



HEALTH AND HUMAN SERVICES COMMITTEE

MEETING AGENDA

Date & Time of Meeting: **Wednesday, February 3, 2021 (Immediately After Close of the Public Hearing)**

Meeting Location: **WebEx/ Courthouse Assembly Room (B105), 500 Forest Street, Wausau WI**

Health & Human Services Committee Members: Tim Buttke, Chair; Michelle Van Krey, Vice-chair; Kelley Gabor, Dennis Gonnering, William Harris, Donna Krause, Tom Seubert

Marathon County Mission Statement: *Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12-20-05)*

Health & Human Services Committee Mission Statement: *Provide leadership for the implementation of the strategic plan, monitoring outcomes, reviewing and recommending to the County Board policies related to health and human services initiatives of Marathon County.*

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Public Safety Committee members and the public to attend this meeting remotely. Instead of attendance in person, Committee members and the public may attend this meeting by **telephone conference**. If Committee members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees.

Persons wishing to attend the meeting by phone may call into the **telephone conference beginning five (5) minutes prior to the start time indicated above using the following number: 1-408-418-9388 Access Code: 146 159 7938**

When you enter the telephone conference, **PLEASE PUT YOUR PHONE ON MUTE!**

1. Call Meeting to Order
2. Public Comment (15 minute limit)
3. Approval of the January 6, 2021 and January 12, 2021 Committee meeting minutes.
4. Policy Issues for Discussion and Possible Action:
 - A. Public Hearing on the Community Engagement Plan
5. Operational Functions required by Statute, Ordinance, or Resolution:
6. Educational Presentations and Committee Discussion
 - A. Update on the Community Development Block Grant COVID-19 response grant (CDBG-CV)
 - B. Update on the Progress of Vaccine Distribution in Marathon County
 - C. Wisconsin Legislator consideration to rescind Emergency Declaration
 - 1) What does this mean for Marathon County operations?
7. Next Meeting Logistics and Topics:
 - A. Committee members are asked to bring ideas for future discussion
 - B. Next Scheduled Meeting: March 03, 2021 at 4:00 p.m.
8. Announcements
9. Adjournment

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 715-261-1500 one business day before the meeting."

SIGNED /s/ Tim Buttke
Presiding Officer or Designee
NOTICE POSTED AT COURTHOUSE

FAXED TO: Wausau Daily Herald, City Pages, and
FAXED TO: Other Media Groups
FAXED BY: T. Ranallo
FAXED DATE: _____
FAXED TIME: _____

BY: T. Ranallo
DATE: _____
TIME: _____



HEALTH AND HUMAN SERVICES COMMITTEE MINUTES

Wednesday January 6, 2021 at 4:00 p.m.

WEBEX/Courthouse Assembly Room (B105), 500 Forest Street, Wausau WI

	Present	Absent
Tim Buttke, Chair	X	
Michelle Van Krey, Vice Chair	W	
Kelley Gabor	W	
Dennis Gonnering	W	
William Harris	W	
Donna Krause	X	
Tom Seubert	W	

Also Present: Lance Leonhard, Jason Hake, Toshia Ranallo, John Robinson, others
Via Web or Phone – Jill Geoffroy, Kurt Gibbs, and two members of the general public.

1. **Call Meeting to Order**

Chair Tim Buttke called the meeting to order at 4:00 p.m.

2. **Public Comment:** None

3. **Approval of the December 2, 2020 and December 15, 2020, Committee meeting minutes.**

4. **MOTION BY KRAUSE; SECOND BY HARRIS, TO APPROVE THE DECEMBER 2, 2020 AND DECEMBER 15, 2020 HEALTH & HUMAN SERVICES COMMITTEE MEETING MINUTES. MOTION CARRIED.**

5. Policy Issues for Discussion and Possible Action: None

6. Operational Functions required by Statute, Ordinance, or Resolution: None

7. Educational Presentations and Committee Discussion

A. **Veterans Service Office**

1) **Introduction of VSO Jill Geoffroy, explanation of the work of the Office, and review of 2020**

Discussion:

Jill Geoffroy gave a presentation on products and services the Veterans Office offers, as well as a summary of significant tasks completed in 2020. This information can be viewed in the [packet located here](#).

Administrator Leonard provided a brief overview of Jill's background including an extensive military career and other leadership experience. During her short time with the County, she continues to undertake a number of initiatives and improvements.

On behalf of the County, Kurt Gibbs commended Jill in all her efforts and improvements she has made to the Veterans Service Office, as well as her dedication to the Veterans and their families.

B. **Update on the COVID 19 Community Involvement Work Group**

Discussion:

Chair Buttke explained we are moving forward with WIPPS and a contract has been signed. Once we receive an invoice and it has been paid, we can continue with the operational timeline.

8. Next Meeting Logistics and Topics:

A. Committee members are asked to bring ideas for future discussion – Chair Buttke indicated a joint meeting between this committee and the Board of Health will be scheduled on Tuesday, January 12, 2021 at 7:45 a.m. to discuss the rollout of vaccinations throughout the County.

B. Next Scheduled Meeting: February 03, 2021 at 4:00 p.m.

9. Announcements - None

10. Adjournment – Chair Buttke adjourned the meeting at 4:38 p.m.

Respectfully Submitted by,
Toshia Ranallo



**HEALTH AND HUMAN SERVICES COMMITTEE &
MARATHON COUNTY BOARD OF HEALTH (JOINT MEETING)
MEETING MINUTES**

Date & Time of Meeting: **Tuesday, January 12, 2021 at 7:45 a.m.**

Meeting Location: **Zoom Meeting/1000 Lake View Dr. Suite 100 Wausau, Wausau WI**

	Present	Absent
Tim Buttke, Chair	Z	
Michelle Van Krey, Vice Chair	Z	
Kelley Gabor	Z	
Dennis Gonnering		X
William Harris	Z	
Donna Krause		X
Tom Seubert	Z	

Board of Health Committee Members: John Robinson, Chair; Craig McEwen, Vice-Chair; Lori Shepherd, Secretary; Sandi Cihlar; Dean Danner; Kue Her; Tiffany Lee; Corrie Norrbom

Also Present Via Web or Phone: Kurt Gibbs, Lance Leonhard, Jason Hake, Joan Theurer, Laura Scudiere, Judy Burrows, Katie Rosenberg, Frederick Prehn, and Toshia Ranallo

1. Call Meeting to Order

Chair Tim Buttke called the meeting to order at 7:45 a.m.

2. Public Comment (15 minute limit) – Dr. Frederick Prehn expressed his concern of delays in regards to distributing COVID vaccinations throughout Marathon County.

Chair Buttke read a letter of support from Supervisor Jennifer Bizzoto, District 2. She supports both the State’s and County’s role in developing the vaccination plan.

3. Policy Issues for Discussion and Possible Action:

A. Health care system and surrounding counties efforts to have a coordinated response to testing and vaccinations

1. Role of Marathon County Health Department in Phase 1A, 1B, 1C

Discussion:

Joan Theurer addressed the public comments and understands the frustration. Today’s meeting is to focus on the county’s response and moving forward in the phases as efficiently and effectively as possible.

