**STATE OF WISCONSIN**

Department of Administration

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**COMMUNITY DEVELOPMENT BLOCK GRANT -CORONAVIRUS**

**(CDBG-CV)**

**2024 GRANT**

**APPLICATION**

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**CDBG-CV PROGRAM CONTACT INFORMATION**

Questions regarding the program or application can be directed to the email address provided below.

**Do not mail applications. Applications will only be accepted via email to the address below.**

**Applications are due by 4 PM on May 15, 2024 to the email address below.**

Telephone: Mark Staff, Director

Bureau of Community Development

(608) 261-7066

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

**PLEASE NOTE:**

CDBG-CV Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Energy, Housing and Community Resources website at: [*https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-CV.aspx*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-CV.aspx)*.* Please **download the electronic document(s) prior to application submission** to ensure that you are referencing the most up-to-date version of the application as periodic revisions may have been made since this copy was printed.

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

**Community Development Block Grant - CORONAVIRUS (CDBG-CV)**

**2024 Grant Application**

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| **PART 1 – GRANT REQUEST** | | |
| Grant Request Amount:  $ | Applicant’s Match:  $ | Total Project Cost:  $ |
| *NOTE: The amounts listed above must be the same as those submitted on the accompanying* ***Project Budget & Matching Funds Form*** *attachment.* | | |
| Project Title: | | |
| Brief Project Description: | | |
| Project Timeline Requirements:  Upon receiving CDBG funding, the municipality applying for funds commits to ensuring that:   * Construction begins no later than July 1, 2025 ; * Project is completed no later than May 15, 2026 | | |

