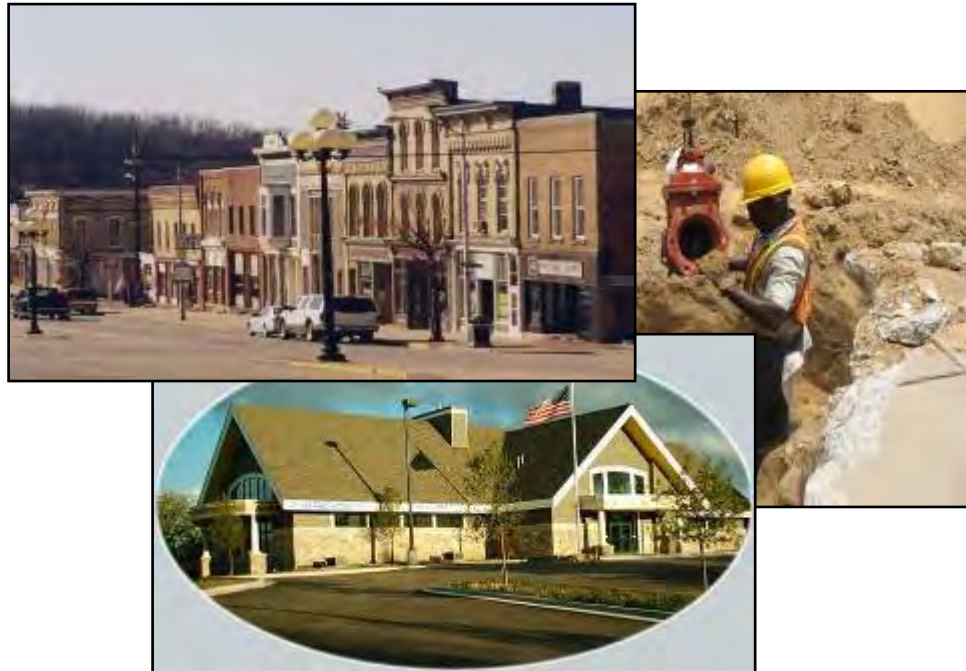


Community Development Block Grant (CDBG)

2011 APPLICATION

for

**Public Infrastructure, Community Facilities,
and Downtown Redevelopment Grants**



Wisconsin Economic Development Corporation

This manual will be updated; but in the meantime where Commerce is mentioned, replace with WEDC.

December 2011

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC FACILITIES PROGRAM

The Wisconsin Economic Development Corporation (WEDC) will disburse Community Development Block Grant Public Facility funds in a manner consistent with WEDC goals and objectives and with all applicable federal regulations.

ELIGIBILITY:

In order to be eligible for funding, all of the following requirements **must** be met:

The applicant must be a Non-Entitlement unit of government and in compliance with terms and conditions of all past and/or active WEDC awards/contracts.

The primary activity must satisfy at least two of the WEDC Program Objectives, be a capital expenditure, and be eligible under the CDBG Program.

The project must meet at least one of the following National Objectives: 51 percent LMI Benefit, Slum and Blight Removal, or Urgent Local Need.

Project Construction must begin no later than three months after the official notification of the award (weather permitting), as demonstrated by completed engineering specs, all financing sources identified, and all permits/zoning in place. **Projects beginning prior to the official notification will be disqualified.**

Financial need may be demonstrated by high utility rates, lack of sufficient general obligation debt capacity, as well as other affordable funds.

WEDC GOALS AND PROGRAM OBJECTIVES:

- Improve housing and economic opportunities for low- and moderate-income people and communities.
- Support strategies that work to alleviate threats to public health, safety, or welfare that reduce slum and blight; or respond to an urgent local need.
- Support revitalization of established neighborhoods (infill) and downtown business districts, and minimize sprawl by promoting reinvestment in existing community assets.
- Foster partnerships among municipalities, multi-jurisdictional organizations, and the private sector to support projects that address mutual interest in community and economic development.
- Assist capital projects that support previous planning efforts and are part of a broader community development strategy that complements recent or spurs new public and/or private investments.
- Address deficiencies affecting local public infrastructure and public service amenities that contribute to enhanced quality of life.

