

STATE OF WISCONSIN

Department of Administration



COMMUNITY DEVELOPMENT BLOCK GRANT - PUBLIC FACILITIES for ECONOMIC DEVELOPMENT (CDBG-PFED)

GRANT APPLICATION



CDBG-PFED PROGRAM CONTACT INFORMATION

Wisconsin Department of Administration
Division of Housing, Energy, and Community Resources
Bureau of Community Development
101 E. Wilson St.
P.O. Box 7970
Madison, WI 53707-7970*

Bureau Contact:
Tamra Fabian, Bureau Director
Wisconsin Department of Administration
Division of Housing, Energy, and Community Resources
Bureau of Community Development
(608) 261-7747

Email inquiries and submit applications to:
DOACDBG@wisconsin.gov.

****CDBG-PFED Applications must be emailed. Mailed applications will not be accepted.***

PLEASE NOTE:

Community Development Block Grant Public Facilities for Economic Development (CDBG-PFED) Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Housing, Energy, and Community Resources website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-PFED.aspx>

Please **download the electronic document(s) prior to application submission** to ensure that you are referencing the most up-to-date version of the application as periodic revisions may have been made since this copy was printed.

TABLE OF CONTENTS

CDBG-PFED APPLICATION 1

PART 1 – GRANT REQUEST..... 1

PART 2 – APPLICANT INFORMATION..... 1

PART 3 – INITIAL ELIGIBILITY 3

PART 4 – CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES 4

PART 5 – PROJECT NEED..... 5

PART 6 – COMMUNITY DISTRESS 8

PART 7 – FINANCIAL NEED 9

PART 8 – PUBLIC BENEFIT/ECONOMIC DEVELOPMENT..... 10

PART 9 – PROJECT BUDGET (CDBG & MATCHING FUNDS) 11

PART 10 – PROJECT MAP(S) 12

PART 11 – BUSINESS BENEFICIARY INFORMATION..... 13

PART 12 – BUSINESS INFORMATION 13

PART 13 – PROJECT INFORMATION..... 13

PART 14 – PROJECT TIME-LINE 13

PART 15 – PROJECTED EMPLOYMENT 14

PART 16 – BENEFIT INFORMATION 14

PART 17 – SUMMARY OF PROJECTED FINANCIAL INFORMATION..... 15

PART 18 – SUMMARY OF HISTORICAL FINANCIAL INFORMATION*..... 15

PART 19 – LEGAL INFORMATION* 15

PART 20 – MARKET INFORMATION..... 16

PART 21 – CERTIFICATION STATEMENT 17

CDBG-PFED APPLICATION CHECKLIST & ATTACHMENTS 18

ATTACHMENT 1: CITIZEN PARTICIPATION DOCUMENTS 20

ATTACHMENT 2: RESOLUTION AUTHORIZING SUBMISSION OF A COMMUNITY
DEVELOPMENT BLOCK GRANT APPLICATION..... 21

ATTACHMENT 3: LOBBYING CERTIFICATION FROM THE MUNICIPALITY 22

ATTACHMENT 4: STATEMENT OF ASSURANCES 23

ATTACHMENT 5: POTENTIAL FAIR HOUSING ACTIONS 25

ATTACHMENT 5A: FAIR HOUSING ORDINANCE 26

ATTACHMENT 6: DAVIS-BACON/FEDERAL LABOR STANDARDS INFORMATION 27

ATTACHMENT 7: FEDERAL EQUAL EMPLOYMENT OPPORTUNITY (EEO-1) REPORT INFORMATION..... 28

ATTACHMENT 8: ACQUISITION, RELOCATION AND DEMOLITION QUESTIONNAIRE 29

ATTACHMENT 8A: RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN (RADRAP)..... 30