She gave an overview of the vaccine distribution and explained who makes the decisions, how the decisions are made, and who is currently being vaccinated in Wisconsin and Marathon County. This information is to assist the committees into policy discussion to help define the Marathon County Health Department’s engagements and roles. The full presentation can be accessed in the [packet located here](#).

The vaccine is to be rolled out in the following series of phases:

- Phase 1 A: Health care workers and long-term care facilities
- Phase 1 B: (Currently under development) CDC recommending age 75+ and frontline essential workers (and as of 1/11/2021 the WI Dept. of Health Services moved to add law enforcement and fire personnel to this phase, even though the WI States Disaster Medical Advisory has not made this recommendation.)
- Phase 1 C: CDC recommending age 65-74, age 16-64 with high risk medical conditions, other essential workers
- Phase 2: General Population

Theurer indicated this could take several months because it depends on vaccine availability. Two manufacturers made vaccines available in WI on 12/14/2020 and 12/20/2020. Three things to keep in mind: 1. People who want it; 2. adequate supply, (which is being balanced by supply and demand); and 3. an adequate delivery system.

The [Marathon County Health Department Website](#) offers an abundance of information which outlines the Phases, defines who is eligible, and how to reach out and make appointments. Marshfield Clinic Health Systems is actively registering and vaccinating, Aspirus will be opening up their registration on Friday, January 15th, and Trigs Pharmacy has been identified as another local provider.

There was a lengthy discussion on concerns for communication distribution to reach the general public, including our Hispanic & Hmong population, rural communities (who have no broadband access) and the non-tech savvy community. Strategies identified included: More exposure on television (the Noon Show), radio interviews, newspapers, press releases, social media, Amber Alert type of notifications, cell phone apps, our website, and County Board Supervisors talking with their constituents. Boots on the ground may have to be an additional method to distribute information to the vulnerable population.

Press releases are difficult because the information may only be valid for about 12 hours. Information changes frequently and it can be a disservice to those who don't get it until a later time.

Supervisor Robinson indicated that Administration has expressed the willingness to make investments to satisfy communication goals. Administrator Leonhard will investigate a push button alert system through the county's EverBridge Technology Program.

Chair Gibbs acknowledged the communication barrier. He reiterated there hasn't been a clear definition from the state, and it is causing uncertainty. The communication plan needs to be clear, concise, and accurate. Our local population is receiving national news which can also be conflicting with the state causing more confusion and frustration. Gibbs commended the Health Department for reporting accurate information on the Marathon County website.

Supervisor Harris suggested incorporating vaccinations into the WIPPS study/discussions.

Follow Through:

Robinson will coordinate a brainstorming session to develop a communication plan including the following: Identify communication gaps, communicate with health professionals (local, state, and federal), define a clear role for the county, and looking beyond Phases 1B and 1C and into Phase 2, the general population.

4. Operational Functions required by Statute, Ordinance, or Resolution: - None
5. Educational Presentations and Committee Discussion: - None
6. Announcements - None
7. Adjournment - Chair Buttke adjourned the meeting at 9:26 a.m.

Respectfully submitted by,
Toshia Ranallo



Wisconsin Department of Health Services: Priority Group 1b

Summary

Tentative start date	Eligibility group, in priority order
March 1, 2021	<ul style="list-style-type: none"> ● Education and Child Care ● Individuals enrolled in Medicaid Long-Term Care programs ● Public facing essential workers ● Non-frontline health care personnel ● Congregate Living

Final Phase 1B recommendations:

Beginning on or around March 1, 2021, subject to change based on vaccine availability, the individuals listed below will become eligible to receive the COVID-19 vaccine.

The Department of Health Services (DHS) asks that only those who are at significant risk due to public-facing positions with considerations of frequency, intensity, and duration of contact, and ability to mitigate, come forward to receive vaccine. Employees who are able to work from home, perform most tasks outdoors, or have limited engagement with the public are asked to delay vaccination until supply is robust.

Education and child care

- All staff in regulated child care, public and private school programs, out-of-school time programs, virtual learning support, and community learning center programs
- All staff in Boys and Girls Clubs, YMCAs.
- All staff in preschool and Head Start through K-12 education settings.
- Faculty and staff in higher education settings who have direct student contact.

Individuals enrolled in Medicaid long-term care programs

- IRIS (Include, Respect, I Self Direct)
- Family Care
- Katie Beckett and **Children’s** Long Term Care Waiver, when the **member’s** age allows them to qualify for vaccine

Some Public-Facing Essential Workers

This category includes:

- 911 operators

- Utility and communications infrastructure: Workers who cannot socially distance and are responsible for the fundamental processes and facilities that ensure electric, natural gas, steam, water, wastewater, internet, and telecommunications services are built, maintained, generated, distributed, and delivered to customers.
- Public transit: Drivers or employees (supervisor or maintenance person who rides the bus, or a public-facing service agent) who have frequent close contact with members of the public, limited to:
 - Public and commercial intercity bus transportation services.
 - Municipal public transit services, including municipal or county contracted shared-ride service providers.
 - Those employed by specialized transit and paratransit services for seniors, disabled persons, and low-income persons.
- Food supply chain
 - Agricultural production workers, such as farm owners and other farm employees.
 - Critical workers who provide on-site support to multiple agricultural operations, such as livestock breeding and insemination providers, farm labor contractors, crop support providers, and livestock veterinarians.
 - Food production workers, such as dairy plant employees, fruit and vegetable processing plant employees, and animal slaughtering and processing employees.
 - Retail food workers, such as employees at grocery stores, convenience stores, and gas stations that also sell groceries.
 - Hunger relief personnel, including people involved in charitable food distribution, community food and housing providers, social services employees who are involved in food distribution, and emergency relief workers.

Non-frontline health care essential personnel: Staff who perform essential roles within health care organizations by maintaining cyber security; perform cleaning functions; scheduling; critical HVAC functions related to maintaining proper air flow in health care settings and refrigeration functions related to vaccine storage; health care critical supply chain functions, including those involved in the production, manufacturing and distribution of vaccine; public health; and emergency management.

Congregate Living: Residents of congregate living settings and on-site facility staff. This category includes:

- Employer-based: Housing provided by an employer for unrelated individuals who share living quarters.
- Housing serving the elderly or people with disabilities: Adult family home, community-based residential facility, residential care complex, state center for the disabled, intermediate care facilities for individuals with intellectual disabilities (ICFs/IDDs), mental health institute, and county-based center for the disabled.
- Shelters for those who are homeless or in need of refuge
- Transitional housing: A project that is designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living when such facilities include shared bedrooms
- Incarcerated individuals: Individuals in jails, prisons, and transitional housing.

Mink Husbandry

DHS continues to recommend that vaccination of additional individuals should be prioritized over wasting vaccine.