TYPES OF GRANTS:

The project must fit into one of the following categories. If the project does not comply, it is not eligible for funding.

Public Infrastructure Grants

Eligible projects include the installation, repair, or replacement of public water systems (including wells, water towers, and distribution systems) and sanitary sewer systems (including collection systems and treatment plants); storm drainage systems; streets; sidewalks; curb and gutter; parking; street lights; and streetscape. Maintenance is not eligible.

Community Facility Grants

Eligible projects include capital expenditures for physical facilities necessary to add or prevent the loss of basic services or (critical) public amenities that principally benefit low- and moderate-income persons and are perceived to enhance a community's quality of life. These can include acquisition, new construction, expansion, rehabilitation, renovation, and conversion costs. Examples include libraries, community and senior centers, fire stations, health clinics, sheltered workshops, and day care facilities. Projects involving buildings used solely for the general conduct of government are not eligible for assistance. Costs to remove architectural barriers in structures, including structures used for general government function which limit access or mobility for elderly or handicapped persons are eligible.

Downtown Revitalization Grants

These are available for a range of activities intended to promote the revitalization of downtown business districts, including second-floor housing. Examples include projects intended to alleviate slum and blight conditions; support improvements to public water, sewer, storm drainage, parking streets, and other infrastructure specifically serving the downtown district; or assist with streetscape improvements, accessibility improvements, historic preservation, business façade improvements, and micro-enterprise loans. These projects must be a part of a strategy that targets downtown business districts and generates future public and private investment. A community must have completed a comprehensive downtown revitalization planning process within the past five years or be a participant in the Wisconsin Main Street Program. A community cannot receive a Downtown Revitalization Grant and Public Infrastructure Grant for the same project.

DEFINING PROJECT ELIGIBLE COSTS:

The project must be identified by activity, location (a defined project area), and time frame. Activities taking place in separate geographical locations must show a clear linkage.

In determining the grant amount, WEDC will calculate the total CDBG fundable costs of the project by deducting categorical ineligible CDBG costs, non-qualifying costs (activity fails to meet a national objective), and other state or federal grant funds in the budget. The amount of the award typically ranges from 20 to 30 percent of the local share. The maximum award limit is \$750,000, although seldom is more than \$500,000 or 50 percent of the local share of the costs (whichever is less) awarded. Depending on financial need, community distress and other related factors, the actual grant award may be less than 20 percent or greater than 30 percent of the balance.

For example:

Cowtown applies for assistance with the construction of a Community Building to house the police station, a senior center, and an after-school day care facility. Each use will occupy an equal amount of the building's square-footage so the \$1,100,000 cost of the building will be split three ways.

The cost of the police station (categorical ineligible CDBG cost) and the after-school day care (non-qualifying cost because it fails to meet a national objective -- applicant is 42 percent LMI and the children using the day care will all be drawn from that population) must be deducted. A private benefactor has given *Cowtown* a grant to be used towards the cost of the senior center as long as they name it "The Doyle Center." Since this grant is intended to be used toward the senior center, it must be deducted from the share of the senior center costs.

\$1,100,000 total cost of the building
- 366,667 police station
- 366,667 day care
- <u>100,000</u> private grant for senior center
\$ 266,666 CDBG Fundable Costs

**Wisconsin Economic Development Corporation
201 West Washington Avenue
P.O. Box 1687
Madison, WI 53701**

FAX: (608) 266-0182

PUBLIC FACILITIES (PF)

Sandy Herfel
(608) 266-2435
sandra.herfel@wisconsin.gov

Patti Holden
(608) 266-0241
patricia.holden@wisconsin.gov

PUBLIC FACILITIES FOR ECONOMIC DEVELOPMENT (PFED)

