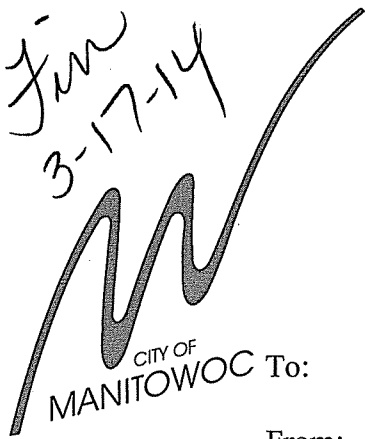


Jim  
3-17-14



14-403

March 17, 2014

CITY OF  
MANITOWOC

David Less  
City Planner

To: Mayor and Common Council

From: Community Development Authority

Subject: **Wisconsin Division of Housing; Community Development Block (CDBG) Grant Non-Regional Housing Application**

Dear Mayor and Common Council:

At the regular March 12, 2014 meeting of the Community Development Authority (CDA), the CDA reviewed the attached email from the Wisconsin Department of Administration, Division of Housing. The subject matter deals with the regionalization of CDBG housing monies to assist low and moderate income households in the rehabilitation of their housing units. Manitowoc County is currently included in the Northeastern Housing Region, with the regional program being administered through the Brown County Planning Commission.



OFFICE OF CITY PLANNING,  
CITY PLAN COMMISSION

The above referenced email is requesting that communities determine if they want to remain part of their Housing Region, or if they would prefer to opt out of the region (and no longer have access to regional housing monies), and to apply directly to the Division of Housing for community housing grants under the Non-Regional CDBG Small Cities Housing program. Communities wishing to opt out of their current Housing Region would have to file a Letter of Intent with the State by March 28, 2014.

As the entity overseeing the City's housing assistance program, the CDA unanimously recommended to Council that regarding the City of Manitowoc, it remain in the Northeastern Housing Region, and that the City not file a Letter of Intent nor seek independent funding under the Non-Regional CDBG Small Cities Housing Program.

Respectfully Submitted,



David Less  
Executive Director

Attachment



**Dave Less**

---

**From:** Jennifer Hudon  
**Sent:** Wednesday, February 26, 2014 2:26 PM  
**To:** Dave Less  
**Subject:** FW: CDBG Non-Regional Housing Application  
**Attachments:** 20140226141136430.pdf

---

**From:** McGinnis, Diane H - DOA [<mailto:Diane.McGinnis@wisconsin.gov>]  
**Sent:** Wednesday, February 26, 2014 2:07 PM  
**To:** 'centerville@lakefield.net'; Town of Cooperstown; 'townofeaton@yahoo.com'; 'townofgibson@lsol.net'; 'townkossuth@yahoo.com'; 'liberty@lakefield.net'; 'carlarso@att.net'; 'ajbackus@msn.com'; Village of Reedsville; 'meeme@tds.net'; 'mishicot@charter.net'; 'newton@lakefield.net'; 'rocklandcollins@tds.net'; 'townofschleswig@yahoo.com'; 'clerktwocreekswi@tm.net'; 'townoftr@charter.net'; S Grunwald; 'villageoffranciscreek@yahoo.com'; 'kellnersvilleclerk@tm.net'; 'villageofmaribel@vofmaribel.org'; 'vmishicot@lakefield.net'; Village of Reedsville; 'villageofstnazianz@tds.net'; 'valdersclerk@tds.net'; 'villageofwhitelaw@comcast.net'; 'admin@ci.kiel.wi.us'; 'janelle@ci.kiel.wi.us'; 'jhudon@manitowoc.org'; 'dneuser@manitowoc.org'; 'kimgra@two-rivers.org'; 'miclau@two-rivers.org'  
**Subject:** CDBG Non-Regional Housing Application

Dear Local Clerk:

As you may know, the Wisconsin Division of Housing administers the Community Development Block Grant (CDBG) Small Cities program which is funded through the Department of Housing and Urban Development (HUD). Recently, all of the counties in the State, except for Dane, Milwaukee and Waukesha, were grouped into 7 regions. Each region has identified a lead agency to administer the region's share of the State's CDBG allocation. The formation of these regions ensures that all low- and moderate-income (LMI) households throughout Wisconsin will have access to CDBG funds to address LMI housing rehabilitation needs. The map at <http://www.doa.state.wi.us/Documents/DOH/CDBG-Housing/CDBG-map.pdf> shows to which region you belong.

