

STATE OF WISCONSIN
Department of Administration



Community Development Block Grant –
*Revolving Loan Fund for Economic
Development*
Closeout Program
(CDBG-CLOSE)



CDBG-CLOSE PROGRAM CONTACT INFORMATION

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PLEASE NOTE:

This application packet may be accessed at the Bureau of Community Development- Revolving Loan Fund for Economic Development section on the Division of Energy, Housing and Community Resources website at doa.wi.gov. The electronic version on the website is the most recent version, and is the only official version, of the document. Revisions are made periodically. Users should only reference the official version of the document.

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Introduction

What is CDBG?

The Community Development Block Grant (CDBG) program is a federal formula-allocated grant program administered by the U.S. Department of Housing and Urban Development (HUD). Funding for the CDBG Small Cities Program is provided to the State of Wisconsin by HUD. The program was created when Congress passed the Housing and Community Development Act, Title 1 in 1974 and it is governed by the rules set forth in the Housing and Community Development Act (HCDA) of 1974 (as amended) and in the Code of Federal Regulations (24 CFR Part 570).

The CDBG program consists of two components: One, an “entitlement program” under which HUD provides funding directly to urban counties with populations of at least 200,000; cities with populations of at least 50,000; and principal cities of Metropolitan Statistical Areas, and two, a “state-administered program” under which HUD provides CDBG funds to States to distribute to non-entitlement communities. The Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) is responsible for administering Wisconsin’s State-Administered Community Development Block Grant Program.

The primary purpose of the CDBG program is the development of viable communities through the provision of decent housing, a suitable living environment, and the expansion of economic opportunities, principally for the benefit of persons of low and moderate income (LMI).

CDBG-CLOSE

CLOSE is designed to provide the necessary regulatory and financial flexibility for communities to address local needs. The Department, through the implementation of the CDBG-CLOSE program, has determined that the best course of action is to liquidate the remaining funding and to ultimately close all Revolving Loan Funds (RLF). UGLG’s that currently administer an Economic Development Revolving Loan Fund are required to participate in the CDBG-CLOSE program.

Under the CDBG-CLOSE program, all locally held, and funded by a CDBG award made on January 1, 1992 or later, Economic Development Revolving Loan Funds will be held for UGLG’s. These UGLG’s will have non- competitive access to the funds to use as grants for eligible activities.

There are three ways UGLG’s will participate in CDBG-CLOSE. First, UGLG’s that do not

have **any** outstanding, current loans and **only** have cash on hand will receive credit for their RLF bank balance as grant funding. Under this option, UGLG's RLF Closeout Account will be determined as follows:

$$\text{RLF Bank Balance} = \text{RLF Closeout Account}$$

These UGLG's will have the option to utilize CDBG-CLOSE funds for up to two (2) projects totaling the amount of their RLF Closeout Account. In addition, UGLG's may submit an application for up to one (1) additional Planning project. Depending upon the RLF Closeout Account balance, some communities may be eligible to apply for more than two projects.

UGLG's with outstanding loans have the option under CDBG-CLOSE to either:

1. **Purchase** the value of **all** outstanding loans in the RLF portfolio and transfer those funds to DEHCR;

Under CDBG-CLOSE, UGLG's that opt to **purchase** all outstanding loans will receive their RLF bank balance plus their purchase of their outstanding balance as grant funding. Under this option, UGLG's RLF Closeout Account will be determined as follows:

$$\text{RLF Bank Balance} + \text{Purchased RLF Accounts Receivable} = \text{RLF Closeout Account}$$

In addition, UGLG's that opt to purchase all outstanding loans will have the option to utilize these funds for up to three (3) projects. For UGLG's with large RLF Closeout Balances, an additional fourth (4) project may be applied for, as determined by DEHCR.

2. **Retain the responsibility to** service outstanding loans locally.

Under CDBG-CLOSE, UGLG's that opt to **retain the responsibility to** service outstanding loans locally will only receive credit for their RLF bank balance as grant funding. Under this option, UGLG's RLF Closeout Account will be determined as follows:

$$\text{RLF Bank Balance} = \text{RLF Closeout Account}$$

UGLG's that opt to retain all outstanding loans and service them locally will have the option to utilize CDBG-CLOSE funds for up to two (2) projects totaling the amount of their RLF Closeout Account. In addition, UGLG's may submit an application for up to one (1) additional Planning project. Depending upon the RLF Closeout Account balance, some communities may be eligible to apply for more than two projects. DEHCR will enter into a written agreement with all UGLG's that opt to retain the responsibility to service all outstanding loans. UGLG's must return all applicable loan repayments to the State.

After the UGLG has determined which option it will utilize to participate in CDBG-CLOSE and the RLF Closeout Account has been established, the UGLG will follow the process established under CDBG-CLOSE to dissolve its RLF. As stated above, all Economic Development RLF's will be dissolved under CDBG-CLOSE and participation in CDBG-CLOSE is mandatory.

All Economic Development Revolving Loan Fund Accounts that were originally capitalized with payments of loans made from CDBG grant funds awarded prior to January 1, 1992 by the State

of Wisconsin **and** have not received a subsequent award from January 1, 1992 to present from the State of Wisconsin are not subject to CDBG-CLOSE. These funds qualify under the program income reporting guidelines as defined in CPD Notice 04-11.

All Revolving Loan Fund Accounts that meet this requirement are encouraged to self-identify and certify by signature of authorized local official that the funds qualify under the program income reporting guidelines as defined in CPD Notice 04-11. A sample certification document may be found in the Application for CDBG- CLOSE Section.

A final, official RLF Closeout Account balance will be calculated at the time of the RLF closure when a final report is submitted to DEHCR and reflect each community's unique situation.

A community with access to RLF Closeout Funds is not excluded from applying for annual competitive CDBG-Public Facilities grants to supplement a project's cost. All standard requirements as outlined in the CDBG Application Materials and Handbook apply. If selected under the annual application cycle, the sub-grantee must utilize RLF Closeout Funds before accessing competitive allocation funds. This requirement also applies to the non-competitive Economic Development grants.

Example:

\$500,000 Public Facility project
\$295,000 Local RLF Closeout Account available
\$205,000 Funds from annual allocation

When only the local RLF Closeout Funds are being used for a project, refer to the Project Funding Limits section for award maximums. The amount of the grant cannot exceed the RLF Closeout Account balance.

If an UGLG retains the responsibility of servicing existing loans, the potential responsibility for re-paying the loan due to the UGLG's failure to meet a National Objective resides with the UGLG.

Eligible CDBG-CLOSE Applicants

Only existing Units of General Local Government (UGLG) that hold a CDBG RLF-ED fund will apply for funding.

This includes:

Ashland County
Ashland City
Baraboo City
Barneveld Village
Berlin City
Boscobel City
Brillion City
Brown County
Buffalo County
Burlington City
Butternut Village
Calumet County
Cambria Village
Cascade Village
Cedarburg City
Clintonville
Columbia County
Columbus City
Cuba City
Dane County
Darlington City

De Pere City
Deerfield Village
Dodge County
Door County
East Troy Village
Edgerton City
Elkhorn City
Elroy City
Fall River Village
Florence County
Fond du Lac County
Fort Atkinson City
Gilman Village
Grafton Village
Grant County
Green County
Hartford City
Highland Village
Hillsboro City
Horicon City
Howard Village

Iowa County
Jackson County
Jacobs Town
Jefferson County
Jefferson City
Juneau County
Juneau City
Kaukauna City
Kendall Village
Kenosha County
Kewaunee County
La Crosse County
Lafayette County
Lake Mills City
Langlade County
Laona Town
Little Chute Village
Manitowoc County
Manitowoc City
Maribel Village
Marinette County

Marinette City	Ozaukee County	Shullsburg City
Marion City	Pepin County	Sparta City
Mauston City	Peshtigo County	Sturgeon Bay City
Mazomanie Village	Pierce County	Sun Prairie City
Medford City	Plymouth City	Sussex Village
Menomonee Falls Village	Port Washington City	Taylor County
Mequon City	Portage City	Tomah City
Middleton City	Potosi Village	Tri-County EDC
Mineral Point City	Prairie Farm Village	Two Rivers City
Monroe County	Racine County	Union Grove Village
Monroe City	Reedsburg City	Vernon County
Mukwonago Village	Rib Lake Village	Washburn County
Muscoda Village	Richland Center City	Washburn City
Muskego City	Richland County	Washington County
New Holstein City	Ripon City	Watertown City
New London City	Rock County	Waupaca County
Oconto County	Sauk County	West Bend City
Oconto Falls City	Saukville City	Whitewater City
Oconto City	Seymour City	Winnebago County
Oneida County	Shawano County	Winneconne Village
Oostburg Village	Shawano City	Wisconsin Dells City
Osseo City	Sheboygan County	Wittenberg Village
Outagamie County	Sheboygan Town	

All Revolving Loan Fund Accounts that were originally capitalized with payments of loans made from CDBG grant funds awarded prior to January 1, 1992 by the State of Wisconsin **and** have not received a subsequent award from January 1, 1992 to present from the State of Wisconsin are not subject to CDBG-CLOSE. These funds qualify under the program income reporting guidelines as defined in CPD Notice 04-11.

Any of the above listed RLF's that certify that they qualify under the program income reporting guidelines as defined in CPD Notice 04-11 as receiving their CDBG award prior to January 1, 1992 are not included under CDBG-CLOSE.

Under CDBG-CLOSE, UGLG's must:

1. Return to the Department the full balance of the locally-held Revolving Loan Fund as indicated on the final report;
2. Dissolve the RLF under the process identified by the Department;
3. Complete all documentation required and requested by the Department.

Program Requirements

Eligible Activities

Eligible recipients may utilize their RLF Closeout grant award for the currently authorized programs as outlined in the State of Wisconsin 2015-2019 Consolidated Plan without the matching funds requirement:

1. Public Facilities;
2. Housing Rehabilitation Conversion;
3. Economic Development projects;
4. Public Facilities for Economic Development projects;
5. Planning projects

In addition to the programs identified above, the RLF Closeout Account can be used for the following special purposes:

6. Broadband/high speed internet access for low and moderate income (LMI) residents. grant funds can be used by the Unit of General Local Government (UGLG) for public infrastructure projects to expand broadband internet access. Examples of eligible expenses include the purchase of materials and installation.
7. Mitigation measures specifically those that address natural hazard risks; must connect the mitigation development or action to address impacts on LMI residents.
8. Public services. For more information see: <https://www.hudexchange.info/onecpd/assets/File/Basically-CDBG-State-Chapter-7-Public-Services.pdf>

Project Funding Limits

Under CDBG-CLOSE, local match for projects is encouraged, but not required. Funding limits for eligible programs under CDBG-CLOSE are as follows:

1. Public Facilities: \$3,000,000 per project;
2. Housing Rehabilitation: existing CDBG-H costs apply;
3. Economic Development projects: \$3,000,000 per project;
4. Public Facilities for Economic Development projects; \$3,000,000 per project;
5. Planning projects: \$75,000 per project

In addition to the programs identified above, the RLF Closeout Account can be used for the following special purposes:

6. Broadband/high speed internet: \$3,000,000 per project;
7. Mitigation measures specifically those that address natural hazard risks: \$3,000,000 per project;
8. Public services: \$300,000 per project

Maximum Project Period

Grantees have up to twenty-four (24) months from the start date of the CDBG-CLOSE program as defined by the State to submit an application for funding to DEHCR. Project activities must usually be completed within twenty-four (24) months from the date the funding is awarded (RLFs with large balances may be allowed additional time). Funds not disbursed within the specified time limit may be recaptured by DEHCR for reallocation to any other eligible CDBG project. All grant agreements will incorporate timelines to assure the project is on track to have successful completion within the grant term.

Other Federal Requirements

Section 3

Grantees are obligated to comply with Section 3 of the Housing and Urban Development Act of 1968 and 24 CFR part 135.

To the maximum extent practicable, the grantee and subgrantees will involve through employment, low to moderate income individuals and families in constructing, renovating, maintaining, and operating facilities, in providing services assisted under the CDBG-CLOSE program, and in providing services for occupants of facilities assisted by the CDBG-CLOSE program. Furthermore, grantees and subgrantees must comply with all required reporting as established by DEHCR.

Fair Housing

Per 24 CFR 570.487(b), recipients of any CDBG funds must take action to affirmatively further fair housing during the contract period.

DEHCR's "Potential Fair Housing Action" form is included as Exhibit 6 of the Application. This form must indicate the three actions that will be taken to affirmatively further fair housing and must be submitted with the application materials. If the project is funded, the selected actions will be included in the CDBG Agreement timetable and implementation of those actions is required.

Labor Standards (Davis-Bacon)

Economic Development

Federal labor standards requirements (also known as "Davis-Bacon") apply to economic development projects for which construction related labor exceeds \$2,000. If your project is funded, your contract will require you to comply with Davis-Bacon requirements, including, but

not limited to:

- Obtaining wage decisions for use in the project;
- Including federal labor standards provisions in bid and contract documents; and
- Monitoring contractors for compliance with wage rates and collecting restitution from contractors that violate wage requirements.

Recipients of CDBG funds whose projects are subject to Davis-Bacon requirements are required to submit semi-annual labor standards enforcement reports to your project representative in the DEHCR. If funded, your project representative at DEHCR will provide you with additional information on labor standards requirements.

Housing

Federal labor standards requirements (also known as "Davis-Bacon") apply to housing projects in multifamily buildings with 8 or more units. Coverage is determined by the number of units in the building, not by the number to be rehabilitated. In addition, a mixed-use building that contains or will contain both residential and commercial or industrial uses after the rehabilitation/conversion work is completed is also subject.

Citizen Participation

Regulations require that local governments provide citizens with advance notice of an opportunity to comment on proposed activities in an application to the State for CDBG assistance. HUD sets a minimum standard of two public hearings and they both must be held prior to application to DEHCR for funding under CDBG-CLOSE. Citizen participation is required in the planning and administration of CDBG projects. All CDBG applicants must prepare and implement a written Citizen Participation Plan as specified in Section 104 (a)(3) of the Housing and Community Development Act of 1974 as amended. All CDBG applicants must demonstrate compliance with federal citizen participation requirements at the time of application. Applicants that do not include documentation of citizen participation as part of their application materials will be determined ineligible for CDBG funding.

A CDBG grant may be made only if the applicant certifies that it has established and is following such a plan. The Citizen Participation Plan must include, at a minimum, the elements listed below:

- A. Provision for and encouragement of citizen participation, with particular emphasis on participation by persons of low- and moderate-income (LMI) who are residents of target area neighborhoods/communities in which the CDBG funds are proposed to be used.

The applicant must meet this requirement by doing **at least one** of the following:

1. Establish a committee composed of individuals who are representative of the community's demographics. This committee shall include at least one LMI person and one resident of the designated target area. This committee will

- assume the responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the community.
2. Distribution of timely notification of all required meetings to 100 percent of the designated target area or neighborhood. Applicants not having a target area must design a notification system which will reach a majority of the community's LMI population. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation.

- B. Provision to citizens of reasonable and timely access to local meetings, information, and records relating to the applicant's proposed and actual use of funds.

Pursuant to 24 CFR 570.486 (a) (5), "There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate."

To meet this requirement, the applicant must:

1. Have at least one of the public hearings in the target community/region; **and**
 2. Notify the community of upcoming meetings **not less than two (2) weeks, a full fourteen (14) days** prior to the meeting; **and**
 3. In all meeting announcements, include where, and during what hours, information and records relating to the proposed and actual use of funds may be found.
 4. Be able to provide ADA accommodations.
- C. Provision for technical assistance to groups representative of LMI households that request such assistance in developing proposals with the level and type of assistance to be determined by the applicant.

To meet this requirement, the applicant must include in the adopted Citizen Participation Plan:

1. The type of assistance generally available; and
 2. The procedure used to request the assistance.
- D. Provision for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least:
1. The identification and development of housing, public facility, and economic development needs;
 2. The review of proposed activities; and
 3. The review of program performance (for which hearings shall be held after adequate public notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped).

- E. Provision of timely written answers to written complaints and grievances within 15 working days where practical.

To meet this requirement, the applicant must:

1. Include the complaint/grievance procedure steps in the Citizen Participation Plan; and
 2. Develop a procedure to ensure compliance with the 15 working day response time.
- F. Identify how the needs of non-English speaking (including the hearing impaired) will be met in the case of public hearings where a significant number of non-English speaking residents reasonably can be expected to participate.

To meet this requirement, the applicant must:

1. Identify all non-English speaking populations in the community (regardless of American or Wisconsin citizenship) and make a determination of their special needs.
2. Include evidence in the Citizen Participation Plan that the community has conducted a review of this matter consistent with the Housing and Community Development Act of 1974 as amended.

Citizen Participation documents to be submitted by applicants include:

- A copy of the Applicant's Citizen Participation Plan (signed or accompanied by a copy of the adopting resolution);
- A copy of the Public Hearing Notice(s) as published in the local newspaper (a **Sample Public Hearing Notice** can be found on our Bureau of Community Development website: <https://doa.wi.gov/Pages/LocalGovtsGrants/CommunityDevelopmentPrograms.aspx>);
- A completed Citizen Participation Certification (the **Citizen Participation Certification** form can be found on our Bureau of Community Development website: <https://doa.wi.gov/Pages/LocalGovtsGrants/CommunityDevelopmentPrograms.aspx> **OR** the meeting minutes from the Public Hearing; and
- A copy of the sign-in sheet(s) from the Public Hearing(s).

Environmental Review

All Community Development Block Grant (CDBG) projects must meet the requirements of federal, state and local environmental regulations. At the federal level, all CDBG projects must meet the requirements of the *National Environmental Policy Act of 1969* (NEPA). NEPA is

intended to:

- improve decision-making by ensuring that all relevant information is considered; and
- make that information available to the public.

Federal regulations are found in the *Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities* [24 CFR 58]. These sections require UGLGs (i.e., the local governments receiving CDBG funds) to assume the responsibility for environmental reviews. State and local regulations can be found by contacting the appropriate state and local entities.

The type of review required, and the amount of time it will take, can vary depending on the nature of the project. The review, and the amount of work required to complete it, may impact project scheduling.