Sandy Herfel
(608) 266-2435
sandra.herfel@wisconsin.gov

Patti Holden
(608) 266-0241
patricia.holden@wisconsin.gov

ACQUISITION AND RELOCATION

Jack Sanderson
(608) 267-0317
jack.sanderson@wisconsin.gov

**LABOR STANDARDS
EQUAL OPPORTUNITY
FAIR HOUSING**

Patti Holden
(608) 266-0241
patricia.holden@wisconsin.gov

ENVIRONMENTAL REVIEW

Doug Brethauer
(608) 267-2712
doug.brethauer@wisconsin.gov

Wisconsin Economic Development Corporation

Community Development Block Grant (CDBG) Application for Public Infrastructure, Community Facilities, or Downtown Redevelopment Grants

App. Number:	Date App. Received by WEDC:
--------------	-----------------------------

GRANT REQUEST		
Grant Request: \$	Applicant Match: \$	Total Project Cost: \$
Date project was discussed with a WEDC Representative prior to submittal:		
Name of WEDC Representative:		

APPLICANT INFORMATION		
APPLICANT (Unit of Government):		Population:
Applicant Type: <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> County		
Joint Application? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, list other unit[s] of government):		
Project:		
Chief Elected Official:		
Clerk:		
Public Works Director:		Finance Director:
Official Municipal Address:		
City, Zip:	County:	DUNS #:
Telephone:	Fax:	FEIN:
WWW:		E-Mail Address:
Original Signature of Chief Elected Official		Date:

Individual to Contact Regarding this Application	
Name:	Company:
Address:	
City, Zip:	
Telephone:	Fax:
E-Mail Address:	

INITIAL ELIGIBILITY	
Provide the following to demonstrate eligibility:	
Yes	No
<input type="checkbox"/>	<input type="checkbox"/> 1. The Applicant is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD).
<input type="checkbox"/>	<input type="checkbox"/> 2. Design plans and/or engineering specifications are completed and available upon request.
<input type="checkbox"/>	<input type="checkbox"/> 3. Construction will commence within three months.
<input type="checkbox"/>	<input type="checkbox"/> 4. The activity to be funded is an eligible CDBG capital expenditure (see pages i and ii).
<input type="checkbox"/>	<input type="checkbox"/> 5. The project meets a HUD National Objective (if yes, check at least one):
	<input type="checkbox"/> At least 51 percent of the project beneficiaries are Low- to Moderate-Income (LMI) individuals (or fall within the Limited Clientele category)
	<input type="checkbox"/> Project addresses Slum and Blight Conditions
	<input type="checkbox"/> Project addresses an Urgent Local Need (e.g. catastrophic event)
Contact program staff if any answer in this section is "No"	

PROJECT TIME-LINE	
Secure all financing by:	Complete environmental review by:
Obtain Federal Davis-Bacon Wage Rates by:*	
Start project by:	Complete project by:

* FOR WAGE RATES AND POSTERS, THE WEBSITE IS [HTTP://WWW.HUD.GOV/OFFICES/OLR/](http://www.hud.gov/offices/olr/). THE “MAKING DAVIS-BACON WORK” BOOKLET AND OTHER KEY MATERIAL NEEDED TO HELP TO MAKE YOUR PROJECT A SUCCESS ARE LOCATED AT THIS SITE AS WELL.

**COMMENCEMENT OF THE PROJECT
PRIOR TO FORMAL NOTIFICATION OF THE AWARD
WILL RESULT IN THE LOSS OF THE CDBG GRANT AWARD**

PROJECT NARRATIVES
<p>Please provide detailed descriptions regarding the following aspects of your project:</p> <ol style="list-style-type: none"> Project Implementation: Describe the project, the activities that will take place, and how the project meets the National Objective checked on previous page (two-page limit). Project Impact and Need: Describe how the project will address deficiencies in your community and how it will positively impact businesses and individuals within your community. Pay particular attention to the goals and objectives of the program as described (two-page limit). Project Financing: Why is state funding needed? What other sources of income or grants have been pursued? Describe the various methods that will be used to fund the project and include the status of other grant or loan applications. Attach supporting documentation that demonstrates the commitment of other financing sources, e.g. commitment letters from other government agencies, municipal resolutions for financing, TID creation, etc. (up to six pages).