If your community is satisfied with the regional approach to administering the CDBG program, you don't need to do anything. Your region's funds are automatically available to the LMI households in your community.

If your community would like to manage a CDBG Housing program independent from the region, you have the option of applying for CDBG Small Cities housing funds on your own. The Division of Housing has set aside a total of \$500,000 to be made available to all municipalities that want to run the CDBG housing program on their own. To determine how much CDBG funding your community is eligible for, we will multiply a predetermined funding factor by the number of LMI households in your community.

If you request and receive "non-regional" CDBG funds, your community will no longer be a part of the region, and will NOT have access to regional housing funds.

Attached to this email is the Non-Regional CDBG Small Cities Housing Program application. A Letter of Intent to apply for non-regional funds is a part of that application. If your community would like to opt out of the regional CDBG program, your Letter of Intent must be received by the Division of Housing no later than 5:00PM, Friday, March 28, 2014.

The final application will be due by May 30, 2014. Along with the Final Application for non-regional funds, you will need to have a complete administration plan and narrative, a budget, an adopted citizen participation plan (including documentation of the required public hearing), a fair housing ordinance, a completed Statement of

Assurances, an anti-displacement plan, and lobbying certification. Following the signing of a contract, you will be responsible for developing an environmental review record for your share of the non-regional small cities setaside.

If you have any questions regarding this application or the process, please contact Diane McGinnis or Rick Radig at the numbers below.

Diane McGinnis  
CDBG Housing Program Manager  
Phone: (608) 261-6535  
Fax: (608) 266-5381

Rick Radig  
Grant Specialist  
Phone: (608) 267-2726  
Fax: (608) 266-5381

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This email was Anti Virus checked by Astaro Security Gateway. <http://www.astaro.com>

**2014**

**PRELIMINARY APPLICATION FOR NON-  
REGIONAL CDBG HOUSING PROGRAM**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
STATE HOUSING PROGRAM**

**DIVISION OF HOUSING**



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

## Table of Contents

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## Chapter Adm 90

### SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANTS FOR HOUSING

Adm 90.01	Purpose and authority.
Adm 90.02	Definitions.
Adm 90.03	Consistency with federal regulations.
Adm 90.04	Housing rehabilitation and homeownership assistance.
Adm 90.05	Application process.

Adm 90.06	Emergency grants.
Adm 90.07	Recaptured funds and program income.
Adm 90.08	Resubmitted applications.
Adm 90.09	Special housing projects.

Note: Chapter Adm 19 was created as an emergency rule effective 11-9-91; Chapter Adm 19 was renumbered chapter Comm 154 under s. 13.93 (2m) (b) 1., Stats., and corrections made under s. 13.93 (2m) (b) 6. and 7., Stats., Register January 2004 No. 577. Chapter Comm 154 was renumbered chapter Adm 90 under s. 13.92 (4) (b) 1., Stats., Register December 2011 No. 672.

**Adm 90.01 Purpose and authority.** This chapter is promulgated under the authority of ss. 16.309 (2), 227.11, Stats., and 560.02 (4), 2009 Stats., to implement s. 16.309, Stats.

**History:** Cr. Register, May, 1992, No. 437, eff. 6-1-92; am., Register, April, 1995, No. 472, eff. 5-1-95; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

**Adm 90.02 Definitions.** (1) "CDBG" means community development block grant.

(2) "Department" means the department of administration.

(3) "Eligible applicant" means any unit of general local government in Wisconsin which is a non-entitlement area as defined by 24 CFR part 570.3.

(4) "LMI household" means a household with an annual income that is at or below 80% of county median income or 80% of state median income, whichever is greater.

(5) "Program" means the small cities community development block grants for housing program.

(6) "Special housing project" means an activity that results in the creation of new low- to moderate-income dwelling units.

(7) "Unfunded application" means a CDBG application which receives an insufficient point score in the evaluation process to be eligible for funding.

Note: Income tables are published annually by the U.S. department of housing and urban development.

**History:** Cr. Register, May, 1992, No. 437, eff. 6-1-92; renum. (1) to (5) to be (2) to (6) and am. (6) and cr. (1), Register, April, 1995, No. 472, eff. 5-1-95; am. (6), cr. (7), Register, April, 1999, No. 520, eff. 5-1-99; CR 03-002: r. and recr. (6) and (7) Register July 2003 No. 571, eff. 8-1-03; correction in (2) made under s. 13.92 (4) (b) 6., Stats., Register December 2011 No. 672.