At the completion of the environmental review (ER) process, DEHCR will issue an environmental clearance letter. In addition, please note:

- The UGLG must prepare an ER file that includes all activities related geographically or functionally, regardless of the source of funding [24 CFR 58.32].
- The ER must meet all federal, state and local requirements.
- The UGLG may not commit any HUD assistance funds or non-HUD funds until an award is approved, and the ER has been approved [24 CFR 58.22]. Exceptions may be granted for “pre-agreement”, i.e. pre-award costs if approved by DEHCR.
- Funds may be committed after an award has been made without certification for activities that are classified as ‘exempt’ [24 CFR 58.34] or ‘categorically excluded’ not subject to the statutory checklist [24 CFR 58.35(b)]. In all cases, follow the procedures below.
- DEHCR cannot release funds until the environmental review process is complete and an award and contract are in place.
- The ER must cover all phases of the project not just those portions/phases funded through CDBG or match funds.

Audit

In accordance with 2 CFR Part 200, non-federal entities that expend \$750,000 or more in federal funding in any one year must undergo a Single Audit.

Prohibition on Job Pirating

- Pursuant to Section 588 of the Quality Housing and Work Responsibility Act, Section 105(h) of the federal Housing and Community Development Act prohibits “job pirating” or the use of CDBG funds to “assist directly in the relocation of any industrial or commercial plant, facility, or operation, from one area to another area if the relocation is likely to result in a significant loss of employment in the labor market area (LMA) from which the

relocation occurs.”

- The Bureau of Labor Statistics (BLS) defines an LMA as area in which individuals can live and find employment within a reasonable distance or can change jobs without changing their place of residence. A listing of LMAs within the U.S. can be found at: <http://www.bls.gov/lau/lmadir.pdf>.
- Federal regulations set the following parameters for a company’s relocation from one LMA to another, and whether the number of jobs being lost will trigger the anti-pirating provisions:
 - The loss of 25 jobs or less from the LMA where the company is currently located does not trigger the anti-pirating regulation and is not viewed as significant loss of employment.
 - A loss of 500 jobs or more is considered significant and would automatically invoke the anti-pirating provisions.
 - Job losses ranging from over 25 – 500 jobs must be less than 0.1 percent of the total jobs in the LMA that is losing jobs. If the job loss is less than 0.1 percent, the anti-pirating regulation would not be triggered.
 - Involuntary relocations, meaning those businesses forced to relocate as a result of some government action covered under the Uniform Relocation Act (URA), are excluded from the anti-pirating regulation.
 - Job relocation within the same LMA is not subject to the anti-pirating regulation.
- Under CDBG regulations (24 CFR 570.482(h)), before directly assisting a business with CDBG funds, the UGLG is required to sign an agreement with the assisted business that includes the following:
 - **(i) Statement.** A statement from the assisted business as to whether the assisted activity will result in the relocation of any industrial or commercial plant, facility, or operation from one LMA to another and, if so, the number of jobs that will be relocated from each LMA;
 - **(ii) Required certification.** If the assistance will not result in a relocation covered by this section, a certification from the assisted business that neither it, nor any of its subsidiaries, has plans to relocate jobs at the time the agreement is signed that would result in a significant job loss as defined in this rule; and
 - **(iii) Reimbursement of assistance.** The agreement shall provide for reimbursement to the recipient of any assistance provided to, or expended on behalf of, the business in the event that assistance results in a relocation prohibited under this section.

Additional CDBG Assistance

Receipt of a CDBG-CLOSE award does not disqualify a unit of local government from receiving additional CDBG awards.

Eligibility Thresholds

All RLF Closeout Projects must meet at least one of HUD's National Objectives:

- Benefiting low-to-moderate income (LMI) persons
- Aiding in the prevention or elimination of slums and blight
- Meeting other community development needs that pose a serious and immediate threat to the health and welfare of the community

Meeting a National Objective

1. Documentation of Low-to-Moderate Income Benefit

It is important to note two differences in LMI documentation in the RLF Closeout Program:

- A. When designating LMI as the National Objective for a eligible project with RLF Closeout funds, the percentage of LMI only needs to meet 51%.
- B. For Housing Rehabilitation/Conversion projects, at least 51% must be LMI beneficiaries. Eligibility must be determined and documented prior to assistance being provided.

Applications utilizing the low-to-moderate income (LMI) benefit as a National Objective must include documentation that the proposed project will benefit at least 51 percent LMI persons, as determined by HUD Section 8 Income Guidelines contained in the attachments. A UGLG may document its eligibility under the LMI requirement using one of three methods: 1) utilization of the most recent census data calculated by HUD; 2) conducting a community-wide or target area income survey. All targeted areas must use an income survey to document 51 percent LMI benefit. For more information on income estimates, visit the Department's Community Development website:

<https://doa.wi.gov/Pages/LocalGovtsGrants/CommunityDevelopmentPrograms.aspx>

The first step of the LMI documentation process is to identify the boundaries of the area that will benefit from the project. The area that will benefit from the project activities is the "universe" which will be used to determine if at least 51.0 percent of the population is low-to-moderate income. For example, a water tower project or sewage treatment plant project would likely have a community-wide benefit. In comparison, extension of water or sewer lines would principally benefit households in a target area. All homes in the project area should be surveyed. Applications that separate a part or parts of the project as being non-CDBG work for the purposes of meeting the LMI requirement will not be accepted.

2. Documentation of Prevention or Elimination of Slums and Blight

Activities under this national objective focus on a change in the physical environment of a deteriorating area. Under the elimination of slum and blight national objective, determining the extent of and physical conditions that contribute to blight is central to qualifying an activity. There are two categories that can be used to qualify activities under this national objective: 1)

Prevent or eliminate slums and blight on an area basis; or 2) Prevent or eliminate slum and blight on a spot basis.

Slum Blight Area Basis (SBA) -- This category covers activities that aid in the prevention or elimination of slums or blight in a designated area. To qualify under this category, the area in which the activity occurs must be designated as slum or blighted. The following tests apply:

- The designated area in which the activity occurs must meet the definition of a slum, blighted, deteriorated or deteriorating area under state or local law;
- Documentation must be maintained on the boundaries of the area and the conditions that qualified the area at the time of its designation. The designation of an area as slum or blighted must be re-determined every 10 years.
 - Additionally, the area must meet either one of the two conditions specified below:
- Public improvements (must be at least two) throughout the area are in a general state of deterioration; or
- At least 25 percent of the properties throughout the area exhibit one or more of the following:
 - Physical deterioration of buildings/improvements;
 - Abandonment of properties;
 - Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings;
 - Significant declines in property values or abnormally low property values relative to other areas in the community; or
 - Known or suspected environmental contamination

Eligible activities must address one or more of the identified conditions that contributed to the deterioration of the area.

Slum Blight Spot Basis (SBS) -- These are activities that eliminate specific conditions of blight or physical decay on a spot basis and are not located in a slum or blighted area. Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety.

Listed below are examples of potential acceptable documentation for slum and blight:

- Included in a TIF District
- Included in an Enterprise Zone.
- Photographs (indicate date and location)
- Newspaper Articles
- Structural Surveys
- Revitalization Studies
- Property Tax Records
- Court Orders
- Census Data
- Communications with Property Owners
- Qualified Building Inspector Report
- EPA Documentation

- 3. Urgent Local Need** Applies only when existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs. Existing conditions must be of recent origin or recently became urgent (last 9 months).

Each application should detail, as appropriate, the degree to which present conditions affect public health and safety, the severity and immediacy of the problem, whether the proposed

activities are necessary to comply with state or federal regulations and the lack of available local resources to fund a solution. **CDBG staff reserves the right to deny funding, based on this threshold, when the threat to health and safety has not been documented. UGLG's applying under Urgent Local Need should be prepared to fully explain their request for funding.**

The UGLG's most recent audit is required to document financial need.

- Multiple sources of documentation are necessary to qualify for the Urgent Need National Objective.
- Lead or asbestos pipes, alone, are not considered a threat to health/safety.

NARRATIVE RESPONSES / INCLUSIONS

All applications must include the following narrative responses as well as the requested documentation. See the Application Submission Checklist contained in the Application for CDBG-CLOSE for placement in the application.

1. **Letter of Transmittal** – must include the amount requested, a brief project description, the National Objective, additional funding amount (if applicable) and source.
2. **Project Summary** – should consist of a narrative covering all key points of the proposed project to be funded, in part or in full, with RLF Closeout grant funds. This summary should include the following:
 - Describe the project – What is being proposed and why. What National Objective is being met? How long has the problem existed?
 - Describe the project area, including legal boundaries. Who is being affected and how? Indicate whether the project will have a targeted-area or community-wide benefit. Provide a detailed explanation of how this specific project area was determined.
 - The project structure (i.e., will the residents be direct customers of the water district or is an agreement needed, what is source of water, who will treat wastewater, etc.).
 - Describe the scope of any other activities planned or ongoing which will support the proposed project.
 - The severity and immediacy of the problem.
 - Whether the project is necessary to comply with state or federal regulations.
3. **Project Maps** –
 - **See specific Program Requirements for Project Maps details.**
 - **A FEMA issued Floodplain map must** be included in the application. You can obtain this map by contacting the UGLG's Floodplain Administrator or by using the

website <https://msc.fema.gov>. The project area must be clearly drawn on the map prior to submission.

Application and Selection Process

Applications that do not meet basic program eligibility requirements will be returned with an explanation of requirements needing to be met.

Appeal Process

An applicant who objects to the denial of an award has the right to appeal the decision.

- The appeal must include the name of the application and a short summary of why the applicant is appealing the decision.
- Lack of available funding may negatively impact the appeal process.
- The appeal must be filed with the Bureau Director within thirty (30) business days of the date of the denial.
- The Bureau Director will review the application and will make a decision whether to reverse the denial decision.
- If the Bureau Director denies the appeal, the applicant must file an appeal with the Division Administrator within thirty (30) days from the date of the letter.
- The Division Administrator will review the application and will make a final determination.

Please submit one original and one electronic copy to:

Wisconsin Department of Administration
Division of Energy, Housing, and Community Resources
Bureau of Community Development
ATTN: CDBG-CLOSE Applications
101 E. Wilson St., 6th Floor
Madison, WI 53703
Email: DOACDBG@wisconsin.gov

Application for CDBG-CLOSE

**Wisconsin Department of Administration
Division of Energy, Housing and Community Resources**

**Public Facilities
Public Facilities for Economic Development
Economic Development
Housing Rehabilitation
Planning**

Important Information:

Complete the application in its entirety, including all applicable attachments listed within each section. Applications must be completed by the Unit of General Local Government (UGLG). Incomplete applications will not be processed.

The CDBG RLF-ED Closeout Program will accept project applications for public facilities (PF), public facilities for economic development (PFED), economic development (ED), housing rehabilitation (H) and planning (PLNG). All applications must be submitted using the appropriate application form and the required attachments. Additional attachments specific to the type of application can be found under the application forms section below.

Regardless of participation in the CDBG-CLOSE program, if an UGLG retains the responsibility of servicing existing loans, the potential responsibility for re-paying the loan due to the UGLG's failure to meet a National Objective still resides with the UGLG.

Application Submission:

The application **MUST** be submitted by the applicant (UGLG). One original copy and one electronic version of the application and supporting documents must be delivered to DEHCR.

Please submit one original and one electronic version to:

Wisconsin Department of Administration
Division of Energy, Housing and Community Resources
Bureau of Community Development
101 E. Wilson St., 6th Floor
Madison, WI 53703
Email: DOACDBG@wisconsin.gov

CDBG-CLOSE Forms

Forms Submitted to DEHCR with Application – All Project Types

- ┆ Adoption Resolution of Citizen Participation Plan (Attachment 1)
- ┆ Citizen Participation Plan (Attachment 2)
- ┆ Citizen Participation Plan Public Hearing Notice (Attachment 3)
- ┆ Citizen Participation Plan Public Hearing Certification (Attachment 4)
- ┆ Service Area Demographic Profile (Attachment 5)
- ┆ Potential Fair Housing Actions (if required) (Attachment 6)
- ┆ Resolution to Adopt a Fair Housing Ordinance (if required) (Attachment 7)
- ┆ Fair Housing Ordinance (if required) (Attachment 8)
- ┆ Slum and Blight Certification (if required) (Attachment 9)
- ┆ Relocation Plan/Anti-Displacement Policy (Attachment 10)
- ┆ Authorizing Resolution for Application Submission (Attachment 11)
- ┆ Statement of Assurances (Attachment 12)
- ┆ Lobbying Certification (Attachment 13)
- ┆ Resolution to Adopt Excessive Use of Force Ordinance (Attachment 14)

Forms Submitted to DEHCR with Application – Public Facilities

- ┆ Public Facilities Application (Attachment 15)
- ┆ Acquisition, Relocation and Demolition Questionnaire (Attachment 16)

Forms Submitted to DEHCR with Application – Public Facilities for Economic Development

- ┆ Public Facilities – Economic Development Application (Attachment 17)

Forms Submitted to DEHCR – Qualification Under Section 105 (a) (15) of the Housing and Community Development Act

- ┆ Sample Self-Certification Document (Attachment 18)

Environmental Review

Applicants are not required to complete an environmental report (ER) as part of the application process. However, an ER will be required prior to the release of any funds. Applicants may wish to review the ER requirements and forms found in the most current CDBG Implementation Handbook.

Davis-Bacon

Applicants are not required to complete or submit Davis-Bacon reports as part of the application process. However, Davis-Bacon reporting may be required depending on the application and approved uses of funds. Applicants may wish to review the Davis-Bacon requirements and forms found in the most current CDBG Implementation Handbook.

Forms to Be Submitted to DEHCR with All Applications

1. Adopting Resolution of Citizen Participation Plan

SAMPLE

Resolution to Adopt a Citizen Participation Plan

WHEREAS, the _____ of _____ has applied for

(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)

a Community Development Block Grant (CDBG); and

WHEREAS, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) require recipients of Community Development Block Grant (CDBG) monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low to moderate income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents; and

WHEREAS, the _____ of _____ has prepared

(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)

and publicly reviewed a Citizen Participation Plan;

NOW, THEREFORE, BE IT RESOLVED, that the

(City Council, County Board, Village Board, Town Board)

of the _____ of _____ officially

(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)

adopts the Citizen Participation Plan.

ADOPTED on this _____ day of _____, _____ . ATTEST:

(Day) (Month) (Year) (Signature of Clerk)

The governing body of _____ has authorized the above resolution

(UGLG/Unit of General Local Government's Name)

by Resolution No.: _____, dated _____ .

(Resolution Number) (Date Authorized)

Signature of the Chief Elected Official

Title

Date Signed

Typed Name of the Chief Elected Official

2. Citizen Participation Plan

SAMPLE

Citizen Participation Plan for the Community Development Block Grant (CDBG) Program

(Name of UGLG/ Community)

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the _____ (county, city, village, town; select one), the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The _____ (county, city, village, or town; select one) shall create a Citizen Participation Plan Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the _____ (county, city, village, or town; select one) Board/Council. This Committee shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the grant application.
The _____ (county, city, village, or town; select one) shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.
2. To insure responsiveness to the needs of its citizens, the _____ (county, city, village, or town; select one) shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to-moderate income (LMI).

CITIZEN PARTICIPATION

1. The _____ (county, city, village, or town; select one) shall establish a committee composed of persons representative of the _____ (county, city, village, or town; select one) demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the _____ (county, city, village, or town; select one).

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the _____ (name of local newspaper) at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the _____ (county, city, village, or town; select one) municipal building. These notices will include time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. The _____(county, city, village, or town; select one) will attempt to have at least one of the public hearings in the service area (if applicable).

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by _____(county, city, village, or town; select one) staff in the Community Development Department. A _____(county, city, village, or town; select one) staff member will meet with citizens on request.
2. The _____(county, city, village, or town; select one) will maintain, in the _____(location), a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes.
The _____(county, city, village, or town; select one) staff will respond to all such requests within 15 days after the _____(county, city, village, or town; select one) _____(committee name) has met to discuss the request.

COMPLAINTS

The _____(county, city, village, or town; select one) will handle citizen complaints about the program in a timely manner. By federal regulation the _____(county, city, village, or town; select one) will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to _____(name of contact person/title/entity).

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
WI Department of Administration
Division of Energy, Housing and Community Resources, 5th Floor
P.O. Box #7970
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

NON-ENGLISH SPEAKING PERSONS

The _____ (county, city, village, or town; select one) will regularly survey the municipality to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen's participation process.

3. Citizen Participation Plan Public Hearing Notice

SAMPLE

Public Hearing Notice

APPLICANT NAME
PLACE
DATE
TIME

The _____ of _____ will conduct a public hearing regarding its proposed application for Community Development Block Grant – Public Facilities Program (CDBG-PF) funds. The public is invited to attend to learn about the CDBG program, to help identify additional community development needs, and to comment on the activities proposed to be included in the CDBG application.

The agenda for the public hearing is:

1. Identification of total potential funds
2. Eligible CDBG activities
3. Presentation of identified community development needs
4. Identification of any community development needs by public
5. Presentation of activities proposed for CDBG application, including potential residential displacement.
6. Citizen input regarding proposed and other CDBG activities

Residents of the _____ of _____ are encouraged to

(County, City, Village, or Town)

(Unit of General Local Government)

attend, especially residents with low to moderate incomes.