ATTACHMENT 9: ENVIRONMENTAL REVIEW CHECKLIST..... 31

ATTACHMENT 10: BUSINESS JOB COMMITMENT LETTER & INFORMATION..... 32

ATTACHMENT 10A: JOB CREATION TABLE 34

ATTACHMENT 10B: JOB RETENTION TABLE 35

ATTACHMENT 10C: EMPLOYEE SELF CERTIFICATION FORM 36

ATTACHMENT 10D: PAYROLL REPORTS 37

ATTACHMENT 11: ESTIMATED PROPERTY VALUATION INCREASE FROM THE PROPOSED PROJECT 38

ATTACHMENT 12: DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION..... 39

ATTACHMENT 13: FINANCIAL NEED – WATER/SEWER RATES DOCUMENTATION... 40

ATTACHMENT 14: LONG-RANGE PLAN SUPPORTING DOCUMENTS..... 41

ATTACHMENT 15: MATCH FUNDING DOCUMENTATION..... 42

ATTACHMENT 16: BUSINESS QUARTERLY FINANCIAL STATEMENTS 43

ATTACHMENT 17: LEGAL INFORMATION EXPLANATION(S) 44

ATTACHMENT 18: PROJECT NEED NARRATIVE SUPPORTING DOCUMENTATION .. 45

Wisconsin Department of Administration

CDBG-PFED APPLICATION
Community Development Block Grant
Public Facilities for Economic Development

PART 1 – GRANT REQUEST		
Grant Request Amount: \$	Applicant's Local Match: \$	Total Project Cost: \$
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: <i>Unit of General Local Government [UGLG] Name</i>		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:		UGLG Phone #:
SAM.gov UEI #:	DUNS #:	FEIN:
CEO E-Mail:	Clerk E-Mail:	
Chief Elected Official Signature:		Date:
Application Contact		
Name:	Agency/Company:	
Mailing Address:		
Phone #:	E-Mail:	

PREVIOUS CDBG ASSISTANCE				
List <u>all</u> current CDBG-CV, CDBG-DR, CDBG-ED, CDBG-PF, CDBG-PFED, CDBG-PLNG, CDBG-SP, and CDBG-Housing Awards:				
Project:	Grant Agreement / Contract No:	Award Date:	Closeout Date:	Award Amount:
Did any previous CDBG award(s) monies fund part or all of the PFED project for which you are applying today? <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>				

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.

Attachment: Include in the narrative any data and pertinent information that quantify the need presented and/or include supporting documentation for this in Attachment 18 (not to exceed 10 pages).

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.

PROJECT NEED NARRATIVE - Page 2 of 2	

PART 6 – COMMUNITY DISTRESS

<p>Median Household Income:</p> <p>Obtain from U.S. Census American Fact Finder current <i>American Community Survey (ACS) 5-Year Estimates</i> for applicant/UGLG [https://data.census.gov/]</p> <p>5-Year Estimates Current Year:</p>	\$ 0.00
<p>Per Capita Property Value:</p> <p>Obtain from Wisconsin Department of Revenue <i>Town, Village and City Taxes Bulletin</i> – based on Full Value Excluding TIF [https://www.revenue.wi.gov/Pages/Report/tvc-bulletin.aspx]</p> <p>Date of Current Bulletin: Taxes Levied 20YY - Collected 20YY</p>	\$ 0.00
<p>Local Property Tax Rate:</p> <p>Obtain from Wisconsin Department of Revenue <i>Town, Village and City Taxes Bulletin</i> – Full Gross Rate [https://www.revenue.wi.gov/Pages/Report/tvc-bulletin.aspx]</p> <p>Date of Current Bulletin: Taxes Levied 20YY - Collected 20YY</p>	0.00000

PART 7 – FINANCIAL NEED

Match Required: 1:1 ratio

Is the applicant requesting an exception to or waiver of match? ☐ Yes ☐ No**Attachment:** If YES, include in Attachment 15 a letter of request from chief elected official with justification.

Funding Source(s) for Match 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 most recent year published: \$ 0.00

Used G.O. Debt (to date): \$ 0.00

Anticipated used G.O. Debt for project without CDBG Assistance: \$ 0.00

Anticipated used G.O. Debt for project with CDBG Assistance: \$ 0.00

Future (within the next three years) G.O. Debt Obligations

Attachment: Include in Attachment 13 the pages from the Capital Improvement Plan or similar document with planned capital improvements and project costs.

