#### SEMI-ANNUAL SUMMARY NARRATIVE REPORT (9-A)

**Wisconsin Community Development Block Grant (CDBG) Program**

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| **PART 1: GRANTEE INFORMATION** |

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| --- | --- | --- |
| **A.** | **NAME OF UGLG / GRANTEE:** |   |
| **B.** | **DEHCR GRANT AGREEMENT #:** |   |
| **C.** | **BUSINESS OR SUBRECIPIENT NAME(S):** |   |

|  |  |
| --- | --- |
| **D.** **REPORTING PERIOD:** *(select one)*[ ]  October 1, 20 through March 31, 20 . [ ]  April 1, 20 through September 30, 20 .  |  |

|  |
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| **PART 2: CERTIFICATION OF SEMI-ANNUAL SUMMARY NARRATIVE REPORT**  |
| **A. REPORTING DOCUMENTS DUE THIS REPORTING PERIOD:** |
| ***DOCUMENTS:*** | **Attached:** | **Separate Submission:** | **Pending/ Not Yet Complete:** | **Not Due This Period:** | **Not Applicable****to Project:** |
| 1. Semi-Annual CDBG Project Data Report & Supporting Documents *(due Sept. 25th and March 25th semi-annually)*
 |[ ] [ ] [ ]   |  |
| 1. Section 5.7 Labor Standards Enforcement Report(s) *(due with the CDBG Data Report for any contractor with wage underpayments violations exceeding $1,000)*
 |[ ] [ ] [ ] [ ] [ ]
| 1. Semi-Annual Summary Narrative Supporting Documents as listed in Part 3-A. within this Report
 |[ ] [ ] [ ] [ ]   |
| 1. CDBG Jobs Project Employee Self-Cert. Report & Forms*(due in accordance with Grant Agreement Timetable if applicable)*
 |[ ] [ ] [ ] [ ] [ ]
| 1. Client Income Cert. Report & Forms (non-CV)

*(due in accordance with Grant Agreement Timetable if applicable)* |[ ] [ ] [ ] [ ] [ ]
| 1. CDBG-CV Client Income Cert. Report & Forms

*(due in accordance with Grant Agreement Timetable if applicable)* |[ ] [ ] [ ] [ ] [ ]
| 1. CDBG-CV Microenterprise Cert. Report & Forms *(due in accordance with Grant Agreement Timetable if applicable)*
 |[ ] [ ] [ ] [ ] [ ]
| 1. Single Audit Statement *(due January 15th annually)*
 |[ ] [ ] [ ] [ ]   |
| 1. Single Audit Report Federal Audit Clearinghouse (FAC) Receipt Confirmation Email due to DEHCR*(due Sept. 30th or within 30 days of Audit, whichever is earlier, if UGLG is subject to a Single Audit for a calendar year (CY))*
 |[ ] [ ] [ ] [ ]   |
| 1. Other Report(s) Due This Period *(Specify)*:

  |[ ] [ ] [ ]   |[ ]

| **B. SEMI-ANNUAL SUMMARY NARRATIVE REPORT CERTIFICATION** |
| --- |
| *The Preparer and UGLG Approver as named below hereby certify that, to the best of their knowledge, the information provided in Parts 1-8 in this Semi-Annual Summary Narrative Report is accurate, and this Report has been authorized by the UGLG to be submitted to DEHCR:* |
| PREPARER\* Full Name and Title:  | PREPARER Company/ Organization:  |
| PREPARER Telephone #:  | PREPARER Certification Date:  | PREPARER Email:  |
| [ ]   *Check here if the Preparer is also an Authorized UGLG Approver (must be an official or employee of UGLG).\** *UGLG Approver section below does not need to be completed if the Preparer is an Authorized UGLG Approver*. |
| UGLG APPROVER\* Full Name and Title: | UGLG APPROVAL Date:  |
| UGLG APPROVER Telephone #:  | UGLG APPROVER Email: \*\*   |

*\*\*Note: UGLG Approver must be copied (cc’d) on email submission of this report to DEHCR.*