The meeting room is handicapped accessible. Persons needing additional accommodations should contact _____ via telephone at: _____
(County, City, Village, or Town Contact Person) (Phone Number)
 or via email: _____
(Email Address)

4. Citizen Participation Public Hearing Certification

**CITIZEN PARTICIPATION CERTIFICATION
 for Public Hearing #1**

I, _____, as Clerk for the _____ of _____, hereby
(Clerk's Name) (City, Town, Village, or County) (Grantee / UGLG / Community Name)
 certify that the following checked topics were discussed at the Community Development Block Grant (CDBG) Citizen Participation Public Hearing held at _____ on _____ :
(Time: 00:00 am/pm) (Date: Month, Day, Year)

Items Discussed at the Public Hearing	Agenda Items / Topics Covered
---------------------------------------	-------------------------------

- 1. Basic overview of the Community Development Block Grant (CDBG) program.
- 2. The total Community Development Block Grant (CDBG) funds (including anticipated Revolving Loan Funds) available for:
 - a. Housing (CDBG-HSG);
 - b. Planning (CDBG-PLNG);
 - c. Public Facilities (CDBG-PF);
 - d. Economic Development (CDBG-ED); and/or
 - e. Public Facilities for Economic Development (CDBG-PFED).
- 3. Types of activities eligible for CDBG funding:
 - a. Housing (CDBG-HSG):
 - i. Rehabilitation
 - ii. Homebuyer Assistance
 - iii. Special Housing Projects
 - iv. Other: _____
 - v. Other: _____;
 - b. Planning (CDBG-PLNG);
 - c. Public Facilities (CDBG-PF);
 - d. Economic Development (CDBG-ED); and/or
 - e. Public Facilities for Economic Development (CDBG-PFED).
- 4. Housing needs identified by staff/consultant prior to the Public Hearing.
- 5. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) identified by the staff/consultant prior to the Public Hearing.
- 6. Housing needs identified by attendees of the Public Hearing.

- 7. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) needs identified by attendees of the Public Hearing.
- 8. Activities proposed for the CDBG application.
- 9. The potential for residential and/or business displacement as a result of the proposed CDBG activities.
- 10. The public attending this meeting were offered an opportunity to discuss the proposed CDBG application.

***** Minutes from this Public Hearing (described above) are available upon request. *****

<i>Signature of the Municipal Clerk</i>	<i>Title</i>	<i>Date Signed</i>
<i>Signature of the Chief Elected Official (CEO)</i>	<i>Title</i>	<i>Date Signed</i>
<i>Typed Name of the Chief Elected Official (CEO)</i>		

CITIZEN PARTICIPATION #1 CERTIFICATION FORM INSTRUCTIONS

The Unit of General Local Government (UGLG) must hold at least two (2) Public Hearings during the course of its Community Development Block Grant, according to the schedule established within the CDBG Grant Agreement. This form should be filled-in & submitted to the Division of Energy, Housing and Community Resources (DEHCR) upon completion of the **first** Public Hearing as preparation for CDBG Grant Application.

- Fill-in the “Clerk’s Name”, the UGLG’s “City/Town/Village/County” designation, the “Grantee/UGLG/Community Name”, along with the “Time” and “Date” that the Public Hearing was held.
- Indicate which topic(s) were discussed at the Public Hearing by marking the checkbox(es) that appear to the left of the listed “Agenda Items / Topics Covered” section.

IMPORTANT REMINDER!

A full copy of the meeting minutes from this Public Hearing must be kept in the UGLG’s CDBG Project File and be made available upon request by the Public and by DEHCR staff.

- The **Citizen Participation Certification** form must be signed by the UGLG’s municipal Clerk. Make sure to provide the signature and typed name of the Clerk. Fill-in the date the form is signed by the Clerk.
- The **Citizen Participation Certification** form must be signed by the UGLG’s Chief Elected Official (i.e., Mayor, City Council President, Village President, Town Board Chairman, County Board Chairman, or County Executive). Make sure to provide the signature, typed name, and title of the Chief Elected Official (CEO). Fill-in the date the form is signed by the CEO.
- The **Citizen Participation Certification** form must be submitted with your CDBG Grant Application materials. Fill-in the date the form is submitted.
- Retain the original completed **Citizen Participation Certification** form for your prospective project file and **submit a copy with your CDBG Grant Application materials**. The completed form **must be submitted** (with your CDBG Grant Application) to:

Wisconsin Department of Administration
 Division of Energy, Housing and Community Resources
 Bureau of Community Development
 Attn: CDBG Grant Application Reviewer
 101 E. Wilson Street, 6th Floor
 P.O. Box #7970
 Madison, WI 53707-7970

5. Service Area Demographic Profile

CDBG SERVICE AREA DEMOGRAPHIC PROFILE FORM

PROJECT INFORMATION		
UNIT OF GENERAL LOCAL GOVERNMENT:		GRANT AGREEMENT #: <i>To be Completed by DOA If Awarded</i>
MUNICIPALITY TYPE (CHECK ONE): <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township		
SERVICE AREA INFORMATION		
Total Number of Beneficiaries (# of Individuals) of the CDBG Project:		
Total Number of Beneficiaries of the CDBG Project who are LMI:		
RACE AND ETHNICITY DEMOGRAPHICS OF CDBG PROJECT BENEFICIARIES IN THE SERVICE AREA	Number of Total Beneficiaries (listed above) of this Race:	Number of Total Beneficiaries (listed above) of this Race that are HISPANIC:
WHITE		
BLACK/AFRICAN AMERICAN		
ASIAN		
AMERICAN INDIAN/ALASKAN NATIVE		
NATIVE HAWAIIAN/PACIFIC ISLANDER		
AMERICAN INDIAN/ALASKAN NATIVE & WHITE		
ASIAN & WHITE		
BLACK/AFRICAN AMERICAN & WHITE		
AMERICAN INDIAN/ALASKAN NATIVE AND AFRICAN AMERICAN		
OTHER MULT-RACIAL		
OTHER		

6. Potential Fair Housing Actions

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) NAME: _____
 DOA-DEHCR Grant Agreement #: _____

POTENTIAL FAIR HOUSING ACTIONS

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.*** If your project is funded, the actions selected (below) will be included in the Grant Agreement (i.e. contract) timetable and will be required to be implemented in accordance with the timetable of the signed Grant Agreement. **Fair housing actions may include, but are not limited to the following:**

Selection(s)	Actions
<input type="checkbox"/>	1. Enact, strengthen, or advertise a local fair housing law;
<input type="checkbox"/>	2. Make area-wide zoning revisions to facilitate the dispersal of multi-family housing outside of minority-concentrated areas;
<input type="checkbox"/>	3. Initiate or fund any studies examining current housing opportunities for minority persons, handicapped persons, and families with children and have these studies form the basis of an affirmative action program providing greater housing opportunities for minorities, handicapped persons and families with children;
<input type="checkbox"/>	4. 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;
<input type="checkbox"/>	5. 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;
<input type="checkbox"/>	6. Improve community facilities and public services in racially integrated neighborhoods to help preserve their mixed character;
<input type="checkbox"/>	7. Display a fair housing poster or provide fair housing information at an appropriate public place;
<input type="checkbox"/>	8. 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;
<input type="checkbox"/>	9. Fund a fair housing organization (such as a local housing authority) to conduct studies and/or to aggressively investigate rental and/or realtor practices;
<input type="checkbox"/>	10. Suggest the use of affirmative marketing and advertising practices by private developers as a condition for obtaining local licenses and permits; and
<input type="checkbox"/>	11. 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, handicapped persons, and families with children.

<input type="checkbox"/>	12. OTHER:
<input type="checkbox"/>	13. OTHER:

UGLG Name: _____ Date by which the actions will be completed _____ (Date)

Office of Fair Housing and Equal Opportunity: <http://www.hud.gov/offices/ftheo/>
 Fair Housing ads and other materials: <http://www.fairhousinglaw.org/>

7. Fair Housing Ordinance

SAMPLE

Resolution to Adopt a Fair Housing Ordinance

AN ORDINANCE TO CREATE SECTION _____ OF THE MUNICIPAL CODE OF THE _____ ADOPTING WISCONSIN STATUTES, SECTION 106.50, AS AMENDED, RELATING TO THE EQUAL RIGHTS OF ALL PERSONS TO FAIR HOUSING, AND PROVIDING MEANS FOR THE IMPLEMENTATION AND ENFORCEMENT THEREOF. THE _____ OF _____ DOES ORDAIN AS FOLLOWS:
 Section _____ is created to read as follows:

FAIR AND OPEN HOUSING

WHEREAS, the _____ of the _____ recognizes its responsibilities under Section 106.50, Wisconsin Statutes, as amended, and endorses the concepts of fair and open housing for all persons and prohibition of discrimination therein;

THEREFORE, BE IT ORDAINED THAT:

- 1) The _____ of the _____ hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.
- 2) The officials and employees of the _____ shall assist in the orderly prevention and removal of all discrimination in housing within the _____ by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended.
- 3) The Municipal Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the _____ to file a complaint thereunder with the Wisconsin Department of Work Force Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

 Chief Elected Official

ATTEST: _____
 Municipal Clerk

Adopted: _____

Published: _____

Effective: _____

8. Fair Housing Ordinance

SAMPLE

Fair Housing Ordinance

(Ordinance Section/Number)

Fair and Open Housing

(Ordinance #) State Statutes Adopted

(Ordinance#) Authority and Enforcement Procedures Implemented

(Ordinance #) Complaints

(Ordinance #) STATE STATUTES ADOPTED.

The (governing body) of the (municipality) hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.

(Ordinance #) AUTHORITY AND ENFORCEMENT PROCEDURES IMPLEMENTED.

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

SEC. 13-3-3 COMPLAINTS.

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

9. Slum and Blight Certification (if required)

SLUM & BLIGHT CERTIFICATION and COMPLIANCE

How will your proposed project qualify for the Slum & Blight National Objective? Area Basis Spot Basis

For Area Basis projects:

1. As required by 24 CFR 570.483, has your community Yes No
officially designated the area meeting the definition of a slum, blighted, or deteriorated area under state or local law?
If you answered **YES** to Question #1, you **must** attach supporting documentation of this designation with this Slum & Blight Certification form.
2. Federal regulations require that at least 25 percent of properties throughout the area experience one or more of the five conditions listed below.
Indicate which conditions are applicable to your project. You **must** attach relevant supporting documentation to this Slum & Blight Certification form to demonstrate that the area meets each of the selected conditions based on language found in 24 CFR 570.483.

Physical deterioration of buildings or improvements

- Abandonment of properties
- Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings
- Significant declines in property values or abnormally low property values relative to other areas in the community
- Known or suspected environmental contamination

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

Description of how the activity will address one or more of the conditions that contributed to the deterioration of the area.

For Spot Basis Projects:

1. Under CDBG regulations, only certain activities can be undertaken to prevent slum and blight on a spot basis. Indicate, using the list below, the activities for which you will use CDBG funds if your project is selected:

- Acquisition
- Clearance
- Relocation
- Historic Preservation
- Remediation of Environmentally Contaminated Properties
- Rehabilitation of Buildings or Improvements (limited to eliminating conditions detrimental to public health and safety)

2. Use the space below to describe the conditions of slum or blight at the project location and how the activity or activities for which you are requesting assistance will address the condition(s). Attach relevant supporting documentation as needed.

Description of the conditions of slum & blight that currently exist at the project location(s) and how the proposed activity, or activities, will address the condition(s).

Signature of the Chief Elected Official

Title

Date

Typed Name of the Chief Elected Official

Name of the Unit of General Local Government (UGLG)

SLUM & BLIGHT CERTIFICATION AND COMPLIANCE FORM INSTRUCTIONS

The Unit of General Local Government (UGLG) must provide supporting documentation with their Community Development Block Grant (CDBG) applications for funding of projects that address the National Objective of Eliminating or Preventing Slum & Blight. This form should be filled-in and submitted to DOA with the UGLG's CDBG Grant Application materials.

- Indicate how the proposed project will qualify for the Slum & Blight National Objective. (Mark either the **Area Basis** or **Spot Basis** checkbox.)
- **For Area Basis projects:** Indicate which conditions are applicable to the properties addressed by the proposed CDBG project. (Mark the appropriate checkboxes that apply.) Also provide a brief description of how the activity or activities for which the UGLG is requesting financial assistance will address one or more of the conditions that contributed to the deterioration of the area. (A large text box has been provided to record your answer.)
- **For Spot Basis projects:** Indicate which activities the UGLG will undertake if awarded CDBG funds for the prevention of slum & blight conditions on a spot basis. (Mark the appropriate checkboxes that apply.) Also provide a brief description of the conditions of slum & blight that currently exist at the proposed project location(s), along with an explanation of how the activity or activities for which the UGLG is requesting financial assistance will address the condition(s). (A large text box has been provided to record your answer.) The Grant Applicant/UGLG may attach relevant supporting documentation, if deemed necessary.
- The **Slum & Blight Certification** form must be signed by the UGLG's Chief Elected Official (i.e., Mayor, City Council President, Village President, Town Board Chairman, County Board Chairman, or County Executive). Make sure to provide the signature, typed name, and title of the Chief Elected Official (CEO). Fill-in the date the form is signed by the CEO.
- The **Slum & Blight Certification** form must be **mailed** with your CDBG Application materials. Fill-in the date that the form is submitted with your CDBG Application materials.
- When this **Slum & Blight Certification** form has been completed, retain the original completed form for your grant application files and **mail a copy with your CDBG Grant Application materials.** The completed form **must be submitted** (with your CDBG Grant Application) to:

Wisconsin Department of Administration
Division of Energy, Housing and Community Resources
Bureau of Community Development
Attn: CDBG Grant Application Reviewer
101 E. Wilson Street, 6th Floor
P.O. Box #7970
Madison, WI 53707-7970

10. Relocation Plan/Anti-Displacement Policy

SAMPLE

Residential Anti-Displacement and Relocation Assistance

WISCONSIN RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR CDBG PROGRAMS

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the _____ (city/town/village/county) of _____ in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG(1) projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the _____ (city/town/village/county) of _____ will take the following steps to

minimize the direct and indirect displacement of persons from their homes: ***(The steps provided below are examples only, each jurisdiction must determine the actions it will take based on local needs and priorities. Include in this plan the actions the local jurisdiction will take.)***

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are "lower-income dwelling units" as defined in 24 CFR 42.305).
- Target only those properties deemed essential to the need or success of the project.
- Additional action that will be taken to address local needs & priorities, as determined by the Unit of General Local Government (UGLG).
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(1) CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

Relocation Assistance to Displaced Persons

The _____ (city/town/village/county) of _____ will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

One-for-One Replacement of Lower-Income Dwelling Units

The _____ (city/town/village/county) of _____ will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR 42.375.

Before entering into a contract committing the _____ (city/town/village/county) of _____ to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the _____ (city/town/village/county) of _____ will make public by **[describe how, such as publication in a newspaper of general circulation]** and submit to HUD [the State, under the State CDBG Program] the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. **NOTE: See also 24 CFR 42.375(d).**
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom unit), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the _____ (city/town/village/county) of _____ will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the _____ (city/town/village/county) of _____ may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The **[name and phone number of the office]** is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The **[name and phone number of the office]** is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Adopted by the _____ (city/town/village/county) of _____ Board on: _____ (date adopted).

Signature of Authorized Official

Title of Authorized Official

PRINTED NAME of Authorized Official

11. Authorizing Resolution for Application Submission

AUTHORIZING RESOLUTION

for the Submission of a Community Development Block Grant (CDBG) Application

Relating to the _____ of _____ participation in the
(County, City, Village, or Town) *(UGLG/Unit of General Local Government's Name)*

Community Development Block Grant – Public Facilities (CDBG–PF) / Planning (CDBG-PLNG) program;

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or development of a _____

(County, City, Town, Village)

plan (CDBG-PLNG), or for the provision or improvement of public facilities (CDBG-PF); and

WHEREAS, after public meeting and due consideration, the _____
(Name of Appropriate Committee)

has recommended that an application be submitted to DOA for the following project(s):

_____; and
(CDBG Proposed Project Title)

WHEREAS, it is necessary for the _____ to
(County Board, City Council, Village Board, Town Board)

approve the preparation and filing of an application for the _____ to

(County, City, Town, Village)

receive funds from this program; and

WHEREAS, the _____

has reviewed the

need for the proposed project(s) and the benefit(s) to be gained there from;
 NOW, THEREFORE, BE IT RESOLVED, that the _____
(City Council, County Board, Village Board, Town Board)
 does hereby approve and authorize the preparation and filing of an application for the above-
 named project(s); and that the _____ is hereby
(Council President, Mayor, Board Chair, Village President)
 authorized to sign all necessary documents on behalf of the _____ ; and
(County, City, Village, Town)
 that authority is hereby granted to _____
(Name of Appropriate Committee)
 to take the necessary steps to prepare and file the application for funds under this program in
 accordance with this resolution.

ADOPTED on this ____ day of _____, ____ . ATTEST: _____
(Day) (Month) (Year) (Signature of Clerk)
 The governing body of _____ has authorized the above resolution
(UGLG/Unit of General Local Government's Name)
 by Resolution No.: _____, dated _____ .
(Resolution Number) (Date Authorized)

Signature of the Chief Elected Official _____
Title _____

Date Signed

Typed Name of the Chief Elected Official

12. Statement of Assurances

STATEMENT OF ASSURANCES

I, _____, _____ of _____
(Name of the Chief Elected Official) (CEO's Job Title) (UGLG/Unit of General Local Government's Name)
 in _____ County certify that the _____ :
(County Name) (UGLG/Unit of General Local Government's Name)

[Initial each item.]

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 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.
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.

5. _____ Will not use special assessments or fees to recover the capital costs of CDBG funded public improvements from low- and moderate-income 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 nonviolent 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 nonviolent and 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. _____ Is currently in compliance with terms and conditions of all past and/or active CDBG awards and/or contracts.
11. _____ 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.
12. _____ Acknowledges that the project cannot commence prior to the grant award and certain procedures must first be taken, including but not limited to:
 - Completing the environmental review process;
 - Requesting federal wage rates if applicable;
 - Establishing base employment levels for job-related projects;
 - Entering into a development agreement with the participating business if applicable; **and**
 - Developing a system for tracking job retention and/or LMI benefit.
13. _____ Will comply with all provisions of the Community Development Block Grant (CDBG) Program and acknowledge that if the UGLG retains the responsibility of servicing existing loans, the potential responsibility for re-paying the loan due to failure to meet a National Objective still resides with the UGLG. The UGLG will maintain documentation of compliance with the above certifications.

I certify that, to the best of my knowledge and belief, the information being submitted to the Wisconsin Department of Administration (DOA) is true and correct.

Signature of the Chief Elected Official (CEO)

Date Signed

Signature of the Local Clerk

Date Signed

13. Lobbying Certification

LOBBYING CERTIFICATION FROM THE MUNICIPALITY

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. 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 undersigned shall complete Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned 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.