\$ 0.00

For Water and Sewer Projects:

Attachment: Include in Attachments 13A the record(s) of current water and sewer rates and water/sewer rates calculation worksheet (*"Water-Sewer Rates Calculation Worksheet" template is available on the [CDBG-PF program website](#) – under "CDBG-PF Application Attachments" section*)Annual water charge calculated for a household using 70,000 gallons of water: \$ 0.00

Projected increase in the water charge with grant assistance: 0.0% \$ 0.00

Projected increase in the water charge without grant assistance: 0.0% \$ 0.00

Annual sewer charge calculated for a household using 70,000 gallons of water: \$ 0.00

Projected increase in the sewer charge with grant assistance: 0.0% \$ 0.00

Projected increase in the sewer charge without grant assistance: 0.0% \$ 0.00

PART 8 – PUBLIC BENEFIT/ECONOMIC DEVELOPMENT

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

☐ Yes ☐ No

If YES, provide Date the Plan was adopted or most recently revised and enter the information requested in the text box below.

Plan Date of Adoption:

*Briefly explain, within the space provided, how this project is consistent with the goals and objectives of the Plan. **Attachment:** Include in Attachment 14 the pages from applicable sections of the Plan (not to exceed 10 pages).*

PART 9 – PROJECT BUDGET (CDBG & MATCHING FUNDS)**Attachments:**

- Insert here the CDBG *Project Budget and Matching Funds Form* with details of the costs intended to be paid with CDBG-PFED funds and Match funds.
- Include in Attachment 15 for this application a *Resolution to Commit Matching Funds & Certification of Match Secured* form signed by the UGLG's chief elected official (CEO).
- If the applicant is seeking an exception or waiver to the matching funds requirements, also include the exception/waiver request letter with justification in Attachment 15 for this application.

The *Project Budget and Matching Funds Form* and a *Resolution to Commit Matching Funds & Certification of Match Secure Template* is on the DEHCR Bureau of Community Development's Resources and Trainings website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx>

(under Application Attachments section).

[Insert After This Cover Page]

PART 10 – PROJECT MAP(S)

Attachment(s): Insert the map(s) of the proposed project area within the applicant's geographic boundaries. The map(s) should clearly show street names in and around the project area, existing land uses in the surrounding area, and location(s) of the proposed activities.

[Insert After This Cover Page]

PART 11 – 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: <input type="text"/>							
Trade Name:							
Address:							
City, State, Zip:						County:	
FEIN #:						State of Organization:	
(Federal Employee Identification Number –Tax ID or Social Security Number)						(Per Articles of Incorporation/Organization)	
UEI #:						State of Organization:	
(Unique Entity Identification number issued through SAM.gov , if registered in the federal System for Award Management [SAM])						(Per Articles of Incorporation/Organization)	
Website:							
Phone #:				CEO Email:			
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"/> African American/Black	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Native American <input type="checkbox"/> Hispanic
Women 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:	
<hr/>		<hr/>	
<hr/>		<hr/>	
<hr/>		<hr/>	

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 Created¹				
			Year One		Year Two	Year Three	Total
Avg. Hourly Wage	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:		0.00 %	0.00 %
Average Deductible Paid by Employee:		\$ 0.00	\$ 0.00
Other Benefits Provided to the Majority of the Workforce: <input type="checkbox"/> Life Ins. <input type="checkbox"/> Pension <input type="checkbox"/> 401(k) <input type="checkbox"/> Childcare <input type="checkbox"/> Tuition Reimburs. <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/Black, Asian or Pacific Islander, Asian Indian, Native American, or Hispanic.

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 HISTORICAL FINANCIAL INFORMATION*			
FYE	/	/	/
Total Sales			
Net Income			
Total Assets			
Total Liabilities			
Equity			
WI Income Tax Liability (C Corporations Only)			

***Attachment:** Please attach as Attachment 16 the Business's most recent quarterly financial statements (not more than 90 days old).