If vaccine supply is constrained such that additional sub-prioritization is necessary (in no particular order):

Individual demographic characteristics and medical conditions have been identified that place individuals at higher risk of severe illness from COVID-19 infection.^{1,2} As such, vaccinating entities *should* consider using these factors if additional sub-prioritization is necessary. Of note, logistics may necessitate sub-prioritization to occur only at the level of adequately large population cohorts.

Demographic

- Black, Latinx, Native American
- Socioeconomic vulnerability

Medical Conditions

- Asthma
- Cancer (active)
- Chronic kidney disease
- Chronic lung disease, such as chronic obstructive pulmonary disease (COPD)
- Chronic metabolic disease
- Diabetes
- Heart conditions, such as cardiovascular disease, heart failure, coronary artery disease, or cardiomyopathies
- Hypertension
- Immunocompromised conditions
- Solid organ transplant resulting in immunocompromised state
- Obesity (body mass index (BMI) of 30 kg/m² or higher)
- Sickle cell disease
- Smoking
- Intellectual or developmental disability³
- Pregnancy

The prioritization scheme chosen by vaccinating entities should be clear and transparent and attempt to reduce (rather than reinforce) inequities whenever possible.

Of note, vaccination does not negate the need for continual adherence to best practices of distancing, masking, hand-hygiene, testing, isolation and quarantining.

¹ Centers for Disease Control and Prevention. *People with Certain Medical Conditions*.

<https://www.cdc.gov/coronavirus/2019-ncov/ne.ed-extra-precautions/people-with-medical-conditions.html>. Accessed January 9, 2021

² Kambhampati AK, O'Halloran AC, Whitaker M, et al. *COVID-19–Associated Hospitalizations Among Health Care Personnel — COVID-NET, 13 States, March 1–May 31, 2020*. *MMWR Morb Mortal Wkly Rep* 2020;69:1576–1583. DOI: <http://dx.doi.org/10.15585/mmwr.mm6943e3>

³ A FAIR Health, West Health Institute and Marty Makary, MD, MPH. (2020). *Risk Factors for COVID-19 Mortality among Privately Insured Patients*. New York, New York: FAIR Health 2020.

**COMMUNITY DEVELOPMENT BLOCK GRANT – COVID- 19 (CDBG-CV)
MARATHON COUNTY – APPLICATION PREPARATION PROCESS**

CHARTER

Team: Oversight Committee consisting of members from County Administration, County Board, NCCAP representative/s, MCDEVCO representative/s, and a Project Manager.

Problem Statement: Complete and submit grant application to DOA for approval of the CDBG-CV for Marathon County by Feb 26, 2020. DEHCR announcing awards within CDBG Housing Regions through a competitive process by March 26, 2020. Grant agreement development with DOA to initiate Marathon County Program/Projects with quarterly reporting and completion within two years from application approval.

County Requirements:

- Intent to Apply Submitted by Lance Leonhard, County Administrator Nov 18, 2020 for \$1,100,000
Project Components:
 - Rental /Mortgage Assistance \$500,000
 - Small Business Grants \$500,000
 - Administration Cost \$100,000
- DOA Approval to Complete Grant Application received
- Competitive Process by CDBG Housing Regions – Seven Regions in the state of Wisconsin, Marathon County is in Central Region with nine counties
- County Executive Committee Review Jan 14, 2020
- Name Project Manager and Oversight Committee
- Contact Partners (MCDVECO and NCCAP) to assist with Grant Application Process
- Time commitment for CDBG-CV Application Process – 26 hours in very short timeframe:
 - 8 hours for County Project Manager
 - 10 hours Partners
 - 6 hours Oversight Committee
 - 2 hours Corporation Counsel’s office

Tools:

- CDBG-CV Intent to Apply completed/submitted by Lance Leonard on November 18, 2020
- Grant Application booklet dated 12/21/2020 outlining the process
- Presentation by David Pawlisch and Mark Staff, DOA

Controls/Limitations:

- Funds must be used for COVID preparedness, prevention or response
- Must proposed programs must meet a CDBG National Objective:
 - 80% below County Low to Moderate Income (LMI) Benefit
 - Urgent Local Need (ULN) of which a pandemic does qualify
- Cannot be receiving funding from another source such as CARES Act funding at the same time, however CAN end one source of funding and start a new source (properly audit/document)
(Note: Rural Broadband Expansion, HUD Funding examples of another funding source).

- Presumed benefit group – homeless, transit housing, elderly, etc.
- Cannot supplant or replace municipal expenditures
- Total COVID cases in County data obtained from DHS and does not need to be provided
- Public Hearing Notice 5 days reduced from 14 days due to short turn-around time
- DOA understands that public surveys are not going to be completed due to deadline for application
- Matching Funds are Not Required

PROJECT SCOPE

The project covers the townships that include all areas in Marathon County outside the Wausau City limits and has two primary goals: (1) preventing homelessness from eviction or foreclosure by providing rental or mortgage assistance and (2) ensuring the sustainability of Marathon County’s small businesses, as the restrictions from COVID-19 have forced them to close and reopen with changing operating restrictions from the State and Health Department that decrease customers and revenue.

Preventing Homelessness Due to Eviction or Foreclosure:

- North Central Community Action Program (NCCAP) would have project oversight, grant management, fund distribution and quarterly reporting requirements.
- Impacting an estimate of 500 households consist of over 2100 individuals in Marathon County (outside the City of Wausau).
- Current funding streams are exhausted and CARES funding only applies to within the City of Wausau.
- The need for CDBG – CV funds could assist with home mortgages for rural home owners directly impacted by the COVID-19 pandemic.
- The need for CDBG-CV funds could assist with rental/utilities for rural residents who rent a home or apartment directly impacted by the COVID-19 pandemic.
- NCCAP would need to assist with identifying specific area outside the Wausau City Limits.

Sustainability of Small Businesses Directly Impacted by the COVID-19 Pandemic:

- MCDEVCO would have project oversight, grant management, fund distribution and quarterly reporting requirements.
- Small businesses, outside the City of Wausau, with less than ten (10) employees along with independent contractors and sole proprietors normally do not qualify for funding programs from the federal government or the funds ran out.
- 625 businesses throughout the county required financial assistance due to the direct impact of the COVID-19 pandemic.
- There is 10,129 small businesses in Marathon County (2012 Census Data), which is the economic backbone for Marathon County to the not only sustain but grow rural communities. Small business owners and employees pay local taxes to fund school, roads, and community programs.