**Adm 90.03 Consistency with federal regulations.** The department shall administer the program, including recaptured funds, in accordance with 24 CFR part 570, the federal regulations governing the program.

**History:** Cr. Register, May, 1992, No. 437, eff. 6-1-92.

**Adm 90.04 Housing rehabilitation and homeownership assistance.** Applicants shall be compared and rated by the department based upon the department's evaluation of the proposal's consistency with s. 16.302, Stats., and 24 CFR part 570, and the scoring criteria in the CDBG application package. Applicants shall be eligible to receive funding for housing rehabilitation, homeownership assistance, and housing-related public facilities based on established and documented need and the applicant's ability to complete the proposed activities. The department shall ensure that awarded grant funds are reasonably balanced among geographic areas of the state.

**History:** Renum. from Adm 19.05 and am. (1) to (4), r. (6), renum. (5), (7) to (9) to be (5) to (8), Register, April, 1999, No. 520, eff. 5-1-99; CR 03-002: r. and recr. Register July 2003 No. 571, eff. 8-1-03; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

**Adm 90.05 Application process.** The department shall make funds available annually as those funds are made available by the federal department of housing and urban development. To

receive funds under the program, an eligible applicant shall submit an application which is complete and in the format required by the department. The department shall make housing rehabilitation and homeownership assistance awards to fundable applicants on an annual basis. The department shall make special housing project awards under s. Adm 90.09 to eligible applicants as projects are ready for funding under the criteria established by the department and as funding becomes available.

**History:** Cr. Register, April, 1999, No. 520, eff. 5-1-99; CR 03-002: r. and recr. Register July 2003 No. 571, eff. 8-1-03; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

**Adm 90.06 Emergency grants.** The department may use program funds for emergency housing needs arising from a natural disaster or catastrophic event. A local government interested in applying for an emergency grant under this section shall provide the department with written notice of intent to apply within 90 days after the natural disaster or catastrophic event. The department shall develop emergency fund application requirements as necessary. Applications will be evaluated based on:

- (1) The nature of the emergency.
- (2) The amount of emergency-related housing need.
- (3) The availability of program funds.
- (4) Other mitigating circumstances the department deems significant.
- (5) The inability of the applicant to finance the activity on its own.
- (6) The unavailability of other funding sources to address the need.

Note: The application requirements can be obtained by writing to: Department of Administration, P.O. Box 7970, Madison, WI 53707-7970.

**History:** Cr. Register, April, 1995, No. 472, eff. 5-1-95; renum. from Adm 19.07, Register, April, 1999, No. 520, eff. 5-1-99; ERM0823: emerg. am. (intro.), eff. 7-16-08; CR 08-096: am. (intro.) Register May 2009 No. 641, eff. 6-1-09.

**Adm 90.07 Recaptured funds and program income.** The department may use CDBG funds received as recaptured program funds or program income as defined in 24 CFR 570, to fund specific hazard reduction activities in homes with low and moderate income occupants.

**History:** Cr. Register, April, 1995, No. 472, eff. 5-1-95; renum. from Adm 19.08, Register, April, 1999, No. 520, eff. 5-1-99.

**Adm 90.08 Resubmitted applications.** (1) An applicant for funds shall be eligible to receive funds in the CDBG program year following the year for which the applicant submits an unfunded application, without having to submit another application for that following year if all of the following apply:

- (a) The applicant is an eligible applicant under the terms of the program.
- (b) The applicant submits a request to resubmit in a format as required by the department.
- (2) The resubmitted application will retain the score received in the original application submittal.
- (3) An unfunded application may be resubmitted under sub. (1) only once.

**History:** Cr. Register, April, 1999, No. 520, eff. 5-1-99; CR 03-002: r. and recr. (2) Register July 2003 No. 571, eff. 8-1-03.

## SECTION I

### INTRODUCTION

Funding for the Community Development Block Grant (CDBG) program is provided to the State of Wisconsin by the U.S. Department of Housing and Urban Development (HUD). CDBG funds are under the general oversight of the Department of Administration and the housing funds are directly administered by the Division of Housing (DOH).