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

Attachment: Please attach as Attachment 17 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.	
<p>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.</p>	

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.
7. Certifies that in accordance with 24 CFR 570.482(h), before directly assisting a business with CDBG funds, the UGLG is required to sign a written agreement with the assisted business acknowledging compliance with job pirating regulations. The written agreement shall include:

(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 labor market area (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.

Signature: _____ Date: _____
(Authorized Representative)

Name: _____ Title: _____
(Authorized Representative)

CDBG-PFED APPLICATION CHECKLIST & ATTACHMENTS

CDBG – PFED APPLICATION CHECKLIST & ATTACHMENTS			
Attachments			
1.	Citizen Participation Plan with date of adoption on the CPP <i>or</i> the signed adopting resolution to adopt the CPP included (Attachment 1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Public hearing notice(s) copy (Attachment 1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Public hearing notice publisher's affidavit or clerk certification, as applicable (which verify adequate public notice in accordance with the CPP was provided for the hearing) Attachment 1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Public hearing minutes (Attachment 1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	Public hearing sign-in sheet(s), if attendees are not listed in minutes (Attachment 1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
6.	Public Hearing Certification form Attachment 1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	Non-Violent Civil Rights Demonstration policy/authorizing resolution (Attachment 1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	Authorizing Resolution to Submit CDBG Application signed by CEO (Attachment 2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	Statement of Assurances (Attachment 3)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	Lobbying Certification (Attachment 4)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11.	Potential Fair Housing Actions Form (Attachment 5)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.	Fair Housing Ordinance copy with adoption date on the ordinance or adoption resolution copy included (Attachment 5A)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13.	Davis-Bacon/Federal Labor Standards Information (Attachment 6)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14.	Federal Equal Opportunity Report (EEO-1) Information (Attachment 7)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15.	Acquisition, Relocation & Demolition Questionnaire (Attachment 8)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16.	Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) (Attachment 8A)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17.	Environmental Review Checklist for application (Attachment 9)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18.	Business's Job Creation/Retention Commitment Letter (Attachment 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19.	Job Creation Table (Attachment 10A)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
20.	Job Retention Table (Attachment 10B)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
21.	Employee Self Certification Form(s) (Attachment 10C)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
22.	Payroll Reports (Attachment 10D)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
23.	Estimated Property Increase Valuations as result of project (Attachment 11)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24.	Designation of confidential and proprietary information completed (Attachment 12)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
25.	Capital Improvement Plan or similar document with planned capital improvements and project costs (for Part 7 – in Attachment 13)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
26.	Water and sewer rates record(s) (verifying current rates) (for Part 7 – in Attachment 13)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
27.	Water/Sewer Rates Calculation Worksheet (showing rates calculations for 70 gallons usage) (for Part 7 – in Attachment 13)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
28.	Supporting documentation showing proposed project is consistent with Comprehensive Plan or other long-range plan (for Part 8 – in Attachment 14)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
29.	CDBG Project Budget Form (insert in Part 9)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

