

**Village of Wausaukee
Marinette County, Wisconsin
REQUEST FOR PROPOSALS (RFP)**

**For
Grant Administration for CDBG-PF and CLOSE**

**Acquisition and Repurposing of Former Bank Building
into a Community Facility**

**A Community Development Block Grant
Public Facilities (CDBG-PF) and
CLOSE Public Facilities (CL-PF) Project**

November 6, 2020

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Invitation to Submit Proposal

Introduction

The Village of Wausaukee, Wisconsin, and/or its designated representative is seeking proposals for consulting services relating to the Acquisition and Repurposing of a Former Bank Building into a Community Facility Public Facilities, CLOSE Project. The Village of Wausaukee was awarded federal funding from the Community Development Block Grant (CDBG) Program for this project. Proposals will be accepted for grant administration services for a Community Development Block Grant (CDBG) PF and CLOSE project.

Minimum requirements include previous experience in CDBG Grant Administration on CDBG or similar state/federally funded projects. Proposals will be accepted from individuals, firms, or groups of firms with the demonstrated expertise and experience in these areas of practice.

Contact Information

All interested persons and firms should contact Sara Pullen, Village Administrator, between the hours of 9:00 AM to 5:00 PM, Monday-Friday at (715)856-5341 or clerk@villageofwausaukee.com to request the RFP packet or additional information, as needed.

Persons/firms that intend to submit a proposal should send notification of intent to the Village of Wausaukee with the person's/firm's name and contact information in case of addenda or other changes. Additionally, the RFP may be sent to those persons/firms that are included on the Village of Wausaukee persons/firms that is specifically created for this RFP. Those who the Village of Wausaukee has sent an RFP and those who have provided contact information through a request for a copy of the RFP or through a notification of intent will receive all information regarding the RFP. The information may include, but is not limited to, any amendments to the RFP, answers to inquiries received regarding the RFP, or changes to the RFP schedule.

Questions Regarding This RFP

This solicitation contains a description of the project and services required. Interested proposers have the responsibility of understanding what is required by this solicitation. During the review of the RFP, if the Proposer discovers any errors, omissions, or ambiguities within the RFP, they should identify them in writing and call them to the immediate attention of the Village Administrator prior to the RFP submission deadline. The Village of Wausaukee shall not be held responsible for any person's/firm's lack of understanding of the project.

Questions for clarification concerning this RFP must be in writing and received via U.S. Mail and/or email to Sara Pullen, Village Administrator, at clerk@villageofwausaukee.com on or before Friday, November 13, 2020. After this date, questions involving the content or intent of the proposal will not be answered. All questions will be responded to by Sara Pullen, Village Administrator, in writing via email, and provided to all parties requesting an RFP for which the Village of Wausaukee has the contact information, and treated as an addendum to the RFP packet.

The Village of Wausaukee makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of the Village of Wausaukee has the authority to make any oral or written representations as to the conditions of the project. Persons/firms

should only contact the person designated above regarding this RFP and should not contact the Village President, any Village Board members, any committee members, or any other Village of Wausauke staff for clarification on this RFP.

Addenda Interpretations

If it becomes necessary to revise any part of this RFP, a written addendum will be provided. The Village of Wausauke is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by the Village of Wausauke will become part of the official RFP and will be emailed to all Proposers of record based upon contact information on record at the original time of issuance or subsequently provided.

Scope of Services & Deliverables

The Village of Wausauke, Marinette County, Wisconsin received a grant that is funded in part with federal funding from the Community Development Block Grant (CDBG) Program for the Acquisition and Repurposing of a Former Bank Building into a Community Facility.

The focus of the CDBG public facilities and CDBG CLOSE project will be to acquire and repurpose a former bank building in Village of Marinette that will include repurposing the building into a Community Facility for the Village of Wausauke in Marinette County, Wisconsin.

Village of Wausauke Community & Project Area Description:

Community & Project Area Description for the proposed Acquisition and Repurposing of Former Bank Building into a Community Facility Project location are provided in **Exhibit I** attachments.

Project Background:

Background information materials and a Project Area/Service Area Map for the proposed Acquisition and Repurposing of Former Bank Building into a Community Facility Project location are provided in **Exhibit I** attachments.

Grant Administration Services

The selected person(s)/firm(s) will serve as and perform the functions of the Grant Administrator for a Community Development Block Grant award, including the following:

- Preparing and submitting CDBG contract and amendment documents, as applicable
- Managing the CDBG Project records
- Preparing and submitting applicable Environmental Record documents for the CDBG Project
- Coordinating Citizen Participation meeting(s) and maintaining and submitting required records for Citizen Participation for the CDBG Project
- Completing compliance activities for CDBG Project acquisition/relocation compliance as applicable
- Completing compliance activities for CDBG Project federal labor standards as applicable
- Preparing and submitting CDBG reporting documents for the CDBG Project, including but may not be limited to Semi-Annual Reports, Single Audit Statements, Section 3 Reports, Equal Opportunity/Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Reports, Labor Standards Reports,

- Preparing and submitting CDBG monitoring documents and responding to monitoring requirements as applicable for the CDBG Project.
- Managing financial records for the CDBG Project and preparing and submitting CDBG requests for payment and related required documentation.
- Attending and participating in Village of Wausaukee Board meetings as necessary for the CDBG Project.
- Preparing and submitting the CDBG Project Completion Report and supporting documents.
- Complying with CDBG regulations and policies applicable to the Project.

All work to be undertaken as part of this proposed program must be undertaken in accordance with the Federal Code of Federal Regulations, including but not limited to 24 CFR, Part 570 and 24 CFR, Part 58; and other applicable State and Federal requirements. Federal requirements for CDBG projects regarding Conflicts of Interest, Lobbying, and Section 3, Affirmative Action, Equal Opportunity, Minority Business Enterprise/Woman Business Enterprise (MBE/WBE), Federal Labor Standards Provisions, and Davis-Bacon and Related Acts (DBRA) are provided in **Exhibit II** attachments included with this RFP. The project will also include Acquisition and Relocation activities, which are subject to the Uniform Relocation Assistance and Real Property Acquisition Act (URA). Applicable requirements must be met by the selected entity for this RFP, and any entities awarded a contract or subcontract for the CDBG Project.

Proposal Requirements

Directions for Submittal

Proposals must be received at the Village Hall. Direct submittals to Sara Pullen, Village Administrator, Village of Wausaukee, labeled "ATTN: Acquisition and Repurposing of Former Bank Building into a Community Facility Public Facilities and CLOSE Project RFP Review Committee", PO Box 475, Wausaukee, WI ; or via email to clerk@villageofwausaukee.com, with the Subject of "ATTN: Acquisition and Repurposing of Former Bank Building into a Community Facility Public Facilities and CLOSE Project RFP Review Committee", no later than Monday on November, 16, 2020, at 2:00 PM. The Village of Wausaukee reserves the right to reject any and all Proposals not meeting the requirements of this Request for Proposals for consulting services.

Persons requesting ADA assistance accommodations for hearing and speech impaired may contact Sara Pullen, Village Administrator at (715)856-6166 or clerk@villageofwausaukee.com.

Individuals/firms interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management, and staff capabilities, related prior experience, and a detailed cost estimate for the Scope of Services described above. The objective of the competitive process is to objectively select the firm that will provide high-quality, efficient, and cost-effective services. The selected person(s)/firm(s) will be invited to contract with the Village of Wausaukee for consulting services.

Exhibit III, attached to this RFP, represents the qualifications sought for the Grant Administration consulting services. These criteria have been established to assure the Community of professional expertise with adequate experience and capacity to ensure successful completion of the proposed project within the allocated time constraints.