REQUIRED SUPPORTING DOCUMENTATION																																
<p>Have you included the following?</p> <table border="0"> <thead> <tr> <th>Yes</th> <th>No</th> <th>N/A</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>1. A map of the project area showing the location of the project.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>2. Supporting documentation of financial commitments.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>3. Most recent municipal Enterprise Statements (only for projects with water and/or sewer components).</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>4. A copy of developer agreements with private parties benefitting from the proposed project.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>5. A copy of the public notice and minutes from the public hearing held prior to submission of this application.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>6. The Authorizing Resolution (authorizing submission of CDBG application).</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>7. A copy of the applicable sections of a redevelopment plan, municipal comprehensive plan, and any additional relevant planning documents produced by or for the applicant.</td> </tr> </tbody> </table> <p align="center">Contact program staff if any answer in this section is “No”</p>	Yes	No	N/A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. A map of the project area showing the location of the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Supporting documentation of financial commitments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Most recent municipal Enterprise Statements (only for projects with water and/or sewer components).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A copy of developer agreements with private parties benefitting from the proposed project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. A copy of the public notice and minutes from the public hearing held prior to submission of this application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. The Authorizing Resolution (authorizing submission of CDBG application).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. A copy of the applicable sections of a redevelopment plan, municipal comprehensive plan, and any additional relevant planning documents produced by or for the applicant.
Yes	No	N/A																														
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. A map of the project area showing the location of the project.																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Supporting documentation of financial commitments.																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Most recent municipal Enterprise Statements (only for projects with water and/or sewer components).																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A copy of developer agreements with private parties benefitting from the proposed project.																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. A copy of the public notice and minutes from the public hearing held prior to submission of this application.																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. The Authorizing Resolution (authorizing submission of CDBG application).																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. A copy of the applicable sections of a redevelopment plan, municipal comprehensive plan, and any additional relevant planning documents produced by or for the applicant.																													

DEMOGRAPHIC AND FINANCIAL INFORMATION

Median Household Income: (source of data: _____)	\$	
G.O. Debt Capacity (for current year):	\$	
Used G.O. Debt (to date):	\$	
Local Funds Committed to Project:	\$	
Funding Source for Local Funds Committed to Project:	G.O. Debt <input type="checkbox"/>	Revenue <input type="checkbox"/>
Future (within the next three years) G.O. Debt Obligations as evidenced by Resolution or Capital Improvement Plan:	\$	

WATER AND SEWER INFORMATION

Annual <u>water</u> charge calculated for a household using 70,000 gallons of water:	\$	
Projected increase in the above amount with grant assistance:	\$	%
Projected increase in the above amount without grant assistance:	\$	%
Annual <u>sewer</u> charge calculated for a household using 70,000 gallons of water:	\$	
Projected increase in the above amount with grant assistance:	\$	%
Projected increase in the above amount without grant assistance:	\$	%

OTHER CRITERIA

Other criteria WEDC will consider as an indicator of financial need is the per capita property wealth of a community. The greater property wealth per capita a municipality has, the lower the tax rate required generating a given increase in revenue. Lower per capita wealth makes it difficult for municipalities to raise the same amount of revenue as higher per capita wealth communities. When evaluating an application, we will look at an applicant's per capita property wealth and compare it to other units of government of the same type (villages compared to villages, towns to towns, etc.).