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| **PART 3: SUMMARY NARRATIVE OBJECTIVES & ACCOMPLISHMENTS** |
| 1. **ATTACHMENTS INCLUDED WITH THIS SEMI-ANNUAL SUMMARY NARRATIVE REPORT:**
 |
| [ ] [ ] [ ]  | *Check the box(es) on the left for each documentation item that is included with this Report:*Fair Housing Actions Documentation *(list document(s) below if included)*2nd Citizen Participation Public Hearing Documentation *(list document(s) below if included)*Other Supporting Documents *(list document(s) below if included)*  |
| [ ]  | *Documents Attached to/with this Report* *– If documents are attached to the same email transmitted with this Report, then check the box on the left and list each document attached to/with this Report below (or delete the numbering below and replace it with an entry of “None” if no documents are attached)*:1)2)3)4)5)  |

|  |
| --- |
| 1. **actions Due Prior to Construction / Planning / Acquisition / Public Services:**
 |
| *(as listed in CDBG Grant Agreement/Contract Timetable for project and/or Handbook)**For each action/item due prior to the start of Construction, Planning, Acquisition, and/or Public Services, depending on the nature of the project and terms of the CDBG Grant Agreement/Contract, enter the status the item/activity and the date(s) of completion and/or submission of documents to DEHCR, as applicable. The status of the item must be reported, indicating whether it is Not Applicable, Not Started, In Progress, or Completed. Select “N/A” only for an item that is not applicable to the project. Otherwise select one of the other options. Enter the completion date(s) and/or Submission Date for documents due to DEHCR.* |

| OBJECTIVES | ACCOMPLISHMENTS / STATUS UPDATE |
| --- | --- |
| **DUE PRIOR TO CONSTRUCTION / ACQUISITION / PLANNING / PUBLIC SERVICES:**  | **Not Applicable** | **Not Started** | **In Progress** | **Completed** | **Completion and/or Submission Date(s) and/or Other Information Regarding Status:** |
| 1. Execute Grant Agreement.
 |  |[ ] [ ] [ ]    |
| 1. Establish record keeping system.
 |  |[ ] [ ] [ ]    |
| 1. Establish financial management system.
 |  |[ ] [ ] [ ]    |
| 1. Procure engineering and/or other professional services, if contracting with third-party firm(s) for the professional services.
 |[ ] [ ] [ ] [ ]    |
| 1. Enter into the grant administration contract, if contracting with a third-party for grant administration. Submit executed contract to DEHCR CDBG Project Representative.
 | [ ]  |[ ] [ ] [ ]    |
| 1. Enter into a Developer’s Agreement with the business(es) *(for ED and PFED projects only).* Submit executed agreement to DEHCR.
 |[ ] [ ] [ ] [ ]    |
| 1. Enter into Subrecipient Agreement(s) with the subrecipient(s) implementing the project *(for projects for which there is one or more subrecipients only).* Submit executed agreement(s) to DEHCR.
 |[ ] [ ] [ ] [ ]    |
| 1. Complete Environmental Report (ER) and obtain official approval from DEHCR Environmental Desk. Submit copy of approval from DEHCR Environmental Desk to DEHCR CDBG Project Representative.
 |  |[ ] [ ] [ ]  Status details provided in Part 6 of this Report. |
| 1. Submit “Notice of Acquisition/Relocation to DEHCR” form, if any acquisition (including easements) and/or relocation will be required for the CDBG project.
 |[ ] [ ] [ ] [ ]    |
| 1. Complete acquisition and relocation requirements for property purchase, easement(s), etc., if applicable to project.
 |[ ] [ ] [ ] [ ]    |
| 1. Obtain federal Davis-Bacon wage rates, if federal labor standards are applicable to project.
 |[ ] [ ] [ ] [ ]    |
| 1. Submit Labor Standards Officer Designee form to DEHCR.
 |[ ] [ ] [ ] [ ]    |
| 1. Complete Record of Wage Decision Selection Form prior to publishing the advertisement for bids, if federal labor standards are applicable to project; and submit to DEHCR CDBG Project Representative for review.
 |[ ] [ ] [ ] [ ]    |
| 1. Prepare and solicit construction and/or demolition related bids.
 |[ ] [ ] [ ] [ ]    |
| 1. Check for wage decision updates prior to bid opening in accordance with the guidance in the CDBG Implementation Handbook (Chapter 3 and Chapter 7) and inform potential bidders of updates, if federal labor standards are applicable to project.
 |[ ] [ ] [ ] [ ]    |
| 1. Submit Advertisement for Bids with Affidavit of Publication to DEHCR.
 |[ ] [ ] [ ] [ ]    |
| 1. Submit detailed Bid Tabulation to DEHCR.
 |[ ] [ ] [ ] [ ]    |
| 1. Submit Notice of Contractor Award to DEHCR.
 |[ ] [ ] [ ] [ ]    |
| 1. Submit Force Account Affidavit to DEHCR.

