



# Milwaukee County

Community Development Block Grant Program

## Fiscal Year 2020 CDBG Application Informational Packet Public Service – Economic Development - Housing

Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

The following items shall be submitted to ensure a complete application for 2020 funding process:

- \_\_\_\_\_ Application, including Appendix C Budget Information
- \_\_\_\_\_ Application Checklist
- \_\_\_\_\_ Questionnaire regarding Conflict of Interest and Procurement Policies
- \_\_\_\_\_ Certification regarding CDBG Application Submission for Project Category  
Public Service (PS), Economic Development (ED), Housing
- \_\_\_\_\_ Certifications Required of All Recipients of CDBG Funding
- \_\_\_\_\_ Designated Authorized Signatures
- \_\_\_\_\_ Attend a 2020 Application Training Session

All of the above information must be complete, including signatures/initials of person(s) authorized to sign documents on the Agency's behalf. See Page 6 for a more detailed checklist.

Applications are due by **NOON on THURSDAY, AUGUST 29, 2019.**

Applications can be submitted:

By mail to: Milwaukee County CDBG

600 West Walnut Street, Suite 100

Milwaukee, WI 53212

If mailed, must be postmarked August 29<sup>th</sup> or earlier to be considered.

By email to: [CDBGapplications@milwaukeecountywi.gov](mailto:CDBGapplications@milwaukeecountywi.gov)

If emailing, please include your Agency's name in the subject of the email.

For application questions or assistance, contact:

Victoria Toliver

or

Diane Tsounis

[victoria.toliver@milwaukeecountywi.gov](mailto:victoria.toliver@milwaukeecountywi.gov)

[diane.tsounis@milwaukeecountywi.gov](mailto:diane.tsounis@milwaukeecountywi.gov)

414-278-2948

414-278-5250

# Milwaukee County

## Community Development Block Grant (CDBG) Program

### Background

The Community Development Block Grant program was established by Congress in 1974 with passage of the Housing and Community Development Act and is administered by the United States Department of Housing and Urban Development (HUD). This program provides funds to municipalities and other units of government around the country to develop viable urban communities. This is accomplished by providing affordable, decent housing, a suitable living environment and by expanding economic opportunities principally for low and moderate income persons. Although local units of government develop their own programs and funding priorities, all activities must be consistent with one or more of the following HUD National Objectives:

- Principally benefits low- and moderate-income persons
- Prevents or eliminates slum or blight
- Addresses an urgent need or problem or need in the community (e.g. natural disaster)

As an entitlement Urban County under the CDBG program, Milwaukee County receives annual funding allocations from the federal government to fund activities to address these national objectives.

As a funding recipient, Milwaukee is required to submit an Annual Action Plan that describes how the Urban County will utilize federal funds to address the national objectives in a manner that will produce the greatest measurable impact on the Urban County communities. The lead agency responsible for submission of this Plan to HUD is the Milwaukee County Department of Health and Human Services.

The statutes for the federal formula grant programs set forth three basic goals against which the Plan and the County's performance under the Plan will be evaluated by HUD. The County must state how it will pursue these goals for all community development programs.

### HUD Statutory Program Goals

#### **1. Decent Housing** including, but not limited to:

- Assisting homeless persons to obtain affordable housing;
- Assisting person at risk of becoming homeless;
- Retaining the affordable housing stock
- Increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status or disability;
- Increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and,
- Providing affordable housing that is accessible to job opportunities

#### **2. Suitable Living Environment** including, but not limited to:

- Improving the safety and livability of neighborhood;
- Eliminating blighting influences and the deterioration of property and facilities;
- Increasing access to quality public and private facilities and services;
- Reducing the isolation of income groups within the areas through special deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
- Restoring and preserving properties of special historical, architectural, or aesthetic value; and,
- Conserving energy resources and use of renewable energy sources

### 3. Expanded Economic Opportunities including, but not limited to:

- Job creation and retention;
- Establishment, stabilization and expansion of small businesses (including micro-businesses);
- The provision of public services concerned with employment;
- The provision of jobs to low-income persons living in areas affected by these programs and activities, or jobs resulting from carrying out activities under programs covered by the Plan;
- Availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices;
- Access to capital and credit for development activities that promote the long-term economic and social viability of the community; and,
- Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing public housing.

