#### PROJECT COMPLETION REPORT & CERTIFICATION (10-A)

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

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| **PART 1: GRANTEE INFORMATION** | | |
| **A.** | **NAME OF UGLG / GRANTEE:** |  |
| **B.** | **DEHCR GRANT AGREEMENT #:** |  |
| **C.** | **BUSINESS OR SUBRECIPIENT NAME(S):** |  |

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

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| **PART 2: CERTIFICATION OF PROJECT COMPLETION REPORT** | | | | |
| **A. DOCUMENTS SUBMISSION:** | | | | |
| ***DOCUMENTS:*** | ***ATTACHED:*** | ***N/A:*** | ***SEPARATE SUBMISSION:*** | ***DATE(S) OF SEPARATE SUBMISSION:*** |
| Project Completion Report |  |  |  |  |
| Final Summary Narrative Supporting Documents *(as listed in in the Final Summary Narrative (Part 3-A.) within this Report)* |  |  |  |  |
| Final Semi-Annual CDBG Project Data Report & Supporting Documents |  |  |  |  |
| Final Labor Standards Compliance Report(s) |  |  |  |  |
| Section 5.7 Labor Standards Enforcement Report(s) |  |  |  |  |
| Accessibility Self-Evaluation Checklist or DSPS Approval Letter |  |  |  |  |
| Lobbying Cert. Form(s) *(For ALL Contractors and Subrecipient(s))* |  |  |  |  |
| Final CDBG Jobs Project Employee Self-Cert. Report & Forms |  |  |  |  |
| Final Client Income Cert. Report & Forms (non-CV) |  |  |  |  |
| Final CDBG-CV Client Income Cert. Report & Forms |  |  |  |  |
| Final CDBG-CV Microenterprise Cert. Report & Forms |  |  |  |  |
| Single Audit Statement *(most recent year-end)* |  |  |  |  |
| Final CDBG Payment Request & Supporting Documents |  |  |  |  |
| Cash Control Register for Final Payment Request |  |  |  |  |
| CDBG Disbursements Journal for Final Payment Request |  |  |  |  |
| Matching Funds Journal for Final Payment Request |  |  |  |  |

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| **B. PROJECT COMPLETION REPORT CERTIFICATION BY UGLG / GRANTEE:** | | | | |
| Preparer Full Name and Title | | Preparer Company/Organization | | Preparer Email Address: |
| *As the Chief Elected Official (CEO) of the Unit of General Local Government (UGLG) / Grantee, I approve the submission of this Project Completion Report to DEHCR and certify that, to the best of my knowledge, the activities undertaken for the project have been carried out and completed in accordance with the Grant Agreement, and the information provided in Parts 1-8 of this Project Completion Report is accurate:* | | | | |
| Date Certified/Signed | Typed/Printed Name and Title of Chief Elected Official (CEO)  CEO Name:  CEO Title: | | Signature of UGLG CEO | |

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| **C. PROJECT COMPLETION REPORT CERTIFICATION BY DEHCR:** | | |
| Date Certified/Signed | Name and Title of Authorized DEHCR Representative      Division of Energy, Housing and Community Resources | Signature of Authorized DEHCR Representative |

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| **PART 3. FINAL SUMMARY NARRATIVE** | |
| 1. **ATTACHMENTS INCLUDED WITH THIS PROJECT COMPLETION REPORT:** | |
|  | *Check the box(es) on the left for each documentation item that is included with this Report:*  Fair Housing Actions Progress Update and/or Documentation *(list document(s) below if included)*  2nd Citizen Participation Public Hearing Progress Update and/or Documentation *(list document(s) below if included)*  Other Supporting Documents ***excluding*** those already listed on page 1 of this *Report (list 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) |