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| **PART 2 – APPLICANT INFORMATION & SIGNATURE** | | | | | | |
| *[To check any box below, double-click the check box and select the “Checked” option under the “Default value” field.]* | | | | | | |
| **APPLICANT** (Unit of General Local Government [UGLG]): | | | | | | |
| UGLG Type: City Village Town County | | | | | County: | |
| Joint Application?  No  Yes (If yes, list other unit[s] of government): | | | | | | |
| Chief Elected Official (CEO): | | | | Title: | | |
| UGLG Clerk: | | | | Title: | | |
| UGLG Administrator *(if different than Clerk)*: | | | | Title: | | |
| UGLG Treasurer *(if different than Clerk)*: | | | | Title: | | |
| UGLG Street Address: | | | | | | |
| UGLG City: | Zip Code (9-Digit):  XXXXX - XXXX | | | | | |
| UGLG Mailing Address if different than above: | | | | | | |
| UGLG Phone: ( ) \_\_\_\_ – \_\_\_\_\_\_ | UNIQUE ENTITY IDENTIFIER (UEI) #:  *REQUIRED – UEI # is issued in the federal System for Award Management (SAM). Applicant must have a UEI, which can be obtained through SAM without full registration. UGLG will be required to also have a full “active” registration in SAM if awarded CDBG funds. Refer to Application Instructions.)* XXXXXXXXXXXX | | | | | |
| DUNS #: XX - XX - XXXXX | FEIN: XX - XXXXXXX | | | | | |
| CEO E-Mail: | Clerk E-Mail: | | | | | |
| If the UGLG contracted with a third party to complete this application, please provide the contract/invoice amount for application preparation services: $ \_\_\_ | | | | | | |
| **Applicant Signature** | | | | | | |
| *By signing here in Part 2, the designated (or otherwise authorized) Chief Elected Official (CEO) is certifying that they have been authorized by the governing body of the UGLG to submit this CDBG-CV application;\* the information submitted in this application is true and accurate; and the UGLG agrees to the terms set forth in the 2024 CDBG-CV Application and 2024 CDBG-CV Application Instructions for applying for and receiving CDBG-CV funds, upon award and acceptance of award by the UGLG.*  *\*[**An Authorizing Resolution to Submit the CDBG Application” must also be included in the Application Attachments.]* | | | | | | |
| **Chief Elected Official (CEO) Signature:** | | | | | | Date: |
|  | | | | | | |
| **Application Contact** | | | | | | |
| Name: | | Title: | | | | |
| Firm/Company/Entity: | | | | | | |
| Mailing Address: | | | | | | |
| City: | | | State: | Zip: | | |
| Phone: ( ) \_\_\_ – \_\_\_\_\_\_ | | E-Mail: | | | | |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project: | Grant Agreement #: | Award Date: | Performance Period End Date: | Award Amount: |
|  |  |  |  | $ |
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|  |  |  |  | $ |
| *[To check a box below, double-click the check box and select the “Checked” option under the “Default value” field.]* | | | | |
| Did any previous CDBG award(s) monies fund part or all of the Public  Facilities (PF) project for which you are applying with this application?Yes  No | | | | |
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| **PART 3 – CERTIFICATIONS** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | I, |  | , |  | of |  | |  | *Name of the Chief Elected Official (CEO)* |  | *Specify the CEO’s Job Title* |  | *Unit of General Local Government’s (UGLG’s) Name* |  |  |  |  |  | | --- | --- | --- | --- | | in |  | County(ies) certify that the |  | |  | *(County Name)* |  | *Unit of General Local Government’s (UGLG’s) Name* |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | will comply with terms set forth in the ***Initial Eligibility Information Certification***; ***Statement of Assurances Certification***; ***Lobbying Certification***; ***Acquisition, Relocation and Demolition Certification***; and ***Fair Housing Actions Certification*** as listed in Part 3 of this CDBG Application and the information provided for these Certifications is true and accurate.   |  |  |  | | --- | --- | --- | |  |  |  | | *Chief Elected Official’s (CEO’s) Full Name* |  | ***Chief Elected Official’s (CEO’s) Signature*** |   **INITIAL ELIGIBILITY CERTIFICATION** |   The Chief Elected Official (CEO) certifies that:   1. The Unit of General Local Government (UGLG) is a non-entitlement community that does not receive CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD). 2. The UGLG has an updated *Citizen Participation Plan* that has been adopted by the local governing body, which meets the CDBG Program’s current requirements. 3. The UGLG has held a public hearing prior to the submission of this Application and provided adequate notice, which ***must*** be at least 2 weeks (14 days) notice ***or*** the equivalent of a Class 2 Notice, in accordance with the terms specified in the UGLG’s *Citizen Participation Plan* in effect on the date of the first notice. 4. The UGLG’s *Citizen Participation Public Hearing Certification* is attached to this application. 5. The Public Hearing Meeting Minutes are attached to this application. 6. A list of the Public Hearing attendees [either provided in the Public Hearing Minutes or on a separate meeting sign-in sheet] is attached to this application. 7. The UGLG confirms that it has secured all matching funds required to complete the CDBG project; and the *Resolution to Commit Match & Certification of Match Secured* is attached to this application. 8. The UGLG’s *Authorizing Resolution to Submit CDBG Application* is attached to this application. 9. The UGLG acknowledges that if the project is funded, the UGLG will be required to complete the environmental review process ***before*** the UGLG begins construction and can receive grant funds. 10. The UGLG acknowledges that if the project is funded, professional services for grant administration will be properly procured in compliance with Federal, State, and local requirements. 11. The UGLG acknowledges that fees paid for grant application preparation and grant administration may be published on DEHCR’s web page. 12. The UGLG is notdebarred from receiving federal grant funds. 13. The UGLG understands that incomplete applications may be denied before review and denial of incomplete applications ***cannot*** be appealed.   *Contact the Bureau of Community Development if the Applicant has any questions or concerns regarding these eligibility requirements.* |
| **PART 3 – CERTIFICATIONS (CONTINUED)** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **STATEMENT OF ASSURANCES CERTIFICATION** | | | | | |  | The Chief Elected Official (CEO) certifies that the |  | : |   *(UGLG/Unit of General Local Government’s Name)*   1. Has authorized its Chief Elected Official or Administrator to submit the application, sign contracts, and conduct other business related to the proposed activity if funded. 2. Has identified its housing and community development needs, including those of low- and moderate-income (LMI) persons and the activities to be undertaken meet such needs. 3. Will conduct and administer its program in conformance with the Civil Rights Act of 1964 and the Fair Housing Act, and has adopted a local Fair Housing ordinance representing current state statutes. 4. Will minimize displacement as a result of activities associated with CDBG funds, and will follow an adopted Residential Anti-Displacement and Relocation Assistance Plan (RADRAP). 5. Will not use special assessments or fees to recover the capital costs of CDBG funded public improvements from low- and moderate-income (LMI) owner occupants. 6. Will comply with 24 CFR 570.608 regarding notification, inspection, testing, and abatement procedures concerning lead-based paint. 7. Has adopted and will enforce a policy prohibiting use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations in accordance with Section 519 of Public Law 101144. 8. Has a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of non-violent civil rights demonstrations. 9. Will not enter into a contract with any entity that is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation. 10. Understands that the contract for professional services is between the Applicant and the Grant Administrator; the State is **not** responsible or a part of that relationship. 11. Acknowledges responsibility for ensuring that CDBG contract requirements are met. 12. Is currently in compliance with terms and conditions of all past and/or active CDBG awards and/or contracts. 13. Will not use CDBG funds to directly assist a business, including a business expansion, in the relocation of a plant, facility, or operation from one labor market area (LMA) to another LMA if the relocation is likely to result in a significant loss of jobs in the LMA from which the relocation occurs, in accordance with 24 CFR 570.210. 14. Acknowledges that the project cannot commence prior to the grant award and that certain procedures must first be taken, including but not limited to:     1. Completing the environmental review process;     2. Completing all required acquisition and relocation processes in accordance with Federal and State laws, if applicable;     3. Requesting federal wage rates, if applicable;     4. Establishing base employment levels for job creation/retention related projects; if applicable;     5. Entering into a development agreement with the participating business, if applicable; **and**     6. Developing a system for tracking LMI benefit and job creation/retention, if applicable. 15. Will comply with all the provisions of the Community Development Block Grant (CDBG) Program and will maintain documentation of compliance with the above certifications. |