#### Long-term outcomes linked to these goals are:

- **Availability/Accessibility:** This outcome relates to programs that make services, housing infrastructure, public services, or shelter accessible or available to low- and moderate-income persons, including those with special needs and/or disabilities.
- **Affordability:** This outcome relates to programs that provide affordability to low- or moderate-income persons and can include affordable housing.
- **Sustainability:** This outcome relates to programs that improve communities and promote viability, such as removing slums and blight, or other services that sustain communities.

#### Definitions

- **Income:** Grantees may select any of three definitions of income: (1) Annual income as defined under Section 8 (24 CFR Part 5); (2) Annual income as reported under the census long form; or (3) Adjusted gross income as defined by the IRS Form 1040.  
\*Milwaukee County uses the Section 8, 24 CFR Part 5 definition of income.
- **Low- and Moderate-Income:** Family or household with an annual income less than the Section 8 Low Income Limit, generally 80% of the area median income, as established by HUD
  - **Extremely Low Income:** Family or household with an annual income equal to or less than 30% of the area median income, as established by HUD.
  - **Very Low Income:** Family or household with an annual income equal to or less than 50% of the area median income, as established by HUD.
- **Family:** As defined in 24 CFR Part 5.403, includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status: (1) a single person, (2) a group persons residing together.
- **Household:** All persons occupying a housing unit.
- **Micro-Business:** A business that has five or fewer employees, one or more of whom owns the business.

## Background: National Objectives

Federal regulations require that activities funded with CDBG must meet one of HUD's three national objectives:

1. **Benefit low- and moderate-income (LMI) persons/households** (at or below 80% of median family income for the County, as defined by HUD; 70% of the County's annual expenditures must be for LMI activities).
  - a. **Limited Clientele Benefit (LMC):** Activity benefits LMI individuals (at least 51% of beneficiaries must be LMI)
    - i. Certain categories of limited clientele are presumed to be LMI beneficiaries under CDBG regulations. The activity must serve this clientele exclusively. **(LMC/PB)** *Reference §570.208(a)(2)(i)(A)*
      1. Elderly
      2. Severely disabled adults
      3. Abused children
      4. Battered spouses
      5. Illiterate adults
      6. Persons with AIDS
      7. Migrant farm workers
  - b. **Housing Benefit (LMH):** activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households
    - i. 100% of single-family units must be occupied by households at or below 80% of median family income;
    - ii. 51% of multi-family units must be occupied by households at or below 80% of median family income. *Reference §570.208(a)(3)*
  - c. **Job Creation/Retention Benefit (LMJ):** activity creates or retains jobs of which at least 51% must be taken by or made available to LMI persons. *Reference §570.208(a)(4)*
  - d. **Low- and Moderate-Income Area Benefit (LMA):** activity will be available to or benefit all residents in an area that is primarily residential and is located in a census tract where 42.8% or more of the population is low-moderate income. (Not applicable to housing activities) *Reference §570.208(a)(1)*
2. **Prevent or Eliminate Slum or Blight (SBA or SBS)**
  - a. Area basis (eligible areas are determined by local ordinance) *Reference §570.208(b)(1)*
  - b. Spot basis (specific properties are determined by local ordinance) *Reference §570.208(b)(2)*
3. **Meet a Community Urgent Need** (typically natural disasters) *Reference §570.208(c)*

\*This national objective is not applicable for this application.