Letter of Intent (see Section VI) must be received by the Division of Housing by 5:00 p.m. March 28, 2014.

This document provides basic information about the CDBG application process.

For more information, please contact:

Diane McGinnis, CDBG Housing Program Manager  
Rick Radig, Grant Specialist

Tel. 608.261.6535  
Tel. 608.267.2726

Mailing address:  
Wisconsin Department of Administration  
Division of Housing  
PO Box 7970  
Madison, WI 53707-7970

SECTION III

CDBG HOUSING ELIGIBILITY CRITERIA

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This publication is for the 2014 Community Development Block Grant (CDBG) non-regional award process. It includes the Letter of Intent and explanation for determining awards for applications submitted under the Wisconsin CDBG Housing program.

I. Definitions

A. Division of Housing (DOH)

The Division of Housing is the agency responsible for the direct administration of the CDBG Housing program.

B. Entitlement City/County

A city or urban county which receives CDBG funds directly from the Department of Housing and Urban Development (HUD). Entitlement cities and counties are not eligible to receive CDBG funds. A list of entitlement cities and counties may be found at <http://www.doa.state.wi.us/Divisions/Housing/CDBG-RLF>

C. Accessibility Improvements

Rehabilitation to permit improved access to low – and moderate - income (LMI) persons with physical challenges is a permitted use of CDBG funds.



**Adm 90.09 Special housing projects.** The department may use at least \$750,000 annually from the program for special housing projects. Funds not awarded within 12 months may be included in the funding available for housing rehabilitation and homeownership activities under s. Adm 90.04. The department shall make special project awards to eligible applicants as projects are ready for funding under the criteria established by the department and as funding becomes available.

History: CR 03-002: cr. Register July 2003 No. 571, eff. 8-1-03; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

D. Labor Standards

Some housing projects require that federally established wage rates be paid to workers. In order to accurately estimate the cost of your projects, you must determine if labor standards (Davis-Bacon) apply (see Attachment 1, Labor Standards Questions and Answers).

E. Low Income (LI)

LI means 50% of the county median income, or 50% of the state median income, whichever is greater, by family size as annually determined by HUD. The 2014 Income Levels are now available on our website under this link:

<http://www.doa.state.wi.us/Documents/DOH/CDBG-Housing/HouseholdIncLimits2014.pdf>

F. Moderate Income (MI)

MI means 80% of the county median income, or 80% of the state median income, whichever is greater, by family size as annually determined by HUD. The 2014 Income Levels are now available on our website under this link:

<http://www.doa.state.wi.us/Documents/DOH/CDBG-Housing/HouseholdIncLimits2014.pdf>

II. Eligible Applicants

- A. To be eligible to request funding under this grant program, the applicant must be a general purpose unit of local government not participating in the CDBG Entitlement Program. Indian Tribes are not eligible for the CDBG Small Cities Program. They receive funding under a special Indian Block Grant administered by the Department of Housing and Urban Development.
- B. To be eligible for the 2014 CDBG Housing Program, an applicant with past CDBG housing awards must show evidence of project completion and must be compliant with all CDBG projects. Any and all identified flagrant violations of CDBG administrative rules must be resolved to DOH's satisfaction.
- C. To be eligible, an applicant with an active CDBG housing contract must be able to close the current CDBG housing contract before signing a new housing contract.
- D. An applicant may submit only one application for CDBG Housing funds per funding cycle.

### III. Eligible Activities

- A. Activities eligible under the CDBG Small Cities Housing program include but are not limited to:
- \* deferred payment housing rehabilitation loans to LMI owner-occupants.
  - \* 0% - 3% rehabilitation loans to owners of LMI renter-occupied units (Attachment 2)
  - \* handicapped accessibility improvements such as wheelchair ramps and wider doorways for LMI households with handicapped household members
  - \* sewer and water laterals from the lot line to the LMI-occupied dwelling unit
  - \* wells and septic systems for LMI-occupied dwelling units
  - \* direct assistance to LMI households to facilitate and expand homeownership (e.g., reasonable closing costs and up to 50% of the required downpayment). Applicants for homebuyer assistance funds should be aware that homebuyer education will be a required component of this activity (Attachment 3)
  - \* conversion of structures into dwelling units to be occupied by LMI households
  - \* neighborhood code enforcement activities which will result in improvements to LMI occupied units
  - \* hazard mitigation activities such as floodproofing, landscaping to improve drainage, or sewer back flow prevention

### IV. Ineligible Activities

Activities NOT eligible for funding under the CDBG Small Cities Housing program include:

- A. New housing construction (includes: digging basement, drain tiles, foundation, backfill, driveway, parking lot, private sidewalk).
- B. Additions or the converting/finishing of vacant or under-used space (except as necessary to relieve overcrowding).
- C. Appliances (except built-in to address accessibility).
- D. Furnishings (includes blinds and fixtures).
- E. Mechanicals in new construction (water heaters, furnaces).