| **PART 3 – CERTIFICATIONS (CONTINUED)** |
| |  | | --- | | **LOBBYING CERTIFICATION** |  |  |  |  | | --- | --- | --- | | The Chief Elected Official certifies on behalf of the |  | , that: |   *(UGLG/Unit of General Local Government’s Name)*   1. To the best of the Chief Elected Official’s knowledge and belief, no federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement. 2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Unit of General Local Government (UGLG) shall complete Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions. 3. The Chief Elected Official of the UGLG shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.   This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure. |
| **PART 3 – CERTIFICATIONS (CONTINUED)** |
| |  |  | | --- | --- | | **ACQUISITION, RELOCATION & DEMOLITION CERTIFICATION** |  | | |  |  |  | | --- | --- | --- | |  | The Chief Elected Official certifies on behalf of the |  |   *(UGLG/Unit of General Local Government’s Name)* |  |   that the entries below accurately reflect the Acquisition, Relocation and Demolition activities included and planned for the project, as determined by the Unit of General Local Government (UGLG) to date.  *Enter* ***Yes*** *or* ***No*** *for* ***ALL*** *entry fields listed below to indicate which activities will and will not be part of the CDBG project, as determined by the UGLG to date:*   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | |  | | --- | | Choose an item. | | Voluntary Acquisition of:   |  |  |  | | --- | --- | --- | | Choose an item. | Temporary easement(s) | | | Choose an item. | Permanent easement(s) | | | Choose an item. | Vacant land | | | Choose an item. | Land and building(s) | | | Choose an item. | Tenant(s) Displacement | | | |  | |  | | --- | | Choose an item. | | Involuntary Acquisition of:   |  |  |  | | --- | --- | --- | | Choose an item. | Temporary easement(s) | | | Choose an item. | Permanent easement(s) | | | Choose an item. | Vacant land | | | Choose an item. | Land and building(s) | | |  | Choose an item. | Occupied Units and Relocation assistance | |  | Choose an item. | Occupied Low- and Moderate-Income (LMI) Residential Unit(s) | | |  | |  | | --- | | Choose an item. | | Donation of:   |  |  |  | | --- | --- | --- | | Choose an item. | Temporary easement(s) | | | Choose an item. | Permanent easement(s) | | | Choose an item. | Vacant land | | | Choose an item. | Land and building(s) | | |  | Choose an item. | Tenant(s) Displacement | |  | Choose an item. | Tenant(s) in occupied LMI Residential Unit(s) | | |  | |  | | --- | | Choose an item. | | Demolition of residential units or conversion/rehabilitation of residential unit to another use, and the:   |  |  | | --- | --- | | Choose an item. | Unit is occupiable | | Choose an item. | Unit rents or would rent at or below the Fair Market Rent | | Choose an item. | Unit will be replaced | | Choose an item. | Unit is not occupiable and evidence is attached | |  |  | |   *This certification will be used by the Division of Energy, Housing and Community Resources (DEHCR) to determine if the UGLG has adequately planned and budgeted for acquisition, relocation, down payment assistance, rehabilitation, and demolition activities related to the proposed CDBG project. Requirements are referenced in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) and Section 104(d) of the Housing and Community Development Act (Barney Frank Amendment).*  **PLEASE NOTE:**  ***If an entry of “Yes” is made to any item above, then please contact the Bureau of Community Development to discuss the applicability of State and Federal Acquisition, Relocation and Demolition requirements to the proposed project. The “Notice of Acquisition/Relocation to DEHCR” form (Attachment 5-L of the CDBG Implementation Handbook) must be submitted to DEHCR upon the grantee determining the specific acquisition and/or relocation needs related to the specific property(ies) selected for the CDBG project.*** |
| **PART 3 – CERTIFICATIONS (CONTINUED)** |
| |  | | --- | | **FAIR HOUSING ACTIONS CERTIFICATION** |   According to 24 CFR 570.487(b), the Unit of General Local Government (UGLG) must take some action to affirmatively further fair housing during the contract period if the UGLG receives a CDBG Grant. ***Indicate (by checking the appropriate boxes) at least THREE (3) of the actions listed below that will be completed if the UGLG is awarded a CDBG Grant.*** **Fair housing actions may include, but are not limited to, the Actions listed below. Add other selections under “Other.”**   |  |  |  |  | | --- | --- | --- | --- | |  | Upon receiving a CDBG Award, the |  | , |   *(UGLG/Unit of General Local Government’s Name)*  commits to completing the Fair Housing Actions checked below in accordance with the Time Table in the Grant Agreement, upon award and award acceptance:   |  |  | | --- | --- | | **Selection(s)** | **Actions** | | *[To check any box below, double-click the check box and select the “Checked” option under the “Default value” field.]* | | |  | 1. Enact, strengthen, or advertise a local fair housing law; | |  | 1. Make area-wide zoning revisions to facilitate the dispersal of multi-family housing outside of minority-concentrated areas; | |  | 1. Initiate or fund any studies examining current housing opportunities for minority persons, persons with disabilities, and families with children and have these studies form the basis of an affirmative action program providing greater housing opportunities for persons in those groups; | |  | 1. Send letters from the chief elected official of the local government to those in the business of selling, renting, or financing housing, encouraging them to adhere fully to the fair housing law; | |  | 1. Have the local governing body or chief elected official publicly endorse the principle of fair housing and of adherence to the fair housing law in the form of a proclamation, resolution, or similar publicized statement of importance; | |  | 1. Improve community facilities and public services in racially integrated neighborhoods to help preserve their mixed character; | |  | 1. Display a fair housing poster or provide fair housing information at an appropriate public place; | |  | 1. Initiate a public education program on fair housing, involving, for example, representatives of fair housing groups, human relations’ bodies, minority organizations, the real estate industry, and government, through the local media. This could include talks on the community's housing opportunities; | |  | 1. Fund a fair housing organization (such as a local housing authority) to conduct studies and/or to aggressively investigate rental and/or realtor practices; | |  | 1. Suggest the use of affirmative marketing and advertising practices by private developers as a condition for obtaining local licenses and permits; and | |  | 1. Enlist the participation of local associations (realtors, real estate brokers, home builders, and mortgage lenders) in approved voluntary programs to promote affirmative fair housing marketing and to review mortgage credit and underwriting criteria that may have an adverse impact on minorities, women, persons with disabilities, and families with children. | |  | 1. OTHER:  |  | | --- | |  | | |  | 1. OTHER:  |  | | --- | |  | |   HUD Fair Housing and Equal Opportunity Resources:  [*https://www.hud.gov/program\_offices/fair\_housing\_equal\_opp/fair\_housing\_resources*](https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_resources) |

