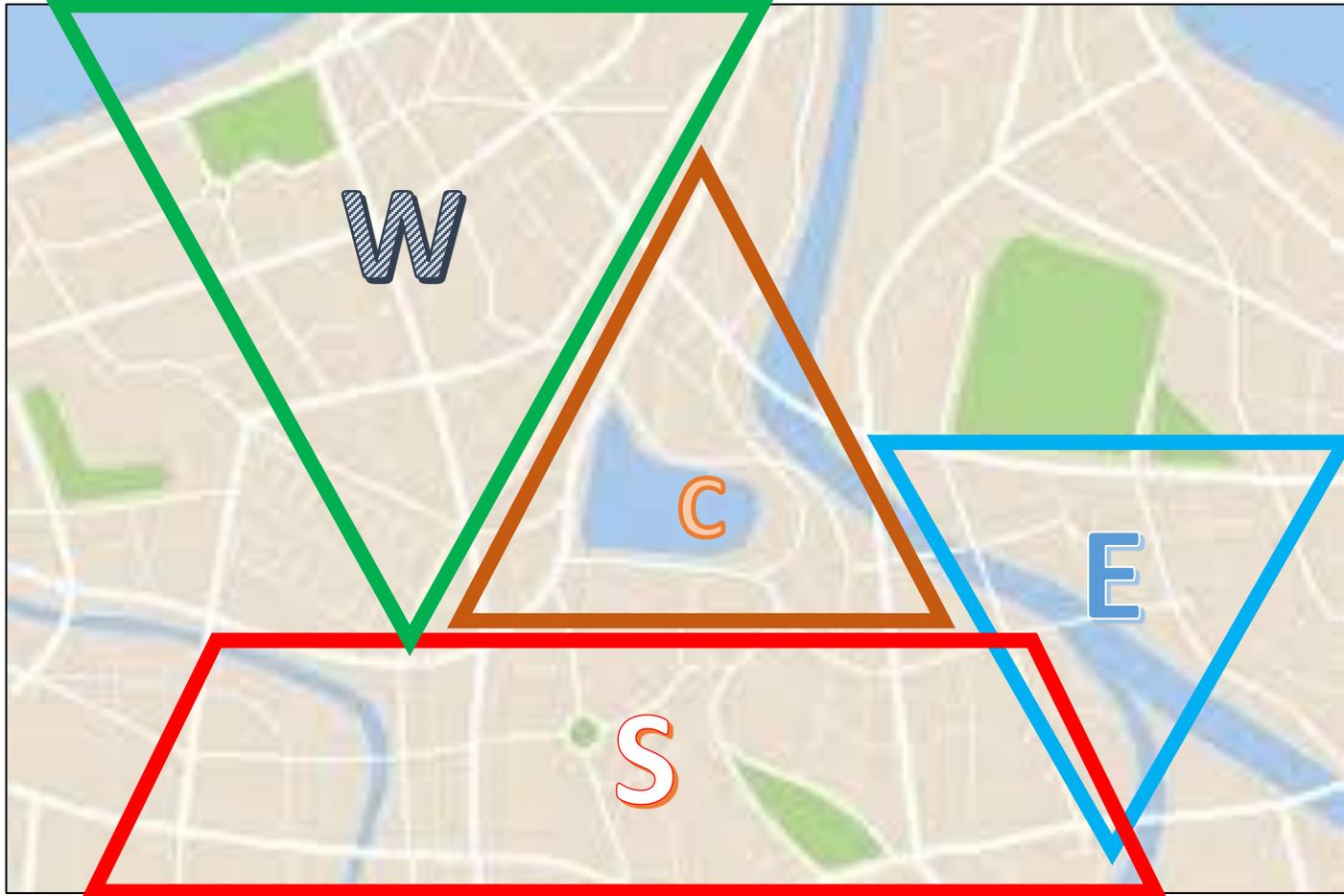
Refer to Income Survey Guide

Application Submission:

- For 2026 PF Competitive Applications only:
 - Submit Income Survey Packet documents no later than February 16, 2026
 - 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)



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



- May need to combine HUD LMISD for each jurisdiction to calculate LMI percentage;

or
- May need to combine HUD LMISD with income survey data to calculate the LMI percentage

LMI National Objective: Calc. LMI % for **Multiple Jurisdictions** (cont.)

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



LMI National Objective: **Limited Clientele**

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

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

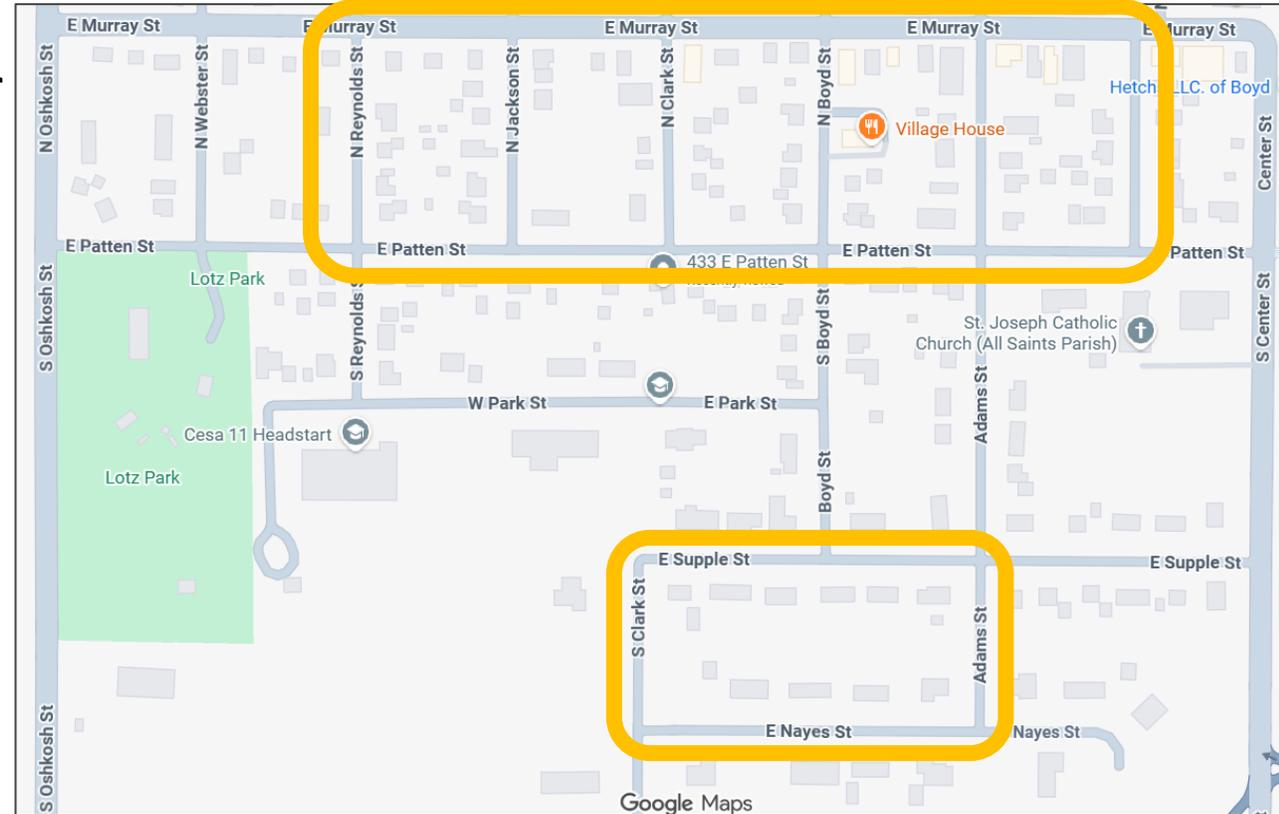
(Refer to [24 CFR 570.208\(a\)\(2\)](#) and CDBG Application Instructions)