*(if using Force Account workers (i.e., municipal employees for construction work)* |[ ] [ ] [ ] [ ]    |
| 1. Other (Specify):

  |[ ] [ ] [ ] [ ]    |
| 1. Other (Specify):

  |[ ] [ ] [ ] [ ]    |

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| --- |
| 1. **reporting DOCUMENTS due this reporting period – additional information:**
 |
| *(as listed in CDBG Grant Agreement/Contract Timetable for project and/or Handbook)**This section is to provide additional information for the reports due this Reporting Period (as listed in Part 2 of this Report). For each Reporting item listed, check the appropriate box to indicate if it is not applicable, or provide the date(s) of submission to DEHCR if not attached with this Report, or provide information regarding the status of the Reporting item due (as applicable).* |

| OBJECTIVES | ACCOMPLISHMENTS / STATUS UPDATE |
| --- | --- |

| **SEMI-ANNUAL REPORTING DOCUMENTS:**  | **Submission Date(s) if Not Attached with this Report:** | **Not Applicable:** | **OTHER STATUS INFORMATION:***For Reporting documents due this Reporting Period but have a Pending/Not Yet Complete status, provide details on the status. Add comments regarding other Reporting items, as needed.* |
| --- | --- | --- | --- |
| 1. Semi-Annual CDBG Project Data Report & Supporting Documents
 |   |[ ]    |
| 1. Section 5.7 Labor Standards Enforcement Report(s) *(Provide Contractor Name(s) in “Other Status Information” column)*
 |   |[ ]    |
| 1. Summary Narrative Supporting Documents *(as listed in in Part 3-A within this Report)*
 |   |[ ]    |
| 1. CDBG Jobs Project Employee Self-Cert. Report & Forms
 |   |[ ]    |
| 1. Client Income Cert. Report & Forms (non-CV)
 |   |[ ]    |
| 1. CDBG-CV Client Income Cert. Report & Forms
 |   |[ ]    |
| 1. CDBG-CV Microenterprise Cert. Report & Forms
 |   |[ ]    |
| 1. Other (Specify):

  |   |[ ]    |

| 1. **Single Audit STATEMENT Status:**
 |
| --- |
| *The Single Audit Statement is due for all Grantees/UGLGs on January 15th each year.** *If the Single Audit Statement for the year shown was due during the reporting period, then enter the submission date or explain any pending status.*
* *If the Statement for the year shown is not yet due, then enter “Not Yet Due.”*
* *If the Statement will not be applicable to the project based on the project’s Performance Period dates, then enter “N/A.”*
* *Provide an update on any information that was entered on previous Semi-Annual Summary Narrative Reports if the status has changed.*

*Refer to Chapter 9 of the* [*CDBG Implementation Handbook*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx) *and the UGLG’s Grant Agreement Timetable for the requirements for Single Audit Statements.*  |
| OBJECTIVES | ACCOMPLISHMENTS / STATUS UPDATE |
| 1. Statement CY2023 due January 15, 2024:
 |   |
| 1. Statement CY2024 due January 15, 2025:
 |   |
| 1. Statement CY2025 due January 15, 2026:
 |   |
| 1. Statement CY2026 due January 15, 2027:
 |   |
| 1. Statement CY2027 due January 15, 2028:
 |   |

| 1. **Single Audit Report Status:**
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| --- |
| *A Single Audit Report is due annually only for Grantees/UGLGs that expend $750,000 or more in federal funds in a calendar year (CY), and the Report is to be submitted to the Federal Audit Clearinghouse (FAC) within 30 days of completing the Single Audit or September 30th following the applicable CY, whichever is earlier. Only the FAC receipt confirmation email is to be submitted to DEHCR.** *If the UGLG is subject to a Single Audit for the CY shown and the Report was due within the reporting period, then enter the date of the Report submission to the FAC and date of the FAC receipt confirmation email copy submission to DEHCR; or enter the progress/status of the Single Audit Report.*
* *If the UGLG is subject to a Single Audit for the CY shown but it is not yet due, then enter “Not Yet Due.”*
* *If the UGLG is not subject to a Single Audit for the calendar year (CY) shown, then enter “N/A.”*
* *If it is not yet known whether the UGLG will be subject to a Single Audit for the CY shown, then enter “TBD” (for ‘To Be Determined.’)*