Name of the Unit of General Local Government (UGLG)

Signature of the Chief Elected Official (CEO)

CEO Title

Date Signed

Signature of the Municipal Clerk

Clerk Title

Date Signed

14. Resolution to Adopt Excessive Use of Force Ordinance

SAMPLE

Resolution to Adopt the Policy to Prohibit the Use of Excessive Force and the Barring of Entrances/Exits for Non-Violent Civil Rights Demonstrations

RESOLUTION NO. ____ [NUMBER]

A RESOLUTION OF THE [GOVERNING BODY] OF THE [MUNICIPALITY TYPE] OF [MUNICIPALITY],

POLICY TO PROHIBIT THE USE OF EXCESSIVE FORCE AND THE BARRING OF ENTRANCES/EXITS FOR NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS

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

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

NOW THEREFORE, BE IT RESOLVED BY THE [CHIEF ELECTED OFFICIAL TITLE] AND THE [GOVERNING BODY] OF THE [MUNICIPALITY TYPE] OF [MUNICIPALITY]:

It is POLICY of the [MUNICIPALITY TYPE] to prohibit the use of excessive force by law enforcement agencies within the [MUNICIPALITY TYPE]'s jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

It is POLICY of the [MUNICIPALITY TYPE] to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the [MUNICIPALITY TYPE]'s jurisdiction.

The officials and employees of the [MUNICIPALITY TYPE] shall assist in the orderly prevention of all excessive force within the [MUNICIPALITY TYPE] OF [MUNICIPALITY] by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.

The [GOVERNING BODY] directs the [LOCAL LAW ENFORCMENT AGENCY CHIEF OFFICIAL TITLE] to implement this Resolution by amending applicable [LOCAL LAW ENFORCEMENT AGENCY] procedures.

PASSED BY THE [CHIEF ELECTED OFFICIAL TITLE] AND [GOVERNING BODY] OF THE [MUNICIPALITY TYPE] OF [MUNICIPALITY].

Chief Elected Official Signature Date [DATE]

Chief Elected Official Typed Name and Title

ATTEST:

Municipal Clerk Signature Date [DATE]

Municipal Clerk Typed Name and Title

15. Authorizing Resolution to Commit Matching Funds

SAMPLE

Authorizing Resolution to Commit Match Fund

RESOLUTION NO. [NUMBER]

A RESOLUTION OF THE [GOVERNING BODY] OF THE [MUNICIPALITY TYPE] OF [MUNICIPALITY], providing a Guarantee of Matching Funds for the 2018 [CDBG RLE-ED XX] Application

Related to the [MUNICIPALITY TYPE] of [MUNICIPALITY]'s participation in the Community Development Block Grant (CDBG) Program;

WHEREAS, federal monies are available under the CDBG ["Annual Public Facilities Competition" OR "Planning Continuous Application"], administered by the State of Wisconsin Department of Administration, for the purpose of ["the provision or improvement of public facilities" OR "pursuing planning that serves the community and public good"]; and

WHEREAS, the [GOVERNING BODY] of the [MUNICIPALITY TYPE] of [MUNICIPALITY] has authorized the submission of a Community Development Block Grant ["Public Facilities" OR "Planning"] Application to the State of Wisconsin for the following project: [Project Title]; and

WHEREAS, an adequate local financial match must be provided for the proposed ["Public Facilities" OR "Planning"] project by the [MUNICIPALITY TYPE] of [MUNICIPALITY].

NOW, THEREFORE, BE IT RESOLVED, that the [MUNICIPALITY TYPE] of [MUNICIPALITY] does hereby authorize the commitment of match funds to be used as outlined in the CDBG application, for the match amount of [\$[Amount the municipality is prepared to commit]], from the following secured source(s): [List Sources and Corresponding Amounts, if known – customize as necessary]; and the following pending or potential source(s): [List Sources and Corresponding Amounts, if known – customize as necessary].

ADOPTED on this [Day] day of [Month], 2018.

ATTEST: [CLERK SIGNATURE]
[CLERK PRINTED/TYPED FULL NAME AND TITLE]

The governing body of the [MUNICIPALITY TYPE] of [MUNICIPALITY] has authorized the above resolution dated [FULL DATE, e.g., May 8, 2018].

[CHIEF ELECTED OFFICIAL'S SIGNATURE]
[CHIEF ELECTED OFFICIAL PRINTED/TYPED FULL NAME AND TITLE]

16. Environmental Review

Applicants are not required to complete an environmental report (ER) as part of the application process. However, an ER will be required prior to the release of any funds. Applicants may wish to review the ER requirements and forms found in the most current CDBG Implementation Handbook.

Applications and Application Specific Attachments

A. Applications

The CDBG CLOSE Program will accept project applications for public facilities (PF), public facilities for economic development (PFED), economic development (ED), housing and planning. All applications must be submitted using the appropriate application form and the required attachments listed above. Additional attachments specific to the program can be found following the application.

1(a) Public Facilities Application

**Community Development Block Grant CLOSE
Grant Application for Public Facilities**

PART 1 – GRANT REQUEST		
Grant Request Amount: \$	Other Funding: \$	Total Project Cost: \$
Project Title:		
Brief Project Description:		
If Project receives CDBG funding: Project Begin Date (MM/YY): / Project Completion Date (MM/YY): /		

PART 2 – APPLICANT INFORMATION			
APPLICANT (Unit of General Local Government [UGLG]):			Population:
Applicant Type: ___City	Village	___Town	___County
Senate District #:			Assembly District #:
Joint Application? ___No ___Yes (If yes, list other unit[s] of government):			
Chief Elected Official (CEO):			Title:
Clerk:			Title:
Municipal Administrator (if applicable):			Title:
Treasurer/Finance Director:			Title:
UGLG Street Address:			
UGLG Mailing Address if different than above:			
City:	Zip:	DUNS #:	
UGLG Phone:	UGLG Fax:	FEIN:	
UGLG E-Mail:		Clerk E-Mail:	
If the Applicant contracted with a third party to complete this application, please provide the contract/invoice amount for application preparation services: \$ _____			
Chief Elected Official Signature:			Date:
Application Contact			
Name:		Title:	
Firm/Company/Entity:			
Mailing Address:			
City:	State:	Zip:	
Phone:	Fax:	E-Mail:	

PART 3 – INITIAL ELIGIBILITY

Provide or acknowledge the following to demonstrate initial application eligibility. *Contact the Bureau of Community Development if any answer in this section is “No”:*

Yes No

- 1. Acknowledge that the applicant is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD).
- 2. Applicant's *Citizen Participation Plan* is attached.
- 3. Documentation of the first public hearing notice, verifying that the notice was published (if required) and/or posted (if required) in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice; and adequate advance notice was given for the public hearing in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice, **and** no less than the equivalent of a Class 2 Notice, is attached.
- 4. *Citizen Participation Public Hearing Certification* is attached.
- 5. Public Hearing Meeting Minutes [with attendees listed in the Minutes or on separate sign-in sheet(s) provided] are attached.
- 6. *Authorizing Resolution to Submit CDBG Application* is attached.
- 7. *Statement of Assurances* is attached.
- 8. *Lobbying Certification* is attached.
- 9. *Potential Fair Housing Actions* checklist is attached.
- 10. Acknowledge that if the applicant's project is funded, the applicant will be required to complete the environmental review process **before** the Unit of General Local Government begins construction and can receive grant funds.
- 11. If this project is funded, I/we acknowledge that professional services for grant administration will be properly procured in compliance with Federal, State, and local requirements.
- 12. Applicant understands that the contract for professional services is between the Applicant and the professional services provider; the State is **not** responsible or a part of that relationship.
- 13. Applicant acknowledges responsibility for ensuring that CDBG contract requirements are met. The fees paid for grant application preparation and grant administration may be published on DEHCR's web page.
- 14. Applicant certifies it is not debarred from receiving federal grant funds.
- 15. Applicant understands that incomplete applications may be denied before review and denial of incomplete applications **cannot** be appealed.

_____ **By initialing, the Chief Elected Official (CEO) certifies that the eligibility information noted above is complete and accurate.**

PART 4 – CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

1. Will the proposed project benefit the entire community? Yes No
- How many individuals will benefit from the project? _____
Of those who will benefit, how many individuals meet the qualification of LMI? _____
2. 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 Persons
 - Area Benefit using HUD Local Government LMI Summary Data (only for projects having community-wide benefit or having primary benefit to multiple entire municipalities)
 - Area Benefit using HUD Census Block LMI Summary Data (for projects with a service area that is coterminous with one or more census blocks only)
 - Area Benefit using Income Survey Data (for projects for which an income survey was conducted to determine the LMI percentage of the service area)
 - Limited Clientele - HUD presumed group: _____
(or if based on nature of project and location, provide justification below, and attach map detailing supporting information for service area)
 - Prevention/Elimination of Slum and Blight
 - Area Basis (Attach completed Slum and Blight Certification Form and supporting documents including map of service area)
 - Spot Basis (Attach completed Slum and Blight Certification Form and supporting documents including map of service area)
 - Urgent Local Need
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 justification below.

For Urgent Local Need, 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 your narrative to one (1) page with not less than a 11-point font.)

Insert Text Here:

PROJECT DESCRIPTION NARRATIVE - Page 1 of 2

1. Current condition of the problem:

Insert Text Here _____

2. Frequency with which the problem occurs:

Insert Text Here _____

3. Number of persons and/or households affected by the problem:

Insert Text Here _____

4. Effect(s) of the problem if left untreated:

Insert Text Here _____

5. Extent to which this proposed CDBG-PF project will alleviate the problem:

Insert Text Here _____

6. Scope of work (including detailed project area description):

Insert Text Here _____

PROJECT DESCRIPTION NARRATIVE - Page 2 of 2

||

PART 4 – BUDGET AND MATCHING FUNDS

APPLICANT: _____ **DATE:** ____ / ____ / ____

Attach a detailed itemization of project costs (e.g., engineer’s estimate or similar itemization of costs) [required] to verify the costs listed in the Budget below and attached documentation of Matching Funds [if available].

Activity	Source(s) of Matching Funds				Total
	CDBG Funds	UGLG Funds	Other Public Funds	Private Funds	
Acquisition - Land					
Acquisition - Building					
Building Improvements					
Center/Facility Construction					
Clearance - Site					
Curb and Gutter					
Electrical System Improvements					
Environmental Remediation					
Equipment					
Fire Station					
Relocation					
Sanitary Sewer					
Sidewalks					
Storm Sewer					
Streets					
Wastewater Treatment Facility					
Water					
Fixtures					
Furnishings					
Engineering (match only)					
Administration					
Sub-Total(s):					
Detailed Itemization of Project Costs is attached to this application: <input type="checkbox"/> Yes <input type="checkbox"/> No					

Summarize any other funding being used for this project proposal:

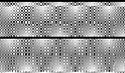
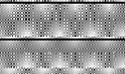
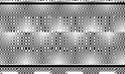
				CHECK ALL THAT APPLY:			Supporting Documentation included?		
Source:		Amount: \$		Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Committed	<input type="checkbox"/> Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Applied	<input type="checkbox"/> Secured/Awarded			
Source:		Amount: \$		Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Committed	<input type="checkbox"/> Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Applied	<input type="checkbox"/> Secured/Awarded			
Source:		Amount: \$		Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Committed	<input type="checkbox"/> Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Applied	<input type="checkbox"/> Secured/Awarded			
Source:		Amount: \$		Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Committed	<input type="checkbox"/> Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Applied	<input type="checkbox"/> Secured/Awarded			

For any source with a status of "Other" provide a brief explanation (No more than a one-sentence narrative per source).
 Insert Text Here:

- Do you anticipate using CDBG funds to pay all, or part of, the Grant Administration services associated with this project?
 Yes No
- If yes, were the services or will the services be competitively procured according the state and federal CDBG requirements?
 Yes No
- If no, were the services or will the services be secured in compliance with the local procurement policy?
 Yes No

**PUBLIC FACILITIES APPLICATION
ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST**

Topic	Documents	Required For All Apps	Included with this application submission?	
			YES	NO
Citizen Participation	1. Adopting Resolution of the Citizen Participation Plan (CPP) or Minutes from Council/Board Meeting in which the CPP was Adopted	✓	<input type="checkbox"/>	<input type="checkbox"/>
	2. Adopted Citizen Participation Plan (see Part 3 <i>Initial Eligibility</i>)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	3. Citizen Participation Public Hearing Notice (<i>with proof of publication [if required] and/or posting [if required] and proof of adequate advance notice in accordance with the UGLG's CPP in effect on the date of the first notice and no less than the equivalent of a Class 2 Notice</i>)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	4. Citizen Participation Public Hearing Certification Form	✓	<input type="checkbox"/>	<input type="checkbox"/>
	5. Public Hearing Meeting Minutes (with the attendees listed in the Minutes or on a separate Sign-In Sheet provided)	✓	<input type="checkbox"/>	<input type="checkbox"/>
Financial	6. Detailed Itemization of Project Costs (supporting document for the Budget in Part 4 of this application)	✓	<input type="checkbox"/>	<input type="checkbox"/>
Service Area/ Income Survey	7. Map of Project Area (<i>with project location, type of work being completed on each street (if applicable), and Service Area/beneficiary area boundaries marked</i>)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	8. Demographic Profile Sheet of beneficiaries in Service Area (<i>must use form provided by DEHCR in the Application Attachments</i>)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	9. LMI Calculation Worksheet for Beneficiaries Residing in Multiple Census Blocks or Multiple Local Municipalities (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	10. Map of Boundaries of Census Block(s) that make(s) up Service Area (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	11. Map of Income Survey Area (with survey area boundaries marked; residences surveyed marked; and responding, non-responding and vacant residences marked or provided on a separate sheet) (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	12. Income Survey Results Income Tabulation Form (<i>if applicable: see Appendix C in Income Survey Guide</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	13. Income Survey Results Race/Ethnicity Tabulation Form (<i>if applicable: see Appendix C in Income Survey Guide</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	14. Income Survey Form used to conduct Income Survey (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	15. Income Survey Letter and/or other related correspondence sent to residents regarding the survey distribution and collection process (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
Fair Housing	16. Potential Fair Housing Actions Checklist (<i>Specifying the three (3) actions that the local community will undertake</i>)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	17. Adopting Resolution of the Fair Housing Ordinance or Minutes from Council/Board Meeting in which the Fair Housing Ordinance was Adopted	✓	<input type="checkbox"/>	<input type="checkbox"/>
	18. Fair Housing Ordinance	✓	<input type="checkbox"/>	<input type="checkbox"/>
Slum & Blight	19. Slum and Blight Certification (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	20. Slum and Blight supporting documentation (<i>for Area Basis only</i>)		<input type="checkbox"/>	<input type="checkbox"/>
Acquisition/ Relocation	21. Residential Anti-Displacement and Relocation Assistance Plan	✓	<input type="checkbox"/>	<input type="checkbox"/>
	22. Acquisition/Relocation/Demolition Questionnaire	✓	<input type="checkbox"/>	<input type="checkbox"/>
Other	23. Authorizing Resolution to Submit CDBG Application	✓	<input type="checkbox"/>	<input type="checkbox"/>

24. Statement of Assurances	✓	<input type="checkbox"/>	
25. Lobbying Certification	✓	<input type="checkbox"/>	
26. Resolution Adopting Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force	✓	<input type="checkbox"/>	
27. Search record from www.sam.gov verifying the UGLG is not on the federal debarment list	✓	<input type="checkbox"/>	

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.

Attachments:

1. Adopting Resolution of the Citizen Participation Plan (CPP) or Minutes from Council/Board Meeting in which CPP was Adopted
2. Adopted Citizen Participation Plan (include date adopted)
3. Citizen Participation Public Hearing Notice (with proof of publication [if required] and/or posting [if required] and proof of adequate advance notice in accordance with the UGLG's CPP in effect on the date of the first notice **and** no less than the equivalent of a Class 2 Notice)
4. Citizen Participation Public Hearing Certification Form
5. Public Hearing Meeting Minutes with Attendees Listed in Minutes or separate Sign-In Sheet Provided

FINANCIAL ATTACHMENTS AND SUPPORTING DOCUMENTATION

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

Attachments:

6. Detailed Itemization of Project Costs (e.g., engineer's estimate or similar itemization of costs to verify the costs listed in the Budget in Part 9 of this application)

SERVICE AREA / 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 Financial attachment(s).

Attachments:

7. Map of Project Area [with project location, types of work being completed on each street (if applicable), and boundaries of Service Area/beneficiary area boundaries marked]
8. Demographic Profile Sheet of beneficiaries in Service Area [must use form provided by DEHCR in Application Attachments]
9. LMI Calculation Worksheet for Beneficiaries Residing in Multiple Census Blocks or Multiple Local Municipalities, if applicable
10. Map of Boundaries of Census Block(s) that make(s) up Service Area, if applicable
11. Map of Income Survey Area [with survey area boundaries marked; residences surveyed marked; and responding, non-responding and vacant residences marked or provided on a separate sheet], if applicable
12. Income Survey Results Income Tabulation Form, if applicable
13. Income Survey Results Race/Ethnicity Tabulation Form, if applicable

- 14. Income Survey Form used to conduct the Income Survey, if applicable
- 15. Income Survey Letter and/or other related correspondence sent to residents regarding the survey distribution and collection process, if applicable

**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 Service Area / Income Survey attachment(s).

Attachments:

- 16. Potential Fair Housing Actions Checklist
- 17. Adopting Resolution of the Fair Housing Ordinance or Minutes from Council/Board Meeting in which Fair Housing Ordinance was Adopted
- 18. Fair Housing Ordinance

**SLUM & BLIGHT
ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

- 19. Slum and Blight Certification, if applicable
- 20. Slum and Blight supporting documentation (for Area Basis ONLY), please label attached document(s):

a.	
b.	
c.	
d.	
e.	