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

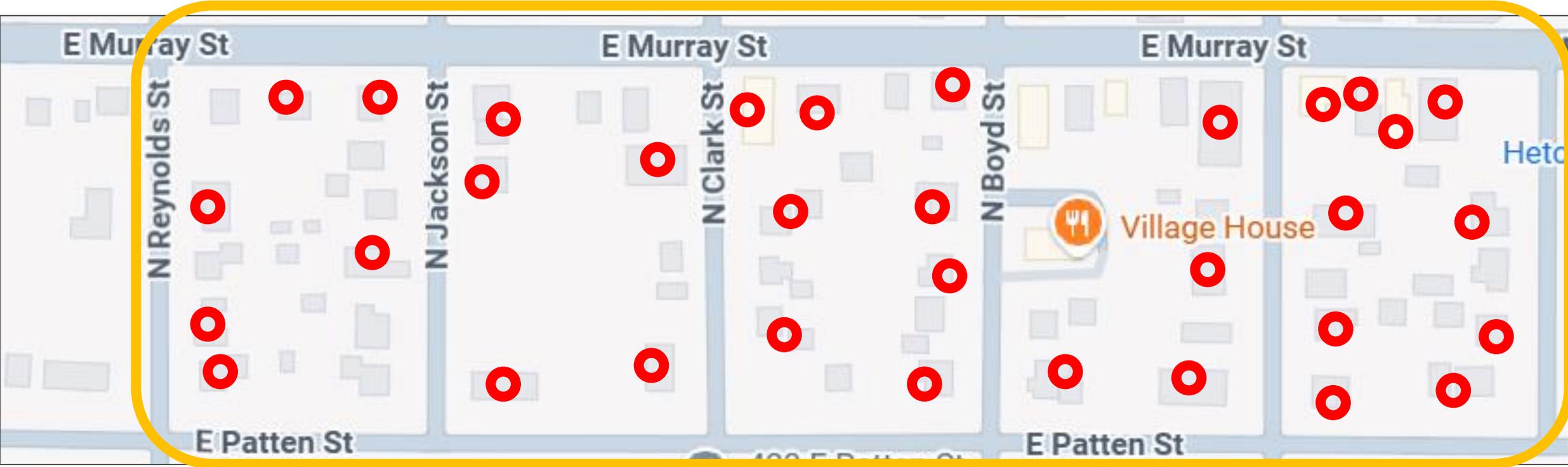


Slum & Blight: Area Basis

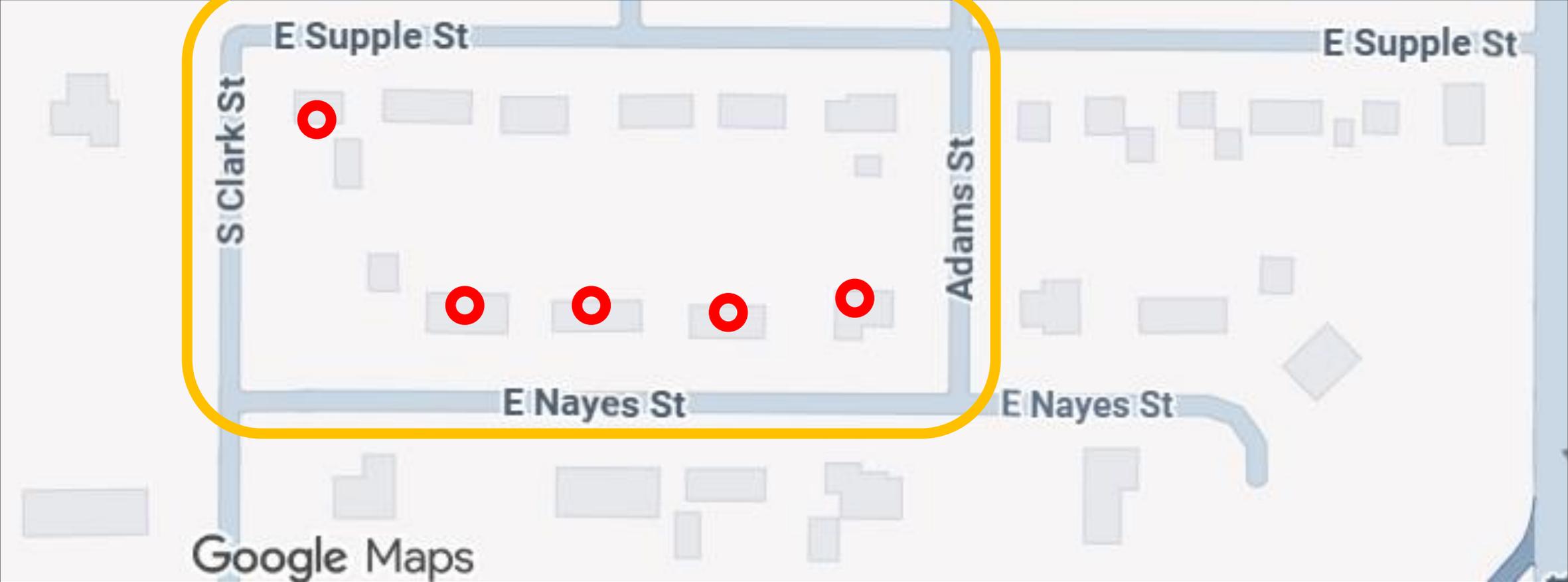
- **Area Basis:**
 - Multiple properties in block(s) or neighborhood(s) – At least 25% of area must be blighted.
 - May include acquisition/relocation necessary to complete project, clearance/demolition, environmental remediation, historic preservation, building rehab, and/or façade/structural improvements.



Area Basis: Map 1 (Multiple Blocks)



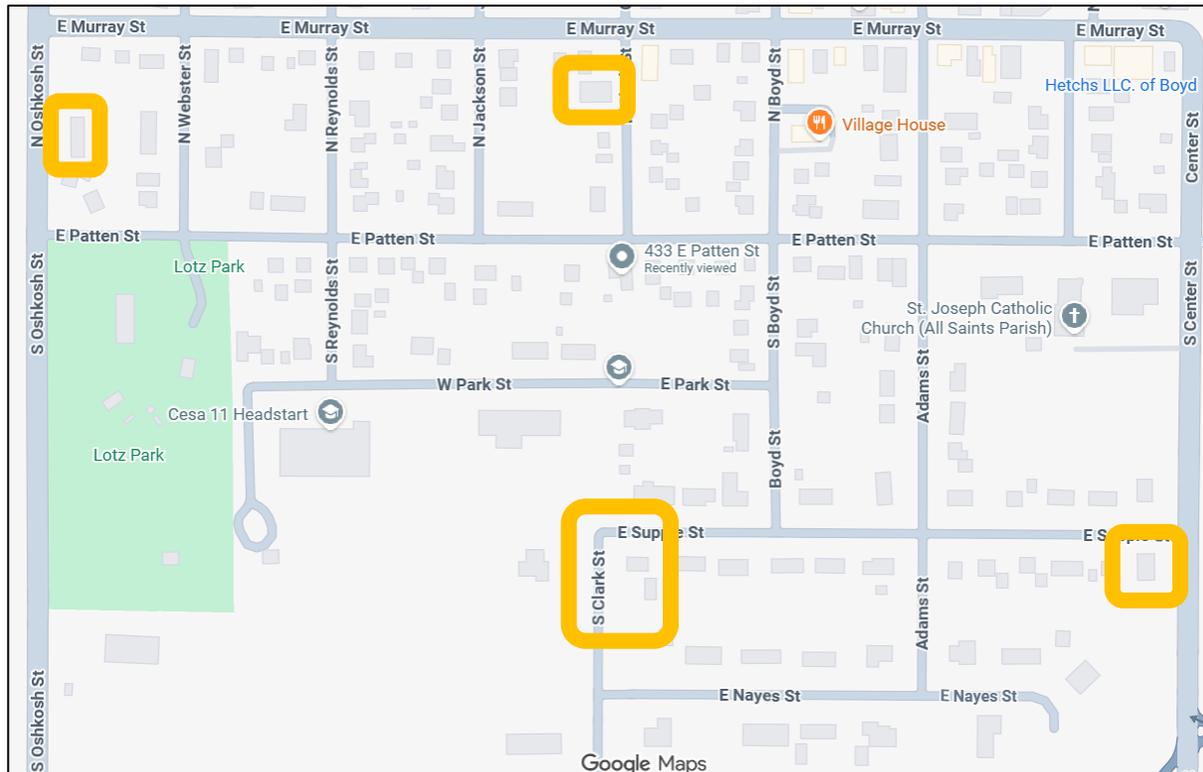
Area Basis: Map 2 (Single Block)