## **Milwaukee County 2020 Priorities for Funding/Eligible Activities**

The Consolidated Plan and Annual Plan are both data driven and involve enhanced citizen participation. Utilizing the data from focus groups, public meetings, and input from Urban County and Consortium participating jurisdictions, the following 2019 priorities have been identified:

- **Affordable Housing:**
  - Maintain and improve the existing supply of rental and homeowner housing; increase the supply of affordable housing for rental and homeowners; rehab owner-occupied housing; provide minor rehab/accessibility for renter and owner-occupied housing; provide assistance for home ownership; provide security deposit assistance.
  - Eligible National Objectives: **LMH**
  
- **Public Services:** *References §507.201(e) (Note: The amount of CDBG funds available to support public service activities is limited to 15% of the total CDBG grant awarded for that year plus program income received in the preceding program year.)*
  - Provide health and recreational services to the elderly, disadvantaged; provide recreational/educational opportunities for youth; assist with crime awareness/drug abuse programs; provide support services for LMI persons seeking self-sufficiency, jobs, housing counseling.
  - Eligible National Objectives: **LMC, LMC/PB, LMA**
  
- **Public Infrastructure/Capital Improvements:**

Rehabilitation/construction of facilities for LMI services; provide infrastructure to meet LMI needs, remove blight, and improve parks.

  - Eligible National Objectives: **LMC, LMA, SBA, SBS**
  
- **Economic Development:**
  - Provide TA to persons starting a business; provide financial assistance to micro- businesses to create jobs.
  - Eligible National Objectives: **LMJ, LMA**

## 2020 CDBG Application Checklist

Project Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

### INSTRUCTIONS

Enter an "X" next to each item below as you complete it. If the form or document listed does not apply to your project, enter "N/A" next to the item. This checklist must be included as part of your agency's FY 2020 CDBG Application packet.

### APPLICATION

<b><i>For All Projects: Application file shall include the following:</i></b>	
	Application Submittal Checklist ( <i>i.e., this form</i> )
	Application for Funding*
	Appendix A: Narrative of Project
	Appendix C-1: List of All Funding Sources for Project*
	Appendix C-2: Three-Month Cash Rule Test ( <i>applicable to non-governmental agencies</i> )*
	Appendix D: Project Implementation
	Appendix E: Results of Prior Year Projects ( <i>as applicable to project; see form</i> )
	Appendix F: Roster of Board Members and Professions
<b><i>For Public Service (PS) Projects, Economic Development (ED) or Code Enforcement (CE) Projects:</i></b>	
	Appendix C-3: Detailed Budget*
<b><i>For Public Facility Improvement Projects (CIP):</i></b>	
	Appendix B: CIP Projects Additional Information Form
	Appendix C-4: Detailed Budget*
<b><i>For Residential Rehabilitation Projects</i></b>	
	Appendix C-5: Detailed Budget for Rehabilitation Repair Projects*
<b><i>Signature Packet: To be submitted by mail with all applications</i></b>	
	Appendix G: Certifications Required of All Recipients of 2020 CDBG Funding
	Appendix H: Designated Authorized Signatures
	Certification for PS/Housing/ED Applications
	Certification/Questionnaire for Conflict of Interest/Procurement

\*Application and Appendix C can be saved and submitted digitally. These do not need to be printed and mailed.

**APPLICANT INFORMATION: Required of all applicants that are Non-Governmental Agencies**

	<a href="#">Federal Tax Exemption Determination Letter</a>
	Applicant's Procurement Procedures (per <a href="#">2 CFR Part 215.44</a> )
	Audited FY 2018 Financial Statements (see below regarding alternative)
	FY 2018 Single Audit Report ( <i>only required of applicants that <u>spent \$750,000 or more in federal funds during FY 2018</u>; see below regarding alternative</i> )
	Signed Copy of FY 2018 <a href="#">Federal Tax Form 990</a> (see below regarding alternative)