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| **PART 4 – CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES** |
| *[To check any box below, double-click the check box and select the “Checked” option under the “Default value” field.]* |
| 1. Will the proposed project have primary benefit to the entire community?  Yes  No 2. Total number of persons who will benefit from the project:\* \_\_\_ 3. Total number of persons benefitting who are LMI   (Enter only if project is qualifying under LMI benefit):\* \_\_\_   1. Which CDBG National Objective does your proposed project meet and which method was used to demonstrate National Objective compliance? (Answer using the checkboxes below.)   Benefit to Low- and Moderate-Income (LMI) Persons  Limited Clientele (LMC) - HUD presumed group(s): \_\_\_  **Provide the justification for Limited Clientele (LMC) on page 12 of this Application form. LMC may not be used in the acquisition, construction, or rehabilitation of housing.**  Low Mod Housing Activities (LMH). Projects and activities that are undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI household. Rental housing units with three or more units must have at least 51 percent occupied by LMI households and affordable rents as published by HUD Fair Market Rents. **For projects falling under the Low Mod Housing Activities National Objective, a letter of commitment from the developer which includes a financial pro forma and Developer Experience Form must be included with this application. Please list the number of years of experience the developer has in the development of affordable housing.**  Area Benefit using HUD Local Government LMI Summary Data (allowed only for projects having community-wide benefit or having primary benefit to multiple entire municipalities)  Area Benefit using HUD Census Block LMI Summary Data (allowed only for projects with a service area that includes only and a majority of one or more census tracts)  Area Benefit using Income Survey Data (applicable only for projects for which an income survey was conducted to determine the LMI percentage of the service area)  Project/Site-Specific Income Survey/Certification Data to be Collected from Beneficiaries in the Future (applicable only for projects for which DEHCR requires income survey/certification forms to be distributed to public facility users or facility beneficiaries during the project performance period and/or after construction completion to verify that at least 51.0% of the beneficiaries of the project are LMI) *[Contact DEHCR before selecting this option. This is not typical for most CDBG Public Facilities projects.]*  Area Benefit using combination of HUD LMI Summary Data and Income Survey Data (applicable only for projects for which the LMI percentage calculation for the total service area was made by using the aggregate totals for the population and number of LMI persons from a combination of HUD LMISD for part of the service area and income survey data for the rest of the service area)    Urgent Local Need (ULN) (see criteria that follow)  ULN CRITERIA: HUD’s regulation found at 24 CFR 570.483 (d) and policy guidance in meeting a National Objective states that to qualify under the Urgent Local Need Objective the project activity must alleviate conditions that meet **all** of the following criteria:   1. Pose a serious and immediate threat to the health or welfare of the community; ***and*** 2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; ***and*** 3. The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.   Please note: Additionally, HUD’s guide to “*Meeting a National Objective*” states planning grants are not allowed under the Urgent Local Need objective and activities designated solely to *prevent* a threat will not qualify.  **Provide the justification for Urgent Local Need (ULN) on the next page (page 12 of this Application form).** |
| ***For Limited Clientele ONLY, briefly explain how the project:***   1. *Exclusively* benefits persons in one or more Limited Clientele groups that are generally presumed by HUD to be principally Low- and Moderate-Income (LMI) persons *(refer to the CDBG-PF Application Instructions for the list of the Limited Clientele groups)*; or 2. Supports an activity that requires information on family size and income so that it is evident that at least 51.0% of the clientele are persons whose family income does not exceed the LMI limit; or 3. Supports an activity of such a nature and in such a location that it may reasonably be concluded that the activity’s clientele will primarily be LMI persons; or 4. Will remove material or architectural barriers to mobility or accessibility of elderly persons or of adults meeting the Bureau of Census’ Current Population Reports definition of “severely disabled” for an *existing* public facility.   *(Limit the narrative to this page with not less than 11-point font.)*  (Insert Text Here.)  ***For Urgent Local Need (ULN) ONLY, briefly explain how the activity will alleviate conditions that:***   1. Pose a serious and immediate threat to the health or welfare of the community; and 2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and 3. The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.   *(Limit the narrative to this page with not less than 11-point font.)*  (Insert Text Here.) |