*Refer to Chapter 9 of the* [*CDBG Implementation Handbook*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx) *and the UGLG’s Grant Agreement Timetable for the requirements for Single Audit reporting.*  |
| OBJECTIVES | ACCOMPLISHMENTS / STATUS UPDATE |
| 1. Single Audit Report CY2022 *(due no later than 9/30/23\*)*:
 |   |
| 1. Single Audit Report CY2023 *(due no later than 9/30/24\*)*:
 |   |
| 1. Single Audit Report CY2024 *(due no later than 9/30/25\*)*:
 |   |
| 1. Single Audit Report CY2025 *(due no later than 9/30/26\*)*:
 |   |
| 1. Single Audit Report CY2026 *(due no later than 9/30/27\*)*:
 |   |
| 1. Single Audit Report CY2027 *(due no later than 9/30/28\*)*:
 |   |

| **PART 4: UPDATE ON CONSTRUCTION PROGRESS** |
| --- |
| *Check the appropriate box below to indicate whether the project has construction in the Scope of Work. If construction is in the scope, then click the entry field to select the dates for the Start Date Deadline and Completion Date Deadline and provide an update on construction progress and describe any problems or delays, if applicable.* |
| CHECK ONE:[ ]  This Project **does** have construction activities in the Scope of Work and the progress update is provided below.[ ]  This project **does not** have any construction activities in the Scope of Work.CONSTRUCTION START DATE DEADLINE (AS LISTED IN GRANT AGREEMENT TIMETABLE):CONSTRUCITON COMPLETION DATE DEADLINE (AS LISTED IN GRANT AGREEMENT TIMETABLE):CONSTRUCTION PROGRESS:  |

| **PART 5: UPDATE ON PREVIOUS REPORTING PERIOD(S)** |
| --- |
| DELAYED OBJECTIVE(S) | ACCOMPLISHMENTS / STATUS UPDATE |
| *List items due in previous Reporting Period(s) for which Accomplishments were not reported or were reported as having a Pending/ Incomplete status in previous Summary Narrative(s) and for which an update has not already been provided in Parts 2-4 of this Report, if applicable.* *Enter “None” if there are no updates required.*  | *Report Accomplishments/Updates for any item due in previous Reporting Period(s) for which an update on their previous Incomplete/Pending status has not already been provided in Parts 2-4 of this Report, if applicable.* *Enter “None” if there are no updates required.*  |

| **PART 6: ENVIRONMENTAL REPORT STATUS** |
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| *Provide an update on progress made toward completing the Environmental Report requirements of the CDBG project.* |
| OBJECTIVES | ACCOMPLISHMENTS / STATUS UPDATE |
| Complete Environmental Review (ER) and receive Environmental Certification from DEHCR Environmental Desk prior to: *(Check all activities listed below that apply to the CDBG Project – Click on the checkbox to check/uncheck an item):*[ ]  Acquisition[ ]  Construction[ ]  Demolition[ ]  Environmental Remediation[ ]  Economic Development Activities[ ]  Planning Activities[ ]  Public Services Activities[ ]  Other *(Specify)*:  | Environmental Review Status:[ ]  In Progress[ ]  Submitted to DEHCR and Under Review[ ]  Completed and Certification (or Concurrence) Letter has been Issued by DEHCRIf Submitted to DEHCR, enter Date(s) of Submission: If Certified by DEHCR, enter Date of Certification from DEHCR: Describe any issues or delays and the plan for resolution if not yet resolved, as applicable:  |

| **PART 7: FAIR HOUSING ACTIONS COMPLETED** |
| --- |
| *Provide an update on progress made toward completing the Fair Housing Actions requirement of the CDBG project.****REMINDER:*** *The UGLG’s Fair Housing Actions (FHAs)* ***must be completed by the due date listed in the*** *Grant Agreement Timetable (Attachment A). Failure to meet this deadline will result in the denial of CDBG payment requests until the FHAs are completed. The Fair Housing Actions required to be taken are in the UGLG’s Grant Agreement – Attachment F.* *[If FHAs were already reported in a previous Semi-Annual Summary Narrative Report, then copy the information from the previous reporting into this Report.]**Refer to Chapter 6 of the* [*CDBG Implementation Handbook*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx) *for guidance on the Fair Housing Actions documentation.* |
| OBJECTIVES | ACCOMPLISHMENTS / STATUS UPDATE |
| Fair Housing Actions (FHA) Completion Due Date:  |  **[Enter FHA Completion Due Date]**  |
| Fair Housing Actions (FHA) Documents Submission Due Date:  |  **[Enter FHA Documents Due Date]**  |
| Fair Housing Action #1:Enter Action Required  | Date(s) Action was Completed: Describe Action Taken: Document(s) and Date(s) of Submission to DEHCR:  |
| Fair Housing Action #2:Enter Action Required  | Date(s) Action was Completed: Describe Action Taken: Document(s) and Date(s) of Submission to DEHCR:  |
| Fair Housing Action #3:Enter Action Required  | Date(s) Action was Completed: Describe Action Taken: Document(s) and Date(s) of Submission to DEHCR:  |
| Additional Fair Housing Action(s) (if applicable):Enter Additional Action(s) Required (if applicable)  | Date(s) Action was Completed: Describe Action Taken: Document(s) and Date(s) of Submission to DEHCR:  |
| Describe Issues and/or Delays in completing the Fair Housing Actions and Resolution, or Plan for Resolution if not yet Resolved, if applicable: | ISSUES/DELAYS:  |