*If audited FY 2018 Financial Statements, Single Audit Report, and Tax Forms 990 and 1099 are not available at the time this application is due, identify the last date of your agency's fiscal year during calendar year 2018 here \_\_\_\_\_ AND submit the FY 2018 documents as noted below. **Note that, if your project is selected for funding, you will be required to submit the FY 2018 documents on or before 11/01/2020. The allocation reserved for your project will be assigned to another project if this deadline is not met. No exceptions will be made.***

	Acknowledgement regarding reallocation of awarded funds if, as applicable, FY 2018 Audited Financial Statements, Tax Forms 990 and 1099 and FY 2018 Single Audit Report, are not submitted by 10/1/2020.
	Audited FY 2018 Financial Statements
	FY 2018 Single Audit Report ( <i>only required of applicants that <u>spent \$500,000 or more in federal funds during FY 2018</u></i> )
	Signed Copy of FY 2018 <a href="#">Federal Tax Form 990</a>

**PROJECT-SPECIFIC REQUIREMENTS: For PUBLIC SERVICE PROJECTS projects only**

	Copy of Rental or Lease Agreement ( <i>A copy of the lease is only required if CDBG funds are proposed to be used to make a portion of lease payments.</i> )
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CDBG Eligible Activity for Public Services Projects (select all that apply):

<i>Public Services:</i>	
General Public Services	Child Care Services
Homeless/AIDS Services	Health Services
Senior Services	Abused and Neglected Children
Disability Services	Mental Health Services
Legal Services	Lead Based Paint/Lead Hazards Screening
Youth Services	Subsistence Payments
Transportation Services	Homeownership Assistance (not direct)
Substance Abuse Services	Rental Housing Subsidies
Battered and Abused Spouses	Security Deposits
Employment Training	Housing Counseling
Crime Awareness	Neighborhood Cleanups
Tenant/Landlord Counseling	Food Banks

**PROJECT-SPECIFIC REQUIREMENTS: For PUBLIC FACILITY IMPROVEMENT PROJECTS only**

	Written documentation of the construction schedule developed for the proposed project.
<i>If property proposed to be improved with CDBG funds is leased or rented by applicant:</i>	
	Certification Regarding Property Owner Authorization to Complete CDBG Activities on Property
	Copy of Lease Agreement. <i>(Note that the lease expiration must be no earlier than 5 years from the project completion date for the project to be eligible.)</i>
<i>If property proposed to be improved with CDBG funds is owned by applicant:</i>	
	Copy of Deed
<i>Given that projects must be completed on/or before December 31, 2020, provide evidence to demonstrate project readiness. As available/applicable, mark the items being submitted below. (If any of these are not available and/or applicable to your project, attach a brief narrative explaining why that is and/or their status, if applicable):</i>	
	Building Permit(s)
	Discretionary Permit(s) <i>(such as Site Development Permit or Conditional Use Permit)</i>
	Governing Board Resolution(s)
	Copy of Phase I Environmental Site Assessment <i>(title page and executive summary only)</i>
	Copy of <a href="#">Historical Resource Technical Report</a> <i>(title page and executive summary only)</i>
	Copy of Asbestos and Lead-Paint Assessment Report <i>(title page and executive summary only)</i>
	Attached brief narrative explaining why documentation above is not applicable and/or currently available and its status, if applicable
<i>If relocation of tenants will be required to complete project activities:</i>	
	Copy of Agency Relocation Plan approved by the State of Wisconsin
	Copy of General Information Notice Issued to Tenants <i>(Required to be issued to impacted tenants <b>prior to</b> submission of FY 2020 CDBG application.)</i>

*CDBG Eligible Activity for Public Facility Improvement Projects (must select one):*

<i>Public Facilities and Improvements:</i>			
	Senior Centers		Health Facilities
	Centers for the Disabled		Facilities for Abused and Neglected Children
	Homeless Facilities		Facilities for AIDS Patients
	Youth Centers		Tree Planting
	Neighborhood Facilities		Asbestos Removal
	Parking Facilities		Other Public Facilities/Improvements
	Child Care Centers		
<i>Public Facilities and Improvements – Municipal/Government Department Applicants Only:</i>			
	Parks, Recreational Facilities		Water/Sewer Improvements
	Street Improvements		Sidewalks