| **PART 5 – EVALUATION 0-140 POINTS** | |
| --- | --- |
| Refer to the Evaluation portion of the Notice of Funding Availability (NOFA) at <https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-CV.aspx> Respond to the following statements in the areas provided below. *(Limit the total narrative for Questions #1-#4 to 3 pages [using this page and the next two pages that follow] with not less than 11-point font.). Information on pages that exceed the maximum allowed for Questions #1-#4 of the Evaluation section will not be considered in scoring.*  Scores will be awarded based on the. | |
| 1. **Affordable Housing Development: (50 points**) | |
| The extent to which the project meets or exceeds the standards for the affordable housing development criteria. | |
| 1. Number of housing units created: |  |
| 1. Number of affordable housing units (minimum of 51% of the newly created units must be made available to LMI households): |  |
| 1. Number of 3-bedroom units: |  |
| 1. List Energy Efficiency/Sustainability features. You may include a separate attachment listing features. | |
| (Insert Text Here.) | |
| 1. Proximity to supportive services, including but not limited to aging and disability, job service, public assistance benefit location. List type and proximity. | |
| (Insert Text Here.) | |
| 1. Proximity to resources or availability of transportation to these resources: medical facilities, daycare center, grocery stores. List type and proximity. | |
| (Insert Text Here.) | |
| 1. **Scale and Impact: (25 points)** | |
| The extent to which the application activities will directly address unmet need. | |
| 1. Describe the increased frequency with which the problem occurs due to the coronavirus pandemic as compared to the situation prior to coronavirus:   (Insert Text Here.) | |
| 1. Number of persons and/or households affected by the problem compared to before the coronavirus pandemic:   (Insert Text Here.) | |
| 1. Effect(s) of the problem if left untreated:   (Insert Text Here.) | |
| 1. Extent to which this proposed CDBG-CV project will prepare, prevent, or respond to the coronavirus:   (Insert Text Here.) | |
| 1. Scope of Work:   (Insert Text Here.) | |
| 1. Extent to which CDBG-CV funding is needed to complete the project:   (Insert Text Here.) | |
| 1. **Project Readiness: (25 points)** | |
| The extent to which applicants have completed pre-project planning activities and the project(s) are “shovel ready”. Project readiness may include the following: site control, proper zoning, conceptual site plan and elevations. If applicable, the preliminary engineering plan is completed. Higher scoring applications will also document the availability of matching funds (refer to “Matching Funds Supporting Documentation” in Question #5 further below) if the total project costs will exceed the amount of CDBG-CV funds being requested. If appropriate, housing developer commitments without contingency other than CDBG funding, or other funding sources are committed without contingencies. Applicant must show evidence of how the proposed program or project will mobilize and operate in a timely manner. | |
| (Insert Text Here.) | |
| 1. **Capacity to Deliver: (20 points)** | |
| The extent to which the applicant’s and partners demonstrate the ability to deliver eligible services and perform eligible activities, while also complying with CDBG-CV requirements. Each project must be capable of being undertaken (design and construction) immediately to provide eligible outcomes to intended beneficiaries. For housing unit development, developers and staff must have prior experience completing at least one housing development project equal to at least half the size of the project included in the application. Consideration will also be given to applicants’ past performance with CDBG projects including outstanding monitoring findings, ineligible project repayments, and timeliness in completing past projects. | |
| (Insert Text Here.) | |