TIMELINE

01/14/21 – Present to County Executive Committee (Jill Geoffroy and Vicki Tylka)

01/15/21 – Identify Project Manager, and Citizen Participation Plan (Oversight) Committee to comply with membership requirements, and MCDEVCO and NCCAP Partners

01/18/21 – Contact Committee Members and Schedule Oversight Committee Meetings

01/18/21 – Share Grant Application and Other Tools with Committee, MCDEVCO, and NCCAP

01/20/21 (or 21 or 22) – First Citizen Participation Plan Committee (Oversight) Committee Meeting

- Answer any questions about Tools and Application Process that was sent to each on 1/18/21
- Form Sub-committees based on expertise and assign tasks to each member or sub-committee
- Draft a Public Notice with Agenda and select date for Citizen Participation Plan Public Hearing
- Write Citizen Participation Plan (CPP)
- Identify business locations within Marathon County (i.e. townships, etc.)
- Identify housing areas – rental apartments, rural farm communities, transit housing areas, homeless shelters

01/21/21, 01/26/21 - County Board Meetings

- Resolution to Adopt a Citizen Participation Plan
- Appointment of members to the Citizen Participation Plan Committee

01/25/21 – 01/28/21 Assigned work to be completed by Project Manager, Oversight Committee and Partners (MCDEVCO and NCCAP).

01/28/21 – Progress Check-In (Committee via email)

- MCDEVCO and NCCAP
 - Project Budget Form and Itemized Costs (Financial)
 - Project Narrative with Supporting Documentation
 - Acquisition/Relocation Questionnaire and Plan
- Project Manager - gather questions send to DOA (David Pawlisch)
- Citizen Participation Plan DRAFT document
- Corporation Counsel – Marathon County Fair Housing Ordinance, Statement of Assurances, Lobbying Certification, document review and advise as needed

01/29/21 – Post Public Meeting Notice (i.e. Citizen Participation Hearing) (5 days prior to meeting)

- Purpose to receive citizens' views
- Provide explanation of Community development needs, objectives, and strategies
- CDBG - CV program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.

01/29/21-2/5/21 Finalize materials for Citizen Participation Hearing

02/05/21 – Draft documents due to Project Manager

02/08/21 (or 9 or 10 or 11) – Hold CPP Public Hearing, Sign-In Sheet, Meeting Minutes

02/15/21 – 02/16/21 – Project Manager works with MCDEVCO and NCCAP on Grant Application

02/17/21 (or 18) – Citizen Participation Plan (Oversight) Committee Meeting – Forms and supporting Document Final Review

02/23/21 – Final Documents and supporting attachments review by Lance Leonhard, Corp Counsel

02/24/21 – Submission to DOA (prior to deadline in case any documents need edit/changes)

APPLICATION CHECKLIST

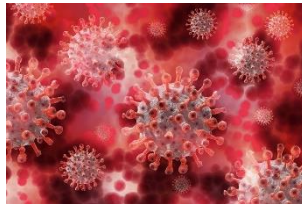
CDBG CORONAVIRUS APPLICATION				
ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST				
Topic	Documents	Required for All Apps	Included with this application submission?	
			YES	NO
Citizen Participation	1. Adopted Citizen Participation Plan (CPP)	✓	<input type="checkbox"/>	
	2. Citizen Participation Public Hearing Notice (<i>with proof of publication [if required] and/or clerk's certification of posting dates and locations [if required]; and proof of adequate advance notice [which must be at least 2 weeks (14 days) notice or the equivalent of a Class 2 Notice] in accordance with the UGLG's CPP in effect on the date of the first notice</i>)	✓	<input type="checkbox"/>	
	3. Citizen Participation Public Hearing Certification Form	✓	<input type="checkbox"/>	
	4. Public Hearing Meeting Minutes (<i>with the attendees listed in the Minutes or on a separate Sign-In Sheet provided</i>)	✓	<input type="checkbox"/>	
	5. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Enforcing State & Local Laws Prohibiting Physically Barring Entrances/Exits	✓	<input type="checkbox"/>	
Financial	6. CDBG CV Project Budget Form (<i>attachment for Part 6 of this application</i>)	✓	<input type="checkbox"/>	
	7. Detailed Itemization of Project Costs (<i>including applicable supporting documentation, for Part 6 of this application and the CDBG CV Project Budget Form</i>)	✓	<input type="checkbox"/>	
	8. Matching Funds Documentation (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
Project Area / Service Area	9. Map(s) of Project Area (nature and location(s) of project activities)	✓	<input type="checkbox"/>	
	10. Service Area Demographic Profile Form	✓		
	11. Map(s) of Service Area (location(s) of where primary beneficiaries live)	✓	<input type="checkbox"/>	
	12. Map(s) of Utility Service in Project Area & Service Area (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	13. LMI Calculation Worksheet (Form 8 of Income Survey Data Forms document), if HUD LMI Summary Data (LMISD) for multiple census blocks or multiple local governments that make up the entire service area were used to calculate the LMI percentage for the service area; or if a combination of HUD LMISD and income survey data were used to calculate the LMI percentage for the service area (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
Income Survey	14. Income Survey Certification Letter from DEHCR (<i>if applicable; and if received certification of survey results from DEHCR prior to application</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	15. Income Survey Packet [including Income Survey Data Forms] (<i>if applicable; and if did not receive certification of survey results from DEHCR prior to application</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	16. Letter from Limited Clientele Facility/Program (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>

Limited Clientele	17. Income Limits Used by Limited Clientele Facility/Program (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Fair Housing	18. Potential Fair Housing Actions Checklist (Specifying the three (3) actions that the local community will undertake)	✓	<input type="checkbox"/>	
	19. Fair Housing Ordinance	✓	<input type="checkbox"/>	
Acquisition / Relocation	20. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)	✓	<input type="checkbox"/>	
	21. Acquisition/Relocation/Demolition Questionnaire	✓	<input type="checkbox"/>	
Other	22. Authorizing Resolution to Submit CDBG CV Application	✓	<input type="checkbox"/>	
	23. Project Narrative Supporting Documentation		<input type="checkbox"/>	<input type="checkbox"/>
	24. Statement of Assurances	✓	<input type="checkbox"/>	
	25. Lobbying Certification	✓	<input type="checkbox"/>	

STATE OF WISCONSIN
Department of Administration



**Community Development Block Grant –
Coronavirus (CDBG CV)**



Grant Application

12/21/2020



CDBG CV PROGRAM CONTACT INFORMATION

Questions regarding the program or application can be directed to the email address provided below.

Do not mail applications. Applications will only be accepted via email to the address below.

Applications are due by 4 PM on February 26, 2021 to the email address below.

Telephone: David Pawlisch, Director
Bureau of Community Development
(608) 333-8047

Email: CDBGCV@wisconsin.gov

PLEASE NOTE:

CDBG CV Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Energy, Housing and Community Resources website at: https://doa.wi.gov/Pages/LocalGovtsGrants/CDBG_Coronavirus.aspx. Please **download the electronic document(s) prior to application submission** to ensure that you are referencing the most up-to-date version of the application as periodic revisions may have been made since this copy was printed.