CDBG Eligible Activity for Housing Rehabilitation Project (must select one):

<i>Residential Rehabilitation:</i>	
	Single-Unit Residential
	Multi-Unit Residential
	Energy Efficiency Improvements
	Lead-Based Paint/Lead Hazards Testing/Abatement
	Special Residential Projects

**PROJECT-SPECIFIC REQUIREMENTS: For ECONOMIC DEVELOPMENT projects only**

CDBG Eligible Activity for Economic Development Projects (must select one):

	Economic Development: Microenterprise Assistance
	Economic Development: Other job creation

**OPTIONAL DOCUMENTS: Not required from any applicant, but enter an "X" next to the items included in your application submittal**

	Exhibits: These refer to no more than two 8.5" X 11" pages of exhibits that you may use to supplement your application materials. You may include photographs, charts, pictures, conceptual drawings, and/or anything else you consider suitable within the 2-page limit (may be in color or black and white).
	You may submit up to 10 letters of support for your project as part of your application submittal. Non-profits are encouraged to get municipal letters of support.



**QUESTIONNAIRE REGARDING CONFLICT OF INTEREST AND PROCUREMENT POLICIES  
FY 2020 CDBG PROGRAM APPLICATION PROCESS**

Federal, State and Local law prohibits employees and public officials of Milwaukee County from participating on behalf of the County in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for CDBG funding. The purpose of this questionnaire is to determine if the applicant, its staff, or any of the applicant’s Board of Directors would create conflict of interest.

1. Is there any member(s) of the applicant’s staff or any member(s) of the applicant’s Board of Directors or governing body who currently is or has/have been within one year of the date of this application a County employee or consultant, or a member of the County Board, a County Advisory Board, a County Commission, and/or a County Committee?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list the name(s) and affiliation below:

NAME	POSITION	AFFILIATION WITH COUNTY

2. Will the CDBG funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application a County employee or consultant, or a member of the County Board, a County Advisory Board, a County Commission, and/or a County Committee?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list the name(s) and affiliation below:

NAME	POSITION	AFFILIATION WITH COUNTY

3. Is there any member(s) of the applicant’s staff or member(s) of the applicant’s Board of Directors or other governing body who are business partners or family members of a County employee, consultant, or a member of the County Board, a County Advisory Board, a County Commission, and/or a County Committee?

If you have answered “YES” to any of the questions listed in this form, the CDBG Program office, alongside the County Corporation Counsel Office, will need to determine whether a real or apparent conflict of interest exists.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list the name(s) and affiliation below:

NAME	POSITION	AFFILIATION WITH COUNTY

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_  
Signature of Authorized Signing Official/Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name of Authorized Signing Official/Representative



## CERTIFICATION REGARDING FY 2020 CDBG APPLICATION SUBMISSION

### Public Service, Economic Development and Housing

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#### The undersigned acknowledges the following:

1. That the applicant confirms that program and fiscal staff have attended at a minimum of one session of the mandatory FY 2020 CDBG Application Training and signed the attendance log, as required. Applicant understands that if the CDBG Program Office cannot verify such attendance, this application will be deemed “ineligible” and will not be forwarded for FY 2020 CDBG Program funding consideration.
2. That, the best knowledge and belief, all factual information provided is true and correct and all estimates are justifiable. This application and all attachments are complete and accurate.
3. **That submittal of an application for the project is NOT a guarantee of funding from Milwaukee County.**
4. That the proposed project described in this application meetings the following National Objective: Benefits low- or moderate-income (LMI) persons, governing the use of CDBG funds per 24 CFR 570.208, Section A.
5. That all CDBG funded activities shall be within Milwaukee County jurisdiction and/or benefit Milwaukee County residents. The jurisdiction includes Milwaukee County municipalities excluding the Cities of Milwaukee, West Allis and Wauwatosa. Applicants for Direct Homeownership Assistance and Micro Enterprise Assistance activities understand that 100% of the clients assisted must be LMI persons.
6. That no revised applications may be made in connection with this application once the deadline for applications has passed, unless the CDBG Program Office mandates revisions and/or additional documentation during their application review process.
7. That an application scoring process has been implemented for all FY 2020 CDBG Applications. Eligible FY 2020 CDBG Applications will be scored and forwarded to the Economic and Community Development Committee for review. Funding recommendations will be based on the total score received for each application reviewed. The funding recommendations will be forwarded to the County Board for approval.
8. **That applications determined to be “ineligible” by the Housing Division will not be forwarded to the Economic and Community Development Committee for FY 2020 CDBG Program funding consideration.**
9. That past program and financial performance will be considered in reviewing this application.
10. **That, after the Housing Division review of this application and supporting documents, it is determined that the program and/or fiscal eligibility cannot be determined, required supporting documents were missing and/or application instructions were not adhered to, the applicant understands that this application shall be deemed to be in “non-compliance” and will be required to undergo a “Secondary Review Process” to address all issues identified.** If such issues are not satisfactorily addressed, the applicant understands that this application will be deemed “ineligible” and will not be forwarded for FY 2020 CDBG Program funding consideration. Should the issues be satisfactorily addressed, information regarding the secondary review process will be made available to the Economic and Community Development Committee for consideration in their review and scoring of applications.
11. That, if the project is funded, Milwaukee County reserves the right to reduce and/or cancel the allocation if federal entitlements are cancelled, reduced, or rescinded.
12. **That the project may be approved at a smaller level of funding that was requested, based on the amount of the FY 2020 CDBG funding available to award.**
13. That a project’s FY 2020 funding does not guarantee its continuation in the County’s subsequent action plans. Applicant understands that awarded CDBG funds are NOT an ongoing source of operating support. Even if approved for FY 2020 funding, there is no guarantee that approved projects will receive funding in future years. In accordance with Milwaukee County Resolution 02-239 from April 2002, an application will be funded at a minimum of \$25,000. The maximum amount of funding per non-County sponsored project is \$40,000 per Resolution 93-861.



**CERTIFICATION REGARDING FY 2020 CDBG APPLICATION SUBMISSION**  
**Public Service, Economic Development and Housing**

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14. That, if the project is funded, a written executed contract that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the applicant and Milwaukee County.
15. That, if the project is funded, the applicant shall comply with all federal and County policies and requirements, County procedures must be followed, as applicable to the CDBG Program.
16. That, if the project is funded, all required federal and County certifications and assurances shall be adhered to.
17. That, if the project is funded, the applicant shall not use CDBG funds for grant writing, fundraising or lobbying per 2 CFR 200.
18. That, if the project is funded, the applicant understands that CDBG funds may not be utilized to support inherently religious activities such as worship, religious instruction, or proselytization. Applicant understands that CDBG funds can only be utilized to pay for activities attributable to CDBG-eligible activities and the project must serve all eligible beneficiaries without regard to religion.
19. That, if the project is funded, the applicant understands that Fair Housing materials/brochures must be posted and/or accessible at the program locations. Applicant also understands that project facilities may be reviewed for compliance with Section 504 and ADA Requirements.
20. That, if the project is funded, the County will perform a National Environmental Policy Act (NEPA) review prior to the obligation of funds (execution of a written agreement).
21. That proof of required insurance coverage will be submitted to the County prior to the execution of a written agreement. Applicant understands that the execution of a written agreement will be delayed until proof of required insurance is submitted to the County.
22. That written signatory authority from the applicant's governing body indicating who can execute written agreements/contracts and amendments on its behalf has been included with this application packet.
23. That, if the project is funded, sufficient funds are available from non-CDBG sources to complete the project as described on a reimbursement basis.
24. That, if the project is funded, the applicant understands that the most recent financial statement (immediate prior fiscal year end) and tax forms must be submitted on or before 11/1/2020. The allocation reserved for applicant's project will be assigned to another project if this deadline is not met. No exceptions will be made. Services will not be approved for implementation until these fiscal documents can be reviewed to determine compliance with the CDBG Program's fiscal requirements.
25. That, if the project is funded, the proposed services/activities listed in this application may be implemented without delay upon the execution of a written agreement between Milwaukee County and the applicant.
26. That the applicant is fully capable of fulfilling its obligation under this application
27. That the proposed funding request represents the amount needed to complete the project within a period of one year, not to exceed 12 months from the start of FY 2020 (January 1, 2020).
28. That, if the project is funded, the applicant understands that a request to revise the "project category" OR "project description" listed in this application will not be accepted by the CDBG Program Office.
29. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that require Quarterly Reports and supporting documentation must be reviewed and accepted by an assigned CDBG Project Manager prior to approval of reimbursement payment to the applicant.