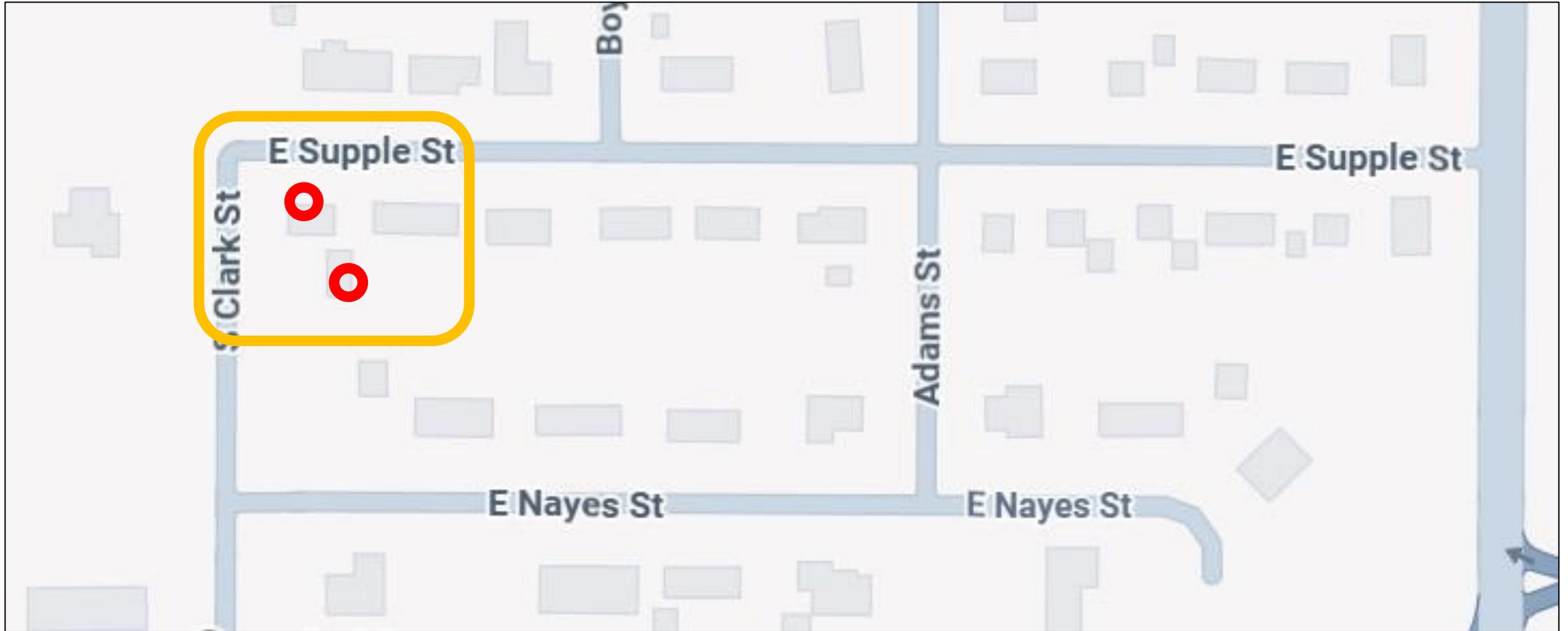
Slum & Blight: **Spot Basis**

- **Spot Basis:**

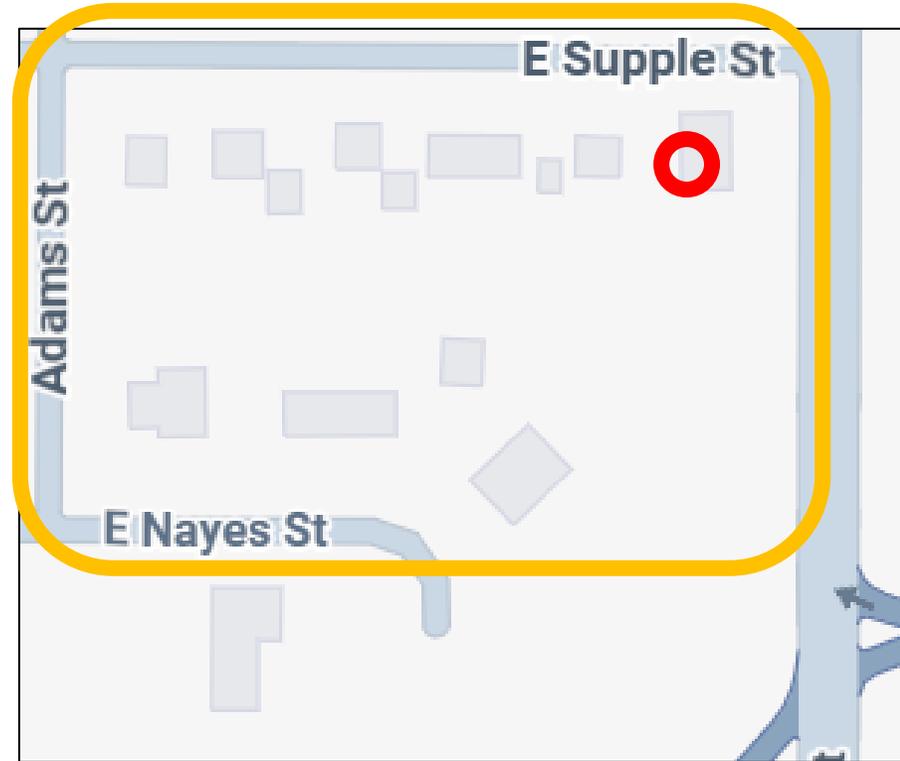
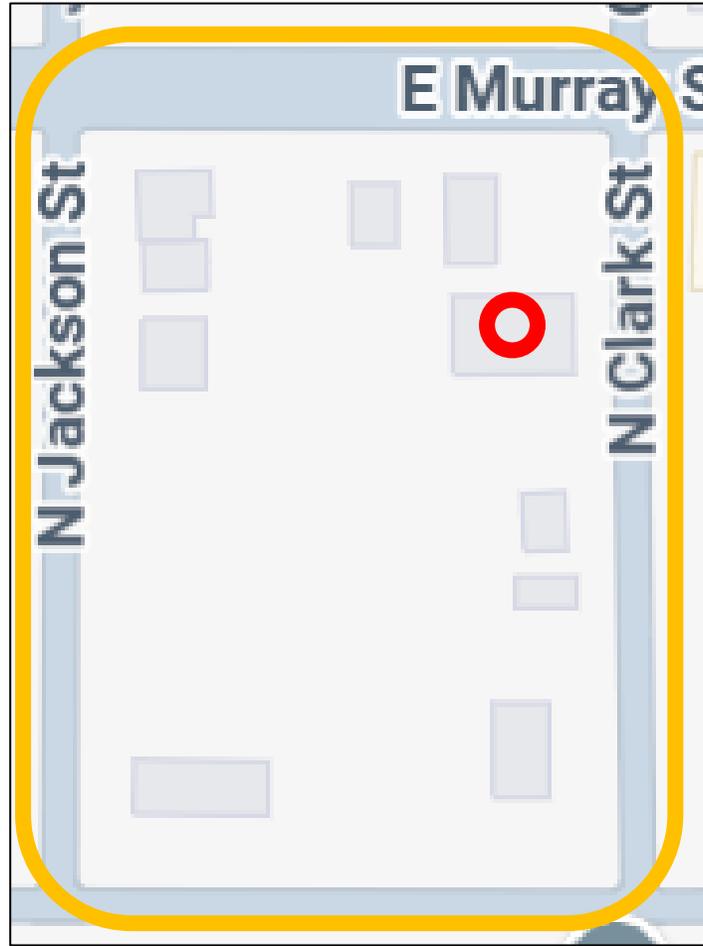
- May be one or more properties near each other or in multiple locations.
- Limited to acquisition/relocation necessary to complete project, clearance/demolition, environmental remediation, historic preservation, and/or building rehab limited to eliminating conditions detrimental to public health and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



Spot Basis: Map 1 (Single Block)



Spot Basis: Map 2 (Multiple Blocks)



Urgent Local Need National Objective

Urgent Local Need (ULN)

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



Questions?

CDBG Program Overview





Public Facilities & Planning Projects



Community Development Programs Website:

Bureau Homepage:

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

Planning (PLNG) Program:

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

Public Facilities (PF) Program:

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

Community Development Block Grant (CDBG) Programs:

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

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

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

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

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

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

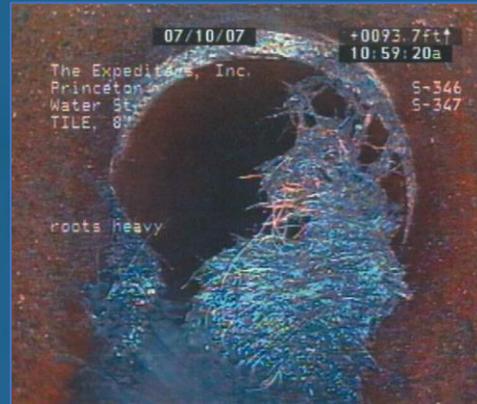
Public Facilities Program (CDBG-PF) - Grant funds are awarded to units of general local government to help support infrastructure and facility projects for communities. Examples of eligible projects include improvements and repairs to streets, drainage systems, water and sewer systems, and sidewalks;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



CDBG-PF Projects: Eligible Activities



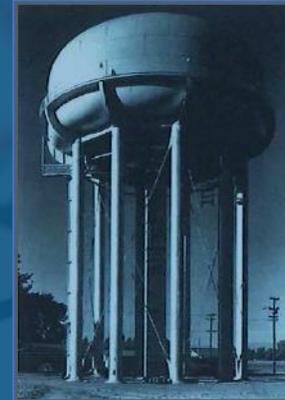
Water System Improvements



Sanitary Sewers



Waste Water Treatment Facilities/Plants (WWTF/P)



Wells & Water Towers



Storm Sewers & Curb/Gutter



CDBG-PF Projects: Eligible Activities (cont.)



Libraries



Historic Downtown
'Main Street'
Infrastructure
Improvements



Fire Stations



Senior Centers



Accessibility Improvements

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.”*

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

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

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

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



CDBG-PLNG Projects: **Eligible Activities**

ELIGIBLE CDBG-PLNG Projects & Costs:

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



CDBG-PLNG Projects: **Ineligible Activities**

INELIGIBLE CDBG-PLNG Projects & Costs:

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

CDBG-PLNG Projects: Community-Wide Plans

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



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



CDBG Award Thresholds

	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)	N/A (included in Planning Costs)



CDBG-PF & CDBG-PLNG: Application Process Overview

	Public Facilities (CDBG-PF)	Planning (CDBG-PLNG)
Grant Type	Competitive	Non-Competitive
Available HUD Funding	Approx. \$13 million	\$250,000
Awards	<p>Applications are scored, ranked, and awarded based on available funding.</p> <p>Must be accepted within forty-five (45) days. Additional grants may be awarded based on rankings if additional funds become available.</p>	<p>Eligible Applications awarded based on available funding.</p> <p>Must be accepted within forty-five (45) days of award.</p>
Denials	<p>Appeal of a denial decision must be made by the UGLG within thirty (30) days of the date of the decision letter.</p> <p>NOTE: Must document that DEHCR made a scoring mistake. <i>Disagreeing</i> with a score assigned is not acceptable grounds for an appeal.</p>	

Timeline: 2026 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	February 4, 2026	February 4, 2026
Application Training	February 4, 2026	February 4, 2026
Applications Due to DOA	May 14, 2026 @ 4pm (CDT)	Open
Award Letters	Anticipated in August 2026	Within 30 Days of Application Submission
Acceptance of Award	Within 45 Days of Award	Within 45 Days of Award
Implementation Training	September 2026	September 2026
Pre-Contract Process; Contracts Drafted, Negotiated, & Executed	August – December 31, 2026	Within 90 Days of Award