| **PART 8: 2ND CITIZEN PARTICIPATION PUBLIC HEARING STATUS** |
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| *Provide an update on progress made toward completing the 2nd Citizen Participation Public Hearing requirement of the CDBG project.****REMINDER:*** *The UGLG’s 2nd Citizen Participation Public Hearing* ***must be held after construction has started on the project and the hearing and documents submission to DEHCR must be completed by the due dates listed in the Grant Agreement Timetable*** *(Attachment A). Failure to meet this deadline will result in the denial of CDBG payment requests until the hearing is completed.**[If 2nd Public Hearing information was already reported in a previous Semi-Annual Summary Narrative Report, then copy the information from the previous reporting into this Report.]**Refer to Chapter 6 of the* [*CDBG Implementation Handbook*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx) *for guidance on the 2nd Public Hearing.* |
| OBJECTIVES | ACCOMPLISHMENTS / STATUS UPDATE |
| 2nd Public Hearing Completion Due Date: |  **[Enter Hearing Completion Due Date]** |
| 2nd Public Hearing Documents Submission Due Date: |  **[Enter Hearing Documents Due Date]** |
| 2nd Public Hearing Notice Date(s): |   |
| Method(s) of Giving/Advertising Hearing Notice(s): |   |
| 2nd Public Hearing Date:  |  [Select Date of 2nd Hearing]  |
| 2nd Public Hearing Documents Attached to this Report (or enter Date(s) they were submitted to DEHCR, if previously submitted): *[Refer to UGLG’s Citizen Participation Plan and Chapter 6 of the CDBG Implementation Handbook for guidance on notices required.]* | *Hearing Documents Attached:*[ ]  No documents attached at this time.[ ]  Copy(ies) of Notice(s) of Hearing[ ]  Publisher’s Affidavit of Publication of Notice[ ]  Clerk’s Certification of Posting *(if required)*[ ]  Hearing Minutes[ ]  2nd Public Hearing Certification Form *(Attachment 6-F of the CDBG Implementation Handbook)*[ ]  Hearing Sign-In/Attendance List *(if not in Minutes)*[ ]  Other (Specify): ***OR****Dates of Hearing Documents Submission(s):* |
| Describe Issues and/or Delays in completing the 2nd Public Hearing and the Plan for Resolution if not yet Resolved, if applicable: |   |

#### SEMI-ANNUAL SUMMARY NARRATIVE REPORT(INSTRUCTIONS) (9-B)

*FOR ADDITIONAL GUIDANCE, REFER TO*

*CHAPTER 6: EQUAL OPPORTUNITY, FAIR HOUSING, AND SECTION 3 AND CHAPTER 9: REPORTING*

*IN THE* [*CDBG IMPLEMENTATION HANDBOOK*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx)*.*

1. **PART 1: GRANTEE INFORMATION**
	1. NAME OF GRANTEE / UGLG:

Enter the name of the GRANTEE/UGLG (unit of general local government), e.g., Village of Yourtown.

* 1. DECHR GRANT AGREEMENT/CONTRACT #:

Enter the CDBG Grant Agreement/Contract number assigned by DEHCR, e.g., CDBG-PF 23-99.

* 1. BUSINESS OR SUBRECIPIENT(S) NAME:

Enter the Business or Subrecipient Name, if applicable, or enter “N/A.” – A Business is applicable for a PFED, ED or other LMI Job Creation or Job Retention project. Certain types of CV projects also may have a Business subrecipient. Certain other CDBG projects may have one or more Subrecipients, when the UGLG applies for and receives a CDBG award on behalf of one or more other local government(s) or non-profit organization(s).

* 1. REPORTING PERIOD:

The reporting period refers to the current semi-annual reporting period for which the Summary Narrative (and supporting documents) are being submitted, which is either April 1st – September 30th or October 1st – March 31st because these are the semi-annual reporting period dates set by the U.S. Housing and Urban Development (HUD). Enter the last two digits of the reporting period year dates in the fields provided. If the reporting is for a shorter or longer period than the Reporting Period shown, such as when completing the first Summary Narrative for the project when activities from the Award Date through the end of the reporting period are reported, select one of the two reporting periods shown that reflects the applicable reporting period end date.