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| 1. **reporting DOCUMENTS due FOR FINAL 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 for the Final 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).* |

| **PROJECT COMPLETION FINAL REPORTING DOCUMENTS:** | **Submission Date(s) if Not Attached with this Report:** | **Not Applicable:** | **OTHER STATUS INFORMATION:**  *For Reporting documents due with the Project Completion Report, provide additional information, if applicable.* |
| --- | --- | --- | --- |
| OBJECTIVES | ACCOMPLISHMENTS | | |
| 1. Final 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. Final Labor Standard Compliance Report(s) *(Provide Contractor Name(s) in “Other Status Information” column)* |  |  |  |
| 1. Final Summary Narrative Supporting Documents *(as listed in in Part 3-A within this Report)* |  |  |  |
| 1. Accessibility Self-Evaluation Checklist or DSPS Approval Letter |  |  |  |
| 1. Lobbying Certifications *(Provide # attached in “Other Status Information” column)* |  |  |  |
| 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 is not applicable to the project based on the Project Completion Report submission date, 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 |
| 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:** | |
| --- | --- |
| *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 or it is not applicable to the project based on the Project Completion Report submission date, 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 |
| 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: CONSTRUCTION COMPLETION CERTIFICATION** |
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| *Check the appropriate box in this section 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 the Construction Completion Date. Add comments as 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): |
| CONSTRUCITON COMPLETION DATE: |
| ADDITIONAL COMMENTS (IF APPLICABLE): |

| **PART 5: UPDATE ON PREVIOUS REPORTING PERIOD(S)** | |
| --- | --- |
| DELAYED OBJECTIVE(S) | ACCOMPLISHMENTS |
| *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 COMPLETION CERTIFICATION** | |
| --- | --- |
| *Enter the Environmental Report completion information (as reported during the project performance period).* | |
| OBJECTIVES | ACCOMPLISHMENTS |
| 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 Completion:  Date(s) of Submission(s) to DEHCR:    Date of Certification from DEHCR: |

| **PART 7: FAIR HOUSING ACTIONS COMPLETION CERTIFICATION** | |
| --- | --- |
| *Provide information on the completion of the Fair Housing Actions required for 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.*  *The FHA requirements must also be met for the UGLG to be eligible for the final CDBG payment.*  *[If FHAs were already reported in a previous 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 |
| 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, if applicable: | ISSUES/DELAYS & RESOLUTION: |

| **PART 8: 2ND CITIZEN PARTICIPATION PUBLIC HEARING COMPLETION CERTIFICATION** | |
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| *Provide information on the completion of the 2nd Citizen Participation Public Hearing required for the 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. The 2nd Public Hearing requirements must also be met for the UGLG to be eligible for the final CDBG payment.*  *[If 2nd Public Hearing information was already reported in a previous 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 |
| 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.  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):    *Dates of Hearing Documents Submission(s) (if submitted previously):* |
| Describe Issues and/or Delays in completing the 2nd Public Hearing and the Resolution, if applicable: | ISSUES AND/OR DELAYS AND RESOLUTION: |

#### PROJECT COMPLETION REPORT (INSTRUCTIONS)

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 Final 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 time than the Reporting Period shown, such as when submitting the Final Summary Narrative for the project in the middle of a reporting period, select one of the two reporting periods shown that reflects the applicable reporting period end date.

1. **PART 2: CERTIFICATION OF PROJECT COMPLETION REPORT**
2. DOCUMENTS SUBMISSION:

Check the boxes in the appropriate columns to indicate which documents are attached with the Project Completion Report, submitted separately or not applicable. Enter the submission date if the document listed was or is being submitted separately. Refer to the UGLG’s CDBG Grant Agreement/Contract and guidance in the [*CDBG Implementation Handbook*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx) (Chapter 6, 7, 8, and 9) as needed to determine which reports are not applicable.

1. PROJECT COMPLETION CERTIFICATION BY UGLG / GRANTEE:

Enter the Preparer and Chief Elected Official (CEO) information and date of CEO approval/certification. The Certification must be signed by the CEO either through handwritten signature or using a formal electronic signature software such as DocuSign, the Adobe signature tool, or similar.

1. PROJECT COMPLETION CERTIFICATION BY DEHCR:

DEHCR will complete this section upon receiving and approving the *Project Completion Report* (Attachment 10-A) and supporting documents; and the *Final Financial Certification of Completion* (Attachment 10-B) and supporting documents that are due within 60 days of the UGLG receiving the final CDBG payment. This signed certification from DEHCR will be emailed to the UGLG with the Project Completion letter.

**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: FINAL SUMMARY NARRATIVE**
2. ATTACHMENTS INCLUDED WITH THIS PROJECT COMPLETION REPORT:

Check the appropriate boxes and list the Attachments that are being submitted as supporting documentation for the *Project Completion Report.* Fair Housing and 2nd Citizen Participation Public Hearing documents previously submitted *do not* need to be resubmitted.