Additional Applicant Expectations

2026 CDBG-PF Awards Project Timeline Requirements

Pre-Construction Activities:	Begin Immediately upon Acceptance of Award
Construction Start:	Start by July 1, 2027
Construction Completion:	Complete by October 31, 2028
Project Completion Documents & Final Payment Request:	Received by DEHCR no later than December 31, 2028

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 & CDBG-PLNG Applications

State of Wisconsin

Department of Administration



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

2026 Annual Grant Application

State of Wisconsin

Department of Administration (DOA)



**Community Development Block Grant for
Planning (CDBG-PLNG) Projects**

2026 Grant Application



CDBG-PF & CDBG-PLNG: Applications

Applicant Responsibilities:

- Follow instructions
- Provide accurate information
- Complete all required form entry fields
- Include all required attachments
- Review preparer's work



CDBG-PF & CDBG-PLNG: Applications – **Errors**

CDBG-PLNG Application Errors:

- **Revised/Additional Document Submission** – Delay (or denial) of award

CDBG-PF Application Errors:

- **Disqualification Error** – Procedural or documentation error that results in ineligibility due to not meeting application criteria or violating CDBG policies or regulations
- **Point Deduction Error** – Documentation error that does not disqualify the application but will result in a reduced application score



CDBG-PF & CDBG-PLNG: Applications – **Errors**

(continued)

CDBG-PF Application Errors: (continued)

Point Deduction Errors (continued)

- **Scored Sections** – Score will be based on information/documents submitted by application deadline
- **Other Point Deductions (*New!*)** – 10-point score deduction to the applicant's overall application score will be imposed for each document for which the *non-disqualification* error(s) must be corrected/resolved to verify application/applicant eligibility (Terms Apply)



CDBG-PF & CDBG-PLNG: Applications – **Errors**

(continued)

CDBG-PF:

Exceptions for Point Deduction Error Corrections (Not Accepted):

- Submission of information or documents for the scored sections after application deadline
- Documents that did not exist prior to the application deadline
- Items that require action by the governing body to correct after application deadline
- A local policy or ordinance document that was created or adopted after application submission deadline



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

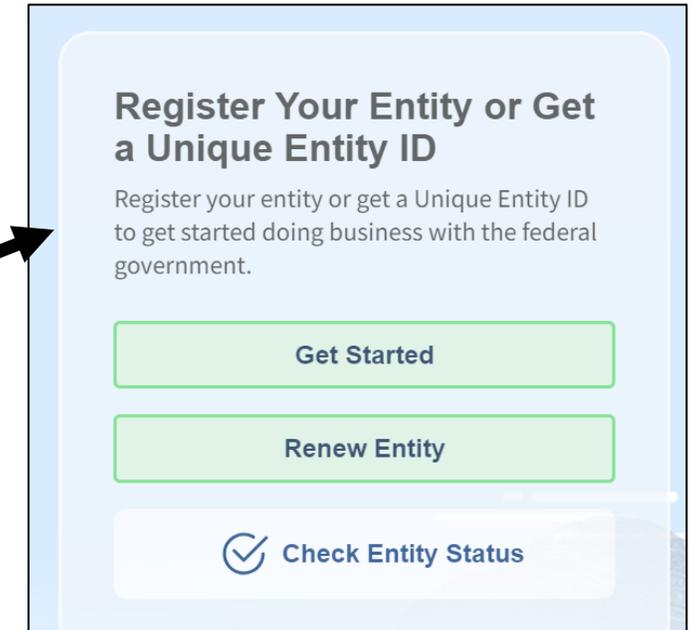
Part 1 - Grant Request

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

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

Part 2 - Applicant Information & Signature

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



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/facility data if available to estimate; or use most recent U.S. Census ACS 5-Year Estimates data
- Refer to guidance in the Application Instructions



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



Differences: PF vs. PLNG Applications

Parts 5-7: Differences in PF vs. PLNG Application

Parts 8-10: Only in CDBG-PF Application

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



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

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>7 Items:</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>3 Items:</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
- CDBG Project Budget Form (PF only)
- Detailed Itemization of Project Costs (PF only)
- Resolution to Commit Match & Certification of Match Secured (PF & PLNG)
- Match Funding Waiver Request letter from UGLG (if applicable/if economic hardship demonstrated; contacting DEHCR prior to submission recommended)
- Grant Administration/Professional Services Information (additional question)



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

CDBG Project Budget Form:

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



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

100% Match Secured Requirement:

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

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

Match Resolution Language:

- **PF Only** - UGLG must acknowledge in the Resolution that if the project is delayed due to the UGLG not having the match funds secured as represented in the Application, which results in construction not starting by July 1, 2027 and/or not being completed by October 31, 2028, DEHCR may rescind the CDBG award.
- **NOTE: PLNG** project delays due to lack of matching funds secured may also result in DEHCR rescinding CDBG award, but the resolution for a **PLNG** project may have different language since they do not have 'construction' activities



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

Match Documentation

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

Refer to guidance in Application Instructions.



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
- Limit of **ten (10) pages** for supporting documentation ← **New!**



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
<p>Scoring/Sources:</p> <ol style="list-style-type: none">1. Median Household Income (up to 40 Points)<ul style="list-style-type: none">• U.S. Census 2023 American Community Survey ACS 5-Year Estimates (2019-2023)2. Per Capita Property Value (up to 15 Points)<ul style="list-style-type: none">• Town, Village and City Taxes Bulletin: Taxes Levied 2024 – Collected 2025, Wisconsin Dept. of Revenue3. 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 2024 – Collected 2025, Wisconsin Dept. of Revenue	Not Applicable

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

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

DEHCR will obtain data from referenced sources during application scoring.



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

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

Scoring Table Update

MHI of \$57,500
= 20 points

*[using the 2023 ACS 5-Year Estimates
(2019-2023) data]*

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

POINT VALUE	PER CAPITA PROPERTY VALUE
0	Greater than \$151,507
1	\$146,096 thru \$151,507
2	\$140,685 thru \$146,095
3	\$135,274 thru \$140,684
4	\$129,863 thru \$135,273
5	\$124,452 thru \$129,862
6	\$119,041 thru \$124,451
7	\$113,630 thru \$119,040
8	\$108,219 thru \$113,629
9	\$102,808 thru \$108,218
10	\$97,397 thru \$102,807
11	\$91,986 thru \$97,396
12	\$86,575 thru \$91,985
13	\$81,165 thru \$86,574
14	\$75,754 thru \$81,164
15	Less than \$75,754

Scoring Table Update

*WI Dept. of Revenue Taxes Bulletin:
Taxes Levied 2024 – Collected 2025*
Per Capita Property Value Calculation:

Total Property “Full Value” ÷ Total Population

← Per Capita Property Value of \$85,000
= 13 points

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

POINT VALUE	FULL VALUE GROSS RATE
0	Less than 0.01194
1	0.01194 thru 0.01237
2	0.01238 thru 0.01279
3	0.01280 thru 0.01322
4	0.01323 thru 0.01365
5	0.01366 thru 0.01407
6	0.01408 thru 0.01450
7	0.01451 thru 0.01493
8	0.01494 thru 0.01535
9	0.01536 thru 0.01578
10	0.01579 thru 0.01620
11	0.01621 thru 0.01663
12	0.01664 thru 0.01706
13	0.01707 thru 0.01748
14	0.01749 thru 0.01791
15	Greater than 0.01871

Scoring Table Update



Full Value Gross Tax Rate of .01605
= 10 Points

*(using the WI Dept. of Revenue Taxes Bulletin:
Taxes Levied 2024 – Collected 2025)*

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

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

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



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 Capacity	70% or Greater Used	65-69% Used	60-64% Used	55-59% Used	50-54% Used	45-49% Used	Less than 45% Used	
\$7,500,000 - \$9,999,999 Capacity	65% or Greater Used	60-64% Used	55-59% Used	50-54% Used	45-49% Used	40-44% Used	Less than 40% Used	
\$5,000,000 - \$7,499,999 Capacity	60% or Greater Used	55-59% Used	50-54% Used	45-49% Used	40-44% Used	35-39% Used	Less than 35% Used	
\$3,000,000 - \$4,999,999 Capacity	55% or Greater Used	50-54% Used	45-49% Used	40-44% Used	35-39% Used	30-34% Used	Less than 30% Used	
\$1,000,000 - \$2,999,999 Capacity	50% or Greater Used	45-49% Used	40-44% Used	35-39% Used	30-34% Used	25-29% Used	Less than 25% Used	
\$500,000 - \$999,999 Capacity	45% or Greater Used	40-44% Used	35-39% Used	30-34% Used	25-29% Used	20-24% Used	Less than 20% Used	
\$250,000 - \$499,999 Capacity	40% or Greater Used	35-39% Used	30-34% Used	25-29% Used	20-24% Used	15-19% Used	Less than 15% Used	
Less than \$250,000 Capacity	<i>Maximum Points Awarded if Capacity is Less than \$250,000</i>							

Example: UGLG has \$1 Million Debt Capacity; has used \$450,000 to date = Score of 25
 The Financial Need score for **non-Water/Sewer projects** is calculated using only the G.O. Debt information **at the time of application submission**, which is based on the UGLG’s **current** Used G.O. Debt compared to the UGLG’s G.O. Debt Capacity. The UGLG **cannot** include in the calculation for Used G.O Debt any debt incurred or used for the proposed 2026 CDBG project.