To find your per capita property wealth:
 Go to www.revenue.wi.gov/pubs/slf/tvc06.pdf
 Locate your community
 Divide Column 2 by Column 1
 This provides you with your per capita property wealth

PROPOSED PROJECT BUDGET

PROJECT ACTIVITIES	CDBG GRANT	SOURCE OF MATCHING FUNDS			TOTAL DOLLAR AMOUNT
		APPLICANT	OTHER PUBLIC FUNDS	PRIVATE FUNDS (Including Business expenditures)	
Acquisition (Specify Land or Building)					
Asbestos Removal/Abatement					
Building Improvements					
Center/Facility					
Clearance – Site					
Curb and Gutter					
Electrical System Improvements					
Environmental Remediation					
Equipment					
Fire Station					
Furnishings & Fixtures					
Miscellaneous					
Relocation					
Sanitary Sewer					
Storm Sewer					
Streets (include sidewalks & lights)					
Wastewater Treatment Facility					
Water					
Engineering					
Administration					
Subtotal					
Business Expenditures					
TOTAL					

The next two pages (pages 5 and 6) are to be completed only for projects involving public investment necessary to create or retain jobs, and include a significant private investment that is integral to the project.

IF THESE PAGES ARE NOT APPLICABLE, GO TO PAGE 7

Before filling out pages 5 and 6:

You must inform a WEDC Regional Development Manager in your area of the project prior to submitting this application.

BUSINESS INFORMATION	
Name of Business:	
Chief Executive Officer:	Title:
Business Address:	Telephone:
	Fax:
	E-Mail Address:
	WWW:
Business Contact Person:	Title:
Address (if different than above):	Telephone:
	Fax:
	E-Mail Address:

The business must provide a one page summary that includes the history, nature of business (product), management team (positions, experiences, etc.), market, and competition.

EMPLOYMENT COMMITMENTS
Full-Time Positions Only (2,080 hours/year)

POSITIONS RETAINED			
Position Title	Number of Positions retained by LMI Persons *	Average Hourly Wage	Total Positions Retained

* Number of retained positions held by persons from LMI households: _____
 This number must be at least 51 percent of the number of retained jobs.

POSITIONS CREATED					
Position Title	Average Starting Hourly Wage	Number of Positions Created			Total Positions Created
		Year One	Year Two	Year Three	

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:	n/a	%	%
Average Deductible Paid by Employee:	n/a	\$	\$
Other Benefits Provided to the Majority of the Workforce: <input type="checkbox"/> Life Insurance <input type="checkbox"/> Pension <input type="checkbox"/> 401(k) <input type="checkbox"/> Childcare <input type="checkbox"/> Tuition Reimbursement <input type="checkbox"/> Other (Specify)			
Will new employees be provided with substantially the same benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Attach letters from end users that are committed to occupy the site and create the full-time positions. Letters should confirm the positions to be created, the hourly wage, and benefits offered.			

SUMMARY OF THE BUSINESS' HISTORICAL FINANCIAL INFORMATION			
FYE	___/___/___	___/___/___	___/___/___
Total Sales			
Net Income			
Total Assets			
Total Liabilities			
Equity			

OWNERSHIP INFORMATION (unless publicly owned)		
Name (First, Middle Initial, Last)	Phone Number	Ownership %*
1.		
2.		
3.		
4.		
All Others:		
*WEDC may request additional financial information as needed.		100%

In the review of the application, WEDC staff may contact the applicant and/or business with concerns regarding the availability of affordable housing, the geographic area the workforce comes from, and any information on additional demands the business start-up or expansion places on the local infrastructure.

AUTHORIZING RESOLUTION

Authorizing Submission of a Community Development Block Grant Application

Relating to the _____ of _____ participation in the Community
(County, City, Town, or Village) *(Name)*
Development Block Grant program.