30.	Authorizing Resolution to Commit Match & Certification of Match Secured (for Part 9 – Attachment 15)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
31.	Match waiver request with justification (for Part 7 & 9 – Attachment 15)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
32.	Project Area Map (insert in Part 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
33.	Business Beneficiary Information, Business Information, and Project Information completed (Parts 11-14)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
34.	Projected Employment Information and Employer Benefits Plan Information completed (Parts 15-16)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
35.	3 years Projected financial statements for the current and next three years (balance sheet, income statements and cash flow including all assumptions) completed (Part 17)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
36.	3 years Historical financial statements (balance sheet, income statements, cash flow) completed (Part 18)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
37.	Most recent quarterly financial statements (not more than 90 days old) (for Part 18 – Attachment 16)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
38.	Legal Information attachment with explanation for any “Yes” response(s) (for Part 19 – Attachment 17)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
39.	Project Need Supporting Data/Documentation (for Part 5 – Attachment 18)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
40.	Market Information (with 3 major customers and 3 major competitors identified and market analysis provided) (Part 20)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
41.	Certification Statement signed (Part 21)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Eligibility and Completeness			
42.	Applicant is an eligible Unit of General Local Government (UGLG)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
43.	The proposed project meets a National Objective (Part 4)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
44.	<ul style="list-style-type: none"> If the project will retain jobs, have you included 51% low- and moderate-income self certification forms? 	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
45.	<ul style="list-style-type: none"> If the proposed project addresses an urgent local need, have you attached the relevant supporting documents? 	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
46.	The proposed project activities are eligible for CDBG funding	<input type="checkbox"/> Yes	<input type="checkbox"/> No
47.	Amount of CDBG funds requested is within program limits (\$500,000 or 50% of project costs, whichever is less) (Part 9)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
48.	Applicant can demonstrate a match of 50% of project costs (Part 9)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
49.	<ul style="list-style-type: none"> If the applicant cannot meet the minimum match requirement, have you requested the match requirement be waived and provided documentation of the need for waiver? 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
50.	Project will start within 6 months of award date and be completed within 24 months	<input type="checkbox"/> Yes	<input type="checkbox"/> No
51.	Current CDBG awards/assistance compliance verified (Part 2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
52.	Initial Eligibility is verified (Part 3)		
53.	Need demonstrated in Project Need Narrative (Part 5)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
54.	Community Distress Data correct and current in (Part 6)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
55.	Financial Need Data correct and current (Part 7)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
56.	Application includes information to demonstrate the project is consistent with local comprehensive or community/economic development plans (Part 8)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
57.	Application includes information to demonstrate the project will occur in conjunction with another publicly funded project or other collaborative efforts with community stakeholders	<input type="checkbox"/> Yes	<input type="checkbox"/> No
58.	All Business beneficiary forms (Employee Self Certification forms) are completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
59.	Estimated taxes from the proposed project provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No
60.	All attachments are clearly labeled and cross-referenced in body of application	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ATTACHMENT 1: CITIZEN PARTICIPATION DOCUMENTS

In order to apply for CDBG-PFED funds, the applicant must hold a citizen participation public hearing prior to application to be eligible for a CDBG award, and another hearing during the project implementation, if awarded funds. The applicant must also have in place a Citizen Participation Plan (CPP). This plan, adopted by resolution by the applicant, identifies the steps to be taken to involve area residents in the development of the CDBG-PFED application. If the applicant does not have a CPP already in place, the CPP should be adopted as one of the first steps in applying for CDBG-PFED funds. Refer to the *Citizen Participation Plan* template provided on the website linked below for guidance on the Citizen Participation public hearing.

The UGLG must also have 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; and 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. The policy must include this language and be provided with the application for the UGLG to be eligible for an award. A *Nonviolent Civil Rights Demonstrations Policy* template is provided on the website linked below.

Citizen Participation related documents to include with the PFED application after this cover sheet are listed below.

- ☐ Adopted Citizen Participation Plan (CPP)
- ☐ Authorizing Resolution to Adopt Citizen Participation Plan (or add adoption date on CPP)
- ☐ Citizen Participation Public Hearing Notice
- ☐ Citizen Participation Public Hearing Notice Affidavit of Publication and/or Clerk Certification of Public Posting (*depending on notice requirements applicable to the UGLG and as specified in the UGLG's CPP*)
- ☐ Citizen Participation Public Hearing Certification
- ☐ Citizen Participation Public Hearing Minutes
- ☐ Citizen Participation Public Hearing Sign-In Sheet (*if all hearing attendees are not listed in the hearing minutes*)
- ☐ Non-Violent Civil Rights Demonstration Policy

Citizen Participation forms and templates for the items listed above are provided on the DEHCR Bureau of Community Development's Resources and Trainings website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx>

(under "Application Attachments" section).