Exhibit IV, attached hereto, is a Rating System that will be utilized for selection of the consultant. This rating system will be employed by the community in determining which proposal best meets the needs as outlined in this RFP.

Proposal Contents

1. Cover Letter.
2. Project scope statement describing the work to be undertaken, include the services outlined in the RFP, and any modifications or expansion of the scope provided in order to deliver the Grant Administration consulting services.
3. Proposer's profile and a clear concise statement with:
 - a. Examples indicating past performance and familiarity with the type of work detailed in the RFP
 - b. A list of client references for which Proposer provided similar services as described in the RFP.
4. Resumes for key personnel should be included in the proposal appendices.
5. Fee schedule for personnel involved with the project.

Proposal Format

The proposal must be submitted in typed format with the items to be included in the proposal placed in the same order as described in above. The proposal must be signed by the submitter or authorized representative and dated. The pages of the proposal must be numbered in consecutive order and should not exceed the maximum sheet size of 8.5" x 11." The name, mailing address, phone number and email address of the Proposer should be placed in the upper left corner on the cover page of the Proposal.

Selection Process Schedule

The Village of Wausaukee anticipates authorizing a contract for this work no later than November 30, 2020. The scope of services will take place over 25-month period or until the project receives project completion concurrence from the Department of Administration. The Village of Wausaukee's goal is to have the Acquisition and Repurposing of Former Bank Building into a Community Facility CDBG Public Facilities and CLOSE, project completed no later than December 31, 2022. Responding persons/firms should comment on the above schedule as part of their proposal and state how realistic it is to achieve substantial completion of the work by October 31, 2022.

Other Conditions of Proposal Submittal

1. Only one proposal will be accepted from any person, firm or entity.
2. No proposal will be accepted from any person, firm or entity that is in arrears for any obligation to the Village of Wausaukee, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the Village of Wausaukee, Village Board or Village of Wausaukee staff.
3. All Proposals submitted become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
4. Requirements and conditions of employment and contracting to be observed for compliance with Conflict of Interest, Lobbying, and Section 3, Affirmative Action, Equal Opportunity, Minority-Business Enterprise/Women Business Enterprise (MBE/WBE), Federal Labor Standards, and Davis-Bacon and Related Acts (DBRA) regulations apply to this project. Refer to **Exhibit II** attachments for the CDBG Project requirements.

Evaluation and Selection

Final selection of the planning and grant administration provider will be based upon the maximum total points scored as set forth in the Rating System in **Exhibit IV**.

The Village of Wausaukee reserves the right to negotiate a contract with the services provider selected to perform the professional services required.

The Village of Wausaukee, Marinette County, Wisconsin reserves the right to reject any and all responses submitted. If you have any questions regarding this Request for Proposals, please contact:

Sara Pullen
Village Administrator
clerk@villageofwausaukee.com
(715)856-5341

EXHIBIT I
CDBG APPLICATION

REFER TO ATTACHMENTS FOR:

PROJECT BACKGROUND DOCUMENTS
PROJECT AREA/SERVICE AREA MAPS

Click or tap here to enter text.



2020 COMMUNITY DEVELOPMENT BLOCK
GRANT APPLICATION FOR
PUBLIC FACILITIES AND CLOSE FUNDS

VILLAGE OF WAUSAUKEE, WISCONSIN

JUNE 2020



1695 BELLEVUE STREET
GREEN BAY, WI 54311

**Community Development Block Grant - Public Facilities (CDBG-PF)
2020 Grant Application**

PART 1 - GRANT REQUEST		
Grant Request Amount: \$ 885,438	Applicant's Match: \$ 453,987	Total Project Cost: \$ 1,339,425
<small>NOTE: The amounts listed above must be the same as those submitted on the accompanying Project Budget & Matching Funds Form attachment.</small>		
Project Title: Acquisition and Repurposing of Former Bank Building Into a Community Facility		
Brief Project Description: Upon receiving CDBG funding, the municipality applying for funds commits to ensuring that:		
<ol style="list-style-type: none"> 1. Construction begins no-later than July 1, 2021; 2. Construction is completed no later than October 31, 2022; and 3. The Final Payment Request and Project Completion documents will be received by DEHCR no later than December 31, 2022. 		

PART 2 - APPLICANT INFORMATION & SIGNATURE			
APPLICANT (Unit of General Local Government [UGLG]): Village of Wausaukee			
UGLG Type:	<input type="checkbox"/> City	<input checked="" type="checkbox"/> Village	<input type="checkbox"/> Town <input type="checkbox"/> County
Senate District #: 12		County: Marinette	
		Assembly District #: 36	
Joint Application? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, list other unit[s] of government):			
Chief Elected Official (CEO): Pat Tracy		Title: Village President	
Clerk: Sara Pullen		Title: Administrator	
Municipal Administrator (If applicable): Sara Pullen		Title: Administrator	
Treasurer/Finance Director: Sara Pullen		Title: Administrator	
UGLG Street Address: 428 Harrison Avenue			
UGLG Mailing Address if different than above: PO Box 475			
City: Wausaukee	Zip: 54177	DUNS #: 01 - 220 - 7510	
UGLG Phone: (715) 8566 - 5341	UGLG Fax: (715) 856 - 6166	FEIN: 39 - 036078	
UGLG E-Mail: clerk@villageofwausaukee.com		Clerk E-Mail: clerk@villageofwausaukee.com	
If the UGLG contracted with a third party to complete this application, please provide the contract/invoice amount for application preparation services: \$ 7,500			
Chief Elected Official (CEO) Signature: 		Date: 6-22-2022	
<small>By signing above, the CEO is certifying that they have been authorized by the governing body of the UGLG to submit this CDBG-PF application; the information submitted in this application is true and accurate; and the UGLG agrees to the terms set forth in the CDBG-PF Application and CDBG-PF Application Instructions for applying for and receiving CDBG-PF funds, upon award and acceptance of award by the UGLG.</small>			
Application Contact			
Name: Jim Frymark		Title: Senior Consultant	
Firm/Company/Entity: Cedar Corporation			
Mailing Address: 1695 Bellevue Street			
City: Green Bay	State: WI	Zip: 54311	
Phone: (920) 785 - 7306	Fax: (920) 491 - 9020	E-Mail: jim.frymark@cedarcorp.com	

Current CDBG Assistance				
List currently open CDBG-PF, CDBG-ED, CDBG-PLNG, CDBG-PFED, CDBG-Close and CDBG-Housing awards:				
Project:	Grant Agreement #:	Award Date:	Performance Period End Date:	Award Amount:
Well #4	CDBG-PF18-32	7/31/18	12-31-20	\$ 500,000
Community Ctr. Plan	CDBG-PLNG 19-01	3/20/19	Closed	\$ 9,100
Above Planning Grant funded feasibility study of proposed project, subject of this application.				\$
				\$
Did any previous CDBG award(s) monies fund part or all of the Public Facilities (PF) project for which you are applying with this application?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Project No. 5824-0010
Addendum No. 2
Date: February 19, 2020

ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement shall be an addition to, and subject to the conditions contained in that Agreement for Services dated April 17, 2019, between Cedar Corporation (ENGINEER), and the Village of Wausaukee (OWNER).

WHEREAS the OWNER wishes to engage the ENGINEER to provide various services as described below, in accordance with ENGINEER procedures, standards, and normal billing practices, and

WHEREAS the project to which such services apply is referred to as the PROJECT and described generally as follows: CDBG 2020 Public Facilities Grant Application; and

WHEREAS the ENGINEER has agreed to perform such work.

NOW, THEREFORE, and in consideration of the above, the ENGINEER and the OWNER do hereby agree and covenant as follows:

SECTION 1 – SERVICES

1.1 CDBG GRANT APPLICATION SERVICES

The ENGINEER agrees to provide the following services for the PROJECT.