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

**Community Development Block Grant
Coronavirus (CDBG CV)
Grant Application**

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

PART 2 - APPLICANT INFORMATION			
APPLICANT (Unit of General Local Government [UGLG]): [] []			Population: [] []
UGLG Type: <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> County	County: [] []		
Senate District #: [] []	Assembly District #: [] []		
Joint Application? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, list other unit[s] of government): [] []			
Chief Elected Official (CEO): [] []			Title: [] []
Clerk: [] []			Title: [] []
Municipal Administrator: [] []			Title: [] []
Treasurer/Finance Director: [] []			Title: [] []
UGLG Street Address: [] []			
UGLG Mailing Address if different than above: [] []			
City: [] []	Zip: [] []	DUNS #: [] []	
UGLG Phone: ([]) [] [] - [] []	UGLG Fax: ([]) [] [] - [] []	FEIN: [] []	
UGLG E-Mail: [] []		Clerk E-Mail: [] []	
Chief Elected Official's Signature: [] []			Date: [] []
Application Contact			
Name: [] []		Title: [] []	
Firm/Company/Entity: [] []			
Mailing Address: [] []			
City: [] []		State: [] []	Zip: [] []
Phone: ([]) [] [] - [] []	Fax: ([]) [] [] - [] []	E-Mail: [] []	

PART 3 - INITIAL ELIGIBILITY

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

Yes No

1. The Unit of General Local Government (UGLG) certifies that it is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD).
2. UGLG's adopted *Citizen Participation Plan* is attached.
3. Documentation of the first public hearing notice, verifying that the notice was published in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice; and adequate advance notice was given for the public hearing [which must be at least 2 weeks (14 days) notice or the equivalent of a Class 2 Notice] in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice is attached.
4. *Citizen Participation Public Hearing Certification* is attached.
5. Public Hearing Meeting Minutes [with attendees listed in the Minutes or on separate sign-in sheet(s) provided] are attached.
6. *Authorizing Resolution to Submit CDBG Application* is attached.
7. *Statement of Assurances* is attached.
8. *Lobbying Certification* is attached.
9. *Potential Fair Housing Actions* checklist is attached.
10. The UGLG acknowledges that if the project is funded, the UGLG will be required to complete the environmental review process **before** the UGLG can receive grant funds.
11. The UGLG acknowledges that if this project is funded, Professional Services for Grant Administration will be properly procured in compliance with Federal, State, and local requirements.
12. The UGLG understands that the contract for professional services is between the UGLG and the professional services provider; the State is **not** responsible or a part of that relationship.
13. The UGLG acknowledges responsibility for ensuring that CDBG contract requirements are met. The fees paid for grant application preparation and grant administration may be published on DEHCR's web page.
14. The UGLG certifies it is not debarred from receiving federal grant funds.
15. The UGLG understands that incomplete applications may be denied before review and denial of incomplete applications **cannot** be appealed.

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

Contact the Bureau of Community Development if any answer in this section is "No."

PART 4 - CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

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

2. Which CDBG National Objective does your proposed project meet and which method(s) was/were used to demonstrate National Objective compliance? (Answer using the checkboxes below.)
 - Benefit to Low- and Moderate-Income Persons
 - Area Benefit using HUD Local Government LMI Summary Data
(only for projects having community-wide benefit or having primary benefit to multiple entire communities)
 - Area Benefit using HUD Census Block LMI Summary Data
(only for projects with a service area that is coterminous with one or more census blocks)
 - Area Benefit using Income Survey Data
(for projects for which an income survey was conducted to determine the LMI percentage of the service area)
 - Area Benefit using combination of HUD LMI Summary Data and Income Survey Data
(for projects for which the LMI percentage calculation for the total service area was made by using the aggregate totals for the population and number of LMI persons from a combination of HUD LMISD for part of the service area and income survey data for the rest of the service area)
 - Limited Clientele - HUD presumed group: _____
Provide the justification for Limited Clientele (LMC) on the next page.
 - Retention or Creation of Permanent Jobs
(at least 51% of the jobs retained or created must be held by LMI persons)
 - Microenterprise Assistance
(a person developing a microenterprise; or a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise)
 - Housing Assistance
(rental or mortgage assistance; transitional housing)

 - Urgent Local Need (ULN)
HUD's regulation found at 24 CFR 570.483 (d) and policy guidance in meeting a National Objective states that to qualify under the Urgent Local Need Objective the project activity must alleviate conditions that meet **all** of the following criteria:
 1. Pose a serious and immediate threat to the health or welfare of the community; **and**
 2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; **and**
 3. The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

Please note: Additionally, HUD's guide to "*Meeting a National Objective*" states planning grants are not allowed under the Urgent Local Need objective and activities designated solely to *prevent* a threat will not qualify. Provide justification below.

Provide the justification for Urgent Local Need (ULN) on the next page.

For Limited Clientele, briefly explain how the project:

1. *Exclusively* benefits persons in one or more Limited Clientele groups that are generally presumed by HUD to be principally Low- and Moderate-Income (LMI) persons (*refer to page 3-14 at https://www.hud.gov/sites/documents/DOC_17134.PDF for the list of the Limited Clientele groups*); or
2. Supports an activity that requires information on family size and income so that it is evident that at least 51.0% of the clientele are persons whose family income does not exceed the LMI limit; or
3. Supports an activity of such a nature and in such a location that it may reasonably be concluded that the activity's clientele will primarily be LMI persons; or
4. Will remove material or architectural barriers to mobility or accessibility of elderly persons or of adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled" for an *existing* public facility.

(Limit the narrative to this page with not less than 11-point font.)

(Insert Text Here.)

For Urgent Local Need (ULN), briefly explain how the activity will alleviate conditions that:

1. Pose a serious and immediate threat to the health or welfare of the community; and
2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and
3. The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

(Limit the narrative to this page with not less than 11-point font.)

(Insert Text Here.)

PART 5 – PROJECT DESCRIPTION NARRATIVE (2 Pages Max.)

1. Current condition of the problem:
(Insert Text Here.)
2. Describe the increased frequency with which the problem occurs due to the coronavirus pandemic as compared to the situation prior to coronavirus. (Include supporting documentation in the attachments when necessary):
(Insert Text Here.)
3. Number of persons and/or households affected by the problem compared to before the coronavirus pandemic:
(Insert Text Here.)
4. Effect(s) of the problem if left untreated:
(Insert Text Here.)
5. Extent to which this proposed CDBG CV project will prepare, prevent or respond to coronavirus.:
(Insert Text Here.)
6. Scope of work:
(Insert Text Here.)
7. Extent to which CDBG CV funding is needed to complete the project:
(Insert Text Here.)

PART 6 – CDBG CV PROJECT BUDGET

APPLICANT: _____

DATE: ____/____/____

Check ALL that apply (by double-clicking on the box and selecting the “Checked” option) and include the applicable documents (see below) with the “Financial Attachments” section of this application:

- CDBG-CV Project Budget Form (Required)** – Check box to acknowledge this required form is included in the attachments for *Part 6*.
- Detailed project budget with itemized costs (Required)** – Check the box to acknowledge this required documentation is included in the attachments for *Part 6*. A detailed itemization of project costs (e.g., engineer’s estimate or similar itemization of costs) must be attached and should be reconcilable with the total costs of the project and costs for each activity listed in the *CDBG CV Project Budget Form*.
- Matching Funds documentation**– Check the box if match funding supporting documentation is included in the attachments for *Part 6*. If the total project costs will exceed the amount available in CDBG CV funds and the UGLG will be covering the remaining costs with Matching Funds, the UGLG is advised to include a *Resolution to Commit Matching Funds* (recommended) to demonstrate the UGLG’s commitment to contribute Matching Funds for the costs exceeding the CDBG CV funds available for the project; and provide all relevant documentation available at the time of application to verify the Matching Funds amounts and sources listed as Applied, Pending, Committed, Secured/Awarded, and/or having Other status on the *CDBG CV Project Budget Form*.