**ACQUISITION / RELOCATION
ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

- 21. Residential Anti-Displacement and Relocation Assistance Plan
- 22. Acquisition/Relocation/Demolition Questionnaire

**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 Acquisition/Relocation attachment(s).

Attachments:

- 23. Authorizing Resolution to Submit CDBG Application
- 24. Statement of Assurances
- 25. Lobbying Certification
- 26. Resolution Adopting Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force
- 27. Search record from www.sam.gov verifying the UGLG is not on the federal debarment list

1(b) Public Facilities Application Specific Attachments

i. Acquisition, Relocation and Demolition Questionnaire

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) NAME: _____

ACQUISITION, RELOCATION and DEMOLITION QUESTIONNAIRE for a Community Development Block Grant (CDBG)

This questionnaire will be used by the Division of Energy, Housing and Community Resources to determine if you have adequately planned and budgeted for acquisition, relocation, down payment assistance, rehabilitation, and demolition activities related to your proposed CDBG project. Requirements are referenced in the Uniform Relocation and Real Property Acquisition Policies of 1970, as amended (URA) and Section 104(d) of the Housing and Community Development Act (Barney Frank Amendment).

Answer the following Acquisition, Relocation, Demolition and Conversion questions (**Yes, No, or N/A**).

The proposed CDBG project will involve the:

1. _____ Voluntary Acquisition of:
 - Temporary easement(s)
 - Permanent easement(s)
 - Vacant land
 - Land and building(s)
 - Will tenants be, or have they been, displaced?*
2. _____ Involuntary Acquisition of:
 - Temporary easement(s)
 - Permanent easement(s)
 - Vacant land
 - Land and building(s)
 - _____ *Are any units occupied?* If yes, indicate whether:
 - _____ Relocation assistance will be provided or has been provided
 - _____ Residential occupant is low- and moderate-income
3. _____ Donation of:
 - Temporary easement(s)
 - Permanent easement(s)
 - Vacant land
 - Land and building(s)
 - _____ Tenant(s) will be displaced or have been displaced
 - _____ Tenant(s) is residential occupant and is low- and moderate-income
4. _____ Demolition of residential units or conversion/rehabilitation of residential unit to another use, and the:
 - Unit is occupiable
 - Unit rents or would rent at or below the Fair Market Rent
 - Unit will be replaced
 - NOTE:** *If "yes" to any of the three questions above, attach documentation required and listed in your Uniform Relocation Plan.*
 - Unit is not occupiable and evidence is attached

PLEASE NOTE:

CDBG projects are subject to State and Federal acquisition/relocation/demolition requirements. If you answered "yes" to any of the questions above, please contact the Bureau of Community Development to discuss the applicability of these requirements to the proposed project.

2(a) Public Facilities – Economic Development

**Community Development Block Grant CLOSE
Grant Application for Public Facilities – Economic Development**

PART 1 – GRANT REQUEST		
Grant Request Amount: \$	Applicant's Local Match: \$	Total Project Cost: \$
	Applicant's Non-Local Match: \$	
Project Title:		
Brief Project Description:		
If Project receives CDBG funding: Project Begin Date (MM/YY): ____/____ Project Completion Date (MM/YY): ____/____		
The Proposed Project Budget has been attached to this application: <input type="checkbox"/> Yes <input type="checkbox"/> No A Budget Match Waiver has been attached to this application: <input type="checkbox"/> Yes <input type="checkbox"/> No		

PART 2 – APPLICANT INFORMATION			
APPLICANT (UGLG):			Population:
Applicant Type: <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> County	County:		
Senate District #:	Assembly District #:		
Joint Application? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, list other unit[s] of government):			
Chief Elected Official (CEO):			Title:
Clerk:			
Public Works Director:		Finance Director:	
Official Municipal Street Address:			
City, Zip:			DUNS #:
CEO Phone: ()____-____	CEO Fax: ()____-____	FEIN:	
CEO E-Mail:		Clerk E-Mail:	
Chief Elected Official Signature:			Date:
Application Contact			
Name:		Agency/Company:	
Mailing Address:			
Phone: ()____-____	Fax: ()____-____	E-Mail:	

PREVIOUS CDBG ASSISTANCE

List All Previous CDBG-PF, CDBG-ED, CDBG-PLNG, CDBG-PFED, and CDBG-Housing Awards Received Since 2007:

Project:	Grant Agreement / Contract No:	Award Date:	Closeout Date:	Award Amount:

Did any previous CDBG award(s) monies fund part or all of the Public Facilities project for which you are applying today? Yes No

PART 3 – INITIAL ELIGIBILITY

Provide or acknowledge the following to demonstrate initial application eligibility:

Yes No

- 1. Acknowledge that the applicant is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD).
- 2. Applicant’s Citizen Participation Plan is attached.
- 3. Documentation of the first public hearing notice published in the newspaper, verifying that the public was given a minimum of 2 weeks (14 days) advance notice of the public hearing, is attached.
- 4. Public hearing meeting minutes or Citizen Participation Public Hearing Certification is attached.
- 5. Public hearing sign-in sheet(s) is attached.
- 6. Applicant’s authorizing resolution is attached.
- 7. Statement of Assurances is attached.
- 8. Lobbying Certification is attached.
- 9. Potential Fair Housing Actions are attached.
- 10. Acknowledge that if the applicant’s project is funded, the applicant will be required to complete an environmental review before the unit of general local government can receive grant funds.
- 11. If this project is funded, I/we acknowledge that Professional Services for Grant Administration will be properly procured in compliance with Federal, State, and local requirements.
- 12. Applicant certifies it is not on the federal debarment list (found at: www.sam.gov).
- 13 By initializing the Chief Elected Official (CEO) certifies that the eligibility information shown is complete and accurate.

Briefly describe your process for procuring a grant administrator and explain how it complies with Federal, State, and local procurement requirements:

Contact the Bureau of Community Development if any answer in this section is “No”

PART 4 – CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

Briefly explain:

1. How the project will meet the National Objective of low and moderate income job creation:

PART 5 – PROJECT NEED

On the following page, concisely describe the community’s need for the proposed project. Be sure to address each of the bullet points below and provide quantifiable data:

- Is this a new facility/site, expansion and/or acquisition?
- The current condition of the problem, the frequency it occurs and the effect(s) of the problem if left untreated.
- The extent to which completion of the proposed project will address the needs of the business.
- The scope of work (including a detailed project area description).
- Explain how jobs will be created and/or retained by the project.

Data or pertinent information that quantifies the need can be included in the narrative or as an attachment to this application.

Also provide a brief description of business benefiting from this project. Include:

- Business history, current function, products, services, etc.
- Description of operation and/or financial relationships with any parent or subsidiary and any potential changes in ownership due to this project.
- Current markets served, size, industry, trends, growth potential, etc.
- Market feasibility information and/or sales commitments to support sales or revenue projections.
- Impact analysis of how the project positively or negatively affects the community.

Limit your narrative to two (2) pages (pages 6-7 of this application) with not less than a 12-point font and 3/4” margins.

PROJECT NEED NARRATIVE - Page 1 of 2

PROJECT NEED NARRATIVE - Page 2 of 2

PART 6 – COMMUNITY DISTRESS

Median Household Income:
(source of data: _____)
(date that source data was published: _____)

Per Capita Property Value:
(source of data: _____)
(date that source data was published: _____)

Local Property Tax Rate:
(source of data: _____)
(date that source data was published: _____)

PART 7 – FINANCIAL NEED

Amount of Local Matching Funds Committed to Project: <i>(This is the amount of Applicant Funds on the Proposed Project Budget Page)</i> (Attach the completed Proposed Project Budget to the application)	\$
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----

If the Local Matching Funds amount is less than 10% of the Total Project Cost, has a waiver request from the UGLG CEO been attached to the application? Yes No

Funding Source for Local Funds Committed to Project:

- General Obligation (G.O.) Debt
- Revenue Bonds
- Other (briefly explain): _____

If G.O. Debt is Funding Source:	
G.O. Debt Capacity For 2017:	\$
Used G.O. Debt (to date):	\$
Anticipated used G.O. Debt For 2017 without CDBG Assistance:	
Anticipated used G.O. Debt For 2017 with CDBG Assistance:	
Future (within the next three years) G.O. Debt Obligations <i>(Attach Resolution or Capital Improvement Plan to the application)</i>	\$

For Water and Sewer Projects:		
<i>(Attach current balance sheet of the Enterprise Statements to the application)</i>		
Annual <u>water</u> charge calculated for a household using 70,000 gallons of water:		\$
Projected increase in the water charge with grant assistance:	___%	\$
Projected increase in the water charge without grant assistance:	___%	\$
Annual <u>sewer</u> charge calculated for a household using 70,000 gallons of water:		\$
Projected increase in the sewer charge with grant assistance:	___%	\$
Projected increase in the sewer charge without grant assistance:	___%	\$

PART 8 – PUBLIC BENEFIT/ECONOMIC DEVELOPMENT

Does the Applicant have an adopted Comprehensive Plan, Community Redevelopment Plan, or other long-range plan?

Yes: Date the Plan was adopted or most recently revised: _____

Briefly explain, within the space provided, how this project is consistent with the goals and objectives of the Plan and attach a copy of the applicable sections of the Plan.

No

PART 9 – COMMITMENT OF MATCHING FUNDS

APPLICANT: _____

DATE: _____

Attach documentation of financial commitments and information to demonstrate the validity and reasonableness of budgeted costs.

Activity	CDBG Funds	Source of Matching Funds			Total
		Applicant	Other Public Funds	Private Funds	
Acquisition – Land					
Acquisition – Building					
Building Improvements					
Center/Facility Construction					
Clearance – Site					
Curb and Gutter					
Electrical System Improvements					
Environmental Remediation					
Equipment					
Relocation					
Sanitary Sewer					
Storm Sewer					
Streets/Sidewalks					
Wastewater Treatment Facility					
Water					
Furnishings & Fixtures (match only)					
Engineering (match only)					
Administration					
Sub-Total(s):					

In addition to Applicant Match Funds, summarize the other Public and Private sources of project funding:

Signed Commitment Documents Included?

Source: _____	Amount: \$ _____	Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Source: _____	Amount: \$ _____	Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Source: _____	Amount: \$ _____	Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Source: _____	Amount: \$ _____	Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART 10 – PROJECT MAP

Please provide a map of the proposed project area within the applicant’s boundaries. Map should clearly show existing land uses in the surrounding area and location of the proposed activities.

PART 11 – CDBG – PFED BUSINESS BENEFICIARY INFORMATION

Type of Business: <input type="checkbox"/> C Corp <input type="checkbox"/> S Corp <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Non-Profit	
Legal Name:	
Trade Name:	
Address:	
City, State, Zip:	County:
FEIN #: (Federal Employee Identification Number –Tax ID or Social Security Number)	State of Organization: (Per Articles of Incorporation/Organization)
WWW:	
Tele. #:	Fax #:
CEO Name:	CEO Title:

PART 12 – BUSINESS INFORMATION

Date Established:	SIC or NAICS:
Minority Owned: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, the Minority Classification is: <input type="checkbox"/> Eskimo <input type="checkbox"/> Native <input type="checkbox"/> Hawaiian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Aleut <input type="checkbox"/> Asian-Indian <input type="checkbox"/> Asian-Pacific <input type="checkbox"/> African American	
Woman Owned: <input type="checkbox"/> Yes <input type="checkbox"/> No	Owned by a Person with a Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No
Foreign Owned: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes: Country: _____ % of ownership: _____
Primary Product or Service:	
Total Company Employment:	Full Time: _____ Part Time: _____
Total Wisconsin Employment:	Full Time: _____ Part Time: _____
Total Project Location Employment:	Full Time: _____ Part Time: _____
% of Project Location Full Time Employees that are WI Residents:	
Provide the Following for All Other Existing Wisconsin Operations:	
Address (Street, City, Zip):	Number of Full Time Employees:
.....
.....
.....

PART 13 – PROJECT INFORMATION

Project Location: <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village Of:	County:
Project Street Address	Square Footage of Project Facility(ft²):

PART 14 – PROJECT TIME-LINE

Secure all financing by:	Break ground/lease by:
Begin production by:	Achieve full production by:

PART 15 – PROJECTED EMPLOYMENT							
Full Time Positions Only (2,080 hours/year)							
Existing Positions		Position Title	Positions Created ¹				
			Year One		Year Two	Year Three	Total
Avg. Hourly	Number of Existing		Avg. Starting Hourly Wage	Number Created	Number Created	Number Created	Number Created
		TOTAL					
PART 16 – BENEFIT INFORMATION							
Check the Health Insurance Provided to Employees:			<input type="checkbox"/> None	<input type="checkbox"/> Individual	<input type="checkbox"/> Family		
Percent of Health Insurance Premium Paid by Company:				%	%		
Average Deductible Paid by Employee:				\$	\$		
Other Benefits Provided to the Majority of the Workforce: <input type="checkbox"/> Life Insurance <input type="checkbox"/> Pension <input type="checkbox"/> 401(k) <input type="checkbox"/> Childcare <input type="checkbox"/> Tuition Reimbursement <input type="checkbox"/> Other: (Specify)							
Will new employees be provided with substantially the same benefits as described above: <input type="checkbox"/> Yes <input type="checkbox"/> No							

¹Definitions:

A full-time employee is an employee working an average of at least 40 hours per week/annually. This does not include part-time or contract employees. A retained job is one that would be lost if the project does not go forward.

Minority is defined for employment purposes as African-American, Hispanic, Native American, Asian Indian, Asian or Pacific Islander.

A maintained job is one that will remain even if the project does not go forward.

Low- and moderate-income person is a member of a family having an income equal to or less than the Section 8 low-income limit established by HUD. Unrelated individuals will be considered as one-person families for this purpose. (CFR § 570.3)

PART 17-SUMMARY OF PROJECTED FINANCIAL INFORMATION			
FYE	/ /	/ /	/ /
Total Sales			
Net Income			
Total Assets			
Total Liabilities			
Equity			
WI Income Tax Liability (C Corporations Only)			

PART 18-SUMMARY OF HISTORIC FINANCIAL INFORMATION			
FYE	/ /	/ /	/ /
Total Sales			
Net Income			
Total Assets			
Total Liabilities			
Equity			
W/ Income Tax Liability (C Corporations Only)			

PART 19 – LEGAL INFORMATION*	YES/NO
Has the applicant, any owner, officer, subsidiary, affiliate or beneficiary been involved in any lawsuits in the last 5 years or have any lawsuits pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant, any owner, officer, subsidiary, affiliate or beneficiary ever been involved in any bankruptcy or insolvency proceedings or have any proceedings pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant, any owner, officer, subsidiary, affiliate or beneficiary had any civil or criminal charges in the last 5 years that could have a material adverse impact on the project or have any charges pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the applicant, any owner, officer, subsidiary, affiliate or beneficiary have any outstanding tax liens?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant, any owner, officer, subsidiary, affiliate or beneficiary ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant, any owner, officer, subsidiary, affiliate or beneficiary ever been convicted of or enjoined from any violation of state or federal securities law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant, any owner, officer, subsidiary, affiliate or beneficiary ever been a party to any consent order or entry with respect to an alleged state or federal securities law violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant, any owner, officer, subsidiary, affiliate or beneficiary ever been a defendant in a civil or criminal action?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please attach a detailed explanation of any YES responses.	
*An Application will be deemed ineligible and denied based on the falsification of information	

PART 20 – MARKET INFORMATION	
THREE MAJOR CUSTOMERS:	% OF SALES
1.	
2.	
3.	
THREE MAJOR COMPETITORS	LOCATION (City and State)
1.	
2.	
3.	

Provide a brief market analysis describing the current market, trends, growth potential, etc. Include market feasibility information and/or sales commitments to support sales or revenue projections.

PART 21 – CERTIFICATION STATEMENT

1. Certifies that to the best of its knowledge and belief, the information being submitted to Department of Administration (DOA) is true and correct.
2. Certifies that the applicant is in compliance with all laws, regulations, ordinances and orders of public authorities applicable to it.
3. Certifies that the applicant is not in default under the terms and conditions of any grant or loan agreements, leases, or financing arrangements with its other creditors.
4. Certifies that the Department is authorized to obtain a credit check and Dun and Bradstreet on the applicant, the business and/or the individual(s).
5. Certifies that the applicant has disclosed and will continue to disclose any occurrence or event that could have an adverse material impact on the project. Adverse material impact includes but is not limited to lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory intervention or inadequate capital to complete the project.
6. Understands that unless it qualifies as trade secret, all information submitted to DOA is subject to Wisconsin's Open Records Law. Please complete Attachment 12 to designate any information as trade secret.

Signature: _____ Date: _____
(Authorized Representative)

Name: _____ Title: _____
(Authorized Representative)

2(b) Public Facilities – Economic Development Application Specific Attachments

i. Davis Bacon/Federal Labor Standards Law

1. Will CDBG-PFED funds be used to pay for construction costs?
 No Yes

If yes, Davis Bacon applies to the project. Submit a copy of the construction bid that clearly indicates Davis Bacon rates were used in developing project costs.

2. Will CDBG-PFED funds be used to pay for equipment?

- No Yes

If yes, provide copies of the cost estimates for each piece of equipment to be financed with CDBG-PFED funds on the letterhead of the company, from which it will be purchased. This cost estimate must break out the cost of each item to be purchased and the installation cost of the item.

3. Will CDBG-PFED funds be used to pay for equipment installation costs?

- No Yes

If yes, Davis Bacon may apply to the project, depending on the outcome of a four part test. The Division of Energy, Housing and Community Resources' labor standards officer will determine the applicability based on the four factors below:

- 1. The cost of the equipment itself compared to the cost of the installation.*
- 2. The existence of a high absolute cost of equipment installation.*
- 3. The necessity for structural modifications to accommodate the equipment installation.*
- 4. The necessity for updated electrical, plumbing or gas lines to facilitate equipment installations.*

4. If CDBG-PFED funds will be used solely to pay for working capital, then Davis Bacon does not apply to the project.

A more detailed review of Davis Bacon/Federal Labor Standards law and requirements can be found in the most current CDBG Implementation Handbook.

ii. Federal Equal Employment Opportunity (EEO-1) Report

All employers with 15 or more employees are covered by Public Law 88-352 and are required to keep employment records. Certain employers are required by law to file annual EEO-1 (Standard Form 100) reports based on its number of employees and federal contracting activities. Following are the thresholds for filing annual EEO-1 Reports. Please mark the appropriate box that the business falls under:

- Private employer with 100 or more employees.
- Private employer with fewer than 100 employees but is owned or affiliated with another company so the group legally constitutes a single enterprise and the entire enterprise employs a total of 100 or more employees.
- Private employer with 50 or more employees that is a prime contractor or first-tier subcontractor with the federal government and has a contract, subcontract, or purchase order amounting to \$50,000 or more (Does not include this CDBG-PFED project).
- Exempt from filing an EEO-1 Report.