A. Prepare for OWNER's signature a 2020 Community Development Public Facilities Grant (CDBG) Application for grant funds to purchase and repurpose the former Stephenson National Bank and Trust building, located on the corner of Harrison Avenue and Main Street, into a multi-use community facility.

B. Tasks

1. Meet with CLIENT officials, Village Plan Commission members, Marinette County officials, Stephenson National Bank and Trust officials and other stakeholders and interested parties.
2. Conduct a Citizen Participation Meeting to obtain input on the project as well as explain the CDBG program and potential uses of grant funds through the program.
3. Prepare a draft of the application for review and comment by Village officials. Revise as needed.
4. Prepare for signature resolutions and other documents that are required of the CDBG application process, including original signatures for the application.
5. Finalize the Application and submit to the Wisconsin Department of Administration, Division of Energy, Housing and Community Resources, Bureau of Community Finance.

Project No. 5824-0010
Addendum No. 2
Date: February 19, 2020

SECTION 2 - COMPENSATION

2.1 LUMP SUM COMPENSATION

Whereas the OWNER has elected to compensate the ENGINEER for services under paragraph 1.1 on a "Lump Sum" basis, the lump sum price shall include all cost items including labor, overhead, direct expense, and professional fee and shall be in the amount of \$7,000.00.

Payments are due and payable thirty (30) days from the date of the ENGINEER's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.

SECTION 3 - TIMETABLE

ENGINEER's services shall be performed as expeditiously as is consistent with the orderly progress of the Project and shall make every effort to complete the work within the time frame shown below.

Estimated Project Schedule:

Kick-off Meeting with officials	February 2020
Citizen's Participation Meeting	March 2020
Draft Application and Resolution for Signatures	April 2020
Finalize Application and Submittal of Application	May 2020

The ENGINEER is prepared to work within the above schedule, unless delays occur due to unforeseen circumstances beyond the control of the ENGINEER.

SECTION 4 - SPECIAL CONDITIONS

4.1 OWNER Supplied Information

The OWNER will provide ENGINEER with information pertaining to the terms and condition of the purchase of the building from Stephenson National Bank and Trust; any property records for the building; any updated information regarding the Village's intended use, changes in space allocations; funding resources; and any other information ENGINEER deems necessary for inclusion in the application.

Project No. 5824-0010
Addendum No. 2
Date: February 19, 2020

All other provisions of that Agreement referred to above shall remain in force unless otherwise modified or deleted above.

IN WITNESS WHEREOF the parties hereto set their hands and seals dated this 19th day of February, 2020.

For OWNER:

VILLAGE OF WAUSAUKEE

By: [Signature]

Name: Hilbert Radtke

Title: Village President

By: [Signature]

Name: Sara Pullen

Title: Administrator

For ENGINEER:

CEDAR CORPORATION

By: [Signature]

Name: James M. Frymark

Title: Project Manager/Senior Planner

By: [Signature]

Name: Dean P. Zanon, P.E.

Title: President

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PART 3 – CERTIFICATIONS

I, Pat Tracy, Village President of Wausaukee
Name of the Chief Elected Official (CEO) Specify the CEO's Job Title Unit of General Local Government's (UGLG's) Name

In Marquette County(ies) certify that the Village's
(County Name) Unit of General Local Government's (UGLG's) Name

will comply with terms set forth in the *Initial Eligibility Information Certification; Statement of Assurances Certification; Lobbying Certification; Acquisition, Relocation and Demolition Certification; and Fair Housing Actions Certification* as listed in Part 3 of this CDBG Application and the information provided for these Certifications is true and accurate.

Pat Tracy
Chief Elected Official's (CEO's) Full Name


Chief Elected Official's (CEO's) Signature

INITIAL ELIGIBILITY CERTIFICATION

The Chief Elected Official (CEO) certifies that:

1. The Unit of General Local Government (UGLG) is a non-entitlement community that does not receive CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD).
2. The UGLG has an updated *Citizen Participation Plan* that has been adopted by the local governing body, which meets the CDBG Program's current requirements.
3. The UGLG has held a public hearing prior to the submission of this Application and provided adequate notice (which must be at least 2 weeks (14 days) notice or the equivalent of a Class 2 Notice) to the local community in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice.
4. The UGLG's *Citizen Participation Public Hearing Certification* is attached to this application.
5. The Public Hearing Meeting Minutes are attached to this application.
6. A list of the Public Hearing attendees (either provided in the Public Hearing Minutes or on a separate meeting sign-in sheet) is attached to this application.
7. The UGLG's *Authorizing Resolution to Submit CDBG Application* is attached to this application.
8. The UGLG acknowledges that if the project is funded, the UGLG will be required to complete the environmental review process before the UGLG begins construction and can receive grant funds.
9. The UGLG acknowledges that if the project is funded, professional services for grant administration will be properly procured in compliance with Federal, State, and local requirements.
10. The UGLG acknowledges that fees paid for grant application preparation and grant administration may be published on DEHCR's web page.
11. The UGLG is not debarred from receiving federal grant funds.
12. The UGLG understands that incomplete applications may be denied before review and denial of incomplete applications cannot be appealed.

Contact the Bureau of Community Development if the Applicant has any questions or concerns regarding these eligibility requirements.

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PART 3 – CERTIFICATIONS (CONTINUED)

STATEMENT OF ASSURANCES CERTIFICATION

The Chief Elected Official certifies that the Village of Wausaukee :
(UGLG/Unit of General Local Government's Name)

1. Has authorized its Chief Elected Official or Administrator to submit the application, sign contracts, and conduct other business related to the proposed activity if funded.
2. Has identified its housing and community development needs, including those of low- and moderate-income (LMI) persons and the activities to be undertaken meet such needs.
3. Will conduct and administer its program in conformance with the Civil Rights Act of 1964 and the Fair Housing Act, and has adopted a local Fair Housing ordinance representing current state statutes.
4. Will minimize displacement as a result of activities associated with CDBG funds, and will follow an adopted Residential Anti-Displacement and Relocation Assistance Plan (RADRAP).
5. Will not use special assessments or fees to recover the capital costs of CDBG funded public improvements from low- and moderate-income (LMI) owner occupants.
6. Will comply with 24 CFR 570.608 regarding notification, inspection, testing, and abatement procedures concerning lead-based paint.
7. Has adopted and will enforce a policy prohibiting use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations in accordance with Section 519 of Public Law 101144.
8. 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 non-violent civil rights demonstrations.
9. Will not enter into a contract with any entity that is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation.
10. Understands that the contract for professional services is between the Applicant and the Grant Administrator; the State is not responsible for a part of that relationship.
11. Acknowledges responsibility for ensuring that CDBG contract requirements are met.
12. Is currently in compliance with terms and conditions of all past and/or active CDBG awards and/or contracts.
13. Will not use CDBG funds to directly assist a business, including a business expansion, in the relocation of a plant, facility, or operation from one labor market area (LMA) to another LMA if the relocation is likely to result in a significant loss of jobs in the LMA from which the relocation occurs, in accordance with 24 CFR 570.210.
14. Acknowledges that the project cannot commence prior to the grant award and that certain procedures must first be taken, including but not limited to:
 1. Completing the environmental review process;
 2. Requesting federal wage rates, if applicable;
 3. Establishing base employment levels for job creation/retention related projects;
 4. Entering into a development agreement with the participating business, if applicable; and
 5. Developing a system for tracking LMI benefit and job creation/retention, if applicable.
15. Will comply with all the provisions of the Community Development Block Grant (CDBG) Program and will maintain documentation of compliance with the above certifications.