[Insert After This Cover Page]

**ATTACHMENT 2: RESOLUTION AUTHORIZING SUBMISSION OF A COMMUNITY
DEVELOPMENT BLOCK GRANT APPLICATION**

Access the *Authorizing Resolution to Submit CDBG Application* template on the
DEHCR Bureau of Community Development's Resources and Trainings website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx>

(under "Application Attachments" section).

[Insert After This Cover Page]

ATTACHMENT 3: 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 subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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 Local Government)

Signature of Chief Elected Official (CEO)

Date

Printed/Typed Name of Chief Elected Official

Signature of Clerk

Date

Printed/Typed Name of Clerk

ATTACHMENT 4: STATEMENT OF ASSURANCES

I, _____, _____, of _____
(Name of chief elected official) (Title) (Community Name)

in _____ County certify that the _____
(Community name)

Have CEO type or sign initials below to acknowledge and certify the Statement of Assurances:

1. _____ Has authorized its Chief Elected Official or Administrator (City, Village, Town or County) 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 affirmatively further fair housing.
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. _____ Will not enter into a contract with any entity that is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation.
8. _____ Is currently in compliance with terms and conditions of all past and/or active CDBG awards and/or contracts.
9. _____ 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.
10. _____ 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;
 - Enter into a development agreement with the participating business; and
 - Develop a system for tracking job retention and/or creation for LMI persons if applicable.

11. _____ Will comply with all the provisions of the Community Development Block Grant Program and will maintain documentation of compliance with the above certifications; including but not limited to Section 3 reporting, employee self-certifications, Davis Bacon wage data, and environmental review.
12. _____ Acknowledges that job creation/retention under the terms of the grant agreement is required. Failure to create jobs or provide documentation may result in a repayment of CDBG funds.

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

Signature of Chief Elected Official (CEO)

Date

Printed/Typed Name of Chief Elected Official

Signature of Clerk

Date

Printed/Typed Name of Clerk

ATTACHMENT 5: POTENTIAL FAIR HOUSING ACTIONS

According to 24 CFR 570.487(b), the Grantee must take some action to affirmatively further fair housing during the contract period. **Select at least three (3) of the actions below by checking the selected boxes.** If your project is funded, the action selected will be included in your CDBG grant agreement and you will implement it during that period. **Fair housing actions may include, but are not limited to the following:**

<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 and 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 – Specify:
<input type="checkbox"/>	13. Other – Specify:

Grantee Name: _____

Office of Fair Housing and Equal Opportunity: <https://www.hud.gov/hudprograms>

Fair Housing ads and other materials: <https://www.hud.gov/FHEOoutreachtools>

ATTACHMENT 5A: FAIR HOUSING ORDINANCE

All applicants must have and provide an adopted, current fair housing ordinance that cites the current fair housing state law, [Wis. Stat. § 106.50](#), and if protected classes are listed in the ordinance, they must include the current list and language for the protected classes in [Wis. Stat. § 106.50](#).

Access sample *Fair Housing Ordinance (Template)* and *Resolution to Adopt a Fair Housing Ordinance (Template)* documents on the DEHCR Bureau of Community Development's Resources and Trainings website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx>

under "Application Attachments" section.

[Insert After This Cover Page]

ATTACHMENT 6: DAVIS-BACON/FEDERAL LABOR STANDARDS INFORMATION

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, upon bidding being held for the contract.

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 (DEHCR) staff 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. Will CDBG-PFED funds be used solely for working capital?

☐ No ☐ Yes

If YES, Davis-Bacon does not apply to the project.

ATTACHMENT 7: FEDERAL EQUAL EMPLOYMENT OPPORTUNITY (EEO-1) REPORT INFORMATION

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 each year. Please submit a copy of the business's most recent EEO-1 Report it has filed with the Federal government, unless it is exempt.

ATTACHMENT 8: ACQUISITION, RELOCATION AND DEMOLITION QUESTIONNAIRE

All applicants must complete and submit the
Acquisition, Relocation and Demolition Questionnaire form,

Access the *Acquisition, Relocation and Demolition Questionnaire* form on the DEHCR Bureau
of Community Development's Resources and Trainings website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx>

under "Application Attachments (applicable to CV, DR, ED, and PFED only)" section.