These reports are due no later than September 30. Please submit a copy of the business's most recent EEO-1 Report it has filed with the Federal government, unless it is exempt.

A more detailed review of federal Equal Employment Opportunity law and requirements can be found in the most current CDBG Implementation Handbook.

iii. Acquisition, Relocation and Demolition Questionnaire

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) NAME: _____

ACQUISITION, RELOCATION, & DEMOLITION QUESTIONNAIRE
for a Community Development Block Grant (CDBG)

This questionnaire will be used by the Division of Energy, Housing and Community Resources to determine if you have adequately planned and budgeted for acquisition, relocation, down payment assistance, rehabilitation, and demolition activities related to your proposed CDBG project. Requirements are referenced in the Uniform Relocation and Real Property Acquisition Policies of 1970, as amended (URA) and Section 104(d) of the Housing and Community Development Act (Barney Frank Amendment).

Answer the following Acquisition, Relocation, Demolition and Conversion questions (**Yes, No, or N/A**).

The proposed CDBG project will involve the:

1. _____ Voluntary Acquisition of:
 - Temporary easement(s)
 - Permanent easement(s)
 - Vacant land
 - Land and building(s)

 - Will tenants be, or have they been, displaced?*

2. _____ Involuntary Acquisition of:
 - Temporary easement(s)
 - Permanent easement(s)
 - Vacant land
 - Land and building(s)

 - _____ *Are any units occupied? If yes, indicate whether:*
 - _____ Relocation assistance will be provided or has been provided
 - _____ Residential occupant is low- and moderate-income

3. _____ Donation of:
 - Temporary easement(s)
 - Permanent easement(s)
 - Vacant land
 - Land and building(s)

 - _____ Tenant(s) will be displaced or have been displaced
 - _____ Tenant(s) is residential occupant and is low- and moderate-income

4. _____ Demolition of residential units or conversion/rehabilitation of residential unit to another use, and the:
 - Unit is occupiable
 - Unit rents or would rent at or below the Fair Market Rent
 - Unit will be replaced

 - NOTE:** *If "yes" to any of the three questions above, attach documentation required and listed in your Uniform Relocation Plan.*
 - Unit is not occupiable and evidence is attached

PLEASE NOTE:

CDBG projects are subject to State and Federal acquisition/relocation/demolition requirements. If you answered "yes" to any of the questions above, please contact the Bureau of Community Development to discuss the applicability of these requirements to the proposed project.

iv. Employment Profile Certifications and Forms

BUSINESS JOB CREATION COMMITMENT LETTER (sample)

To be completed by business owner/ UGLG

Date: _____

Dear _____ (Chief Elected Official of Applicant Community):

This letter will confirm my/our commitment to move forward with the development of (Project Name). This project includes _____ (list activities) and the creation/retention of _____ (number) full-time FT positions.

We/I will spend no less than \$ _____ on the total development of this project. All on-site and off-site project costs should be included in the summary below. The financing is proposed as follows:

Private Lender	\$ _____
Equity	\$ _____
Community Development Block Grant	\$ _____
Other	\$ _____
Other	\$ _____
TOTAL	\$ _____

Development of the project will allow the current employment of _____ to increase to _____ 24 months after project completion for a net gain of _____ new full-time FTE positions. Of these new jobs, it is our goal to employ at least 51 percent persons from low- and moderate-income households (LMI) and _____ percent minorities, recognizing that some persons may qualify to meet the goal for both categories. Also, any commitment to a job training program should be indicated, if applicable.

We/I understand that the goal of the Community Development Block Grant Program is to benefit persons of LMI households. An LMI household is defined as 80 percent of the median household income for the employee's specific family size for the county area in which the project will be located. The project is defined as all line items listed in the application and includes all aspects necessary to the successful completion. Local officials have provided the business with the low- and moderate-income figures for _____ County.

In order to meet the national objective of the Community Development Block Grant Program, 51 percent of the jobs created and/or retained by the project must be taken by or made available to persons of LMI households. Therefore, the undersigned business agrees to maintain the following job creation and/or retention documentation for each employee interviewed, or for existing employees if jobs are claimed as retained:

- name, address and social security number
- household size;
- household income range; and
- employee signature.

The following efforts will be used by the business to ensure that LMI persons receive first consideration for open positions in the company. (Check all that apply)

_____ List positions on Job Center of Wisconsin

- _____List positions with the local Workforce Development Board
- _____List positions with the local Wisconsin Works (W2) Agency
- _____List positions with the local Technical College
- _____List positions with the local Veterans Services office
- _____List positions with the local Community Action Agency

If 51 percent of the jobs created and/or retained are not taken by persons of LMI households, the business will provide documentation to demonstrate that it followed acceptable procedures that, under normal circumstances, would result in at least 51 percent of the jobs being taken by persons of LMI households.

The business also understands that an acceptable alternative to the above described record keeping requirements is for the business to work through a state or federal employment agency, such as the local Department of Job and Family Services, to hire persons of LMI households. Such programs must screen the applicants and, upon completion of the hiring process, provide a final certification stating that at least 51 percent of the jobs were taken by persons of LMI households. **The business understands that there will be no exceptions or waivers to this requirement.**

As explained in the application, I/we would not proceed with this at this time without Community Development Block Grant assistance.

If the funding from Community Development Block Grant is approved, I/we are prepared to move forward quickly on this project, with completion no more than 12 months after approval of the Community Development Block Grant funds. I/we expect the project to commence on _____ and complete it by _____. I know of no reason why this project cannot go forward immediately {note any reasons for lack of immediate commencement}.

I certify that I have the authority to make this commitment on behalf of the company/business, and that we have the resources to finalize the financing package identified above and shown in the community's application for funds.

I also certify that _____ will provide the required job creation/retention documentation as outlined in the application instructions. I further certify that I have this authority to make this commitment on behalf of _____ (Business).

Sincerely,

Chief Executive Officer or Authorized Company Representative (Signature)

(Typed Name and Title)

(Witness)

v. Job Creation Table

JOB CREATION TABLE

Job Title	Job Description			Determining Full-Time Equivalent Jobs			# of FT jobs	# of Jobs Available to LMI
	Avg. Hourly Wage	Special Skills Required? ¹	Post HS education required? ²	# of Employees (a)	Hrs/Wk per Employee (b)	Wks/Yr per Employee (c)		
				FT				
				PT				
				FT				
				PT				
				FT				
				PT				
				FT				
				PT				
				FT				
				PT				
TOTAL								

¹ Jobs made available to LMI persons must not require special skills that can only be acquired with substantial (i.e. one year or more) training or work experience.

² Education beyond high school must not be a pre-requisite for LMI positions, unless the business agrees to hire unqualified persons and train them.

vi. Job Retention Table

JOB RETENTION TABLE

Job Title	Job Description			Current Employment				Retained Jobs	
	Avg. Hourly Wage	Special Skills Required? ¹	Post HS education required? ²	# of Employees (a)	Hrs/Wk per Employee (b)	Wks/Yr per Employee (c)	# of FT jobs	# FT jobs to be Retained ⁴	# of Retained LMI jobs ⁵
				FT					
				PT					
				FT					
				PT					
				FT					
				PT					
				FT					
				PT					
				FT					
				PT					
TOTAL									

¹ Jobs made available to LMI persons must not require special skills that can only be acquired with substantial (i.e. one year or more) training or work experience.

² Education beyond high school must not be a pre-requisite for LMI positions, unless the business agrees to hire unqualified persons and train them.

⁴ In order for jobs to be considered *RETAINED*, there must be clear and objective evidence that permanent jobs will be lost without CDBG assistance.

⁵ To meet the LMI income jobs standard, 51 percent or more of the retained jobs must be either:

- Known to be held by LMI persons at the time CDBG assistance is provided (attach ATTACHMENT 12c- Applicant/ Employee Self-Certification form for each employee for whom job retention is claimed), and/or

Jobs not know to be held by LMI persons, but which can be reasonably expected to “turn over” to LMI persons within two years. See page 10 for documentation to include.

vii. Employee Self-Certification

The Employee Self-Certification form is updated on an annual basis with a form for each county. The most current copy of the Employee Self-Certification form can be found on the DOA DEHCR website.

viii. Payroll Reports

ix. Other Required Attachments

- Estimated Property Valuation Increase from the Proposed Project
- Designation of Confidential and Proprietary Information
- Three Years of Business' Historical Financial Statements
- Business' Balance Sheets – Cash Flow Statements – Income Statements – Assumptions
- Most Recent Business' Quarterly Financial Statements
- Three Years of Business' Financial Projections

3(a) Economic Development Application

SECTION I: GENERAL INFORMATION

1) Legal Applicant (Community/UGLG)

Name: _____

Data Universal Numbering System (DUNS#)*: _____

Fein #: _____

Address: _____

City: _____ County: _____ WI

Zip: _____ Phone: _____ Fax: _____

Email: _____

Chief Elected Official: _____

Title: _____

** A DUNS# must be provided for the legal community applicant and for each business creating and/or retaining jobs. For information on obtaining a DUNS# please contact your project representative.*

2) Certification by Authorized Official:

To the best of my knowledge and belief, data contained in this application are true and correct. The document has been duly authorized to comply with the required assurances, if the assistance is approved, by ordinance or resolution # _____ passed on _____ (date).

Attach Exhibit 3 – Authorizing resolution or ordinance

Signature of Chief Elected Official: _____

Typed Name and Title: _____

3) Administering Agency (e.g. Economic Development Corporation, Regional Planning Commission, Consultant)

Agency Name: _____
Address: _____
City: _____ County: _____ WI
Zip: _____ Phone: _____ Fax: _____
Contact Person: _____
Title: _____
Email: _____

4) Contact Information for Other Agency Involved (if applicable)

Agency Name: _____
Role: _____
Address: _____
City: _____ County: _____ WI
Zip: _____ Phone: _____ Fax: _____
Contact Person: _____
Title: _____
Email: _____

5) Developer or Business

Company Name: _____
Address: _____
City: _____ County: _____ State: _____
Zip: _____ Phone: _____ Fax: _____
Contact Person: _____
Title: _____ Email: _____
Data Universal Numbering System (DUNS#)*: _____
FTI/SSN#: _____ SIC Code: _____

Corporate Ownership:

Name: _____ Interest (%): _____
Name: _____ Interest (%): _____
Name: _____ Interest (%): _____
Name: _____ Interest (%): _____

Please check all that apply: Joint Venture Limited Liability Company
 C Corporation S Corporation Sole Proprietorship
 Partnership Limited Partnership Minority Owned (MBE)**
 ESOP Woman Owned (WBE)**

**A DUNS # must be provided for each business creating and/or retaining jobs. For information on obtaining DUNS # please contact your project representative.*

*** Attach copy of certification*

6) Project Information

Name of Project: _____

Community Development Block Grant Request: [] Direct Loan: \$ _____

Infrastructure: \$ _____

Administration (request cannot exceed 2% of award, maximum of \$10,000): \$ _____

Project Location: Address: _____

City/Village/Township: _____

County: _____ Zip: _____

Project Start Date: _____ Job Creation Start Date: _____

7) Project Map

Please provide a map of the proposed project area within the applicant's boundaries. Map should clearly show existing land uses in the surrounding area and location of the proposed activities.

8) Current Employment Composition¹

Total Existing Full-Time Equivalent (FTE) Employees: _____

Total Existing FTE Women: _____ Total Existing FTE Minorities: _____

Total Full-Time Equivalent (FTE) Employees One Year Ago: _____

Date (mm/dd/yyyy) the above numbers were taken: _____

9) Employee Benefits

Check (✓) the Health Insurance Provided to Employees:	<input type="checkbox"/> None	<input type="checkbox"/> Individual	<input type="checkbox"/> Family
Percent of Health Insurance Premium Paid by Company:		_____%	_____%
Average Deductible Paid by Employee:		\$_____ per _____	\$_____ per _____
Other Benefits Provided to the Majority of the Workforce:	<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Pension	<input type="checkbox"/> 401(K)
	<input type="checkbox"/> Childcare	<input type="checkbox"/> Tuition Reimbursement	<input type="checkbox"/> Other (specify): _____
Will new employees be provided with substantially the same benefits as described above: <input type="checkbox"/> Yes <input type="checkbox"/> No			

10) Projected Employment in Each Year¹

	Year 1	Year 2	Year 3	Total
1. Month/Year (e.g. 6/2017)				
2. Retained FT Employees				
3. Maintained FT Employees				
4. New FT Employees				
5. Minority				
6. Women				
7. Low-Moderate Income				

¹Definitions:

A full-time employee is an employee working an average of at least 40 hours per week/annually. This does not include part-time or contract employees. A retained job is one that would be lost if the project does not go forward.

Minority is defined for employment purposes as African-American, Hispanic, Native American, Asian Indian, Asian or Pacific Islander.

A maintained job is one that will remain even if the project does not go forward.

Low- and moderate-income person is a member of a family having an income equal to or less than the Section 8 low-income limit established by HUD. Unrelated individuals will be considered as one-person families for this purpose. (CFR § 570.3)

11) Project Consideration

A) Submit a business plan or a narrative that provides the following information:

- 1) Describe the business's history, including activities, products, services, etc.
- 2) Describe the operation and/or financial relationships with any parent or subsidiary, and describe any changes in ownership that may occur as a result of this project.

B) Describe project in detail and answer the following questions:

- 1) Is this a new facility/site, expansion and/or acquisition? (Include square footage of facility and acreage of site)
- 2) Will the business purchase/lease/or construct the facility?
- 3) What type of operation is this? (e.g., manufacturing, headquarters, distribution, R&D)
- 4) What is the primary product or service to be provided at the site?
- 5) Explain how jobs will be created and/or retained by the project.

C) Address the market-economy by providing the following information:

- 1) Describe current market, size, industry, trends, growth potential, etc. Include market feasibility information and/or sales commitments to support sales or revenue projections.
- 2) Provide a list of the top five customers including location (state/city). Include the percent of sales to each customer.
- 3) Describe the major competitors in the marketplace, including their market share, strengths, and weaknesses.

SECTION II: PROJECT PROFILE

1. Site Profile

Attach **Exhibit 13- Verification of Site Control** (i.e., deed, purchase option, long-term lease).

NOTE: If a purchase option is offered prior to the Environmental Review being completed, the option must contain contingency language indicating that there will be no transfer of the title to the purchaser until all environmental review procedures have been completed. Any deposits made must be nominal or refundable.

Is the current zoning for the proposed site appropriate?

If current zoning is not appropriate for the proposed project, outline the process and time frame for the required zoning change?

List other approvals required from other entities for the proposed project to move forward. Agencies requiring coordination may include: U.S. Army Corps of Engineers, Wisconsin

Department of Natural Resources, U.S. Department of the Interior, local floodplain administrator, local zoning regulators, etc.

<u>Coordination</u>	<u>Mitigation</u>	<u>Comments</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Environmental Profile

Has the applicant community started the Environmental Review (ER) process for the proposed project? __Yes __No (Note: This is a prerequisite for receiving federal funds.)

Outline the time frame for completing the Environmental Review.

{Attach Exhibit 11 – Environmental Review Record Checklist}

Is the proposed project a conversion of farmland? Yes No

If yes, how many acres? _____

Is the proposed project location classified as a Brownfield site? Yes No

If yes, how many acres? _____

3. Employment Profile

Job Creation

A. For each business, list by job title all permanent jobs to be created, indicating:

- (1) Jobs claimed to be available to persons of low- to- moderate-income (LMI) households
- (2) Jobs which are part-time
- (3) Jobs requiring training

{Attach Exhibit 12a – Job Creation Table}

At least 51 percent of the jobs must be held by, or made available to, persons of LMI households. Part time positions must be converted to full time equivalents (FTEs) prior to calculation of LMI jobs. **See Exhibit 12a – Job Creation Table and/or Exhibit 12b – Job Retention Table for formula to convert part time positions to FTEs.**

B. Check each action to be taken by the business and the grantee to ensure that persons of LMI households receive first consideration for positions claimed to be available to LMI persons.

- Use of Self-Certification forms at time of application and hire (**required**).
- List positions on Job Center of Wisconsin.
- List positions with the local Workforce Development Board.
- List positions with the local Wisconsin Works (W2) Agency.
- List positions with the local Technical College.
- List positions with the local Veterans Services office.
- List positions with the local Community Action Agency.

Job Retention

In order to claim job retention, a business must be able to document that without CDBG assistance; jobs will be lost within an immediate time frame.

Will jobs be lost if this project does not go forward? Yes No

If yes, **Attach Exhibit 12b – Job Retention Table** and one **Exhibit 12c – Applicant/Employee Self-Certification Form** for each employee for whom job retention is claimed.

A. For each business claiming job retention, provide clear and objective evidence that jobs will be lost without Community Development Block Grant assistance.

Documentation may include:

- 1) Letters from the business and/or related party that clearly indicate the number of jobs that will be lost if the project does not go forward and provide reasons for the anticipated loss.
- 2) Financial statements demonstrating the need for funds and/or a deteriorating competitive position.
- 3) Newspaper articles and/or public notices related to employment loss.
- 4) Other materials specific to the business.

B. For each business, list by job title all permanent jobs to be retained, indicating:

1. Jobs which are part-time.
2. Jobs which are known to be *held by* persons of LMI households at the time assistance is provided.

At least 51 percent of the jobs to be created and/or retained must be held by a person of LMI household.

The businesses must use the Applicant/ Employee Self-Certification Forms (Exhibit 12c) to survey employees to determine the current LMI percentage. Each employee is required to complete an Applicant/ Employee Self-Certification Form. The Family Income Category refers to the U.S. Department of Housing and Urban Development (HUD) Section 8 Low Income Limits for the year in which the employee is hired. For retained employees, the most recent HUD Section 8 Low Income Limits must be used. The HUD Income Limits are county specific and may be obtained at the Bureau of Community Development website or downloaded from <http://www.huduser.org/datasets/il.html>. An employee is qualified as LMI, if the total number of household members is greater than or equal to the corresponding HUD Section 8 Income Limits. For example, for a household with three members, the household income for the previous 12 months must be less than or equal to the third income range.