PART 3 – CERTIFICATIONS (CONTINUED)

LOBBYING CERTIFICATION

The Chief Elected Official certifies on behalf of the Village of Wausaukee, that:
(UGLG/Unit of General Local Government's Name)

1. To the best of the Chief Elected Official's knowledge and belief, 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 Unit of General Local Government (UGLG) shall complete Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Chief Elected Official of the UGLG shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients 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.

PART 3 – CERTIFICATIONS (CONTINUED)

ACQUISITION, RELOCATION & DEMOLITION CERTIFICATION

The Chief Elected Official certifies on behalf of the Village of Wausaukee
(UGLG/Unit of General Local Government's Name)

that the entries below accurately reflect the Acquisition, Relocation and Demolition activities included and planned for the project, as determined by the Unit of General Local Government (UGLG) to date.

Enter Yes or No for ALL items listed below to indicate which activities will and will not be part of the CDBG project, as determined by the UGLG to date:

1. Yes Voluntary Acquisition of:
 - No Temporary easement(s)
 - No Permanent easement(s)
 - No Vacant land
 - Yes Land and building(s)
 - No Tenant(s) Displacement

2. No Involuntary Acquisition of:
 - No Temporary easement(s)
 - No Permanent easement(s)
 - No Vacant land
 - No Land and building(s)
 - No Occupied Units and Relocation assistance
 - No Occupied Low- and Moderate-Income (LMI) Residential Unit(s)

3. No Donation of:
 - No Temporary easement(s)
 - No Permanent easement(s)
 - No Vacant land
 - No Land and building(s)
 - No Tenant(s) Displacement
 - No Tenant(s) in occupied LMI Residential Unit(s)

4. No Demolition of residential units or conversion/rehabilitation of residential unit to another use, and the:
 - No Unit is occupiable
 - No Unit rents or would rent at or below the Fair Market Rent
 - No Unit will be replaced
 - No Unit is not occupiable and evidence is attached

This certification will be used by the Division of Energy, Housing and Community Resources (DEHCR) to determine if the UGLG has adequately planned and budgeted for acquisition, relocation, down payment assistance, rehabilitation, and demolition activities related to the proposed CDBG project. Requirements are referenced in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) and Section 104(d) of the Housing and Community Development Act (Barney Frank Amendment).

PLEASE NOTE:

If an entry of "Yes" is made to any item above, then please contact the Bureau of Community Development to discuss the applicability of State and Federal Acquisition, Relocation and Demolition requirements to the proposed project.

PART 3 – CERTIFICATIONS (CONTINUED)

FAIR HOUSING ACTIONS CERTIFICATION

According to 24 CFR 570.487(b), the Unit of General Local Government (UGLG) must take some action to affirmatively further fair housing during the contract period if the UGLG receives a CDBG Grant. Indicate (by checking the appropriate boxes) at least THREE (3) of the actions listed below that will be completed if the UGLG is awarded a CDBG Grant. Fair housing actions may include, but are not limited to, the Actions listed below. Add other selections under "Other."

Upon receiving a CDBG Award, the _____ Village of Wausaukee

(UGLG/Unit of General Local Government's Name)

commits to completing the Fair Housing Actions checked below in accordance with the Time Table in the Grant Agreement, upon award and award acceptance:

Selection(s)	Actions
<input checked="" type="checkbox"/>	1. Enact, strengthen, or advertise a local fair housing law;
<input type="checkbox"/>	2. Make area-wide zoning revisions to facilitate the dispersal of multi-family housing outside of minority-concentrated areas;
<input type="checkbox"/>	3. Initiate or fund any studies examining current housing opportunities for minority persons, handicapped persons, and families with children and have these studies form the basis of an affirmative action program providing greater housing opportunities for minorities, handicapped persons and families with children;
<input type="checkbox"/>	4. Send letters from the chief elected official of the local government to those in the business of selling, renting, or financing housing, encouraging them to adhere fully to the fair housing law;
<input checked="" type="checkbox"/>	5. Have the local governing body or chief elected official publicly endorse the principle of fair housing and of adherence to the fair housing law in the form of a proclamation, resolution, or similar publicized statement of importance;
<input type="checkbox"/>	6. Improve community facilities and public services in racially integrated neighborhoods to help preserve their mixed character;
<input checked="" type="checkbox"/>	7. Display a fair housing poster or provide fair housing information at an appropriate public place;
<input type="checkbox"/>	8. Initiate a public education program on fair housing, involving, for example, representatives of fair housing groups, human relations' bodies, minority organizations, the real estate industry, and government, through the local media. This could include talks on the community's housing opportunities;
<input type="checkbox"/>	9. Fund a fair housing organization (such as a local housing authority) to conduct studies and/or to aggressively investigate rental and/or realtor practices;
<input type="checkbox"/>	10. Suggest the use of affirmative marketing and advertising practices by private developers as a condition for obtaining local licenses and permits; and
<input type="checkbox"/>	11. Enlist the participation of local associations (realtors, real estate brokers, home builders, and mortgage lenders) in approved voluntary programs to promote affirmative fair housing marketing and to review mortgage credit and underwriting criteria that may have an adverse impact on minorities, women, handicapped persons, and families with children.
<input type="checkbox"/>	12. OTHER:
<input type="checkbox"/>	13. OTHER:

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

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

PART 4 – CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

1. Will the proposed project have primary benefit to the entire community? ☒ Yes ☐ No

1. Total number of persons who will benefit* from the project: 516

2. Total number of persons benefitting who are LMI*
(Enter only if project is qualifying under LMI benefit): 360

**Numbers in (a) and (b) above must match data source used to qualify the project (e.g., HUD LMI Summary Data (LMISD), Income Survey Data, U.S. Census ACS 5-Year Estimates Population Data)*

3. Which CDBG National Objective does your proposed project meet and which method was used to demonstrate National Objective compliance? (Answer using the checkboxes below.)

- ☒ Benefit to Low- and Moderate-Income (LMI) Persons
- ☒ Area Benefit using HUD Local Government LMI Summary Data (allowed only for projects having community-wide benefit or having primary benefit to multiple entire municipalities)
- ☐ Area Benefit using HUD Census Block LMI Summary Data (allowed only for projects with a service area that includes only and a majority of one or more census tracts)
- ☐ Area Benefit using Income Survey Data (applicable only 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 (applicable only 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.

- ☐ Prevention/Elimination of Slum and Blight
- ☐ Area Basis (Attach completed Slum and Blight Certification Form and supporting documents including map of service area)
- ☐ Spot Basis (Attach completed Slum and Blight Certification Form and supporting documents including map of service area)

- ☐ Urgent Local Need

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

11

Current condition of the problem:

(The Village of Wausaukee needs to replace an overcrowded library (Attach:26 1a) and lacks a community center as a place to provide social opportunities for Village residents, young and old. In very rural places, such as Wausaukee, a place to gather for social opportunities as well as participate in special events and programs is critical in helping sustain the viability of the community. The options for Village residents to get together and socialize or participate in group activities, such as book clubs, drop-in card games, watch sporting events together in a place other than a bar are very limited. Addressing this problem will also address the problem of leaving a 10,000 sq. ft. building vacant amid the downtown sit empty affects the vibrancy of the area.