[Insert After This Cover Page]

**ATTACHMENT 8A: RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE
PLAN (RADRAP)**

All applicants must have and provide a
Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)
to be eligible for a CDBG award. Refer to the RADRAP template provided on the website linked
below for guidance.

Access the *Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)* on the
DEHCR Bureau of Community Development's Resources and Trainings website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx>

under "Application Attachments" section.

[Insert After This Cover Page]

ATTACHMENT 9: ENVIRONMENTAL REVIEW CHECKLIST

All recipients of CDBG assistance must complete and environmental review and prepare an Environmental Report (ER), which is to contain all of the environmental information for the project.

I. Please identify who will prepare and complete the ER:

Name:

Title:

Company/Organization/Entity:

Email Address:

II. Check which category the project falls under:

- ☐ Exempt
- ☐ Categorically Excluded Not Subject to 58.5
- ☐ Categorically Excluded Converted to Exempt
- ☐ Categorically Excluded
- ☐ Subject to an Environmental Assessment

III. Date of or Expected Date of DOA-DEHCR Environment Report Certification Letter:

For additional information on the Environmental Review process, please refer to [Chapter 4: Environmental Review](#) of the [CDBG Implementation Handbook](#) and/or contact the DOA-DEHCR Environmental Desk at DOAEnvironmentalDesk@wisconsin.gov.

ATTACHMENT 10: BUSINESS JOB COMMITMENT LETTER & INFORMATION

[Insert After This Cover Page]

*Insert signed Business Job Creation/Retention Commitment Letter.***BUSINESS JOB CREATION COMMITMENT LETTER (Template)**

Delete all of the text here and in the template below; and insert the Business Job Creation Commitment Letter after this cover page. The letter template is to be modified and printed on the Business's letterhead, addressed to the UGLG's chief elected official (CEO) and signed by the Business owner/chief executive officer or an authorized representative of the Business.

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,

(CEO Signature)

Chief Executive Officer or Authorized Company Representative

(Typed Name and Title)

(Witness Signature)

(Typed Name and Title of Witness)

ATTACHMENT 10A: JOB CREATION TABLE

	Job Description			Determining Full-Time Equivalent Jobs				
Job Title	Avg. Hourly Wage	Special Skills Required (Yes or No)? ¹	Post HS education required (Yes or No)? ²	# of Employees (a)	Hrs/Wk per Employee (b)	Wks/Yr per Employee (c)	# of FT jobs	# of Jobs Available to LMI
				FT				
				PT				
				FT				
				PT				
				FT				
				PT				
				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.

ATTACHMENT 10B: JOB RETENTION TABLE

Job Title	Job Description			Current Employment				Retained Jobs	
	Avg. Hourly Wage	Special Skills Required (Yes or No)? ¹	Post HS education required (Yes or No)? 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					
				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:

1. 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
2. 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.

ATTACHMENT 10C: EMPLOYEE SELF CERTIFICATION FORM

For a job creation project, insert the *Employee Self Certification form* for the county in which the jobs are being created, and which is to be used for collecting new employees' income and other information. At least 51 percent of the FTE jobs created through the PFED project must be held by workers from low-to-moderate income (LMI) households [income levels columns A-C on the certification form] at the end of the project's job creation period.

For a job maintenance/retention project, insert the *Employee Self Certification forms* completed by current employees, using the appropriate form from the county in which the jobs are being created, and which is to be used for collecting employee income and other information. At least 51 percent of the existing FTE jobs that will be maintained/retained through the PFED project must be held by workers from low-to-moderate income (LMI) households [income levels columns A-C on the certification form].