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

ANNUAL WATER & SANITARY SEWER RATES			
POINT VALUE	Water Only	Sanitary Sewer Only	Combined Water and Sanitary Sewer
0 Points	Less than \$378	Less than \$651	Less than \$1,023
2 Points	\$378 thru \$402	\$651 thru \$692	\$1,023 thru \$1,087
4 Points	\$403 thru \$426	\$693 thru \$733	\$1,088 thru \$1,151
6 Points	\$427 thru \$449	\$734 thru \$773	\$1,152 thru \$1,215
8 Points	\$450 thru \$473	\$774 thru \$814	\$1,216 thru \$1,279
10 Points	\$474 thru \$497	\$815 thru \$855	\$1,280 thru \$1,343
12 Points	\$498 thru \$520	\$856 thru \$896	\$1,344 thru \$1,407
14 Points	\$521 thru \$544	\$897 thru \$936	\$1,408 thru \$1,471
16 Points	\$545 thru \$567	\$937 thru \$977	\$1,472 thru \$1,535
18 Points	\$568 thru \$591	\$978 thru \$1,018	\$1,536 thru \$1,599
20 Points	\$592 thru \$615	\$1,019 thru \$1,058	\$1,600 thru \$1,663
22 Points	\$616 thru \$638	\$1,059 thru \$1,099	\$1,664 thru \$1,726
24 Points	\$639 thru \$662	\$1,100 thru \$1,140	\$1,727 thru \$1,790
26 Points	\$663 thru \$686	\$1,141 thru \$1,180	\$1,791 thru \$1,854
28 Points	\$687 thru \$733	\$1,181 thru \$1,262	\$1,855 thru \$1,982
30 Points	Greater than \$733	Greater than \$1,262	Greater than \$1,982

Scoring Table Update

← **Example:**
 Water/Sewer Project and the **combined** annual water/sewer rate is \$1,400 which results in a **partial score** of 12
(Based on 70,000 gallons usage)



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

Financial Need score for **Water/Sewer projects** is calculated using the average of the combined total of the

G.O. Debt score and Water/Sewer Rates score

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

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

- UGLG has \$3 Million Debt Capacity; and has used \$1,500,000 (50%) to date = G.O. Debt Score of 25; **and**
- Combined annual Water/Sewer Rates of \$1,400 = Water/Sewer Rates Score of 12

Financial Need Score (Water and Sanitary Sewer Project) =
 $(\text{G.O. Debt Score} + \text{Water/Sewer Rates Score}) \div 2 = (25 + 12) \div 2$
= 18.5 rounded up to **19**



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

Project Readiness (0-40 Points Awarded)

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

30 points awarded if:

1. A/E design plans and technical specs meet all requirements is submitted with the 2026 CDBG-PF Application
2. Must be certified by a licensed architect/engineer as complete to the extent of being ready for inclusion in bidding packet(s)



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

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

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



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 2026 CDBG-PF Application and Application Instructions; **or**
- Incomplete A/E design plans and technical specs (not ready to for inclusion in the bidding packet(s) or missing the architect/engineer Certification, etc.) are submitted; **or**
- A/E documents are not received by DEHCR by the deadline

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



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

Environmental Review (ER) (10 points):

- Follow the requirements set forth in [Chapter 4: Environmental Review](#) in the [CDBG Implementation Handbook](#).
- Review the Environmental Review training materials available on our [CDBG Training and Technical Assistance website](#).
- Start the environmental review process early!
 - If a public notice is required, plan to provide at least 32 days for the notice period.
- Certified environmental reviews are good for five (5) years.



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

When requesting **historical/archaeological clearance** for a project, make sure to provide (or also include) the:

- Project location(s);
 - Site location map(s);
 - Amount of previously undisturbed land that will be disturbed to complete the proposed project:
 - None,
 - Less than a half acre, or
 - More than a half acre;
 - UGLG/Municipality's:
 - Chief Elected Official's (CEO's) name,
 - Clerk's name, and
 - Official mailing address/location.
- New!**
- New!**



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

- 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.

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.



Application Attachments: Supporting Documentation **Checklist(s)**

TOPIC:	DOCUMENTS:	Required With All Apps:	Included in this App?: YES	Included in this App?: NO
Citizen Participation	1. Adopted Citizen Participation Plan (CPP) (see Part 3 – Initial Eligibility Certification)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	2. Citizen Participation Public Hearing Notice (with proof of publication [if required by CPP] and/or posting [if required by CPP] and proof of adequate advance notice provided [which must be at least 2 weeks (14 days) notice or the equivalent of a Class 2 Notice] in accordance with the UGLG's CPP in effect on the date of the first notice)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	3. Citizen Participation Public Hearing Certification Form	✓	<input type="checkbox"/>	<input type="checkbox"/>
	4. Public Hearing Meeting Minutes	✓	<input type="checkbox"/>	<input type="checkbox"/>
	5. List of Public Hearing Attendees (either listed in the Public Hearing Meeting Minutes or on separate Sign-In Sheet)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	6. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Enforcing State/Local Laws Prohibiting Physically Barring of Entrances/Exits	✓	<input type="checkbox"/>	<input type="checkbox"/>
Fair Housing	7. Fair Housing Ordinance	✓	<input type="checkbox"/>	<input type="checkbox"/>
Acquisition/Relocation	8. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)	✓	<input type="checkbox"/>	<input type="checkbox"/>
Financial	9. Project Budget & Matching Funds Form	✓	<input type="checkbox"/>	<input type="checkbox"/>
	10. Detailed Itemization of Project Costs	✓	<input type="checkbox"/>	<input type="checkbox"/>
	11. Authorizing Resolution to Commit Matching Funds & Certification of Match Funds	✓	<input type="checkbox"/>	<input type="checkbox"/>
	12. Match Funding Waiver Request Letter (with supporting documentation for an economic hardship) (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	13. Proof of Current Water/Sanitary Sewer Rates (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	14. Current Water/Sanitary Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Project Area / Service Area Maps	15. Maps(s) of Project Area (nature and location(s) of project activities)	✓	<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

Application Attachments: Supporting Documentation **Cover Page(s)**

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].

Attachments:

1. Adopted Citizen Participation Plan (CPP) – required for *all* applicants

The date of the UGLG's adoption of the Plan must be clearly shown on the CPP. The CPP must also contain all of the required components.

2. Citizen Participation Public Hearing Notice – required for *all* applicants

Supporting documentation demonstrating that adequate advance notice – which must have been at least 2 full weeks (14 days) notice or the equivalent of a Class 2 Notice – was given (in accordance with the UGLG's adopted CPP in effect on the date when the first notice was provided to local residents) must contain (1) the proof of publication [if required by the CPP] and/or (2) the clerk's certification of physical postings [if required by the CPP].

3. Citizen Participation Public Hearing Certification Form – required

4. Public Hearing Meeting Minutes – required for *all* applicants

5. List of Public Hearing Attendees (either listed in Public Hearing Meeting Minutes or attached as a separate sheet) – required for *all* applicants

6. Policy for Non-Violent Civil Rights Demonstrations – Prohibiting the Enforcement of State and Local Laws Prohibiting Physically Barring Entry – required for *all* applicants. The date of adoption/approval shown on policy and with required language) –

Fair Housing Attachments and Supporting Documentation

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

Attachments:

7. Fair Housing Ordinance – required for *all* applicants

Reminder: The Fair Housing Ordinance *must* contain the current Fair Housing Ordinance text and language; the date of adoption *must* also be clearly shown on the ordinance.

Acquisition / Relocation Attachments and Supporting Documentation

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

Attachments:

8. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) – required for *all* applicants

Reminder: The RADRAP's date of adoption *must* be clearly shown on the Plan; the RADRAP *must* also be current with (i.e., contain the) required components, as specified on the *Sample Residential Anti-Displacement and Relocation Plan* in the provided attachments to the CDBG application.

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

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



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 (1)** 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, if needed); 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. (CDT) on Thursday, May 14, 2026**. Late submissions will **NOT** be accepted.



Application Submissions (continued)

- Non-compliance with Application documentation and submission requirements may result in Application being deemed ineligible
- Incomplete application implications:
 - Incomplete **PF** Applications will be disqualified from award consideration or will receive point deduction penalties, depending on the issue (PF Program is a *competitive* grant program)
 - Incomplete **PLNG** Applications may be denied and the UGLG will be required to revise and re-submit all or portions of the CDBG-PLNG Application for further consideration





Questions?

Application Forms
&
Submission Process



Application Attachments



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 & Trainings website](#) (under the “Application Attachments” section)

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

[(Add Unit of General Local Government (UGLG) Name)]

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

In Relation To the [(Add UGLG Name, e.g., Yourtown County, City of Yourtown, Village of Yourtown or Town of Yourtown)]s participation in the Community Development Block Grant [(Add CDBG Program Name(s), e.g., Public Facilities (CDBG-PF) Program, Planning (CDBG-PLNG) Program, Economic Development (CDBG-ED) Program, etc.)].

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 [(Add Focus of project(s), e.g., a Comprehensive Plan; or a new community center, rehabilitation and renovation of a senior center, wastewater treatment plant upgrades; etc.)] for [(Add UGLG Name)] for the [(Add CDBG Program Name(s))].

WHEREAS, after public meeting and due consideration, the [(Add Name of Appropriate Committee/Entity or the Governing Body)] has recommended that an application be submitted to DOA for the following project(s):

[(Add Title of Project(s), e.g., 4th Street Lift Station Upgrades Project, Outdoor Recreation Plan Updates; etc.)]; and

WHEREAS, it is necessary for the [(Add Name of the Governing Body, e.g., City Council, County/Village/Town Board, etc.)] to approve the preparation and filing of any application for the [(Add UGLG Name)] to receive grant funds from this program; and



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:



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).



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.