The current library has outgrown its space and cannot meet current needs of its users. Additional space is needed for a designated children's area, a meeting room and storage space. Children's story times and middle school book club meetings are held in an open area in the adult section of the library. Adult programs are held in the same area which requires shuffling around of furniture to accommodate the programs. Acoustics are an issue in this area and the side entryway to the library opens into this space which is disruptive for program participants and awkward for the people entering and leaving the library. Other deficiencies include the following: 1) A narrow meeting room in the back of the library is also used as storage because the designated storage room is already packed (Attach:26 1b). The dimensions of the room make it difficult to hold a meeting and it is also not sound resistant; 2) The designated storage room is also packed. Craft items are stored on top of another, children's toys are stacked against the walls and weeded and donated books are also stored in this room (Attach:26 1b2). In addition, extra chairs and tables are stored in this room; 3) The library's concrete floor and walls makes it difficult to regulate the indoor temperature as well as keep it uniform; 4) Access to fresh air is limited to coming through the entry door; 5) The entrance opens onto a state highway [Main Street] with no parking in front. There is limited angle parking on the side of the building; 6) There is a wheelchair accessible ramp, but the outside door is not automatic; 7); The single bathroom is used by staff and patrons; 7) Shelving/stacks are crammed and located too close to each other resulting in narrow aisles not allowing for sufficient space for patrons to walk past each other without being disruptive; The provision of computers is limited and next to the walkway connecting the front and back of the library (Attach: 26 1c)). A designated room for computers would eliminate disruption and privacy from other patrons, and 9); Cleaning items [vacuum, brooms, etc.] are stored in a small kitchen and furnace room. (Attach26:1d

Frequency with which the problem occurs:

(The overcrowded library is a problem that has developed over the last 14 years as library needs and services evolved to meet user demands (Attach:26 2a). The lack of a community facility in the Village is a problem that if not addressed will continue to affect the vitality of the Village as a place to live. Comments repeatedly heard at the public information meetings held throughout the Feasibility Study process [CDBG funded] cited a lack of a facility for young and old to socialize and participate in events. The lack of a large facility that can host social, educational, or public service events for Village residents is ongoing. The lack of a community center that can host programs and events for the youth is on-going, they have no place to go to hang out with friends other than a street corner. The "there is nothing to do here" is an ongoing concern for Village officials. The provision of the proposed multi-use facility on Main Street addresses the on-going challenge local Main Street businesses have in generating more customer traffic. Nothing to do, nowhere to go for both young and old to socialize, especially for seniors during day hours, and an overcrowded library are the on-going issue and if not addressed, the sustainability of the Village as a place to live will continue to be negatively impacted.)

Number of persons and/or households affected by the problem:

The Village's 516 residents are affected by the lack of an adequately sized library and community center. Combining these two functions under one roof will increase options for a variety of activities and programs which will add "life" to the community and enhance the attractiveness of the Village as a place to live as well as retain and draw new residents. The programs to be offered within the community center [i.e. to include social activities, health related events/fairs, such as blood pressure screening, Medicare Program updates, health insurance information programs for families and seniors are programs that will be of interest to most if not all of the households in the community.

Effect(s) of the problem if left untreated:

(If left the library is not enlarged to provide the needed space to adequately accommodate demand for resources and programming, Village residents likely to go to libraries in nearby communities where at the same time may make expenditures could have been made in Wausaukee. The youth and seniors will continue to be deprived of opportunities to interact, socialize, participate in programs and services, all impacting on the quality of life for Village residents negatively impacting on the vitality and sustainability of the community, including the local businesses. Leaving the problem untreated will also stymie efforts by the Village to further revitalize the Main Street area, building upon the recently reconstructed Main Street with attractive landscaping which has spurred businesses on the street to enhance the appearance of their properties. If the building is not purchased by the Village, given its size, there is the potential for it to remain vacant due to size and cost, based on an appraisal (Attach: 26 3a) which will have a negative impact on the appearance of the downtown. .

Extent to which this proposed CDBG-PF project will alleviate the problem:

A CDBG-PF grant will enable the Village to purchase at a "very generous price" (Attach: 5a) a solidly constructed building (Attach: 26 5b). a) to provide an enlarged library with adequate space to offer programs and resources [i.e. additional books, computers and other IT devices] to adequately serve the Village. The building also has space to provide a much needed community center that will provide activities and services for all residents, including senior citizens.

Scope of work:

(The repurposing of a former bank building into the above described multi-use facility is based on the findings of a feasibility study that was funded in part with a 2019 CDBG Planning Grant (Attach:27a). The multipurpose facility will be approximately 10,025 square feet, excluding footage (600 sq. ft.) for Village offices. The existing library, currently across the street from the bank building, will move into the repurposed building and will occupy approximately 6,000 square feet of the total footage of the building. The library space will include a separate for computer use, larger meeting room and kitchen, more room for stacks, separate restroom facilities for men and women, improved access for the handicapped , and the provision of open space for a community center and library which will occupy approximately 4,200 sq. ft. for shared space purposes. The cost breakout details the work to be done (Attach: 8).

The community center will occupy approximately xxx square feet, being designed to accommodate a wide range of activities for community residents. Proposed uses include meeting space for local groups such as book and card clubs, a place to hold community potlucks, meetings on career opportunities, interview counseling, health seminars [including for senior such as blood pressing screening], dietary counseling and periodic visits from agencies and businesses providing public service related information sessions. Handicapped facilities will be built into the building. There will be restrooms for men and women and a kitchen for special events [i.e. community potlucks, concession purposes for the annual community parade and festival, and other related social events.

Not part of the CDBG project will be developing space for the Village Office approximately 614 sq. ft. of the building. The locating of the Village Office in the building addresses two purposes: 1] Provides additional space, and 2] since a move was being considered, it was added to the new library/community center as an additional traffic generator with residents going to the Village Office to pay taxes, utility bills, and other municipal businesses. While there, it makes it easier for residents to take advantage of the programs and services that will be provided in the new library and community center as well as directs more traffic to the Main Street area. Currently, the Village Office is approximately 2 blocks off Main Street.

Extent to which CDBG funding is needed to complete the project:

(Without CDBG funding, the project will not take place. The opportunity to purchase a \$335,000 building for \$100,000 is a once in a life-time deal and the availability of Marinette County's CLOSE funds makes the project financially feasible for the Village, particularly at a time when the Village will soon be commencing the construction of a new well to replace one ordered closed by the DNR. It is very unlikely the Village will have an opportunity like this in the future.

PART 6 – COMMUNITY DISTRESS (0-70 Points)	
Median Household Income (0-40 Points) Source: U.S. Census Bureau 2017 American Community Survey (2013-2017 ACS 5-Year Estimates): https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml	\$ 28,125
Per Capita Property Value (0-15 Points) Source: 2018 Town, Village and City Taxes, Wisconsin Department of Revenue: https://www.revenue.wi.gov/Pages/Report/t.aspx#lvc	\$ 46,084
Local Property Tax Rate [Full Gross only] (0-15 Points) Source: 2018 Town, Village and City Taxes, Wisconsin Department of Revenue: https://www.revenue.wi.gov/Pages/Report/t.aspx#lvc	0.02240

PART 7 – FINANCIAL NEED (0-30 Points)	
UGLG's G. O. Debt: G.O. Debt Capacity for 2020: \$ 1,336,220 Used G.O. Debt to Date (excluding any G.O. Debt used to secure financing for the proposed CDBG Project): \$ 97,913. <i>Documentation attached showing G.O. obligated.</i>	
For Water and Sanitary Sewer Projects (regardless of funding source): (Attach documentation that verifies current water/sanitary sewer rates (e.g., rate statement that is distributed to or published for customers, or similar document) and attach a worksheet showing the calculation(s) made for the total(s) for 70,000 gallons of usage, as entered below.) Current annual residential <u>water</u> charge calculated for a household using 70,000 gallons*: \$ N/A <div style="text-align: right;">Per 70,000 Gallons</div> <i>*Fire protection service charges may only be included in the water utility rate reported in this section if the fire protection service charges are billed/collected through the water utility. Fire protection service charges billed/collected through taxes are not to be included in the water utility rate calculation.</i>	
Current annual residential <u>sanitary sewer</u> charge calculated for a household using 70,000 gallons: \$ N/A <div style="text-align: right;">Per 70,000 Gallons</div>	