1. **PART 2: CERTIFICATION OF SEMI-ANNUAL SUMMARY NARRATIVE REPORT**
	1. REPORTING DOCUMENTS DUE THIS REPORTING PERIOD:

For each of the reports listed in #1-#9, and any other report(s) due during the reporting period that are listed in #10 if applicable to the project (must be added by UGLG – if no additional reports, then enter “None”), check the appropriate box to indicate the status or non-applicability of the document, selecting one of the options shown:

* Attached – if the reporting document(s) is/are attached to the same email used for the transmission of the Semi-Annual Summary Narrative Report document;
* Separate Submission – if reporting document(s) has/have been submitted separately with a different email or on the same or a different date;
* Pending/Not Yet Complete – if reporting document(s) is/are due this reporting period but remain(s) pending and not yet complete, so will be submitted in the future;
* Not Due This Period – if the reporting document(s) is/are applicable to the project but not due for the current reporting period; or
* Not Applicable to Project – if the reporting document(s) is/are not required for/not applicable to the project.
	1. SEMI-ANNUAL SUMMARY NARRATIVE REPORT CERTIFICATION:

Enter the PREPARER information and UGLG APPROVER information (if the Preparer is different than the authorized UGLG Approver). The UGLG Approver must be the Chief Elected Official (CEO) or an employee or official from the local government authorized/designated by the CEO on the Signature Certification Form (submitted with the pre-agreement documents for the project) or authorized/designated by the UGLG’s governing body to approve CDBG project documents.

The Semi-Annual Summary Narrative Report must be approved/certified by the UGLG/Grantee. If the Preparer is not an authorized UGLG Approver, then the UGLG Approver information must be entered. By entering the name, title, and contract information of the Preparer and UGLG Approver in Part 2-B. of this Report, the Preparer of the Report is certifying that the information provided in Parts 1-8 are accurate; and the person identified as the UGLG Approver is an employee or official from the UGLG, is authorized by the UGLG to review and approve the Report, certifies that the information provided in Parts 1-8 of the Report are accurate, and authorizes the Preparer to submit the Report to DEHCR on the UGLG’s behalf.

If the person submitting the Report document(s) is not the authorized UGLG Approver, then the submitter must copy (‘cc’) the UGLG Approver when emailing the document(s) to DEHCR.

**PAGE 2 HEADER:**

Click on the header on the page and enter the UGLG name and Grant Agreement number in the spaces provided.

1. **PART 3: SUMMARY NARRATIVE OBJECTIVES & ACCOMPLISHMENTS**
2. ATTACHMENTS INCLUDED WITH THIS SEMI-ANNUAL SUMMARY NARRATIVE REPORT:

Check the appropriate boxes to indicate if any Fair Housing, 2nd Citizen Participation Public Hearing, and/or Other Supporting Documents are included/being submitted with this Semi-Annual Summary Narrative.

If documents are included/being submitted with the Summary Narrative Report, then check the appropriate box and list the specific documents included in the space provided.

1. ACTIONS DUE PRIOR TO CONSTRUCTION/PLANNING/ACQUISITION/PUBLIC SERVICES:

In the ACCOMPLISHMENTS / STATUS UPDATE column, for each item listed in the OBJECTIVES column enter the action(s) taken and date(s) of completion and/or date(s) of related document(s) submission to DEHCR, as applicable. Enter “N/A” only for items not applicable to the CDBG project. Add any items in #20-#21 in the OBJECTIVES column due prior to construction/ planning/ acquisition/ public services delivery (as listed in the UGLG’s CDBG Grant Agreement/Contract Timetable) but not already listed in in Part 3-B. Report their status in the ACCOMPLISHMENTS / STATUS UPDATE column. Copy and update status information reported on previous Summary Narrative Reports.