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)
- 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
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	NOTES:				



Application Attachments: Citizen Participation Plan – CP Hearing Notice(s)

- Sample CPP:
2-Week Notice
(14 full days)

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

Application Attachments: Citizen Participation Plan – CP Hearing Notice(s)

- Sample CPP:
Class 2 Notice
(ss 985.07)

- Two (2) consecutive weeks, and
- 2nd publication *NOT* less than seven (7) days prior to event.

		SUN	MON	TUE	WED	THU	FRI	SAT
APRIL	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	1	2	3	4	5	
	6	7	NOTES:					

1st Publication Date

2nd Publication Date
✘

Hold Hearing

DAY 1 DAY 2 DAY 3 DAY 4 DAY 5
DAY 6 DAY 7

Application Attachments: Citizen Participation Plan – CP Hearing Notice(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.



Application Attachments: Citizen Participation Plan – CP Hearing Notice(s)

- **Hearing Content:**

Refer to Public Hearing Notice Templates for required content/agenda.

- **Important Notice on 2nd Hearing Timing:**

The second public hearing must be held:

- **During** the implementation of the program and **after** construction has begun, while construction is in progress for **PF**;
- **After** the planning process has begun, while the planning is in progress for **PLNG**;
- **Before** the end of construction for **PF**;
- **Before** the Plan is completed and approved by the UGLG for **PLNG**



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

<p>COMPLAINTS</p> <p>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].</p>	
<p>In addition to the above procedure, any citizen wishing to object may complain directly to the following address:</p>	
<p>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</p>	
<p>Written complaints should contain the following information and should be as specific as possible when describing:</p> <ol style="list-style-type: none">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 with4) The complainant’s name, address, and telephone number.	

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



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.

Application Attachments: Citizen Participation Public Hearing **Certification Form**

Must cover:

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

<input type="checkbox"/>	iv. Housing – Other: _____
<input type="checkbox"/>	v. Housing – Other: _____
<input type="checkbox"/>	d. Planning activities for community development;
<input type="checkbox"/>	e. Public facilities improvements;
<input type="checkbox"/>	f. Public facilities improvements for economic development; and/or
<input type="checkbox"/>	g. Other: _____

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

_____ Signature of the Municipal Clerk or Designated Authorized Representative	_____ Title (& 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.



Application Attachments: Citizen Participation Policy on Civil Rights Demonstrations

SAMPLE

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

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

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

RESOLUTION NO. [RESOLUTION #]

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

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

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

- I. It is POLICY of the [UGLG TYPE] to prohibit the use of excessive force by law enforcement agencies within the [UGLG TYPE]'s jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.
- II. It is POLICY of the [UGLG TYPE] to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the [UGLG TYPE]'s jurisdiction.
- III. The officials and employees of the [UGLG TYPE] shall assist in the orderly prevention of all excessive force within the [UGLG NAME] by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.
- IV. The [UGLG GOVERNING BODY NAME] directs the [LOCAL LAW ENFORCEMENT AGENCY CHIEF OFFICIAL TITLE] to implement this Resolution by amending applicable [LOCAL LAW ENFORCEMENT AGENCY] procedures.

Application Attachments: Fair Housing Ordinance

SAMPLE

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

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

Fair Housing Ordinance

Ordinance #: [Ordinance Section/Number]

Fair and Open Housing

[Ordinance #] State Statutes Adopted

[Ordinance #] Authority and Enforcement Procedures Implemented

[Ordinance #] Complaints

[Ordinance #] STATE STATUTES ADOPTED.

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

[Ordinance #] AUTHORITY AND ENFORCEMENT PROCEDURES IMPLEMENTED.

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

Section [Section #] COMPLAINTS.

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

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



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 CDBG¹ 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

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

- Must have “one-to-one replacement” clause for replacing LMI housing
- Must be signed by Chief Elected Official



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.



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



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:

1. 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
2. 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
3. Use the space (provided on the next page) to describe how the activity or activities for which you are requesting assistance will address one or more of the conditions that contributed to the deterioration of the area.

- Options:
 - Area Basis
 - Spot Basis

- Must meet requirements as listed.

Application Attachments: Slum & Blight Certification (Page 2)

For Spot Basis Projects:

1. 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)

2. 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



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 \times 20 = \50.00 Quarter 2 based on 20,000 gallons: $\$2.50 \times 20 = \50.00 Quarter 3 based on 20,000 gallons: $\$2.50 \times 20 = \50.00 Quarter 4 based on 10,000 gallons (to total 70,000 gallons annually): $\$2.50 \times 10 = \25.00

Sample (Form format only)

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

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



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 screenshot shows the City of Ladysmith, Wisconsin website. The page title is "Utility Rates - Utilities-Wat...". The navigation menu includes Home, Site Map, Calendar, City Government, City Services/Departments, and Things. The main content area features a banner with sunflowers and a red barn, followed by a list of "In City Services/Departments" and a "Utility Rates" table.

Meter Size	Rate
5/8" Meter	\$ 22.50
1" Meter	\$ 36.00
1 1/4" Meter	\$ 54.00
1 1/2" Meter	\$ 72.00
2" Meter	\$120.00
3" Meter	\$216.00
4" Meter	\$324.00

Plus

Volume	Rate
First 50,000 gallons	\$4.40 per 1,000
Next 450,000 gallons	\$3.75 per 1,000
Over 500,000 gallons	\$3.15 per 1,000

Printer-friendly Version

The screenshot shows the City of Delaware website. The page title is "Current Rates - City of Dela...". The navigation menu includes Visit Delavan, Government, Departments, Development, Our Community, Community Partners, News & Events, and Contact Us. The main content area features a banner with water splashing, followed by a "CURRENT RATES" section and a table of "Current sewer rates".

Meter Size	City Monthly	WalCoMet Monthly
5/8"	\$ 6.90	\$ 3.61
3/4"	\$ 6.90	\$ 3.61
1"	\$ 8.27	\$ 9.03
1 1/4"	\$ 9.18	\$ 12.64
1 1/2"	\$10.54	\$18.05
2"	\$13.27	\$28.88



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



DOA.WI.GOV

Application Attachments: **Authorizing Resolution** to Commit Match & **Certification** of Secured Funds

WHEREAS, the [Add Governing Body Name, e.g., Village Board, etc.] of the [Add UGLG Name] has authorized the submission of a CDBG [Add Program Application Type, e.g., Public Facilities or Planning] Application to the State of Wisconsin for the following project: [Add Project Title]; and

WHEREAS, an adequate local financial match must be provided for the proposed CDBG [Add Program Application Type, e.g. Public Facilities or Planning] project by the [Add UGLG Name].

[Required for CDBG-PF Applicant's resolution/certification only:] → WHEREAS, the [Add 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 2026 CDBG-PF Applicant's resolution/certification only:] → WHEREAS, the [Add UGLG Name] must acknowledge that a delay in starting construction by July 1, 2027 and/or completing construction by October 31, 2028 due to the [UGLG Type, e.g., Village, etc.] 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;

**Submission
Required**



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

Template Provided.

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.

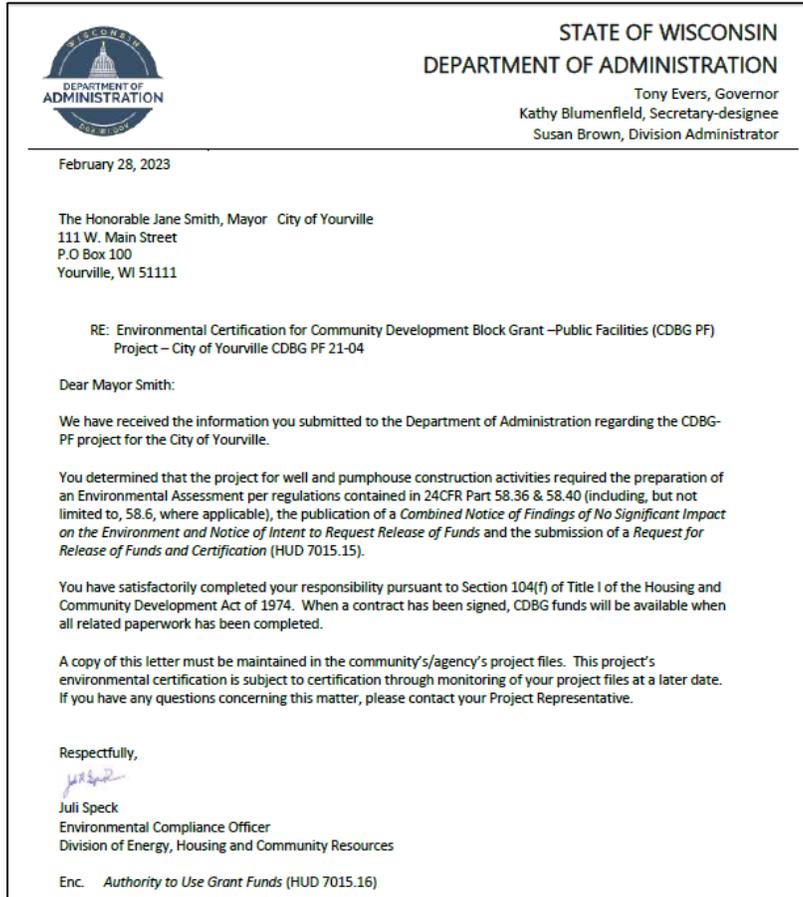
Architect/Engineer Certification Signature:

Signature of Licensed Architect/Engineer	Date Signed	
Typed or Printed Name of Engineer/Architect and Professional Certification Initials (e.g., P.E., P.S., AIA, NCARB, etc.)	Professional Title	Date of Expiration of Professional License
Firm/Company/Organization Name		

- 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

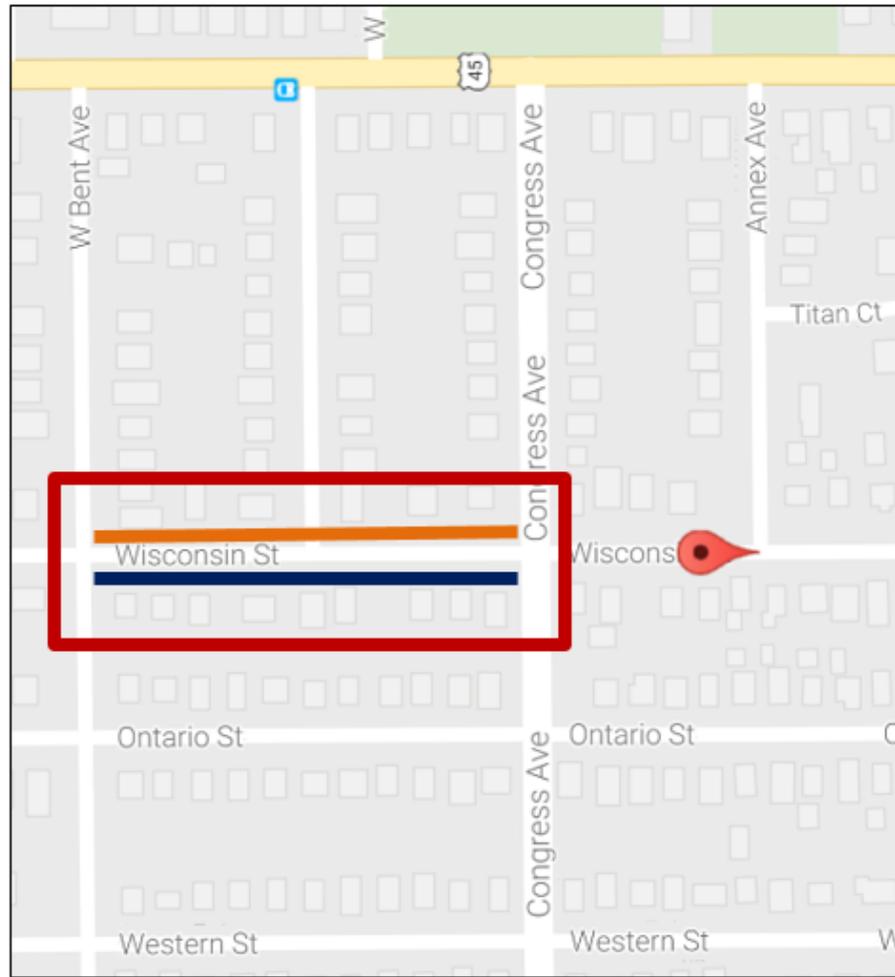


Application Attachments: Project Readiness – **Environmental Review (ER)**



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

Application Attachments: Map Example #1 – **Project Area Map + Service Area Map (Combined)**



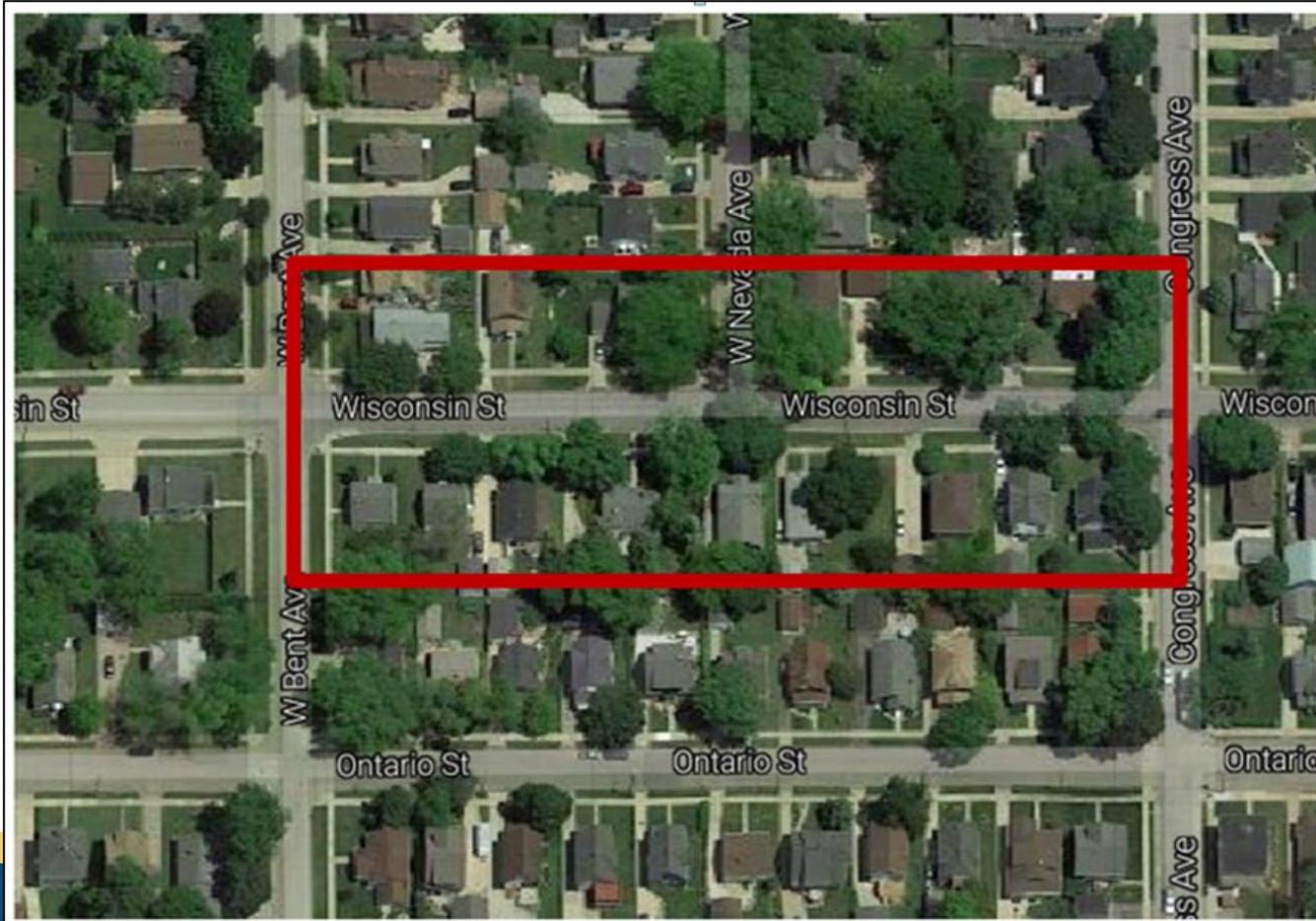
Must show:

- 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)

Key:

- Street Reconstruction
- Sanitary Sewer Main Replacements

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).

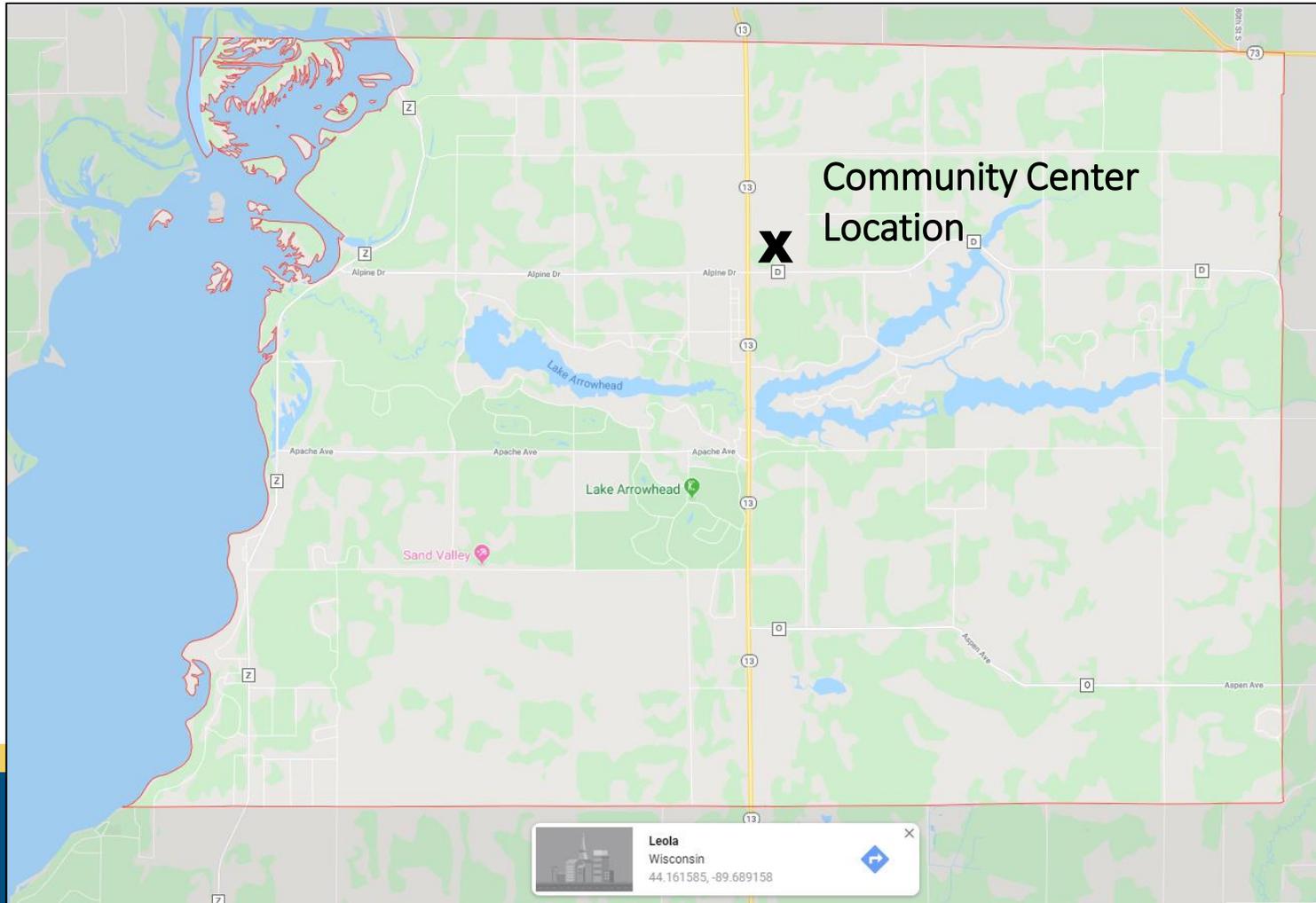
Application Attachments: Map Example #2 – **Service Area/Survey Area Map**