**Village of Wausaukee
Legal Debt Margin
June 2020**

Debt limit (5% of \$26,724,400 - 2019 COL 2020 equalized value)	\$	1,336,220	
Deduct long-term debt applicable to debt margin (GO debt)	\$	196,307	(STFL loan for W/S)
Deduct short-term debt / open line of credit	\$	542,000	(Currently a zero bal.)
<i>(Park project will likely be funded through a conventional loan)</i>			
Remaining legal debt margin (VI only) - current as of 6/11/20	\$	597,913	
SNBT Open line of credit per CDBG grant (new well)	\$	500,000	(Current bal. = \$133,659)
<i>*The well will be funded through the SWDLP after completion</i>			
Remaining legal debt margin after CDBG award		\$97,913	
(Total of Village and W/S debt)			

**VILLAGE OF WAUSAUKEE
RESOLUTION 2018-06**

Authorizing Resolution to Commit Match Funds

A RESOLUTION OF THE BOARD OF THE VILLAGE OF WAUSAUKEE of providing a
Guarantee of Matching Funds for the 2018 Community Development Block Grant (CDBG)
Application for Public Facilities Funds

Related to the BOARD of the VILLAGE OF WAUSAUKEE's participation in the Community
Development Block Grant (CDBG) Program;

WHEREAS, federal monies are available under the CDBG Annual Public Facilities competition
administered by the State of Wisconsin Department of Administration, for the purpose of public
facilities or the improvement of public facilities; and

WHEREAS, the Board of the Village of Wausaukee has authorized the submission of a Community
Development Block Grant Public Facilities Application to the State of Wisconsin for the following
project: Water Supply Improvements; and

WHEREAS, an adequate local financial match must be provided for the proposed Public Facilities
project by the BOARD of the VILLAGE of WAUSAUKEE;

NOW, THEREFORE, BE IT RESOLVED, that the BOARD of the VILLAGE of WAUSAUKEE does
hereby authorize the commitment of match funds to be used as outlined in the CDBG application, for
the match amount of \$500,000 from the following secured sources: Line of Credit from Stephenson
National Bank & Trust of \$500,000.

This Resolution was adopted by the Wausaukee Village Board, Wausaukee, Wisconsin this
18th day of April 2018.

Ayes 6 Nays 0


Hilbert Radtke, Village President

ATTEST: 
Sara Pullen, Village Clerk/Treasurer

Commitment is for
CDBG PF-18-32
New well

PART 8 – PLANNING (0 - 10 Points)

(For Planning, 0-10 Points will be awarded based on whether the proposed CDBG project supports and further promotes the UGLG's adopted/approved long-range plans. Scoring is based on the level of consistency and specificity within the UGLG's adopted/approved long-range plan(s) in relation to the proposed CDBG-PF project scope and the extent to which supporting documentation is provided to verify the information.)

Briefly explain, within the space provided, how the project scope is consistent with the goals and objectives of one or more adopted/approved community long-range plans, such as a Comprehensive Plan, Community Redevelopment Plan, Capital Improvements Plan, Strategic Plan, etc., if applicable. Submit the copy(ies) of the relevant section(s) of the plan(s) in the Attachments with the completed application. Mark the relevant sections of the text on the attachment(s), and label plan pages with the page number and the plan's title and date of adoption/approval.

[Do not attach a full copy of the entire plan(s).]

The Village conducted a Feasibility Study (Attach: 26-6a) which is the basis for this application and concluded that the purchase and repurposing of the bank building on the Village's Main Street into an expanded library in conjunction with creating space for a community center is not only feasible, but very much desired based on input heard at the several public meetings held to get input from community residents. The proposed design and layout of the library/community center is the result of input from Village residents and is supported by local businesses, and interested agencies (Attach: 26-6d)

The proposed project is consistent with the Village's Comprehensive Plan (Attach 26-6b), specifically the provision of information technology proposed to be included in the new library [See attach. For the Village, this is extremely critical because of limited availability of internet service in many areas of the Village and surrounding area, and if available, affordability is an issue for many households. By providing expanded computer resources in the library, those without internet access as well as those who cannot afford it, will be able to use the expanded and updated computer resources in the new library (Attach: 26-6c).

The project is also consistent with the State's Consolidated Plan for CDBG funds, specifically assisting communities with public facilities projects that help to sustain the viability of communities.

PART 9 – BUDGET AND MATCHING FUNDS (0 - 40 Points)

APPLICANT: Village of Wausaukee

DATE: 6 / 15 / 20

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:

- ☒ **Project Budget & Matching Funds Form (Required)** – Check box to acknowledge this required form is included in the attachments for *Part 9*.
- ☒ **Detailed project budget with itemized costs (Required)** – Check the box to acknowledge this required documentation is included in the attachments for *Part 9*. 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 *Project Budget & Matching Funds Form*.
- ☒ **Matching Funds documentation (Recommended to Maximize Match Score Potential)** – Check the box if match funding supporting documentation is included in the attachments for *Part 9*. UGLG's are advised to include a *Resolution to Commit Matching Funds* (recommended) to demonstrate the UGLG's commitment to meet the Matching Funds requirements; 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 *Project Budget & Matching Funds Form* to maximize the Matching Funds score potential.
- ☐ **Match funding waiver request (If Applicable)** – Check the box if a match funding waiver request is included in the attachments for *Part 9*. If the applicant is unable to meet the required 2:1 Match funding ratio (i.e., maximum \$2 CDBG for every \$1 Grantee Match) toward the Total Project Cost, a match funding waiver request letter must be submitted with the application to request an exception for meeting the match requirement. Refer to *Part 9* in the *CDBG-PF Application Instructions* for additional specifications.

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.

**PUBLIC FACILITIES APPLICATION
ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST**

Topic	Documents	Required With All Apps	Included with this application submission?	
			YES	NO
Citizen Participation	Adopted Citizen Participation Plan (CPP) (see Part 3 - Initial Eligibility Certification)	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Citizen Participation Public Hearing Notice (with proof of publication [if required by CPP] and/or posting [if required by CPP] and proof of adequate advance notice provided [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)	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Citizen Participation Public Hearing Certification Form	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Public Hearing Meeting Minutes	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	List of Public Hearing Attendees (either listed in the Public Hearing Meeting Minutes or on separate Sign-In Sheet)	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Enforcing State/Local Laws Prohibiting Physically Barring of Entrances/Exits	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Financial	Project Budget & Matching Funds Form	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Detailed Itemization of Project Costs	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Authorizing Resolution to Commit Matching Funds		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Proof of Match Funds Committed, Secured, Pending, and/or have Other Status (all documentation available)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Match Funding Waiver Request Letter (with supporting documentation for an economic hardship) (if applicable)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Proof of Current Water/Sanitary Sewer Rates (if applicable)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Current Water/Sanitary Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage (if applicable)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Project Area / Service Area Maps	Map(s) of Project Area (nature and location(s) of project activities)	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Map(s) of Service Area (location(s) of primary beneficiaries)	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Map(s) of Utility Services in Service Area (if applicable)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	LMI Calculation Worksheet for Multiple Jurisdictions (Form 8 of the Income Survey Data Forms document) (if applicable)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Income Survey	Income Survey Approval Certification Letter from DEHCR (if applicable)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Limited Clientele	Letter from Limited Clientele Facility/Program (if applicable)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Income Limits Used by Limited Clientele Facility/Program (if applicable)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fair Housing	Fair Housing Ordinance	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Slum & Blight	Slum and Blight Certification (if applicable)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Slum and Blight supporting documentation (if applicable)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Acquisition/Relocation	Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other	Authorizing Resolution to Submit CDBG Application	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Project Need Supporting Documentation		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Planning Supporting Documentation (e.g. relevant sections from adopted comprehensive plan, community redevelopment plan, etc.)		<input checked="" type="checkbox"/>	<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/CDBGPublicFacilitiesProgram.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 [immediately following the *Attachments & Supporting Documentation Checklist* page(s)].