1. REPORTING DOCUMENTS DUE FOR FINAL REPORTING PERIOD – ADDITIONAL INFORMATION:

The reporting documents listed in Part 2-A. of the Project Completion Report are listed in the PROJECT COMPLETION FINAL REPORTING DOCUMENTS – OBJECTIVES column. If the reporting document(s) was/were submitted on a different date than the Project Completion 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 OTHER STATUS INFORMATION – ACCOMPLISHMENTS column, add comments regarding the reporting items as needed/applicable (e.g., listing contractor(s) for the Section 5.7 Enforcement Report and Final Labor Standards Compliance Report; indicating whether an Accessibility Self-Evaluation Checklist or a DSPS Approval Letter is attached; providing the number of Lobbying Certifications attached; etc.) Add reporting documents in #11 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, as applicable, in the ACCOMPLISHMENTS column.

1. SINGLE AUDIT STATEMENT:

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 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 Completion Report submission date and when all CDBG funds will be expended. The final year in which CDBG funds are expended for the project is the final CY for which a Single Audit Statement will be due.

1. SINGLE AUDIT REPORT:

* If the UGLG was subject to a Single Audit for a calendar year (CY) shown and the Report due date was within the current reporting period or previous reporting period, then enter the date of submission of the Report(s) to the Federal Audit Clearinghouse (FAC) and date(s) of submission of the FAC receipt confirmation email to DEHCR; or provide information on the incomplete status, if applicable.
* If the UGLG is subject to a Single Audit for a CY shown but the Report has not yet been completed and submitted because it is not yet due (i.e., due date is in a later reporting period), then enter “Not Yet Due.”
* If the UGLG is not subject to a Single Audit for the CY shown, then enter “N/A.” The final year in which CDBG funds are expended for the project is the final CY for which a Single Audit Report could potentially be due (if the UGLG expends $750,000 or more in federal funds in that year).

1. **PART 4: Construction Completion**

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, Construction Completion Date Deadline, and Construction Completion Date, and add comments regarding the construction completion, if applicable.

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 PERIODS**

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 COMPLETION CERTIFICATION:**

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.

1. **PART 7: FAIR HOUSING ACTIONS COMPLETION CERTIFICATION:**

Provide a summary of actions taken to complete the Fair Housing Actions requirement of the CDBG project. In the “Objectives” section, enter the due dates for completing the Fair Housing Actions and for submitting the associated documents to DEHCR, as listed in the *Grant Agreement Timetable (*in *Attachment A)*; and the Fair Housing Actions required, as listed in the *Grant Agreement* (in *Attachment F*). In the “Accomplishments” section, describe activities completed for each Action, listing the specific actions taken/activities completed, dates taken/completed, and the documents generated/completed. Describe any issues or delays and resolution, if applicable; or enter “None” for this entry field. List documents that are being submitted with the *Project Completion Report*, if applicable, or the date(s) of submission to DEHCR, if previously submitted. Copy and update information reported to DEHCR in previous *Summary Narrative Reports*. Submit the Fair Housing Actions supporting documentation with the *Project Completion Report* if not previously submitted to DEHCR**.**

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

Provide the information regarding the completion of the Second (2nd) Citizen Participation Public Hearing requirement of the CDBG project. In the ACCOMPLISHMENTS 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*). Enter the 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 *Project Completion Report*, if applicable. Enter the date(s) of previous submission(s) of 2nd Public Hearing document(s) to DEHCR, if applicable. Describe any issues or delays and resolution, if applicable; or enter “None” for this entry field. Copy and update information reported to DEHCR in previous *Summary Narrative Reports***.** Submit supporting documentation with the *Project Completion Report* if not previously submitted to DEHCR.

*The 2nd Public Hearing must 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.*

**REPORT SUBMISSION**

Submit the complete, signed *Project Completion Report* and supporting documents within 90 days of completing construction on the project or on or before the due date listed in the Grant Agreement/Contract Timetable, whichever date is *earlier*. Submission must be via email to the assigned DEHCR Project Representative or to [*DOACDBG@wisconsin.gov*](about:blank). The final *CDBG Payment Request* and supporting financial documentation are to be submitted *separately* to [*DOADEHCRFiscal@wisconsin.gov*](mailto:DOADEHCRFiscal@wisconsin.gov) (copy/‘cc’ the assigned DEHCR Project Representative on the email submission). Retain the documents in the UGLG’s CDBG project files.