Grant Administration and Professional Services Information:

- Yes No Will CDBG funds be used to pay (in whole or in part) costs for any Grant Administration or other professional services associated with this project?

Important Notice:

If Grant Administration or any other professional services are funded with CDBG, then they must be competitively procured in accordance with state and federal CDBG requirements, in addition to meeting the municipality’s local procurement policies.

If the professional services will be funded solely with match funds, then the services must be secured in accordance with the municipality’s local procurement policies.

CDBG CORONAVIRUS APPLICATION

ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST

Topic	Documents	Required for All Apps	Included with this application submission?	
			YES	NO
Citizen Participation	1. Adopted Citizen Participation Plan (CPP)	✓	<input type="checkbox"/>	
	2. Citizen Participation Public Hearing Notice <i>(with proof of publication [if required] and/or clerk's certification of posting dates and locations [if required]; and proof of adequate advance notice [which must be at least 2 weeks (14 days) notice or the equivalent of a Class 2 Notice] in accordance with the UGLG's CPP in effect on the date of the first notice)</i>	✓	<input type="checkbox"/>	
	3. Citizen Participation Public Hearing Certification Form	✓	<input type="checkbox"/>	
	4. Public Hearing Meeting Minutes <i>(with the attendees listed in the Minutes or on a separate Sign-In Sheet provided)</i>	✓	<input type="checkbox"/>	
	5. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Enforcing State & Local Laws Prohibiting Physically Barring Entrances/Exits	✓	<input type="checkbox"/>	
Financial	6. CDBG CV Project Budget Form <i>(attachment for Part 6 of this application)</i>	✓	<input type="checkbox"/>	
	7. Detailed Itemization of Project Costs <i>(including applicable supporting documentation, for Part 6 of this application and the CDBG CV Project Budget Form)</i>	✓	<input type="checkbox"/>	
	8. Matching Funds Documentation <i>(if applicable)</i>		<input type="checkbox"/>	<input type="checkbox"/>
Project Area / Service Area	9. Map(s) of Project Area (nature and location(s) of project activities)	✓	<input type="checkbox"/>	
	10. Service Area Demographic Profile Form	✓		
	11. Map(s) of Service Area (location(s) of where primary beneficiaries live)	✓	<input type="checkbox"/>	
	12. Map(s) of Utility Service in Project Area & Service Area <i>(if applicable)</i>		<input type="checkbox"/>	<input type="checkbox"/>
	13. LMI Calculation Worksheet (Form 8 of Income Survey Data Forms document), if HUD LMI Summary Data (LMISD) for multiple census blocks or multiple local governments that make up the entire service area were used to calculate the LMI percentage for the service area; or if a combination of HUD LMISD and income survey data were used to calculate the LMI percentage for the service area <i>(if applicable)</i>		<input type="checkbox"/>	<input type="checkbox"/>
Income Survey	14. Income Survey Certification Letter from DEHCR <i>(if applicable; and if received certification of survey results from DEHCR prior to application)</i>		<input type="checkbox"/>	<input type="checkbox"/>
	15. Income Survey Packet [including Income Survey Data Forms] <i>(if applicable; and if did not receive certification of survey results from DEHCR prior to application)</i>		<input type="checkbox"/>	<input type="checkbox"/>
Limited Clientele	16. Letter from Limited Clientele Facility/Program <i>(if applicable)</i>		<input type="checkbox"/>	<input type="checkbox"/>
	17. Income Limits Used by Limited Clientele Facility/Program <i>(if applicable)</i>		<input type="checkbox"/>	<input type="checkbox"/>
Fair Housing	18. Potential Fair Housing Actions Checklist <i>(Specifying the three (3) actions that the local community will undertake)</i>	✓	<input type="checkbox"/>	
	19. Fair Housing Ordinance	✓	<input type="checkbox"/>	
Acquisition / Relocation	20. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)	✓	<input type="checkbox"/>	
	21. Acquisition/Relocation/Demolition Questionnaire	✓	<input type="checkbox"/>	
Other	22. Authorizing Resolution to Submit CDBG CV Application	✓	<input type="checkbox"/>	
	23. Project Narrative Supporting Documentation		<input type="checkbox"/>	<input type="checkbox"/>
	24. Statement of Assurances	✓	<input type="checkbox"/>	
	25. Lobbying Certification	✓	<input type="checkbox"/>	

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

CITIZEN PARTICIPATION

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application.

Attachments:

1. Adopted Citizen Participation Plan (with date of adoption shown on Plan and with required components) – **Required for ALL applicants**
2. Citizen Participation Public Hearing Notice (with proof of publication [if required by CPP] and/or clerk’s certification of posting dates and locations [if required by CPP]; and proof of adequate advance notice given [which must be at least 2 weeks (14 days) notice **or** the equivalent of a Class 2 Notice] in accordance with the UGLG’s CPP if effect on the date of the first notice) – **Required for ALL applicants**
3. Citizen Participation Public Hearing Certification Form – **Required for ALL applicants**
4. Public Hearing Meeting Minutes (with the attendees listed in the Minutes or on a separate Sign-In Sheet provided) – **Required for ALL applicants**
5. Policy for Non-Violent Civil Rights Demonstrations – Prohibiting the Use of Excessive Force and Enforcing State and Local Laws Prohibiting Physically Barring Entrances/Exits (with date of adoption/approval shown on policy and with required language) – **Required for ALL applicants**

FINANCIAL

ATTACHMENTS AND SUPPORTING DOCUMENTATION

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

Attachment(s):

6. CDBG CV Project Budget Form (attachment for *Part 6: CDBG CV Project Budget* of this application) – **Required for ALL applicants**
7. Detailed Itemization of Project Costs (including applicable supporting documentation, for *Part 6* of this application and the *CDBG CV Project Budget Form*; e.g., engineer's estimate or similar itemization of costs to verify the costs listed in the Budget) – **Required for ALL applicants**
8. Matching Funds Documentation – **Recommended if applicant will be contributing Matching Funds to the project** [*If the total project budget exceeds the applicant's CDBG CV funding amount available, then proof of Matching Funds being secured and committed to the CDBG project is required prior to execution of a CDBG Grant Agreement to verify the total project costs are fully funded.*]

PROJECT AREA / SERVICE AREA

ATTACHMENTS AND SUPPORTING DOCUMENTATION

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

Attachments:

9. Map(s) of Project Area (clearly showing project activity location(s) and nature/type of work being completed) – **Required for all applicants**
 - a. Show the locations of the water/sewer mains, streets and/or other utilities to be improved where applicable
 - b. Show the location(s) of the buildings or other facilities being built and/or improved where applicable
10. Map(s) of Service Area (clearly showing the location of the beneficiaries, including the boundaries of the area in which the primary beneficiaries of the project reside, in relation to the project area boundaries) – **Required for all applicants**
 - a. Show borders of the municipality if project will have community-wide benefit
 - b. Show census block group/tract boundaries if HUD LMISD for census block groups/tracts are used to qualify the project
11. Map(s) of Utility Services in the Service Area (showing the water/sewer system components, mains, and connections) – **Required only for water and/or sanitary sewer projects**
12. LMI Calculation Worksheet (*Form 8 of the Income Survey Data Forms* document) – **Required only if HUD LMI Summary Data (LMISD) for multiple census blocks or multiple local municipalities were used to calculate LMI percentage for the Service Area; or if a combination of HUD LMISD and income survey data were used to calculate LMI percentage for the Service Area]**

INCOME SURVEY

ATTACHMENTS AND SUPPORTING DOCUMENTATION

13. Income Survey Certification Letter from DEHCR – **Required only for applicants using income survey data to qualify the project and received an Income Survey Certification Letter from DEHCR for the Service Area survey results prior to submitting the CDBG Application and received certification of survey results from DEHCR prior to application [Submit Certification Letter in lieu of Income Survey Packet]**
14. *Income Survey Packet* [including *Income Survey Data Forms*] – **Required only for applicants using income survey data to qualify the project and did not receive certification of survey results from DEHCR prior to application [Submit the complete *Income Survey Packet* with the CDBG application paper or PDF copy and submit the *Income Survey Data Forms* document in Microsoft Excel via email to DOACDBG@wisconsin.gov]**

LIMITED CLIENTELE

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attachments:

15. Letter from Limited Clientele Facility/Program – **Required only for applicants with a project that will meet the LMI National Objective through *exclusively* benefitting an existing public facility/program that *exclusively* serves persons in one or more Limited Clientele groups**
16. Income Limits Used by Limited Clientele Facility/Program – **Required only for applicants with a project that will meet the LMI National Objective through *exclusively* benefitting an existing public facility/program that *exclusively* serves persons in one or more Limited Clientele groups *and* those persons are receiving housing or services at the facility/program contingent upon low-income-based qualification**

FAIR HOUSING

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Service Area / Income Survey attachment(s).

Attachments:

17. Potential Fair Housing Actions Checklist (with three (3) actions selected) – **Required for ALL applicants**
18. Fair Housing Ordinance (with current Fair Housing state statute citations and language, and with date of adoption shown on ordinance) – **Required for ALL applicants**

ACQUISITION / RELOCATION

ATTACHMENTS AND SUPPORTING DOCUMENTATION

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

Attachment(s):

19. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) (with date of adoption shown on Plan; must be current with required components, as specified on the *Sample Residential Anti-Displacement and Relocation Plan* in the provided attachments to the CDBG application) – **Required for ALL applicants**
20. Acquisition/Relocation/Demolition Questionnaire – **Required for ALL applicants**

OTHER

ATTACHMENTS AND SUPPORTING DOCUMENTATION

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

Attachments:

21. Authorizing Resolution to Submit the CDBG CV Application – **Required for ALL applicants**

22. Project Description Narrative supporting documentation, and indicate if documents are attached for the topics listed and include the name(s) of the document(s), if applicable:

	YES	NO
1) Current condition of the problem	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a.		
b.		
c.		
2) Frequency with which the problem occurs	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a.		
b.		
c.		
3) Number of persons and/or households affected by the problem	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a.		
b.		
c.		
4) Effect(s) of the problem if left untreated	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a.		
b.		
c.		
5) Extent to which this proposed project will address the problem	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a.		
b.		
c.		
6) Scope of work	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a.		
b.		
c.		
7) Extent to which CDBG CV funding is needed to complete the project	<input type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a.		
b.		
c.		

23. Statement of Assurances – **Required for ALL applicants**

24. Lobbying Certification – **Required for ALL applicants**



COMMUNITY DEVELOPMENT BLOCK GRANT
COVID-19 response (CDBG-CV) Intent to Apply

Eligibility: Applicants must have identified a project that prevents, prepares for or responds to COVID-19.

Applicant Information:

Applicant: County of Marathon
(Town, Village, City or County)

Address: 500 Forest Street, Wausau, WI 54403

E-Mail Address: Lance.Leonhard@co.marathon.wi.us

Contact Person: Lance Leonhard Telephone: 715-261-1402

Region: Central Region

Project Area/National Objective: (Town, Village, City, County, Census Tract, etc.) Please be as specific as possible and include estimated number of people that will benefit from the project and what national objective you will meet:

The project covers the townships that include all areas in Marathon County outside the Wausau City limits and has two primary goals: (1) preventing homelessness from eviction or foreclosure by providing rental or mortgage assistance and (2) ensuring the sustainability of Marathon County’s small businesses, as the restrictions from COVID-19 have forced them to close and reopen with changing operating restrictions from the State and Health Department that decrease customers and revenue.

With respect to preventing homelessness due to eviction or foreclosure, our initiative would be led by North Central Community Action Program (NCCAP). We anticipate the anticipated number of households who need assistance to be well over 500 and that said households consist of over 2100 individuals. We know this because NCCAP has identified approximately 325 underserved households presently, as it has exhausted current funding streams for individuals outside of the city of Wausau and the CARES CDBG funding it has received is only available to those living within the city of Wausau. The need for these CDBG funds is made more significant by the fact that other funding sources are not available to assist with home mortgages and there is a significant population that is housing instable due to the pandemic impacting their ability to pay their mortgage. The average rent paid in Marathon County for a household is \$746.00 plus utilities. Generally, mortgage payments for the population served by NCCAP ranges from \$625.00 to \$1,000.00. Most of these households require anywhere from one to six months of assistance to maintain housing stability due to the COVID pandemic.

With respect to ensuring the sustainability of Marathon County’s small businesses throughout the pandemic, we know that every small business in Marathon County has been impacted negatively by the pandemic. The small business with less than ten (10) employees along with independent contractors and sole proprietors normally did not qualify for any of the funding programs from the federal government or the funds ran out. For Marathon County small businesses, MCDEVCO was only able to obtain \$50,000.00 from private sources to present 50 businesses with \$1000.00 grants. This left us with 40 small businesses that applied that we had to let them know that we ran out of funds and could not assist them once again. From the start of *Safer at Home*, MCDEVCO has and continues to talk with over 625 businesses throughout the county that required some kind of financial assistance to keep their doors open. As we did not have the funds, we had to direct them to other resources. The larger reality is that per the U.S. Census Bureau the County in 2012 (which is the most current data) has 10,129 small businesses. Small businesses are the backbone of our county as they contribute to the growth and innovation of our community. They stimulate economic growth by providing two-thirds of net new jobs locally –

many representing the low-to-middle income bracket. Small businesses buy and support local keeping four times the money in our County. They pay local taxes that benefit roads, schools, and our community. Resources for funding as the pandemic continues is being an urgent local need as business owners are deciding if they can save their businesses or should close the doors. Closing will also leave our community with the low-to-middle income bracket out of work and empty building throughout the county.