Attachments:

1. Adopted Citizen Participation Plan (CPP) (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 certification of physical postings *[if required by CPP]*, demonstrating adequate advance notice was 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 in 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 – **required for all applicants**
5. List of Public Hearing Attendees (either listed in Public Hearing Meeting Minutes or on separate Sign-In Sheet) – **required for all applicants**
6. 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**

Failure to submit the Citizen Participation documents listed above and demonstrate compliance with all CPP, citizen participation public hearing, and non-violent civil rights demonstrations policy requirements may disqualify the UGLG's application.

[Refer to the Part 3 – Certifications in the CDBG-PF Application Instructions for further guidance on the Citizen Participation and Public Hearing Notice requirements]

*Adopted April 18, 2018
Updated May 18, 2020
Adopted May 18, 2020*

Citizen Participation Plan for the Community Development Block Grant (CDBG) Program VILLAGE OF WAUSAUKEE

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the Village of Wausaukee, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The Village of Wausaukee shall create a Citizen Participation Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the Village of Wausaukee Board. This Committee shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the grant application.

The Village's Citizen Participation Committee shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To insure responsiveness to the needs of its citizens, the Village shall provide for and encourage citizen participation. Persons of low- to- moderate income (LMI) shall give particular emphasis to participation.

CITIZEN PARTICIPATION

1. The Village of Wausaukee shall establish a committee composed of persons representative of the Village demographics. This committee must include at least one LMI person.

The Committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This Committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All Committee members must be residents of the Village.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the Peshtigo Times at least 14 days prior to the hearing. In addition, the public notice shall be posted at the Village of Wausaukee municipal building. These notices will include time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of

the program. The Village will attempt to have at least one of the public hearings in the service area (if applicable).

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by Village staff in the Clerk/Treasurer's office. A Village staff member will meet with citizens on request.
2. The Village will maintain, in the Village Municipal Building a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes.

Village staff will respond to all such requests within 15 days after the Citizen Participation Committee has met to discuss the request.

COMPLAINTS

The Village will handle citizen complaints about the program in a timely manner. By federal regulation, the Village will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to the Citizen Participation Committee Chair.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
WI Department of Administration
Division of Energy, Housing and Community Resources, 9th Floor
P.O. Box #7970
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

NON-ENGLISH SPEAKING PERSONS

The Village will regularly survey the municipality to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen's participation process.

VILLAGE OF WAUSAUKEE
RESOLUTION #2020-08

AN AUTHORIZING RESOLUTION FOR A CITIZEN PARTICIPATION PLAN

WHEREAS, the Village of Wausaukee Intends to apply for a Community Development Block Grant (CDBG); and

WHEREAS, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) require recipients of Community Development Block Grant (CDBG) monies to have in place a Citizen Participation Plan; and

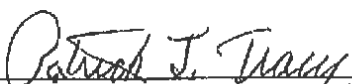
WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low to moderate income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents; and

WHEREAS, the Village of Wausaukee has prepared and publicly reviewed a Citizen Participation Plan;

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Village of Wausaukee officially adopts the Citizen Participation Plan.

This Resolution was adopted by the Wausaukee Village Board, Wausaukee, Wisconsin this 18th day of May 2020.

Ayes 5 Nays 0


Patrick Tracy, Village President

ATTEST: 
Sara Pullen, Administrator/Clerk/Treasurer

Division of Energy, Housing and Community Resources

Community Development Block Grant – Citizen Participation Certification (Public Hearing #1)

**CITIZEN PARTICIPATION
CERTIFICATION
for Public Hearing #1**

I, Sara Pullen, as Clerk for the Village of Wausaukee, hereby
(Clerk's Name) (City, Town, Village, or County) (Grantee / UGLG / Community Name)
certify that the following checked topics were discussed at the Community Development Block Grant
(CDBG) Citizen Participation Public Hearing held at 6:30PM on March 18, 2020 :
(Time: 00:00 am/pm) (Date: Month, Day, Year)


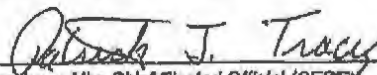
Items Discussed at the Public Hearing	Agenda Items / Topics Covered
<input checked="" type="checkbox"/>	1. Basic overview of the Community Development Block Grant (CDBG) program.
<input checked="" type="checkbox"/>	2. The total Community Development Block Grant (CDBG) funds available for (check all that apply): <ul style="list-style-type: none">a. <input checked="" type="checkbox"/> Housing (CDBG-HSG);b. <input checked="" type="checkbox"/> Planning (CDBG-PLNG);c. <input checked="" type="checkbox"/> Public Facilities (CDBG-PF);d. <input checked="" type="checkbox"/> Economic Development (CDBG-ED); and/ore. <input checked="" type="checkbox"/> Public Facilities for Economic Development (CDBG-PFED)f. <input checked="" type="checkbox"/> Close/former Revolving Loan Funds (CDBG-CL)
<input checked="" type="checkbox"/>	3. Types of activities eligible for CDBG funding for (check all that apply): <ul style="list-style-type: none">a. Housing (CDBG-HSG):<ul style="list-style-type: none">i. <input checked="" type="checkbox"/> Rehabilitationii. <input checked="" type="checkbox"/> Homebuyer Assistanceiii. <input checked="" type="checkbox"/> Special Housing Projectsiv. <input type="checkbox"/> Other:v. <input type="checkbox"/> Other:b. <input checked="" type="checkbox"/> Planning (CDBG-PLNG);c. <input checked="" type="checkbox"/> Public Facilities (CDBG-PF);d. <input checked="" type="checkbox"/> Economic Development (CDBG-ED); and/ore. <input checked="" type="checkbox"/> Public Facilities for Economic Development (CDBG-PFED)f. <input checked="" type="checkbox"/> Close/former Revolving Loan Funds (CDBG-CL).

Division of Energy, Housing and Community Resources

Community Development Block Grant – Citizen Participation Certification (Public Hearing #1)

- ☒ 4. Housing needs identified by staff/consultant prior to the Public Hearing.
- ☒ 5. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) identified by the staff/consultant prior to the Public Hearing.
- ☒ 6. Housing needs identified by attendees of the Public Hearing.
- ☒ 7. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) needs identified by attendees of the Public Hearing.
- ☒ 8. Activities proposed for the CDBG application.
- ☒ 9. The potential for residential and/or business displacement as a result of the proposed CDBG activities.
- ☒ 10. The public attending this meeting were offered an opportunity to discuss the proposed CDBG application.

**** Minutes from Public Hearing #1 (described above) are submitted with the CDBG Application. ****

 _____ Signature of the Municipal Clerk	Administrator/Clerk/Treasurer _____ Title	6/22/20 _____ Date Signed
 _____ Signature of the Chief Elected Official (CEO)	Village President _____ Title	6/22/20 _____ Date Signed
Pat Tracy _____ Typed Name of the Chief Elected Official (CEO)		

AFFIDAVIT OF PUBLICATION

STATE OF WISCONSIN)
 ss.
 Marinette County)

VILLAGE OF WAUSAUKEE PUBLIC HEARING NOTICE

March 18, 2020 - 5:30 PM
 VILLAGE HALL
 428 HARRISON AVENUE
 WAUSAUKEE, WISCONSIN 54177

PROPOSED VILLAGE OF WAUSAUKEE APPLICATION for COMMUNITY DEVELOPMENT BLOCK GRANT- PUBLIC FACILITIES FUNDS

The Wausaukee Village Board will conduct a public hearing to obtain input for the drafting and submission of a Public Facilities Grant application for funding through the Community Development Block Grant (CDBG) program administered by the Wisconsin Department of Administration, Division of Energy, Housing and Community Resources. The grant will be to help fund the repurposing of the former Stephenson National Bank and Trust Building located at 704 Main Street in Wausaukee into a multi-purpose facility to include the Village library, community and senior center and Village offices. CDBG funds will not be used for that portion of the building to be used for Village offices. The public is invited to learn more about the CDBG program, help identify additional community development needs, and provide input on the proposed project.