WHEREAS, Federal monies are available under the Community Development Block Grant program, administered by the Wisconsin Economic Development Corporation (WEDC), for the purpose of the provision or improvement of public facilities; and

WHEREAS, after public meeting and due consideration, the _____
(Name of Appropriate Committee)
has recommended that an application be submitted to WEDC for the following project(s):

_____ and

WHEREAS, it is necessary for the _____, to approve
(County Board, City Council, Village Board, Town Board)
the preparation and filing of an application for the _____ to receive funds from
this program; and *(County, City, Town, Village)*

WHEREAS, the _____ has reviewed the need for the
(County Board, City Council, Village Board, Town Board)
proposed project(s) and the benefit(s) to be gained there from;

NOW, THEREFORE, BE IT RESOLVED, that the _____ does
(City Council, County Board, Village Board, Town Board)

hereby approve and authorize the preparation and filing of an application for the above-named project(s);
and that _____ is hereby authorized to sign all necessary
(Mayor, Council Pres., Board Chair, Village Pres.)

documents on behalf of the _____; and that authority is hereby granted to the
(County, City, Town, Village)

_____ to take the necessary steps to prepare and file the appropriate
(Name of Appropriate Committee)
application for funds under this program in accordance with this resolution.

ADOPTED on this ____ day of _____, 20 ____ . ATTEST: _____
(Signature of Clerk)

The governing body of _____ has authorized the above
resolution by Resolution No. _____, dated _____

(Signature of Chief Elected Official)

STATEMENT OF ASSURANCES

I, _____, _____, of _____,
(Name of chief elected official) (Title) (Community Name)
in _____ County certify that the _____:
(Community name)

[Initial each item]

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 implemented a citizen participation plan in accordance with the provisions of Section 104 (a)(2) and (3) of the Housing and Community Development Act of 1974, as amended.
3. ___ 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.
4. ___ 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.
5. ___ Will minimize displacement as a result of activities associated with CDBG funds, and will follow an adopted residential anti-displacement and relocation assistance plan.
6. ___ Will not use special assessments to recover the capital costs of CDBG funded public improvements from low- and moderate-income owner occupants.
7. ___ Will comply with 24 CFR 570.608 regarding notification, inspection, testing, and abatement procedures concerning lead-based paint.
8. ___ Has adopted and will enforce a policy prohibiting use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in accordance with Section 519 of Public Law 101144.
9. ___ Has a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of nonviolent and civil rights demonstrations.
10. ___ Will not enter into a contract with any entity that is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation.
11. ___ Is currently in compliance with terms and conditions of all past and/or active WEDC awards and/or contracts.
12. ___ Acknowledges that the project cannot commence prior to the grant award and certain procedures must first be taken, including but not limited to the following: Complete the environmental review process, request federal wage rates if applicable, establish 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 to the project.
13. ___ Will comply with all the provisions of the Community Development Block Grant Program and will maintain documentation of compliance with the above certifications.

Signature of Chief Elected Official

Date

LOBBYING CERTIFICATION FROM THE MUNICIPALITY

The undersigned certifies, to the best of his or 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 subawards at all tiers (including subcontracts, subgrants, 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.

(Signature of Chief Elected Official)

(Date)

(Name of Local Government)

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. **Circle the number of at least one of the actions below.** If your project is funded, the action circled will be included in your contract timetable and you will implement it during that period.

Fair housing actions may include, but are not limited to the following:

1. Enact, strengthen, or advertise a local fair housing law;
2. Make area-wide zoning revisions to facilitate the dispersal of multi-family housing outside of minority-concentrated areas;
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;
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;
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;
6. Improve community facilities and public services in racially integrated neighborhoods to help preserve their mixed character;
7. Display a fair housing poster or provide fair housing information at an appropriate public place;
8. Initiate a public education program on fair housing, involving, for example, representatives of fair housing groups, human relations' bodies, minority organizations, the real estate industry, and government, through the local media. This could include talks on the community's housing opportunities;
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;
10. Suggest the use of affirmative marketing and advertising practices by private developers as a condition for obtaining local licenses and permits; and
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.

Name of Grantee

Date Fair Housing Action to be completed

Office of Fair Housing and Equal Opportunity: <http://www.hud.gov/offices/fheo/>

Fair Housing ads and other materials: <http://www.fairhousinglaw.org/>