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| --- | --- | --- | --- | --- | --- |
| **PART 5 – EVALUATION (CONTINUED)** | | | | | |
| 1. **Cost Reasonable Budget: (20 points)** | | | | | |
| The extent to which the proposed budget, supporting documents, and budget narrative reflect cost reasonableness; affirmative efforts to leverage CDBG-CV funds with additional Match Funding to address unmet needs; and research, quotes and/or contracted pricing efforts. Higher scoring applicants will have demonstrated cost reasonableness and CDBG-CV funding being leveraged. | | | | | |
| **Budget Documentation:** | | | |  |  | |
| **Check ALL that apply below and include the applicable documents within the “Financial Attachments & Supporting Documents” section of this application:** | | | | | |
| *[To check any box below, double-click the check box and select the “Checked” option under the “Default value” field.]* | | | | | |
|  | ***CDBG-CV Project Budget & Matching Funds* *Form*** *(Required)* – Check the box to acknowledge this required form is included in the Application Attachments for *Part 5*. All project costs must be recorded on this form and included on the detailed itemization of project costs referenced below. This includes grant administration, engineering, acquisition services, and any other professional services that will be provided by a 3rd party (rather than the UGLG’s own employees), regardless of whether they will be paid with CDBG or matching funds. Omission may deem the application incomplete. Costs for architectural/engineering design and technical services provided by a 3rd party (including preparing plans and specs but excluding any other funding application preparation services) that have already been expended for the project may be counted towards the UGLG’s matching funds amount, contingent upon DEHCR confirming they are eligible costs and they are included as part of the total budget on the *CDBG-CV Project Budget & Matching Funds Form* and the detailed itemization of project cost. | | | | |
|  | **Detailed Itemization of Project Costs** *(Required)* – Check the box to acknowledge this required documentation is included in the Application Attachments for *Part 5*. A detailed itemization of all project costs (e.g., engineer’s estimate or similar itemization of costs) must be attached and should be consistent with the total costs of the project and costs for each activity listed in the *Project Budget & Matching Funds Form*. All project costs must be included on the detailed itemization of project costs. This includes grant administration, engineering, acquisition services, and any other professional services that will be provided by a 3rd party (rather than the UGLG’s own employees), regardless of whether they will be paid with CDBG or matching funds. Omission may deem the application incomplete. | | | | |
|  | **Matching Funds Supporting Documentation** *(Recommended if the CDBG-CV funds will be leveraged with Match Funding due to the total project costs exceeding the CDBG-CV amount being requested, with Match being needed to cover the remaining cost of the project)* – Check the box to acknowledge this documentation is included in the Application Attachments for *Part 5*. The UGLG should include documentation demonstrating how CDBG-CV funds will be leveraged with Match Funding, including documentation from the financial institution(s), other funding agency(ies), and/or other funding source(s) as proof that the funds are secured (on hand in a bank account, or awarded to the UGLG as a loan, interim financing, grant, etc.), with all documentation together demonstrating that the matching funds needed to complete the CDBG project are secured and available for use for the CDBG project. If terms and/or conditions must be met for the loan, grant, etc. to be awarded/approved, then the UGLG should include documentation that demonstrates the UGLG has met the terms and/or conditions. | | | | |
|  | **Authorizing Resolution to Commit Match & Certification of Matching Funds Secured** *(Required if Match is needed to cover the full cost of the project)* – Check the box if *Authorizing Resolution to Commit Match & Certification of Matching Funds Secured* is included in the attachments for *Part 5*. If the total project costs will exceed the amount to be funded with CDBG-CV (if awarded) and the UGLG will be covering the remaining costs with Matching Funds (from the UGLG’s local funds or from other funding source(s)), the UGLG is required to include a *Resolution to Commit Matching Funds & Certification of Matching Funds Secured* to demonstrate the UGLG’s commitment to contribute Matching Funds and confirm the funds have been secured (if they have been secured) for the costs exceeding the CDBG-CV funds available for the project. Also provide all relevant documentation available at the time of application to verify the Matching Funding amount(s), source(s), and status (Applied, Pending, Committed, Secured/Awarded, and/or having Other status), as listed on the *CDBG-CV Project Budget & Matching Funds Form*. | | | | |
| **Budget Narrative:** | | | |  |  | |
| Describe research and efforts made to obtain multiple quotes and/or contract pricing to ensure the costs presented in the CDBG Project Budget and Detailed Itemization of Costs are reasonable. Also describe efforts made to leverage CDBG-CV funds with additional funding, if applicable, to address unmet needs. *(Limit response to no more than ½ page in no less than 11-point font.)* | | | | | | |
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|  |  | | | | |
| **Grant Administration and Professional Services Information:** | | | | | |
| Yes  No | | | Will CDBG funds be used to pay costs (in whole or in part) for any Grant Administration or other professional services associated with this project? | | |
|  | | **Important Notice:**  *If Grant Administration or any other professional services are funded with CDBG, then they must be competitively procured in accordance with state and federal CDBG requirements (unless a quasi-governmental organization, such as a Regional Planning Commission or publicly funded non-profit Economic Development Organization), in addition to meeting the municipality’s local procurement policies.*    *If the professional services are/will be funded solely with match funds, then the services must be secured in accordance with the municipality’s local procurement policies.* | | | |