### V. Estimated Funding Level

It is estimated that approximately \$500,000 will be available for funding CDBG non-regional housing applications in 2014.

VI. Grant Award Modification

The Division of Housing reserves the right to adjust the award amount from the amount requested in the application based on the following criteria:

- \* ACTIVITY and AMOUNT of existing revolving loan fund.
- \* CAPACITY to complete the proposed activities.
- \* LMI BENEFIT of the proposed activities.
- \* OTHER HOUSING GRANTS currently in force in the community.
- \* FUNDING AVAILABILITY.
- \* PERFORMANCE and PROGRESS in any and all other DOH programs.
- \* FINANCIAL AUDIT results from any and all other DOH programs.

VII. CDBG Contract

The CDBG contract performance period will be approximately 12-months.

VIII. Funding Cycle

Letter of Intent for the 2014 CDBG Housing program must be received no later than 5:00 p.m. March 28, 2014. Final applications will be due May 30, 2014.

IX. Other Considerations

DOH reserves the right to amend, modify, or withdraw this application package and any of the grant program instructions, procedures, or rules contained herein and may exercise such right at any time and without notice and without liability to any applicant or other parties for their expenses in the preparation of an application or otherwise.

X. Disbursal of Funds

Successful applicants receiving CDBG grant awards will be required to manage their funds so that the disbursal of funds takes place within 3-10 days of receipt. Grantees not able to disburse funds in the 3-10 day period must be prepared to advance funds and work on a reimbursement basis.

ATTACHMENT 1

**LABOR STANDARDS  
QUESTIONS AND ANSWERS**

Q: Do Davis-Bacon wage rates ever apply to single-family home or duplex rehabilitation?  
A: No.

Q: Do Davis-Bacon wage rates ever apply to apartment rehabilitation?  
A: Yes. They apply to rehabilitation and/or conversion work in mixed-use buildings and to rehabilitation work in apartment buildings that contain eight or more apartments.

Q: What is a mixed-use building?  
A: A mixed-use building is one that contains or will contain both residential and commercial or industrial uses after the rehabilitation/ conversion work is completed.

Q: Is rehabilitation work in a mixed-use building ever exempt from Davis-Bacon wages?  
A: Yes. If there are less than eight apartments in the building, and the rehabilitation work is confined to the interior of the apartment(s) or the areas common to the apartments only (e.g., residential hallways, stairways) Davis-Bacon wage rates will not apply. However, no work can be done, on siding or utilities, or public areas that serve the entire building.

Q: We have a ten-unit apartment building where the owner wants to do the rehabilitation work himself. Will this be covered?  
A: Yes. Since there are more than seven apartments, Davis-Bacon regulations will apply. The owner must submit a payroll form showing how many hours a day he works on the project, but need not show any wage information for himself. If he hires someone to help him for any of the work, that person must be paid Davis-Bacon wages. If he subcontracts any part of the work (e.g., plumbing or electrical) the contractor(s) must pay Davis-Bacon wages and file all the required reports.

Q: Would the same rule apply to the owner of a mixed-use building working on his own apartments?  
A: Yes.

Q: We have an empty warehouse which the owner wants to convert to apartments. The building will be all residential when it is done. Will Davis-Bacon apply?  
A: It depends on the number of apartments the owner will create. If there will be eight or more units, Davis-Bacon wages will apply. If there will be seven or less, they will not apply.

Q: We have an eight-unit apartment, but only four units need rehabilitation. Will this be covered?  
A: Yes. Coverage is determined by the number of units in the building, not by the number to be rehabilitated.

