

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

Wisconsin Community Development Block Grant (CDBG) Program

FOR ADDITIONAL GUIDANCE, REFER TO
CHAPTER 6: EQUAL OPPORTUNITY, FAIR HOUSING, AND SECTION 3 AND CHAPTER 9: REPORTING
IN THE [CDBG IMPLEMENTATION HANDBOOK](#).

1. PART 1: GRANTEE INFORMATION

A. NAME OF GRANTEE / UGLG:

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

B. DECHR GRANT AGREEMENT/CONTRACT #:

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

C. 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).

D. 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.

2. PART 2: CERTIFICATION OF SEMI-ANNUAL SUMMARY NARRATIVE REPORT

A. 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.

B. 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

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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.

3. PART 3: SUMMARY NARRATIVE OBJECTIVES & ACCOMPLISHMENTS

- A. 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.

- B. 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.
- C. 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.
- D. 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

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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.

E. 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](#) 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**.)

4. 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.

5. 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.**

6. 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.

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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](#).

7. 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.

8. 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.