1. REPORTING DOCUMENTS DUE THIS REPORTING PERIOD – ADDITIONAL INFORMATION:

The semi-annual reporting documents listed in Part 2-A. of the Summary Narrative Report are listed in the OBJECTIVES column. If the reporting document(s) was/were submitted on a different date than the Summary Narrative Report, then enter the submission date(s) in the space provided. If the reporting document(s) is/are not applicable to the CDBG project, then check the “Not Applicable” box provided. In the ACCOMPLISHMENTS / STATUS UPDATE (Other Status Information) column, enter information regarding the status of any reports due for the reporting period that have a Pending/Not Yet Complete status (as reported in Part 2-A.); and add comments regarding other reporting items as needed/applicable. Add reporting documents in #8 in the OBJECTIVES column that are due for the reporting period (as listed in the UGLG’s CDBG Grant Agreement/Contract Timetable) but not already listed in Part 3-C in the OBJECTIVES column. Report their submission date(s) to DEHCR or their status if not yet submitted, as applicable, in the ACCOMPLISHMENTS / STATUS UPDATE column.

1. SINGLE AUDIT STATEMENTS:

A Single Audit Statement is due annually for all UGLGs/CDBG projects, due January 15th each year during the project performance period and the year following the UGLG’s final expenditure of all CDBG funds for the project. In the ACCOMPLISHMENTS / STATUS UPDATE column, enter the Single Audit Statement submission date for the calendar year (CY) shown, if it has been submitted to DEHCR; or enter “Not Yet Due” if it is not yet due for the CY shown; or enter “N/A” if the Statement for the CY shown will not be applicable to the project based on the project Performance Period dates listed in the UGLG’s CDBG Grant Agreement/Contract.

1. SINGLE AUDIT REPORTS:

Enter the Single Audit Report documents submission date(s) only if due during the reporting period. If the UGLG is subject to a Single Audit for the calendar year (CY) shown but it is not yet due, then enter “Not Yet Due.” If the UGLG is not subject to a Single Audit for calendar year (CY) shown, enter “N/A.” Otherwise, enter the date of the Report submission to the FAC and date of the FAC email confirmation copy submission to DEHCR; or enter the progress/status of the Single Audit Report. Refer to Chapter 9 of the [*CDBG Implementation Handbook*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx) and the UGLG’s *Grant Agreement Timetable* for the requirements for Single Audit reporting. It is only due if the UGLG was subject to a Single Audit for the previous calendar year (as reported by the UGLG on the annual Single Audit Statement); and reporting of the status on this form is only due if the Single Audit Report due date was during the reporting period. The Single Audit Report is to be submitted to the Federal Audit Clearinghouse (FAC) by the UGLG (and a copy of the FAC email confirmation of receipt of the Single Audit Report is to be by the UGLG to the assigned DEHCR Project Representative). The due date is September 30th in the year following the calendar year that was subject to a Single Audit, or within 30 Days of Single Audit being completed, whichever date is ***earlier***.)

1. **PART 4: UPDATE ON CONSTRUCTION PROGRESS**

Check the appropriate box provided to indicate whether the project has construction in the Scope of Work. If construction is in the scope, then click the entry field to select the dates for the Construction Start Date Deadline and Construction Completion Date Deadline, provide an update on construction progress, and describe any problems or delays, if applicable.

UGLGs that do not start construction or complete construction by the deadline dates are in non-compliance with the CDBG Grant Agreement. CDBG payments will not be issued when the UGLG is in a non-compliance status. In addition, continued delay in the construction start may result in the CDBG award being rescinded. Any construction costs incurred after the construction completion deadline date are ineligible costs (for CDBG and Match) and non-completion of construction activities may result in the entire project being deemed ineligible and the CDBG award being rescinded. Contact the assigned DEHCR Project Representative *immediately* regarding any delays pertaining to the construction timeline.

1. **PART 5: UPDATE ON PREVIOUS REPORTING PERIOD(S)**

In the DELAYED OBJECTIVE(S) column, list **only** those activities that were to be accomplished in a previous report, but had **not** been reported as completed, or had a status of being incomplete or pending in previous reporting, *and* that were not already updated in Parts 2-4 of the current Summary Narrative Report. In the ACCOMPLISHMENTS / STATUS UPDATE column, describe the progress made in detail for each delayed objective, any issues encountered, and their resolution. **If all activities scheduled for previous reporting periods have been completed and reported, enter “None” in both columns of this entry field.**

1. **PART 6: ENVIRONMENTAL REPORT STATUS**

Provide an update on progress made toward completing the Environmental Report (ER) requirements of the CDBG project. The OBJECTIVES column has the main objective already entered. Check the boxes for the Activities applicable to the project, for which the ER must be completed, submitted to DEHCR, and certified by DEHCR prior to the UGLG/Grantee proceeding with the activity. In the ACCOMPLISHMENTS/ STATUS UPDATE column, check the applicable box to indicate whether the Environmental Review is in progress, submitted to DEHCR and under review (not yet certified by DEHCR), or completed and certified by DEHCR (with the Certification or Concurrence letter issued by the DOA Environmental Desk to the UGLG). Enter the DEHCR certification/concurrence letter date, if applicable. Also enter any issues or delays encountered and the plan for resolution if not yet resolved, as applicable, or enter “None” if there are/were no issues. Copy and update information reported to DEHCR in previous Summary Narrative Reports.