The Employee Self Certification documents for current and previous years, which include the forms for all Wisconsin counties, are provided on the [Employee Self Certification Forms website](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Employee-Self-Certification-Forms.aspx):

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Employee-Self-Certification-Forms.aspx>

[Insert After This Cover Page]

ATTACHMENT 10D: PAYROLL REPORTS

For applications in which a company is citing either maintained or retained employees, please include the payroll from the company's most recent pay period in order to document current employment levels. The payroll record(s) must indicate whether each employee is part-time or full-time, average number of hours worked per week and per year, job title, and classification/nature of position. Social security numbers and other sensitive identifiers should be redacted.

[Insert After This Cover Page]

ATTACHMENT 11: ESTIMATED PROPERTY VALUATION INCREASE FROM THE PROPOSED PROJECT

STATE OF WI TAXES	CURRENT YEAR (without project)	FIRST YEAR (after project completion)	SECOND YEAR	THIRD YEAR
Employee Income Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Commercial Activity Taxes	\$0.00	\$0.00	\$0.00	\$0.00
LOCAL TAXES	\$0.00	\$0.00	\$0.00	\$0.00
Municipal Corporate Income Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Real Estate Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Tangible Personal Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00

Are you applying for local tax exemptions? ☐ YES ☐ NO

If YES, indicate the expected percentage and term:

ATTACHMENT 12: DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s.134.90 (1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

- 1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
- 2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Section	Page #	Topic

In the event the designation of confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and agrees to hold the state harmless for any costs or damages arising out of the state's agreeing to withhold the materials.

Failure to include this form in the Application may mean that all information provided as part of the Application will be open to examination and copying. The state considers other markings of confidential in the Application to be insufficient. The undersigned agrees to hold the state harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name:	
Authorized Representative Signature:	
Authorized Representative Printed/Typed Name:	
Date:	

This document can be made available in alternate formats to individuals with disabilities upon request.

ATTACHMENT 13: FINANCIAL NEED – WATER/SEWER RATES DOCUMENTATION

Attach the following Financial Need related documents for Part 7 of the application:

- Capital Improvement Plan or similar document with planned capital improvements and project costs
- Record(s) verifying current water and sewer rates
- *Water/Sewer Rate Calculation Worksheet* (showing rates calculations for 70 gallons annual usage)

(see Part 7 of Application).

The *Water/Sewer Rates Calculation Worksheet* is available on the DEHCR Bureau of Community Development's CDBG Public Facilities (CDBG-PF) Program website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-PF.aspx>

under "CDBG-PF Application Attachments" section.

[Insert After This Cover Page]

ATTACHMENT 14: LONG-RANGE PLAN SUPPORTING DOCUMENTS

Attach supporting documentation showing proposed project is consistent with Comprehensive Plan or other long-range plan (not to exceed 10 pages).

(see Part 8 of Application).

[Insert After This Cover Page]

ATTACHMENT 15: MATCH FUNDING DOCUMENTATION

Attach Resolution to Commit Match & Certification of Match Secured.

If the applicant is requesting an exception or waiver for the match funding requirements, also attach the request letter with justification, signed by the UGLG's chief elected official (CEO).

(see Part 7 & Part 9 of Application).

Access a *Resolution to Commit Match & Certification of Match Secure* template form on the DEHCR Bureau of Community Development's Resources and Trainings website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx>

under "Application Attachments" section.

[Insert After This Cover Page]

ATTACHMENT 16: BUSINESS QUARTERLY FINANCIAL STATEMENTS

Attach most recent quarterly financial statements (not more than 90 days old).
(see Part 18 of Application).

[Insert After This Cover Page]

ATTACHMENT 17: LEGAL INFORMATION EXPLANATION(S)

Attach a detailed explanation of any YES responses in the Legal Information.
An Application will be deemed ineligible and denied based on the falsification of information.
(see Part 19 of Application).

[Insert After This Cover Page]

ATTACHMENT 18: PROJECT NEED NARRATIVE SUPPORTING DOCUMENTATION

Insert supporting documentation as application, with data and/or pertinent information that quantify the need presented in the Project Need Narrative in Part 5 of this application (not to exceed 10 pages).

(see Part 5 of Application).

[Insert After This Cover Page]