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| **CDBG CORONAVIRUS APPLICATION** ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST | | | | |
| Topic | Documents | Required for All Apps | Included with this application submission? | |
| **YES** | **NO** |
| *[To check any box below, double-click the check box and select the “Checked” option under the “Default value” field.]* | | | | |
| Citizen Participation | 1. Adopted Citizen Participation Plan (CPP)   *(See Part 3 – Initial Eligibility Certification)* | **🗸** |  |  |
| 1. Citizen Participation Public Hearing Notice *(with proof of publication [if required] and/or clerk’s certification of posting dates and locations [if required]; and proof of adequate advance notice [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)* | **🗸** |  |  |
| 1. Citizen Participation Public Hearing Certification Form | **🗸** |  |  |
| 1. Public Hearing Meeting Minutes | **🗸** |  |  |
| 1. List of Public Hearing Attendees (either listed in the Public Hearing Minutes or on a separate Sign-In Sheet) |  |  |  |
| 1. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Enforcing State & Local Laws Prohibiting Physically Barring Entrances/Exits | **🗸** |  |  |
| Project Area / Service Area | 1. Map(s) of Project Area (nature and location(s) of project activities) | **🗸** |  |  |
| 1. Map(s) of Service Area (location(s) of where primary beneficiaries live) | **🗸** |  |  |
| 1. Map(s) of Utility Service in Project Area & Service Area *(if applicable)* |  |  |  |
| 1. LMI Calculation Worksheet for Multiple Jurisdictions (Form 8 of Income Survey Data Forms document), if HUD LMI Summary Data (LMISD) for multiple census blocks or multiple local governments that make up the entire service area were used to calculate the LMI percentage for the service area; or if a combination of HUD LMISD and income survey data were used to calculate the LMI percentage for the service area *(if applicable)* |  |  |  |
| Income Survey | 1. Income Survey Certification Letter from DEHCR *(if applicable; and if received certification of survey results from DEHCR prior to application)* |  |  |  |
| 1. Income Survey Packet [including Income Survey Data Forms] *(if applicable; and if did not receive certification of survey results from DEHCR prior to application)* |  |  |  |
| Limited Clientele | 1. Letter from Limited Clientele Facility/Program *(if applicable)* |  |  |  |
| 1. Income Limits Used by Limited Clientele Facility/Program *(if applicable)* |  |  |  |
| Developer Documents – For LMH Only | 1. Developer Experience Form(s) |  |  |  |
| 1. Developer Letter(s) of Commitment with Financial Pro Forma included |  |  |  |
| Fair Housing | 1. Fair Housing Ordinance | **🗸** |  |  |
| Acquisition / Relocation | 1. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) | **🗸** |  |  |
| Evaluation | 1. Evaluation Questions #1-4 Narratives Supporting Documentation *(for Part 5 of Application)* |  |  |  |
| 1. CDBG-CV Project Budget Form *(for Question #5 of Part 5 of Application)* | **🗸** |  |  |
| 1. Detailed Itemization of Project Costs *(including applicable supporting documentation, for Part 6 of this application and the CDBG-CV Project Budget Form) (for Question #5 of Part 5 of Application)* | **🗸** |  |  |
| 1. Authorizing Resolution to Commit Matching Funds & Certification of Match Funds Secured *(if applicable)* *(for Question #5 of Part 5 of Application)* |  |  |  |
| 1. Matching Funds Supporting Documentation *(if applicable) (for Questions #3 and #5 of Part 5 of Application)* |  |  |  |
| Other | 1. Authorizing Resolution to Submit CDBG-CV Application | **🗸** |  |  |