4. CDBG-Economic Development Loan Request and Revolving Loan Fund (RLF) Coordination

Will CDBG funds for fixed asset financing and/or infrastructure improvements be loaned to the participating business? Yes No

If yes, propose a term and collateral position for the CDBG loan.

Rate: 1% Term: _____ Collateral Position: _____

The community/UGLG and participating business should complete a credit analysis and cash flow/debt service analysis to set a loan structure that is necessary for successful completion of the project. The UGLG must review the project for credit worthiness and consistency with Revolving Loan policies prior to submitting an application for Community Development Block Grant Economic Development Program funds to the Division of Housing, Energy, and Community Resources.

Briefly explain the UGLG's Loan approval process for this project. Include an explanation as to how an appropriate term and collateral position were determined for this project.

A final determination on term and collateral position will be made after DEHCR receives the completed CDBG forms and completes a financial analysis of the business. DEHCR will consider the term and collateral position proposed by the community in the application.

Does the community have a Revolving Loan Fund (RLF)? Yes No

If yes, what is the community's Revolving Loan Fund balance at the time of application? \$ _____

Does the community utilize a 105(a)(15) organization RLF? Yes No

If yes, what is the balance of the 105(a)(15) organization's RLF at the time of application? \$ _____

Has the community committed Revolving Loan Fund funds to this project? Yes No

Division of Housing, Energy, and Community Resources will require a UGLG to commit Revolving Loan Fund funds (or additional Revolving Loan Fund funds) to this project. UGLGs with a significant RLF balance and few other commitments may be required to contribute Revolving Loan Fund dollars to this project.

Since DEHCR may require Revolving Loan Fund funds to be committed even if not included in this application budget, **the community/UGLG should include both the Community Development Block Grant program and the Revolving Loan Fund program in all public notices** (public hearing notice, environmental review notice, etc.) **regarding this project.**

UGLGs with a significant Revolving Loan Fund balance must provide a list of commitments, if Revolving Loan Fund dollars have not been committed to this project. UGLGs with a significant Revolving Loan Fund balance and few commitments are required to contribute Revolving Loan Fund dollars to this project.

5. Impact Analysis

Provide a detailed explanation of how this project will have a significant and positive impact on the community.

Check all of the following that apply to the project and provide a brief explanation as to how the project fits the indicated criteria.

- Coordinates with other public programs;
- Redevelopment project;
- Company is new business to Wisconsin;
- Coordinates with community's Comprehensive Plan.

Is the business a previous recipient of CDBG assistance? If yes, outline past awards below. Include in your description the type (grant or loan) and amount of assistance, project activities, and how the project met a HUD national objective:

Was the project(s) successful? Yes No

3(b) Economic Development Application Specific Attachments

i. Davis Bacon/Federal Labor Standards Law

1. Will CDBG-PFED funds be used to pay for construction costs?

No Yes

If yes, Davis Bacon applies to the project. Submit a copy of the construction bid that clearly indicates Davis Bacon rates were used in developing project costs.

2. Will CDBG-PFED funds be used to pay for equipment?

No Yes

If yes, provide copies of the cost estimates for each piece of equipment to be financed with CDBG-PFED funds on the letterhead of the company, from which it will be purchased. This cost estimate must break out the cost of each item to be purchased and the installation cost of the item.

3. Will CDBG-PFED funds be used to pay for equipment installation costs?

No Yes

If yes, Davis Bacon may apply to the project, depending on the outcome of a four part test. The Division of Energy, Housing and Community Resources' labor standards officer will determine the applicability based on the four factors below:

- 1. The cost of the equipment itself compared to the cost of the installation.*
- 2. The existence of a high absolute cost of equipment installation.*
- 3. The necessity for structural modifications to accommodate the equipment installation.*
- 4. The necessity for updated electrical, plumbing or gas lines to facilitate equipment installations.*

4. If CDBG-PFED funds will be used solely to pay for working capital, then Davis Bacon does not apply to the project.

A more detailed review of Davis Bacon/Federal Labor Standards law and requirements can be found in the most current CDBG Implementation Handbook.

ii. Federal Equal Employment Opportunity (EEO-1) Report

All employers with 15 or more employees are covered by Public Law 88-352 and are required to keep employment records. Certain employers are required by law to file annual EEO-1 (Standard Form 100) reports based on its number of employees and federal contracting activities. Following are the thresholds for filing annual EEO-1 Reports. Please mark the appropriate box that the business falls under:

- Private employer with 100 or more employees.
- Private employer with fewer than 100 employees but is owned or affiliated with another company so the group legally constitutes a single enterprise and the entire enterprise employs a total of 100 or more employees.
- Private employer with 50 or more employees that is a prime contractor or first-tier subcontractor with the federal government and has a contract, subcontract, or purchase order amounting to \$50,000 or more (Does not include this CDBG-PFED project).

- Exempt from filing an EEO-1 Report.

These reports are due no later than September 30. Please submit a copy of the business's most recent EEO-1 Report it has filed with the Federal government, unless it is exempt.

A more detailed review of federal Equal Employment Opportunity law and requirements can be found in the most current CDBG Implementation Handbook.

iii. Business/Developer Investment and Job Creation Commitment Letter

Business/Developer Investment and Job Creation Commitment Letter (Sample)

To be completed by business owner/ partner

Date: _____

Dear _____ (Chief Elected Official of Applicant Community):

This letter will confirm my/our commitment to move forward with the development of (Project Name). This project includes _____ (list activities) and the creation/retention of _____ (number) full-time equivalent (FTE) positions.

We/I will spend no less than \$ _____ on the total development of this project. All on-site and off-site project costs should be included in the summary below. The financing is proposed as follows:

Private Lender	\$ _____
Equity	\$ _____
Community Development Block Grant	\$ _____
Other	\$ _____
Other	\$ _____
TOTAL	\$ _____

Development of the project will allow the current employment of _____ to increase to _____ 24 months after project completion for a net gain of _____ new full-time equivalent (FTE) positions. Of these new jobs, it is our goal to employ at least 51 percent persons from low- and moderate-income households (LMI) and _____ percent minorities, recognizing that some persons may qualify to meet the goal for both categories. Also, any commitment to a job training program should be indicated, if applicable.

We/I understand that the goal of the Community Development Block Grant Program is to benefit persons of LMI households. An LMI household is defined as 80 percent of the median household income for the employee's specific family size for the county area in which the project will be located. The project is defined as all line items listed in the application and includes all aspects necessary to the successful completion. Local officials have provided the business with the low- and moderate-income figures for _____ County.

In order to meet the national objective of the Community Development Block Grant Program, 51 percent of the jobs created and/or retained by the project must be taken by or made available to persons of LMI households. Therefore, the undersigned business agrees to maintain the following job creation and/or retention documentation for each employee interviewed, or for existing employees if jobs are claimed as retained:

- Name, address and social security number;
- Household size;
- Household income range; and
- Employee signature.

The following efforts will be used by the business to ensure that LMI persons receive first consideration for open positions in the company. (Check all the apply)

- List positions on Job Center of Wisconsin
- List positions with the local Workforce Development Board
- List positions with the local Wisconsin Works (W2) Agency
- List positions with the local Technical College
- List positions with the local Veterans Services office
- List positions with the local Community Action Agency

If 51 percent of the jobs created and/or retained are not taken by persons of LMI households, the business will provide documentation to demonstrate that it followed acceptable procedures that, under normal circumstances, would result in at least 51 percent of the jobs being taken by persons of LMI households.

The business also understands that an acceptable alternative to the above described record keeping requirements is for the business to work through a state or federal employment agency, such as the local Department of Job and Family Services, to hire persons of LMI households. Such programs must screen the applicants and, upon completion of the hiring process, provide a final certification stating that at least 51 percent of the jobs were taken by persons of LMI households. **The business understands that there will be no exceptions or waivers to this requirement.**

As explained in the application, I/we would not proceed with this at this time without Community Development Block Grant assistance.

If the funding from Community Development Block Grant is approved, I/we are prepared to move forward quickly on this project, with completion no more than 12 months after approval of the Community Development Block Grant funds. I/we expect the project to commence on _____ and complete it by _____. I know of no reason why this project cannot go forward immediately {note any reasons for lack of immediate commencement}.

I certify that I have the authority to make this commitment on behalf of the company/business, and that we have the resources to finalize the financing package identified above and shown in the community's application for funds.

I also certify that _____ will provide the required job creation/retention documentation as outlined in the application instructions. I further certify that I have this authority to make this commitment on behalf of _____ (Business).

Sincerely,

Chief Executive Officer or Authorized Company Representative
(Signature)

(Typed Name and Title)

iv. Acquisition, Relocation and Demolition Questionnaire

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) NAME: _____

ACQUISITION, RELOCATION, & DEMOLITION QUESTIONNAIRE
for a Community Development Block Grant (CDBG)

This questionnaire will be used by the Division of Energy, Housing and Community Resources to determine if you have adequately planned and budgeted for acquisition, relocation, down payment assistance, rehabilitation, and demolition activities related to your proposed CDBG project. Requirements are referenced in the Uniform Relocation and Real Property Acquisition Policies of 1970, as amended (URA) and Section 104(d) of the Housing and Community Development Act (Barney Frank Amendment).

Answer the following Acquisition, Relocation, Demolition and Conversion questions (**Yes, No, or N/A**).

The proposed CDBG project will involve the:

1. _____ Voluntary Acquisition of:
 - Temporary easement(s)
 - Permanent easement(s)
 - Vacant land
 - Land and building(s)
 - Will tenants be, or have they been, displaced?*
2. _____ Involuntary Acquisition of:
 - Temporary easement(s)
 - Permanent easement(s)
 - Vacant land
 - Land and building(s)
 - _____ *Are any units occupied? If yes, indicate whether:*
 - _____ Relocation assistance will be provided or has been provided
 - _____ Residential occupant is low- and moderate-income
3. _____ Donation of:
 - Temporary easement(s)
 - Permanent easement(s)
 - Vacant land
 - Land and building(s)
 - _____ Tenant(s) will be displaced or have been displaced
 - _____ Tenant(s) is residential occupant and is low- and moderate-income
4. _____ Demolition of residential units or conversion/rehabilitation of residential unit to another use, and the:
 - Unit is occupiable
 - Unit rents or would rent at or below the Fair Market Rent
 - Unit will be replaced
 - NOTE:** *If "yes" to any of the three questions above, attach documentation required and listed in your Uniform Relocation Plan.*
 - Unit is not occupiable and evidence is attached

PLEASE NOTE:

CDBG projects are subject to State and Federal acquisition/relocation/demolition requirements. If you answered “yes” to any of the questions above, please contact the Bureau of Community Development to discuss the applicability of these requirements to the proposed project.

v. Job Creation Table

JOB CREATION TABLE

Job Title	Job Description			Determining Full-Time Equivalent Jobs			# of FT jobs	# of Jobs Available to LMI
	Avg. Hourly Wage	Special Skills Required? ¹	Post HS education required? ²	# of Employees (a)	Hrs/Wk per Employee (b)	Wks/Yr per Employee (c)		
				FT				
				PT				
				FT				
				PT				
				FT				
				PT				
				FT				
				PT				
				FT				
				PT				
				FT				
				PT				
				TOTAL				

¹ Jobs made available to LMI persons must not require special skills that can only be acquired with substantial (i.e. one year or more) training or work experience.

² Education beyond high school must not be a pre-requisite for LMI positions, unless the business agrees to hire unqualified persons and train them.

Vi. Job Retention Table

JOB RETENTION TABLE

Job Title	Job Description			Current Employment				Retained Jobs	
	Avg. Hourly Wage	Special Skills Required? ¹	Post HS education required? ²	# of Employees (a)	Hrs/Wk per Employee (b)	Wks/Yr per Employee (c)	# of FT jobs	FT jobs to be Retained ⁴	# of Retained LMI jobs ⁵
				FT					
				PT					
				FT					
				PT					
				FT					
				PT					
				FT					
				PT					
				FT					
				PT					
TOTAL									

¹ Jobs made available to LMI persons must not require special skills that can only be acquired with substantial (i.e. one year or more) training or work experience.

² Education beyond high school must not be a pre-requisite for LMI positions, unless the business agrees to hire unqualified persons and train them.

⁴ In order for jobs to be considered *RETAINED*, there must be clear and objective evidence that permanent jobs will be lost without CDBG assistance.

⁵ To meet the LMI income jobs standard, 51 percent or more of the retained jobs must be either:

- Known to be held by LMI persons at the time CDBG assistance is provided (attach ATTACHMENT 12c- Applicant/ Employee Self-Certification form for each employee for whom job retention is claimed), and/or
- Jobs not known to be held by LMI persons, but which can be reasonably expected to “turn over” to LMI persons within two years. See page 10 for documentation to include.

Vii. Employee Self-Certification

The Employee Self-Certification form is updated on an annual basis with a form for each county. The most current copy of the Employee Self-Certification form can be found on the DOA DEHCR website.

Viii. Payroll Reports

The Payroll form in the CDBG PF Planning is a PDF. Is this the one you wanted?

Ix. Other Required Attachments

- Evidence of Site Control
- Tax Information and Financial Liability Exhibits
- Three Years of Business' Historical Financial Statements
- Most Recent Business' Quarterly Financial Statements
- Three Years of Business' Financial Projections
- Personal Financial Statements
- Resumes of Officers and Key Management Personnel
- Information Concerning Working Capital Line of Credit
- Real Estate and/or Used Equipment Appraisal
- Third Party Cost Estimates for Infrastructure or Infrastructure and Fixed Asset Costs
- Estimated Taxes for the Proposed Project
- W-9 Form

4(a) Housing

Non-Regional Housing Program

PART 1 – APPLICANT INFORMATION		
APPLICANT (Unit of General Local Government):		
County:		
Chief Elected Official (CEO):		Title:
Clerk:		
Finance Director:		
Official Municipal Street Address:		
City, Zip:		DUNS#:
CEO Phone:	CEO Fax:	FEIN:
CEO Mail:		Clerk E-Mail:
Chief Elected Official Signature:		Date:
Application Contact		
Name:		Agency/Company:
Mailing Address:		
Phone:	Fax:	E-Mail:

Previous CDBG Assistance				
List currently open CDBG-PF, CDBG-ED, CDBG-PLNG, CDBG-PFED, and CDBG-Housing awards:				
Project	Grant Agreement #	Award Date	Closeout Date	Award Amount

PART 2 – INITIAL ELIGIBILITY	
Provide or acknowledge the following to demonstrate initial application eligibility:	
Yes No	
<input type="checkbox"/>	<input type="checkbox"/> 1. Applicant’s Citizen Participation Plan is attached.
<input type="checkbox"/>	<input type="checkbox"/> 2. Documentation of the first public hearing notice published in the newspaper, verifying that the public was given a minimum of 2 weeks (14 days) advance notice of the public hearing, is attached.
<input type="checkbox"/>	<input type="checkbox"/> 3. Public hearing meeting minutes or Citizen Participation Public Hearing Certification is attached.
<input type="checkbox"/>	<input type="checkbox"/> 4. Public hearing sign-in sheet(s) is attached.
<input type="checkbox"/>	<input type="checkbox"/> 5. Applicant’s authorizing resolution is attached.
<input type="checkbox"/>	<input type="checkbox"/> 6. Statement of Assurances is attached.
<input type="checkbox"/>	<input type="checkbox"/> 7. Lobbying Certification is attached.
<input type="checkbox"/>	<input type="checkbox"/> 8. Potential Fair Housing Actions are attached.
<input type="checkbox"/>	<input type="checkbox"/> 9. Acknowledge that if the applicant’s project is funded, the applicant will be required to complete an environmental review before the unit of general local government begins housing rehabilitation activities and can receive grant funds.
<input type="checkbox"/>	<input type="checkbox"/> 10. If this project is funded, I/we acknowledge that professional services for grant administration will be properly procured in compliance with Federal, State, and local requirements.
<input type="checkbox"/>	<input type="checkbox"/> 11. Applicant certifies it is not on the federal debarment list (found at: www.sam.gov)
_____ By initialing, the Chief Elected Official (CEO) certifies that the eligibility information noted above is complete and accurate.	
<i>Briefly describe your process for procuring a grant administrator and explain how it complies with Federal, State, and local procurement requirements (not applicable if community staff will perform grant administration duties)</i>	
Contact the CDBG Housing Bureau Director if any answer in this section is “No”	

PART 3 – Distribution Method

Description of the method chosen by the municipality to distribute.

Description of efforts to be taken to ensure timely distribution.

Description of anticipated marketing efforts within the municipality to notify eligible citizens of the funding availability. Describe who is responsible for the marketing.

Description of the anticipated use of Administrative funds.

Description of the terms and conditions of assistance such as, interest rate applied to rental loans, payment options, maximum dollar amounts for rental and owner-occupied projects.

PART 4 – FINANCIAL

Eligible Activities

- Direct Homeownership Assistance
- Owner Occupied Rehabilitation
- Rental Rehabilitation
- Other (specify)

Estimated Percentage of Budget

- _____ %
- _____ %
- _____ %
- _____ %

Administrative Expenses (Maximum 15% of Project Budget)

- *Briefly explain the anticipated responsibilities for the contracted administrative services (ex. marketing, application intake, income qualifying applicants, conducting Housing Quality Standards (HQS) inspections, work write-up, etc.*
- *Briefly explain the anticipated administrative responsibilities of the municipality.*

OR

The municipality anticipates contracting out for Administrative Services
 _____ % of Administrative funds anticipated for Contracted Administrative Services
 _____ % of Administrative funds anticipated that the municipality will retain to cover Administrative Services

The municipality anticipates administering the program itself
 _____ Number of employees anticipated to be working on this program
 \$ _____ Annual cost estimate for employee(s) salary and fringe
 _____ Anticipated cost/% for any Contractual Services (HQS Inspection, Work Write-up, etc.)