-  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

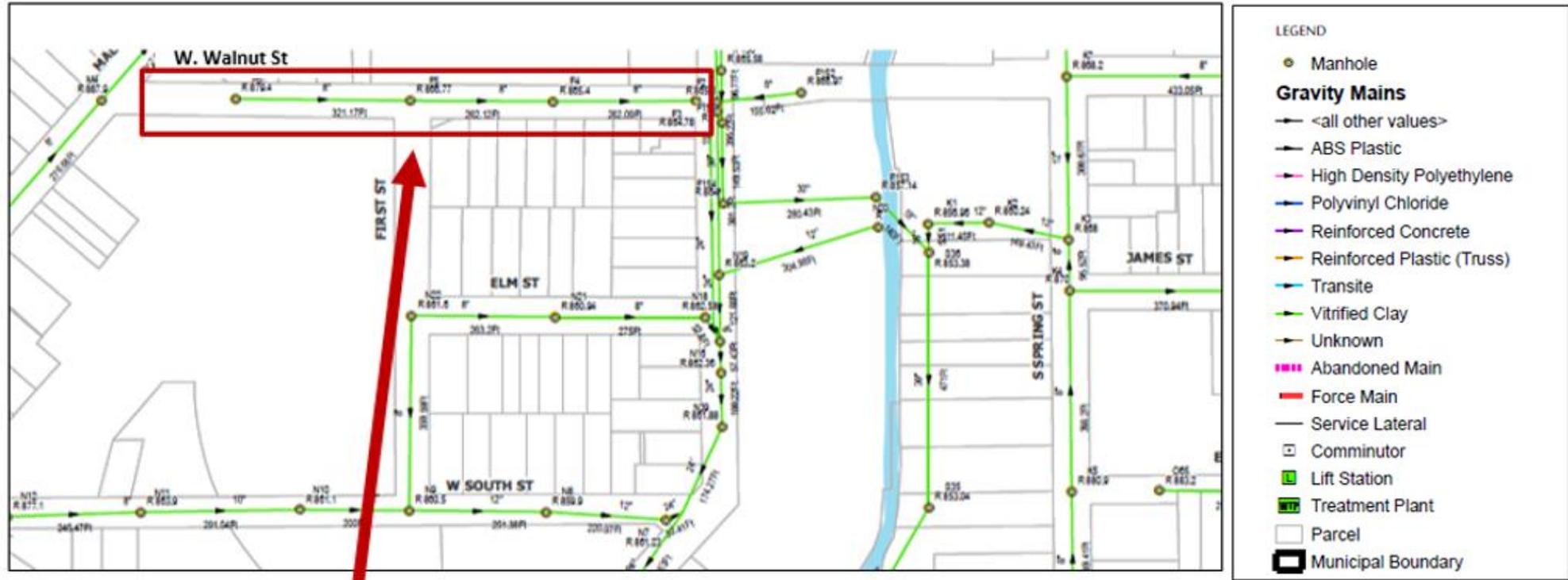
Application Attachments: Map Example #3 – **Project Area + Service Area (Community-Wide)**



- 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.)

Application Attachments: Map Example #4 – Project Area Utility Map

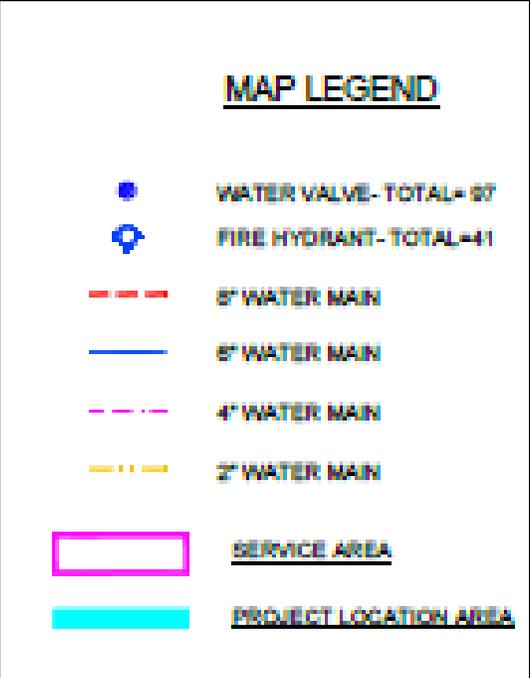
- Water/ Sewer project applications must include the water/ sewer map(s)



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.

Application Attachments: Map Example #5 – Project Area Utility Map

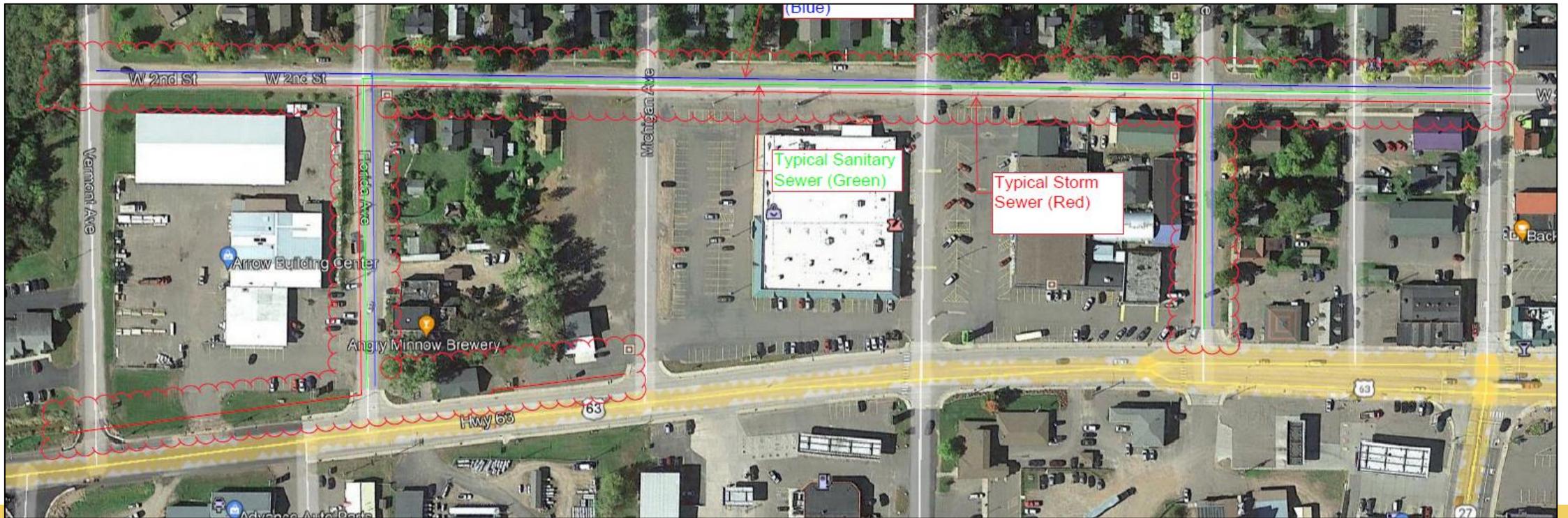


- Project may require Utility Map(s) needing to include major water/sewer system components in addition to mains
- Utility Map may also serve as Project Area Map if types of activities and locations of activities are also identified on map



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.



WEB RESOURCES

- State of Wisconsin Department of Administration - Division of Energy, Housing and Community Resources (DEHCR) [Bureau of Community Development \(BCD\) Website](#)
- State of Wisconsin Department of Administration (DEHCR-BCD) [CDBG Implementation Handbook](#)
- State of Wisconsin Department of Revenue [Town, Village and City Taxes Bulletin](#)
- Code of Federal Regulations [24 CFR 570](#)
- HUD [CDBG National Objectives](#) and [Eligible Activities](#) Guidance
- HUD [CDBG Income Limits](#)
- HUD [LMI Summary Data \(LMISD\) for Local Governments and Census Block Groups/Tracts – Guidance, Spreadsheets, Map Application](#)
- HUD [CDBG Eligible Activities](#)
- U.S. Census Bureau's [American Community Survey \(ACS\) Data](#)





Questions?

Application
Attachments



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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