**CERTIFICATION REGARDING FY 2020 CDBG APPLICATION SUBMISSION**  
**Public Service, Economic Development and Housing**

30. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement bases and that required Requests for Reimbursement reports and supporting documentation must be reviewed and accepted by the CDBG Fiscal Unit, pursuant to HUD's Playing by the Rules Handbook and the CDBG/HOME Sub-Recipient Manual, prior to approval of payment to the applicant.
31. That the applicant understands that all CDBG funds allocated to projects must be expended within 18 months from the start of FY 2020 (January 1, 2020), or such funds will be presented to the County Board for reprogramming.
32. That the applicant does not have any unresolved audit findings for prior CDBG and/or other federal-funded projects.
33. That the applicant understands that the County may verify any or all statements contained in this application packet, and that any intentionally false information or omission may disqualify the applicant from consideration for CDBG funding in the current and future years.
34. That the applicant understands that, upon submission, this application packet becomes the property of Milwaukee County and will not be returned to the applicant in whole or in part.
35. That the undersigned has reviewed this application packet for completeness and accuracy and has approved the description, performance goals, budget, and other aspects of the described project listed in this application.
36. That, if the project is funded, the applicant understands that the CDBG Program Office reserves the right to require final revisions to proposed scope of work/services and/or budget line items prior to the execution of a written agreement utilizing FY 2020 CDBG Funds.
37. That, if the project is funded, the applicant agrees to accept and execute the County's boilerplate agreement for the funding.
38. That the applicant possesses the legal authority to apply for CDBG funds and to implement the proposed project.
39. That the governing body of the applicant agency authorizes the submission of this application.

By signature below, the applicant acknowledges the information listed on this certification:

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_  
Signature of Authorized Signing Official/Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Signing Official/Representative

## Appendix G: Certifications Required of All Recipients of 2020 CDBG Funding

Every person or Agency awarded a 2020 CDBG Contract or grant by Milwaukee County for the provision of services shall be required to certify to the County that they will comply with federal requirements including, but not limited to, those listed below. The person authorized to sign CDBG Agreements (see Appendix H) should initial each certification listed to indicate you or your agency can and will comply with these requirements if funded.

<b>Required Certifications</b>		<b>Initials</b>
Americans with Disabilities Act	Certify that this agency has reviewed its projects, programs and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.	
Audits	Agrees to have an annual audit conducted in accordance with current Milwaukee County policy regarding audits and OMB Circular A-133. Shall comply with current Milwaukee County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant.	
Conflict of Interest	(24 CFR 84.42 and 570.611) Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the agency.	
Civil Rights Act	Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.	
Debarred/Suspended Contractor	Certify that, to the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency ( <a href="https://www.sam.gov/portal/public/SAM/">https://www.sam.gov/portal/public/SAM/</a> )	
Drug-Free Workplace	Certify that it will provide a drug-free workplace.	
Financial Management	<b>Accounting Standards:</b> Agrees to comply with 24 CFR 84.21-28 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.	
	<b>Cost Principles:</b> Shall administer its program in conformance with OMB Circulars A-122, "Cost Principles for Non-Profit Organizations," or A-87, "Cost Principles for State and Local Governments," as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.	
	<b>Procurement Policies:</b> Certify and agree to procure all materials, property, or services in accordance with the requirements of 24 CFR 84.40-48	