- Q: Is a single-family dwelling containing a home occupation a mixed-use building?
- A: Technically, yes. In practical terms, we do not consider it a mixed-use building unless there have been additions or permanent modifications to the building which make part of it useable only for the business purpose. A spare bedroom used as an office would not count. A beauty parlor added to the side of a home and useable only for that purpose would make the building a mixed-use building.
- Q: Our program includes purchasing vacant homes and duplexes and renovating them for resale. Will Davis-Bacon apply?
- A: No, Davis-Bacon will not apply.
- Q: Part of our program includes renovation work on some Housing Authority-owned apartments in our community. Will this work be covered?
- A: Yes. All work on Housing Authority-owned property is covered.

ATTACHMENT 2

**LENDING OPTIONS  
FOR LANDLORDS AND DEVELOPERS**

Loans to landlords and/or developers must be repaid in monthly or quarterly installments. Repayment of installment rehab loans must begin within 60 days of the initiation of the rehab.

1. RE: ALL LOANS FOR RENTER-OCCUPIED UNITS

Property owners must guarantee LMI occupancy for 5 years, or the term of the CDBG loan, whichever is less.

Maximum deferral period (for commercially financed loans) for the CDBG repayment = twice the number of years the unit is guaranteed to be rented to LMIs. For example, if the CDBG repayment is deferred for 12 years, the unit must be rented to LMIs for at least 6 years.

The length of time given for repayment of the CDBG funds is left to the grantee's discretion.

2. GRANTS should be an incidental part of a housing rehabilitation program.

Grants for housing rehabilitation should be included as a separate activity in a CDBG Housing and Neighborhood Revitalization application only for "public facilities" type activities (e.g., program area lateral replacement or well replacement).

Grants are permitted ONLY when no more than \$1,000 will be awarded to the LMI owner-occupant during a 12-month period. Grants are permitted for LMI owner-occupants only.

## ATTACHMENT 3

### **CDBG HOMEBUYER OPPORTUNITY LENDING PROGRAM**

A unit of local government receiving a Community Development Block Grant (CDBG) for housing may use a portion of the CDBG funds to offer low- and moderate-income (LMI) renter households the opportunity to become owner-occupants.

CDBG funds may be used to pay for reasonable closing costs and up to one-half of the required downpayment (CDBG to pay no more than 10% of the purchase price) to enable a LMI household to purchase a home. CDBG funds may be used to pay eligible downpayment and closing costs for new construction projects as well as existing housing units.

The CDBG funds are secured with a second mortgage, and are required to be paid back only when the house ceases to be the owner's principal place of occupancy.

LMI households participating in the Homebuyer Program must contribute at least \$1,000 in personal funds toward the purchase of the property.

All participants in the Homebuyer Program must receive pre-purchase homebuyer education in the following areas:

- Homebuyer Education
- Basics of the Home Purchase Process
- Post-purchase Expectations



## SECTION IV

### INITIAL APPLICATION PROCESS

1. All counties (except Dane\*, Milwaukee and Waukesha\*\* which receive funds directly from HUD) are currently a part of a CDBG region (Map is found at <http://www.doa.state.wi.us/Documents/DOH/CDBG-Housing/CDBG-map.pdf>). CDBG funds are currently available for ALL low- and moderate-income households in Wisconsin. **The Northeastern region, which includes Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Outagamie, Sheboygan, and Winnebago counties, has an award of \$2,290,000.** If your local unit of government applies and receives funds through this non-regional application, you will no longer be a part of the CDBG region and will NOT have access to the regional CDBG Housing funds until June 30, 2015.
2. The Division of Housing's non-regional CDBG Housing program has a total of \$500,000 available for the non-regional application.
3. Funds will be determined using the same formula as the CDBG Housing regions. To determine your award, DOH will multiply **\$3.16** by the number of LMI households in your local unit of government.

Note: This award amount may be reduced if applications are received with totals exceeding the \$500,000 available.

4. After the Letters of Intent are reviewed, DOH will send an "Invitation to Apply" letter to applicants. This letter will invite applicants to submit a final application for funds.
5. The final application will be due by 5:00 p.m. May 30, 2014. Along with the Final Application for non-regional funds, you will need to have a complete administration plan and narrative, a budget, an adopted citizen participation plan (including documentation of the required public hearing), a fair housing ordinance, a completed Statement of Assurances, an anti-displacement plan, and lobbying certification. Following the signing of a contract, you will be responsible for developing an environmental review record for your share of the non-regional small cities setaside. Final applications will be reviewed to ensure that all required documentation is satisfactory and complies with CDBG requirements.
6. Final applications will be reviewed to ensure that all required documentation is satisfactory and complies with CDBG requirements.
7. Local units of government submitting a final application will be awarded funds based, in part, on available funding.