Proposed Activity: Describe the activities to be funded through the CDBG-CV including how the activities prevent, prepare for, or responds to COVID-19. Please identify who will administer the federal CDBG regulations or assist in delivery of the project.

RENTAL/MORTGAGE ASSISTANCE - Our Rental and/or mortgage assistance program would provide assistance to households who have a loss of income due to the effects of COVID, due to contracting COVID, or quarantining due to exposure to COVID. North Central Community Action Program staff would meet with clients who live in Marathon County to provide the necessary screening. NCCAP would ensure households meet the criteria for this funding as well as provide to clients additional referrals to community resources where appropriate. As a sub-recipient NCCAP would be responsible for the fiscal administration of the proposed activity (preparing vouchers, issuing checks to landlords or mortgage holders, complying with OMB and audit requirements, as well as the record keeping, demographic data capturing, and quarterly reporting requirements to Marathon County Government.

North Central Community Action Program's experience in providing rental assistance and working collaboratively with community partners and in providing referrals expands over 40 years.

SMALL BUSINESS GRANTS - MCDEVCO has administered the City of Wausau CDBG funds for over 30 years and is contracted to also administer their CARES funding to assist the city's small businesses impacted by the pandemic. We are very familiar with HUD quarterly reporting requirements and appropriate use of funds. We also have 44 years of gap financing administration of public and private funds. Our website represents the online application process along with internal controls, policies and procedures, and required documentation and compliance required by administrators. Every year MCDEVCO has a yellow book audit to ensure to those who entrust us with funds that we are doing our due diligence. The Marathon County pandemic fund would provide required assistance to businesses throughout the county that continue to struggle from having to close to reopening with ever changing requirements as the pandemic continues to grow. The funding that we believe that is required to ensure our small business stay open is grants that range from Two Thousand Five Hundred dollars (\$2,500.00) to Five Thousand dollars (\$5,000.00). Basic criteria for Marathon County business eligibility to receive a grant includes:

- Business must have been in operation as of March 25, 2020.
- Business must be physically located in the Marathon County. This loan is not for franchises.
- Business must either have been closed as nonessential or had operations severely limited by the State of Wisconsin Safer-at-Home orders and continue to struggle to be sustainable with new regulations.
- Business must have 10 or fewer fulltime equivalent employees as of March 25, 2020.
- Sole proprietor and Independent Contractors are also eligible along with LLC's. and Corporations that meet the requirements.
- Property management, real estate rental and real estate sales businesses are not eligible.
- Businesses already receiving funds from the SBA's Payroll Protection Program (PPP), Economic Injury Disaster Loan (EIDL) program, 20/20 Small Business, insurance disaster claims, and financial institutions cannot duplicate allocation of funding. No refinancing of debt allowed.
- For every grant received, a low-to-middle income position must be retained and/or created.

Partnership that MCDEVCO will offer will be our educational programming and one-on-one mentoring program to assist the small business to be sustainable.

MCDEVCO will also implement advertising through Facebook advertising, print, radio, and TV to inform small businesses of the program. Lastly, we have an email list of over 1,100 businesses, community leaders, and individuals that we will use to get the information to the small businesses.

We will collaborate with the Wausau Chamber (to inform small businesses), the Hmong Chamber, Marathon County and all Municipality leaders through our weekly meetings of the funding for their businesses, and area financial institutions to share with their small businesses that are struggling.

Budget Narrative: Please include information on whether additional funding including local funds will be required and the status of that funding commitment.

RENTAL/MORTGAGE ASSISTANCE - Additional funding will not be required for the proposed activity. Households not meeting the requirements for this activity relating to COVID, will be diverted to other housing programs operated by North Central CAP as available.

SMALL BUSINESS GRANTS – Additional funding will not be required for the proposed grants. For applicants that may not qualify for this program MCDEVCO will work with to find other resources for them. The requested amount is \$500,000.00, which equates to between 100-200 small businesses that can be assisted with grants ranging from \$2500.00 to \$5,000.00.

Please list the funds being requested for each activity. You may apply for one or more program activities. Add more lines if necessary

PROJECT COMPONENT(S)	CDBG-CV	\$	AMOUNT
1. Rental/Mortgage Assistance		\$	500,000
2. Small Business Grants		\$	500,000
3. Administration, up to 13% of project cost		\$	100,000
TOTAL CDBG-CV PROJECT BUDGET		\$	1,100,000

Time Table:

What is the anticipated time frame in which you will complete the proposed activities/project?

RENTAL/MORTGAGE ASSISTANCE - At this time, hundreds of households are in immediate need of rental or mortgage assistance. NCCAP expects once funding is available, upon the award to Marathon County to operation this program, NCCAP would be able to connect with households quickly and utilize the funding through December 31, 2021.

SMALL BUSINESS GRANTS – MCDEVCO is positioned to begin delivering this program immediately upon awarding of the grant to Marathon County. This funding is required immediately as the pandemic continues to hurt small businesses, as they struggle to stay open.

Grantee Representative:



(Lance Leonhard)

(Signature)

County Administrator

(Title)

November 18, 2020

(Date)

Please submit this completed form via email to: CDBGCV@Wisconsin.gov

Enter the following on the subject line: “County/City/Village/Town of (Blank) CDBG-CV Intent to Apply”.



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
Susan Brown, Division Administrator

December 18, 2020

Kurt Gibbs, County Board Chair
Marathon County
500 Forest Street
Wausau WI 54403

RE: Marathon County 2020 Community Development Block Grant for Coronavirus (CDBG-CV) Intent to Apply

Dear Chairperson Gibbs:

The Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) received Marathon County's Intent to Apply for the Community Development Block Grant for Coronavirus (CDBG-CV) program.

To be considered for a CDBG-CV award, the unit of general local government (UGLG) must have submitted an Intent to Apply with a project that meets a CDBG national objective and prevent, prepare for or respond to the Coronavirus. DEHCR's review of Marathon County's application revealed that your potential project could meet the program requirements. DEHCR invites you to submit a full application for review. Funds have been set aside in the amount you requested. You may receive an award if a complete application is submitted that provides detailed documentation on how the need your project addresses, arose directly because of the Coronavirus. This need could not exist in the same manner prior to the pandemic.

Please go to our CDBG-CV website, linked below, for the application materials. Final applications are due by 4:00 PM on February 26, 2021.

https://doa.wi.gov/Pages/LocalGovtsGrants/CDBG_Coronavirus.aspx

Should you have any questions regarding our review process, decision or next steps, please contact me at (608) 333-8047 or David.Pawlisch@Wisconsin.gov.

Sincerely,

David J. Pawlisch

David Pawlisch, Director
Bureau of Community Development
Division of Energy, Housing and Community Resources