Fillable forms and sample documents can be found electronically on the Bureau of Community Development Website at: [*https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx)

**CITIZEN PARTICIPATION**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

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

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

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

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

**PROJECT AREA/SERVICE AREA**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

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

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

**INCOME SURVEY**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

1. Income Survey Approval Certification Letter from DEHCR**– required only for applicants using income survey data to demonstrate LMI Area Benefit** **and the Income Survey Packet was previously submitted and certified by DEHCR prior to application submission**.\*
2. Income Survey Packet (including *Income Survey Packet* and *Income Survey Data Forms* documents) – **required only for applicants using income survey data to demonstrate the LMI Area Benefit and the Income Survey Packet was *not* previously submitted and certified** **by DEHCR prior to application submission**.\*

*\*If qualifying the project using income survey data, then submitting the Income Survey Packet documents to DEHCR and seeking Certification well before the CV Application deadline is highly recommended to verify the project qualifies as meeting the LMI National Objective. If the Packet is submitted with the Application instead submitted earlier for certification, and it has errors or omissions, this may disqualify the UGLG’s entire Application.*

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

**LIMITED CLIENTELE**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

1. Letter from Limited Clientele Facility/Program **– required only for applicants with a project that will meet the LMI National Objective through *exclusively* benefitting an *existing* public facility/program that *exclusively* serves persons in one or more Limited Clientele groups**
2. Income Limits Used by Limited Clientele Facility/Program **–** **required only for applicants with a project that will meet the LMI National Objective through *exclusively* benefitting an *existing* public facility/program that *exclusively* serves persons in one or more Limited Clientele groups *and* those persons are receiving housing or services at the facility/program contingent upon low-income-based qualification**

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

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

**DEVELOPER**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION:**

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

1. Developer Experience Form(s) for the LMH project ***– Required only for projects qualifying under LMH* *with Developer(s)*** (Form is among CDBG Application Attachments provided by DEHCR).

This form is only required for CDBG projects and activities that meet the low-to-moderate income housing (**LMH**) National Objective. This form must be submitted for each development the Developer’s organization has carried out within the last **five** years. The Developer Letter(s) of Commitment, with Financial Pro Forma included, for the LMH project must accompany the Developer Experience Form(s).

1. Developer Letter(s) of Commitment, with Financial Pro Forma included, for the LMH Project – ***Required only for projects qualifying under LMH with Developer(s)***

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

**FAIR HOUSING**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

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

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

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

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

**ACQUISITION / RELOCATION**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

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

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

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

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

**EVALUATION**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

1. Evaluation Questions #1-#4 Narratives Supporting Documentation – Indicate the documents that are attached for the Evaluation topics listed. ***Strongly recommended for all applicants.***

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| Q1 | Affordable Housing Development: |
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| Q2 | Scale & Impact: |
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| Q3 | Project Readiness: |
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| Q4 | Capacity to Deliver: |
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1. Detailed Itemization of Project Costs (including applicable supporting documentation *(for Question #5 in Part 5 of Application)* – **Required for ALL applicants**
2. The *CDBG-CV Project Budget Form*; e.g., engineer’s estimate or similar itemization of costs to verify the costs listed in the Budget) *(for Question #5 in Part 5 of Application)* – **Required for ALL applicants**
3. Authorizing Resolution to Commit Matching Funds & Certification of Match Funds Secured
4. Matching Funds Supporting Documentation – **Recommended if applicant will be contributing Matching Funds to the project** *(for Questions #3 and #5 in Part 5 of Application)* *[If the CDBG-CV funds will be leveraged with Match Funding due to the total project costs exceeding the CDBG-CV amount being requested (with Match being needed to cover the remaining cost of the project), then proof of Matching Funds being secured and committed to the CDBG project is recommended (for scoring implications) in this Application, and will be required prior to execution of a CDBG Grant Agreement if the UGLG is awarded funds, to verify the total project costs are fully funded.]*

Additional notes regarding the Evaluation attachments and/or supporting documentation provided:

**OTHER**

**ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

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

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