<b>Required Certifications</b>		<b>Initials</b>
Lobbying Activities	Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, 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 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.	
Minority Business Enterprise (MBE), Women’s Business Enterprise (WBE), Small Business Contracting	Certify that it will comply with 24 CFR Part 85.369(E) to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further certify that it will submit to Milwaukee County at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG funds with contracts of \$10,000 or greater, in a format that will be provided by the County.	
Real Property	Certify that it will comply with real property standards (24 CFR Part 570.505) applicable to any property within the owner’s control that is acquired or improved in whole or in part using CDBG funds in excess of \$25,000.	
Religious Activities	Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.	
Section 3	Certify and agree to ensure that opportunities for training and employment arising in connection with contracts or subcontracts for a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.	
Section 504	Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all of its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.	



**Appendix H: Designated Authorized Signatures**

Please provide the information listed below to certify the designated individuals authorized to sign documents on the agency’s behalf. **Agency self-certification is not acceptable and a second signature is required. Please submit a new form each time any of the listed information is revised during the executed agreement period.**

**AGENCY:** \_\_\_\_\_

**PROJECT:** \_\_\_\_\_

AGENCY BOARD CHAIR PERSON/PRESIDENT CERTIFICATION OF DESIGNATED INDIVIDUALS AUTHORIZED TO SIGN DOCUMENTS ON THE AGENCY’S BEHALF, AS SUBMITTED BY THIS FORM:

NAME/TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRIMARY PERSON AUTHORIZED TO SIGN CDBG AGREEMENTS AND AMENDMENTS:

NAME/TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRIMARY BOARD OFFICER AUTHORIZED TO SIGN CDBG REQUESTS FOR REIMBURSEMENT AND BUDGET ADJUSTMENT REQUESTS:

NAME/TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRIMARY PERSON AUTHORIZED TO SIGN CDBG REQUESTS FOR REIMBURSEMENT AND BUDGET ADJUSTMENT REQUESTS:

NAME/TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRIMARY PERSON AUTHORIZED TO SIGN CDBG MONTHLY PROGRAMMATIC REPORTS AND SCOPE ADJUSTMENT REQUESTS:

NAME/TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Appendix H: Designated Authorized Signatures (Continued)**

**ALTERNATE INDIVIDUALS AUTHORIZED BY AGENCY BOARD CHAIR/PRESIDENT TO SIGN DOCUMENTS**

ALTERNATE PERSON AUTHORIZED TO SIGN CDBG AGREEMENTS AND AMENDMENTS:

NAME/TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ALTERNATE BOARD OFFICER AUTHORIZED TO SIGN CDBG REQUESTS FOR REIMBURSEMENT AND BUDGET ADJUSTMENT REQUESTS:

NAME/TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ALTERNATE BOARD OFFICER AUTHORIZED TO SIGN CDBG REQUESTS FOR REIMBURSEMENT AND BUDGET ADJUSTMENT REQUESTS:

NAME/TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ALTERNATE PERSON AUTHORIZED TO SIGN CDBG REQUESTS FOR REIMBURSEMENT AND BUDGET ADJUSTMENT REQUESTS:

NAME/TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ALTERNATE PERSON AUTHORIZED TO SIGN CDBG MONTHLY PROGRAMMATIC REPORTS AND SCOPE ADJUSTMENT REQUESTS:

NAME/TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_