Submit the Environmental Certification letter with the Report if it has been issued by the DOA DEHCR Environmental Desk and not previously submitted. **Do not** submit any other ER contents/documents with the Semi-Annual Summary Narrative Report(s). The Environmental Report is to be submitted to the *DOA Environmental Desk*, as specified in Chapter 4 of the [*CDBG Implementation Handbook*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx).

1. **PART 7: FAIR HOUSING ACTIONS COMPLETED**

Provide an update on progress made toward completing the Fair Housing Actions requirement of the CDBG project. In the OBJECTIVES column, enter the Fair Housing Actions that are required for the project (as listed in the *Grant Agreement* (in *Attachment F*). In the ACCOMPLISHMENTS / STATUS UPDATE column, add the due date for the completion of the Fair Housing Actions and due date for the submission of the associated Fair Housing Actions documents to DEHCR, as listed in the *Grant Agreement Timetable (*in *Attachment A)*. Describe the progress made for each Action, listing the specific actions taken/activities completed, dates taken/completed, and the documents generated/completed. Describe any issues or delays and the plan for resolution if not yet resolved, if applicable. Copy and update information reported to DEHCR in previous *Summary Narrative Reports***.**

List documents that are being submitted with the current *Summary Narrative Report* (or enter “See Part 3-A.” to indicate they are listed in Part 3-A.), if applicable, or enter the date(s) of submission to DEHCR, if previously submitted. Submit supporting documentation with the current *Summary Narrative Report* if the Actions are completed and the documents have not been previously submitted to DEHCR. **If the Actions are not yet due and no action has been taken, enter “No Action Taken – Not Yet Due” in the first FHA “Date(s) Action Was Completed” entry field in the ACCOMPLISHMENTS / STATUS UPDATE column.** If no additional Actions were due/required and there were no issues/delays, then enter “None” for those entry fields.

*The UGLG will be in non-compliance with the CDBG Grant Agreement if the FHA activities are not completed in accordance with the Timetable. The UGLG will be ineligible for CDBG payments while in a non-compliance status. The FHAs must also be completed prior to the final CDBG payment being issued, so if the UGLG is finishing the project early, then they may need to complete the FHAs earlier than listed in the Timetable to be eligible for the final CDBG payment.*

1. **PART 8: 2ND CITIZEN PARTICIPATION PUBLIC HEARING STATUS**

Provide an update on progress made toward completing the Second (2nd) Citizen Participation Public Hearing requirement of the CDBG project. In the ACCOMPLISHMENTS / STATUS UPDATE column, enter the due date for the 2nd Public Hearing and the due date for the 2nd Public Hearing documents submission to DEHCR, as listed in the *Grant Agreement Timetable* (in *Attachment A*). Describe the progress made toward completing the Public Hearing requirement, including Hearing Notice date(s), method(s) of giving/advertising the Notice, Hearing date, and check the appropriate boxes provided to indicate the associated documents being submitted with the current *Summary Narrative Report*, if applicable. If no 2nd Public Hearing documents are attached and documents were previously submitted to DEHCR, then enter the date(s) of previous submission(s). Describe any issues or delays and plan for resolution if not yet resolved, if applicable. Copy and update information reported to DEHCR in previous *Summary Narrative Reports***.**

Submit supporting documentation with this Report if not previously submitted to DEHCR. **If the 2nd Public Hearing is not yet due and no action has been taken, check the box for, “No documents attached at this time,” and enter “No Action Taken – Not Yet Due” in the “Dates of Hearing Documents Submission(s)” field.**

*The UGLG will be in non-compliance with the CDBG Grant Agreement if the 2nd Public Hearing activities are not completed in accordance with the Timetable. If the construction start date is delayed, which results in the 2nd Public Hearing needing to be delayed (given the 2nd Public Hearing must be held after construction has started on the project), then the UGLG must contact the assigned DEHCR Project Representative to request a change in the 2nd Public Hearing deadline date. The UGLG will be ineligible for CDBG payments while in a non-compliance status. The 2nd Public Hearing must also be completed prior to the final CDBG payment being issued, so if the UGLG is finishing the project early, then they may need to complete the 2nd Public Hearing earlier than listed in the Timetable to be eligible for the final CDBG payment.*