**SECTION VI**  
**FORMS & INSTRUCTIONS**

1. Complete the Letter of Intent form enclosed and mail the Letter of Intent with Original Signature to:

Diane McGinnis, CDBG Housing  
Department of Administration  
PO BOX 7970  
Madison, WI 53707-7970

**All Letters of Intent must be received by DOH no  
later than 5:00 p.m. March 28, 2014.**

## SECTION V

### 2014 GRANT TIMELINE

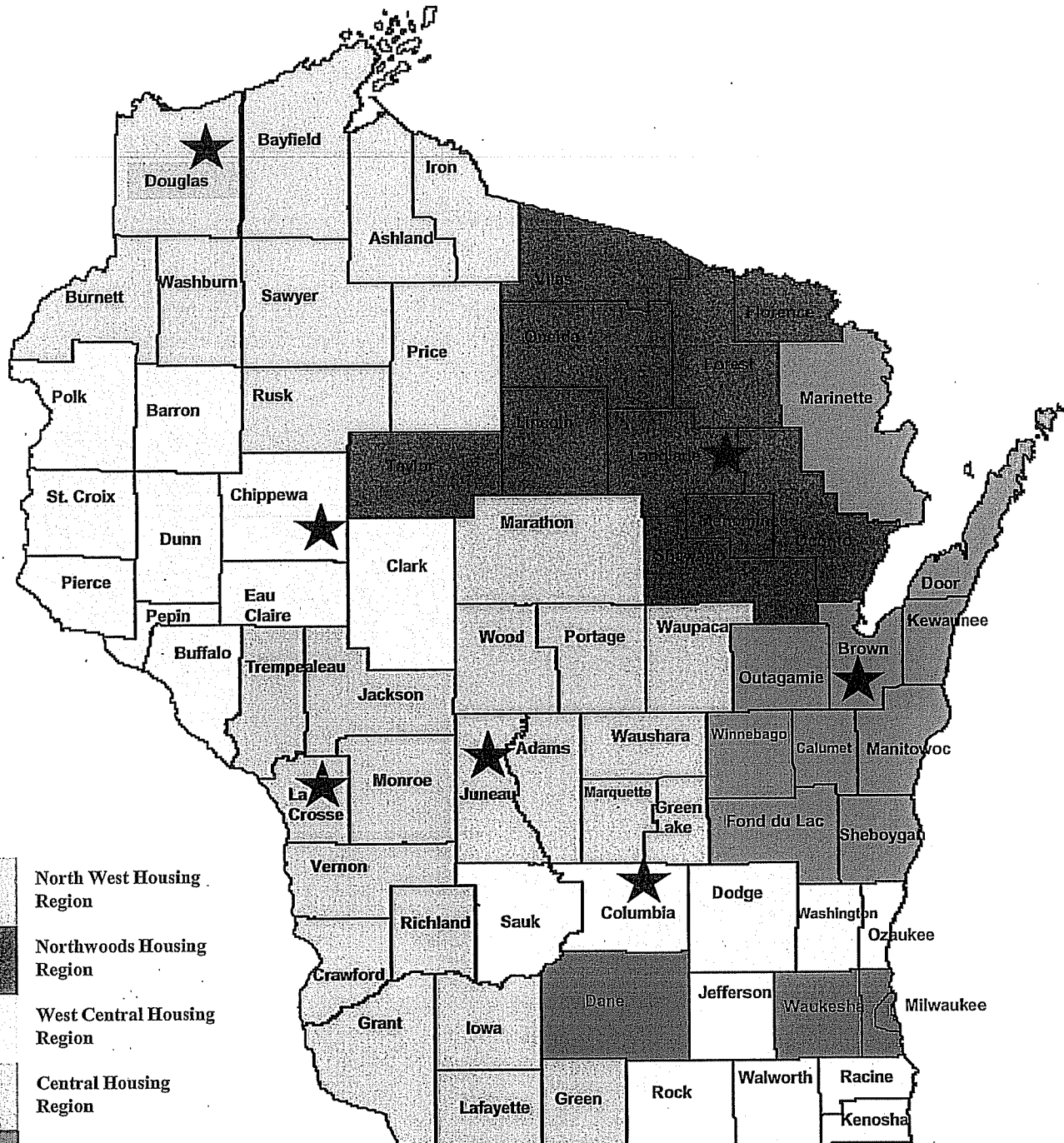
Preliminary Application Release and Publication	February 26, 2014
Preliminary Application Deadline	March 28, 2014
Final Application Deadline	May 30, 2014
Final Award Letters	June 2014
Implementation Training for Program Administrators	July 2014
CDBG Housing Contracts	July 2014