Brief description of anticipated costs for Contractual Services:

**APPLICATION ATTACHMENTS AND SUPPORTING DOCUMENTATION
CHECKLIST**

Documents	Has the attachment or supporting documentation been included with this Application submission?
1. Authorizing Resolution <i>(for Application Submission)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Adopting Resolution of the Citizen Participation Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. A copy of the Citizen Participation Public Hearing Notice <i>(proof of minimum 14-day advance notice)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Public Hearing Sign-In Sheet and Meeting Minutes	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Citizen Participation Certification form	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Potential Fair Housing Activities	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Adopting Resolution of the Fair Housing Ordinance	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Statement of Assurances	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. A copy of the Relocation Plan/Anti-Displacement Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Lobbying Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. A copy of the Non-Violent Demonstration Policy for each county in the Housing Region	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. A copy of the Excessive Use of Force Policy for each county in the Housing Region	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Certification that applicant is not on the federal debarment list <i>(www.sam.gov)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

4(b) Housing Application Specific Attachments

5(a) Planning Application

**Community Development Block Grant – Planning (CDBG-PLNG)
Grant Application**

PART 1 - GRANT REQUEST		
Grant Request Amount: \$	Applicant's Match: \$	Total Project Cost: \$
Project Scope: <input type="checkbox"/> Community-Wide <input type="checkbox"/> Neighborhood, District, or Site-Specific		
Project Title:		
Brief Project Description:		
If Project receives CDBG funding: Project Begin Date (MM/YY): ____/____ Project Completion Date (MM/YY): ____/____		

PART 2 - APPLICANT INFORMATION			
APPLICANT (Unit of General Local Government [UGLG]):			Population:
Applicant Type: <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> County	County:		
Senate District #:	Assembly District #:		
Joint Application? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, list other unit[s] of government):			
Chief Elected Official (CEO):		Title:	
Clerk:		Title:	
Municipal Administrator:		Title:	
Treasurer/Finance Director:		Title:	
UGLG Street Address:			
UGLG Mailing Address if different than above:			
City:	Zip:	DUNS #:	
UGLG Phone: () ____-____	UGLG Fax: () ____-____	FEIN:	
UGLG E-Mail:		Clerk E-Mail:	
If the Applicant contracted with a third party to complete this application, please provide the contract amount for application preparation services: \$ _____			
Chief Elected Official Signature:			Date:
Application Contact			
Name:		Title:	
Firm/Company/Entity:			
Mailing Address:			
City:		State:	Zip:
Phone: () ____-____	Fax: () ____-____	E-Mail:	

Current CDBG Assistance

List all currently open CDBG-PF, CDBG-ED, CDBG-PLNG, CDBG-PFED and CDBG-Housing awards:

Project:	Grant Agreement #	Award Date:	Performance Period End Date:	Award Amount:

Did any previous CDBG award(s) monies fund part or all of the Planning project for which you are applying today? Yes No

PART 3 - INITIAL ELIGIBILITY

Provide or acknowledge the following to demonstrate initial application eligibility. *Contact the Bureau of Community Development if any answer in this section is "No":*

Yes No

- 1. Acknowledge that the applicant is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD).
- 2. Applicant's *Citizen Participation Plan* is attached.
- 3. Documentation of the first public hearing notice, verifying that the notice was published (if required) and/or posted (if required) in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice; and adequate advance notice was given for the public hearing in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice **and** no less than the equivalent of a Class 2 Notice, is attached.
- 4. *Citizen Participation Public Hearing Certification* is attached.
- 5. Public Hearing Meeting Minutes [with attendees listed in the Minutes or on separate sign-in sheet(s) provided] are attached.
- 6. *Authorizing Resolution to Submit CDBG Application* is attached.
- 7. *Statement of Assurances* is attached.
- 8. *Lobbying Certification* is attached.
- 9. *Potential Fair Housing Actions* checklist is attached.
- 10. Acknowledge that if the applicant's project is funded, the applicant will be required to complete the environmental review process **before** the Unit of General Local Government can receive grant funds.
- 11. If this project is funded, I/we acknowledge that the use of consultants to assist in the preparation of a CDBG-funded plan or planning activity will be properly procured in compliance with Federal, State, and local requirements.
- 12. Applicant understands that the contract for professional services is between the Applicant and the professional services provider; the State is **not** responsible or a part of that relationship.

- 13. Applicant acknowledges responsibility for ensuring that CDBG contract requirements are met. The fees paid for grant application preparation and grant administration may be published on DEHCR's web page.
- 14. Applicant certifies it is not debarred from receiving federal grant funds.
- 15. Applicant understands that incomplete applications may be denied before review and denial of incomplete applications **cannot** be appealed.

_____ **By initialing, the Chief Elected Official (CEO) certifies that the eligibility information noted above is complete and accurate.**

Provide the date of pre-application meeting or telephone call and list of participants:
 Briefly describe the process used/to be used for procuring planning services and explain how it complies with Federal, State and local procurement requirements (not applicable if community staff will perform planning/project duties):

PART 4 - CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

1. Will the proposed project benefit the entire community? Yes No
 - How many individuals will benefit from the project? _____
 - Of those who will benefit, how many individuals meet the qualification of LMI? _____

2. Which CDBG National Objective does your proposed project meet and which method was used to demonstrate National Objective compliance? (Answer using the checkboxes below.) What method was used to demonstrate National Objective compliance?
 - Benefit to Low- and Moderate-Income Persons
 - Area Benefit using HUD Local Government LMI Summary Data (only for projects having community-wide benefit or having primary benefit to multiple entire communities)
 - Area Benefit using HUD Census Block LMI Summary Data (for projects with a service area that is coterminous with one or more census blocks only)
 - Area Benefit using Income Survey Data (for projects for which an income survey was conducted to determine the LMI percentage of the service area)
 - Limited Clientele - HUD presumed group: _____
 (or if based on nature of project and location, provide justification below, and attach map detailing supporting information for service area)
 - Prevention/Elimination of Slum and Blight
 - Area Basis (Attach completed Slum and Blight Certification Form and supporting documents including map of service area)
 - Spot Basis (Attach completed Slum and Blight Certification Form and supporting documents including map of service area)

Briefly summarize why the implementation of the plan would meet the selected National Objective and how it would qualify. Attach relevant supporting documentation for the selected National Objective.
 (Insert Text Here.)

PART 5 – PROJECT NEED

NARRATIVE RESPONSE I

Using the section headings below, provide a concise narrative describing why the proposed plan is needed. Data or pertinent information that quantifies the need can be included in the narrative or as an attachment to this application. Limit your narrative to no more than one-half (1/2) page, single spaced with not less than an 11-point font. **Additional supporting documentation for Project Need Response I may be attached. It may not exceed ten (10) pages and must be titled using the *Checklist* on page 9 of this application form.**

Address the following, as appropriate:

1. Community distress factors addressed by plan:
(Insert Text Here.)
2. Evidence of support by community stakeholders:
(Insert Text Here.)
3. Evidence of consistency with goals and objectives of recent plans:
(Insert Text Here.)
4. Other relevant factors:
(Insert Text Here.)

PART 5 – PROJECT NEED (continued)

NARRATIVE RESPONSE II

Using the section headings below, provide a concise narrative describing the intended outcome of the proposed planning project. Data or pertinent information that quantifies the need can be included in the narrative or as an attachment to this application. Limit your narrative to no more than one-half (1/2) page, single spaced with not less than an 11-point font. **Additional supporting documentation for Project Need Response II may be attached. It may not exceed ten (10) pages and must be titled using the *Checklist* on page 9 of this application form.**

Address the following, as appropriate:

1. How will funds have a positive impact on community:
(Insert Text Here.)
2. What steps will take place at conclusion of planning activity:
(Insert Text Here.)
3. How is community able and ready to implement project being planned:
(Insert Text Here.)

PART 6 – BUDGET AND MATCHING FUNDS

Amount of Matching Funds Committed to Project: _____
 (This amount must be consistent with financial information provided in Part I of this application and the *Budget and Matching Funds* table below.) \$ _____

If the UGLG’s Matching Funds amount is less than 25% of the Total Project Cost, is a match funding waiver request letter from the UGLG’s CEO (with explanation of and/or supporting documentation regarding economic distress) attached? Yes No N/A

Funding Source for Matching Funds Committed to Project:
 General Obligation (G.O.) Debt
 Other (briefly explain): _____

BUDGET AND MATCHING FUNDS

Attach documentation of financial commitments and supporting information to verify the costs listed in the Budget below.

Activity	CDBG Funds	Source of Matching Funds			Total
		UGLG	Other Public Funds	Private Funds	
Planning					
Other (describe)					
Subtotal					

Summarize UGLG’s Match Funds and other Public and Private sources of project funding:

Source: _____ Amount: \$ _____
 Status: Pending Applied Committed Secured/Awarded Other

Signed Commitment Documents Included? Yes No

Source: _____ Amount: \$ _____
 Status: Pending Applied Committed Secured/Awarded Other

Signed Commitment Documents Included? Yes No

Source: _____ Amount: \$ _____
 Status: Pending Applied Committed Secured/Awarded Other

Signed Commitment Documents Included? Yes No

In the event the community is awarded a CDBG Planning Grant, how would the UGLG prefer to receive funds? Electronic Funds Transfer (EFT) Paper Check

For any source with a status of “Other” provide a brief explanation (No more than a one-sentence narrative per source): (Insert Text Here.)

*****An application that is awarded CDBG-PLNG funds does NOT guarantee the UGLG additional CDBG funding for project implementation at a later date*****

PART 7 – PLANNING

Is the proposed plan consistent with the goals and objectives of or a continuation of another plan(s)?
 Yes No

Briefly explain, within the space provided, how this project is consistent with the goals and objectives of or a continuation of another plan or other plans. Include the title, date of adoption or status of the plan(s) if not yet adopted by the governing body. Include the copy(ies) of the relevant page(s) of the plan(s) in the attachments to the Application. Label pages with the plan’s title and date. [Do not attach a copy of the entire plan(s).]

[Enter text here]

PLANNING APPLICATION				
ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST				
Topic	Documents	Required For All Apps	Included with this application submission?	
			YES	NO
Citizen Participation	Adopting Resolution of the Citizen Participation Plan (CPP) or Minutes from Council/Board Meeting in the CCP was adopted	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Adopted Citizen Participation Plan (<i>see Part 3 Initial Eligibility</i>)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Citizen Participation Public Hearing Notice (<i>with proof of publication [if required] and/or clerk's certification of posting dates and locations [if required]; and proof of adequate advance notice in accordance with the UGLG's CPP in effect on the date of the first notice and no less than the equivalent of a Class 2 Notice</i>)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Citizen Participation Public Hearing Certification Form	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Public Hearing Meeting Minutes (with the attendees listed in the Minutes or on a separate Sign-In Sheet provided)	✓	<input type="checkbox"/>	<input type="checkbox"/>
Financial	Proof of Match Funds Committed, Secured, Pending and/or have Other Status (<i>all available documentation</i>)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Match Funds Waiver Request Letter (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
Service Area/Income Survey	Map of Project Area (<i>with Service Area boundaries marked; and location of project site, if Plan will be for a specific site</i>)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Demographic Profile Sheet of beneficiaries in Service Area (<i>must use form provided by DEHCR in the Application Attachments</i>)	✓	<input type="checkbox"/>	<input type="checkbox"/>
	LMI Calculation Worksheet for Beneficiaries Residing in Multiple Census Blocks or Multiple Local Municipalities (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	Map of Boundaries Census Block(s) that make(s) up Service Area (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	Map of Income Survey Area (with residences surveyed and responding, non-responding and vacant residences marked or provided on a separate sheet) (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	Income Survey Results Income Tabulation Form (<i>if applicable: see Appendix C in Income Survey Guide</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	Income Survey Results Race/Ethnicity Tabulation Form (<i>if applicable: see Appendix C in Income Survey Guide</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	Income Survey Form used to conduct Income Survey (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	Income Survey Letter and/or other related correspondence sent to residents regarding the survey distribution and collection process (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	Fair Housing	Potential Fair Housing Actions Checklist (<i>Specifying the three (3) actions that the local community will undertake</i>)	✓	<input type="checkbox"/>
Adopting Resolution of the Fair Housing Ordinance or Minutes from Council/Board Meeting in which the Fair Housing Ordinance was adopted		✓	<input type="checkbox"/>	<input type="checkbox"/>
Fair Housing Ordinance		✓	<input type="checkbox"/>	<input type="checkbox"/>
Slum/ Blight	Slum and Blight Certification (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	Slum and Blight supporting documentation (<i>for Area Basis only</i>)		<input type="checkbox"/>	<input type="checkbox"/>
Acquisition / Relocation	Residential Anti-Displacement and Relocation Assistance Plan	✓	<input type="checkbox"/>	<input type="checkbox"/>
Other	Authorizing Resolution to Submit CDBG Application	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Project Need Response I and II Supporting Documentation		<input type="checkbox"/>	<input type="checkbox"/>

	. Planning supporting documentation (<i>e.g. relevant sections of adopted comprehensive plan, community redevelopment plan, etc.</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	. Statement of Assurances	✓	<input type="checkbox"/>	
	. Lobbying Certification	✓	<input type="checkbox"/>	
	. Resolution Adopting Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force	✓	<input type="checkbox"/>	
	. Search record from www.sam.gov verifying the UGLG is not on the federal debarment list	✓	<input type="checkbox"/>	

Fillable forms and sample documents can be found electronically on the Bureau of Community Development Website at: <https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGPlanningProgram.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.

Attachments:

28. Adopting Resolution of the Citizen Participation Plan (CPP) or Minutes from Council/Board Meeting in which CPP was adopted
29. Adopted Citizen Participation Plan (include date adopted)
30. 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 in accordance with the UGLG's CPP if effect on the date of the first notice **and** no less than the equivalent of a Class 2 Notice)
31. Citizen Participation Public Hearing Certification Form
32. Public Hearing Meeting Minutes (with the attendees listed in the Minutes or on a separate Sign-In Sheet provided)

FINANCIAL ATTACHMENTS AND SUPPORTING DOCUMENTATION

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

Attachments:

33. Proof of Match Funds Secured, Committed, Pending and/or have Other Status (all available documentation)
34. Match Funding Waiver Request Letter (with explanation of and/or supporting documentation regarding economic distress), if applicable

SERVICE AREA / 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 Financial attachment(s).

Attachments:

35. Map of Project Area (with Service Area boundaries marked; and location of project site, if Plan will be for a specific site)
36. Demographic Profile Sheet of beneficiaries in service area (must use form provided by DEHCR in Application Attachments)
37. LMI Calculation Worksheet for Beneficiaries residing in Multiple Census Blocks or Multiple Local Municipalities (if applicable)
38. Map of Boundaries of Census Block(s) that make up Service Area (if applicable)
39. Map of Income Survey Area [with residences surveyed and responding, non-responding and vacant residences marked], (if applicable)
40. Income Survey Results Income Tabulation Form (if applicable)
41. Income Survey Results Race/Ethnicity Tabulation Form (if applicable)
42. Income Survey Form used to conduct Income Survey
43. Income Survey Letter or other related correspondence sent to residents regarding the survey distribution and collection process (if applicable)

**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 Service Area / Income Survey attachment(s).

Attachments:

- 44. Potential Fair Housing Actions Checklist
- 45. Adopting Resolution of the Fair Housing Ordinance or Minutes from Council/Board Meeting in which Fair Housing Ordinance was adopted
- 46. Fair Housing Ordinance

**SLUM & BLIGHT
ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

- 47. Slum and Blight Certification, if applicable
- 48. Slum and Blight supporting documentation (for Area Basis ONLY), please label attached document(s):
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. _____
 - h. _____
 - i. _____
 - j. _____

**ACQUISITION / RELOCATION
ATTACHMENTS AND SUPPORTING DOCUMENTATION**

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

Attachments:

- 49. Residential Anti-Displacement and Relocation Assistance Plan

**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 Acquisition/Relocation attachment(s).

Attachments:

- 50. Authorizing Resolution to Submit CDBG Application
- 51. Project Need supporting documentation, and indicate what/which document(s) further quantify the:

Narrative Response 1	YES	NO
a. Community distress factors addressed by plan.	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
d. _____		
b. Evidence of support by community stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
d. _____		
c. Evidence of consistency with goals and objectives of recent plans	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
d. _____		
d. Other relevant factors.	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
d. _____		
 Narrative Response 2	 YES	 NO
e. How will funds have a positive impact on community?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
f. What steps will take place at conclusion of planning activity?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
g. How is community able and ready to implement project being planned?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		

- 52. Planning supporting documentation
- 53. Statement of Assurances
- 54. Lobbying Certification
- 55. Resolution Adopting Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force
- 56. Search record from www.sam.gov verifying the UGLG is not on the federal debarment list

**UGLG SELF-CERTIFICATION FOR ELIGIBILITY UNDER CPD NOTICE
04-11**

I _____, the chief elected official of _____, certify that our Community Development Block Grant (CDBG) Revolving Loan Fund (RLF) for Economic Development (ED) was capitalized with payments of loans made from CDBG grant funds awarded prior to January 1, 1992 by the State of Wisconsin. I also certify that _____ has not received an CDBG-ED award between January 1, 1992 to present. I acknowledge that the Division of Energy, Housing and Community Resources (DEHCR) will verify this certification with their CDBG records.

Signature

Date

Program Updates to CDBG-

Economic Development Program (CDBG-ED)

Loans to Forgivable Loans

As a natural extension of adopting the CDBG-CLOSE program, DEHCR is proposing to transition the CDBG-ED program from awarding loans to awarding forgivable loans. The provisions of the forgivable loans are executed once the contractual obligations, including the National Objective, have been satisfied. As the state is dissolving all CDBG-ED RLF's, it is necessary to make this update to the program.

Under the existing CDBG-ED program, Grantees must re-pay the loan to the UGLG, which capitalized a local RLF. These repayments were made regardless of satisfying the terms and conditions of the contract. It is anticipated that the State will see an increase in the number of CDBG-ED applications as a result of this change, which will benefit low and moderate workers seeking employment opportunities.

The State will update its: Strategic Plan, Method of Distribution, Priority Needs, Anti-Poverty Strategy, Allocation Priorities and Program Specific Requirements in HUD's Integrated Disbursement Information System (IDIS) to reflect this change.