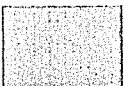

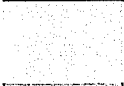



\*The preliminary announcement will be addressed to all clerks of eligible local units of government. In addition, a copy of the preliminary application is going to be published online at <http://www.doa.state.wi.us/Divisions/Housing/CDBG-Housing>

Please note:


*The Department reserves the right to adjust the deadlines throughout the grant cycle. Please check our web site for updates.*

# 2012 CDBG HOUSING REGIONS



-  North West Housing Region
-  Northwoods Housing Region
-  West Central Housing Region
-  Central Housing Region
-  Northeastern Housing Region
-  South West Housing Region

Southern Housing Region

 Lead County

LETTER OF INTENT

I \_\_\_\_\_, \_\_\_\_\_ of the  
(Chief Elected Official's name) (Title)  
\_\_\_\_\_(Community name),  
\_\_\_\_\_ County, Wisconsin,

Hereby express our interest in participating in the Wisconsin Community Development Block Grant (CDBG) housing program.

I understand that federal monies are available under the Wisconsin Community Development Block Grant Housing program, administered by the State of Wisconsin, Department of Administration, Division of Housing, for the purpose of housing activities.

By means of this letter, I am requesting that the Division of Housing, Department of Administration, include the \_\_\_\_\_(Community name) in the 2014 CDBG Housing Application Selection process.

I understand that if the \_\_\_\_\_(Community name) is funded for a 2014 CDBG grant award, CDBG requirements must be met.

I hereby attest that the \_\_\_\_\_(Community name) will comply with all of the provisions of the Community Development Block Grant program.

\_\_\_\_\_  
Chief Elected Official's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

# 2012 CDBG HOUSING REGIONS

## LEAD COUNTY CONTACT INFORMATION

### Douglas County

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# 2012 CDBG HOUSING REGIONS

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# Northeastern Wisconsin Housing Rehabilitation Loan Program



*\*Serving the Counties of Brown, Calumet, Door, Fond du Lac, Kewaunee,  
Manitowoc, Marinette, Outagamie, Sheboygan, and Winnebago*

**Homeowners** - If your home is in need of repairs, you may qualify for home rehabilitation assistance through the Northeastern Wisconsin Housing Rehabilitation Loan Program:

- Minimum loan amount of \$1,000.
- Loans are offered at 0% interest.
- No loan payments are required until the home is sold, refinanced, or is no longer the primary residence of the applicant.
- The loan is secured by a mortgage on the property.
- Activities generally may include:
  - Private septic system replacement
  - Private well replacement
  - Roof repair/replacement
  - Lead paint and asbestos remediation
  - Door/window replacement
  - Plumbing/electrical repairs
  - Siding repair/replacement
  - Accessibility improvements for individuals with disabilities
  - Other general improvements

**Landlords** - Installment loans are available for rental unit repairs provided the unit is/will be rented to tenants who are low or moderate income. Contact the program administrator for more details.

**Door County Renters** - 0% interest, deferred payment loans are available to assist with purchasing a home, including down payment and closing costs.

## General Homeowner Eligibility Requirements

- Gross household income must be at or below 80% of the median county income. Income limits may be found here: <http://doa.wi.gov/docview.asp?docid=9114&locid=173>
- Applicant must own the home being repaired.
- Applicant must live in the home as the primary residence.
- Mobile homes must be on land also owned by the mobile home owner.
- Home must meet decent, safe, and sanitary inspection standards after the work is completed.



## Contact Information

For additional information on the program, please contact:

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*\* Residents of the Cities of Appleton, Fond du Lac, Green Bay, Neenah, Oshkosh, and Sheboygan should contact their respective cities for information on similar programs.*

The Community Development Block Program is an equal opportunity program. Women and minorities are encouraged to apply.

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State of Wisconsin - Department of  
**ADMINISTRATION**