The agenda for the public hearing is:

1. An overview of the CDBG program [potential funds, eligible CDBG activities]
2. Discussion of community development needs - By Village officials and public
3. Presentation of proposed redevelopment of the building
4. Citizen input regarding proposed project
5. Adjourn

Residents of the Village of Wausaukee and interested parties are encouraged to attend, especially residents with low to moderate incomes. The meeting room is handicapped accessible.

Persons needing additional accommodations should contact the Village Administrator via telephone at 715-856-5341 or via email: clerk@villageofwausaukee.com

03-11
 WNAXLP

Sara Pullen,
 Administrator/Clerk/Treasurer

Colleen Messing, being duly sworn, doth depose and say that he (she) is an authorized representative of the PESHTIGO TIMES, a weekly newspaper published in the City of Peshtigo, County of Marinette, State of Wisconsin, and that an advertisement of which the annexed is a true copy, taken from said paper, was published therein on

March 4 + 11, 2020
Public Hearing Notice
Community Dev. Block Grant

(Signed) Colleen Messing
Secretary (Title)

Subscribed and sworn to before me this 12th day of

March, 2020

Paul P. Garton
 Notary Public, Marinette County, Wisconsin

My Commission expires May 3, 2023

No. Lines No. Times Notary Fees \$

Printers Fees

Extra Copies

Total \$

Received Payment



CITIZEN PARTICIPATION PUBLIC HEARING MINUTES

VILLAGE OF WAUSAUKEE

COMMUNITY DEVELOPMENT BLOCK GRANT [CDBG] PROGRAM

Wednesday, March 18, 2020 - 5:30 PM

Village Hall - 428 Harrison Avenue

Wausaukee, Wisconsin

AGENDA

1. Welcome and Introductions: Village President Hilbert Radtke opened the meeting, welcomed the attendees and introduced Jim Frymark, Grant Administrator from Cedar Corporation who proceeded to present information on the CDBG program and the proposed project.
2. Objectives of the CDBG program: Mr. Frymark provided background information on the CDBG program, emphasizing that activities funded in whole or in part with CDBG must principally benefit Low and Moderate-Income persons [LMI]. He stated the application is very competitive with many units of government under 50,000 population in the state applying for a grant. He stressed that there is no guarantee that a community will receive funds and that the review process looks at a number of variables, including need for the project as well as the financial need of the applicant. Highly distressed areas tend to have applications that are more competitive.
3. Identification of total potential funds: Information was provided on how much the State has available for the 2020 CDBG competition. The proposed Public Facilities application being considered by the Village could compete with as many as 35+ other applicants for the approximately \$10-\$12 million set aside for the Public Facilities portion of the CDBG program. One million dollars is the maximum grant and that most communities commit to financing one-third of the project cost to get maximum points in the Match scoring category. Match can come from a variety of sources, including other grants and loans. He also identified the set-asides for the Housing, Planning, Economic Development and the Public Facilities for Economic Development programs and mentioned the application cycles for these programs.
4. Eligible CDBG activities: The range of potential projects that could be funded with CDBG funds was discussed. The completed Main Street project from a few years was given as an example and the current well project was mentioned.
5. Presentation of identified community development needs: Mr. Frymark shared prior discussions he has had with Village officials regarding community needs, including affordable housing and market rate housing which the Village is currently pursuing. He also mentioned there are programs

also assist with housing rehabilitation and recalled a Village-wide meeting with the Northeast Housing Rehab . He stated he is unaware of any one in the Village looking into the program.

6. Identification of any community development needs by public: This took place throughout the meeting, housing being cited several times.
7. Presentation of activities proposed for CDBG application, including potential residential displacement: The proposed repurposing of the former Stephenson National Bank and Trust building was discussed, referencing the recent Planning Study that was funded with CDBG funds will demonstrate to the state that the proposal is well thought out. He also pointed out the support of Marinette County for the project, committing \$453,500 of its CDBG CLOSE funds [which was explained] to be used as Match. The Village will seek a waiver from the state on any gaps in coming up with the Match required for maximum points. He cited given other projects taking place, the Village has in his opinion a convincing argument, further enhanced by the Stephenson Bank's commitment to the Village's future by offering the sale of the building at price considerably lower than the assessed value.
8. Citizen input regarding proposed and other CDBG activities: Discussed throughout the hearing, and attendees were encouraged to let the Village Clerk know if they have any additional comments or suggestions to make that they think of later that evening or the next day.
9. Summary/Wrap-up: Mr. Radtke provided closing comments, thanking the attendees and Trustees for actively participating in the discussions. The meeting adjourned at approximately 6:00 PM.



Sara Pullen, Administrator



VILLAGE OF WAUSAUKEE

PUBLIC HEARING - ATTENDANCE SHEET

COMMUNITY DEVELOPMENT BLOCK GRANT [CDBG] PROGRAM

Wednesday, March 18, 2020 5:30 PM

NAME	STREET ADDRESS
1 Jellie Simpson	808 Bolt Ave
2 Ruth Fitch	401 Merrill St
3 Roger Fitch	401 Merrill
4 Steve Fitch	436 MAIN ST.
5 Patrick Trane	816 ORCHARD LK RD
6 Jo Ann Polomus	906 Division St
7 Hilbert R. Rothke	505 1st Street WAUSAUKEE
8 Lowell C. McKim	1201 GROVE AVE, WAUSAUKEE
9 DARRYL SCHMIDT	306 MERRILL ST WAUSAUKEE
10	
11	
12	
13	
14	
15	
16	
17	

VILLAGE OF WAUSAUKEE
RESOLUTION #2020-10

**Adoption of a Policy to Prohibit the Use of Excessive Force and to Enforce
Applicable State and Local Laws Prohibiting Physically Barring Entrances/Exits
for Non-Violent Civil Rights Demonstrations**

WHEREAS, Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 69 §5304) prohibits the State from expending or obligating any Community Development Block Grant funds to any unit of general local government that does not have or adopt a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and a policy of enforcing State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction; and

WHEREAS, it is in the interest of the Village of Wausaukee to pursue Community Development Block Grant Funds and to adopt policy that complies with Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 USC 69 §5304);

**NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE PRESIDENT AND THE
VILLAGE BOARD OF THE VILLAGE OF WAUSAUKEE:**

It is **POLICY** of the Village to prohibit the use of excessive force by law enforcement agencies within the Village's jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

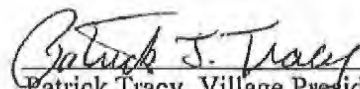
It is **POLICY** of the Village to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location, which is the subject of such nonviolent civil rights demonstration within the Village's jurisdiction.

The officials and employees of the Village shall assist in the orderly prevention of all excessive force within the Village of Wausaukee by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.


The Village Board directs the Marinette County Sheriff's Department to implement this Resolution by amending applicable Law enforcement procedures.

This Resolution was adopted by the Wausaukee Village Board, Wausaukee, Wisconsin this 15th day of June 2020.

Ayes 6 Nays 0


Patrick Tracy, Village President

ATTEST:


Sara Pullen, Administrator/Clerk/Treasurer

(SEAL.)

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Attach. 6

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 attachments.

Attachments:

7. Project Budget & Matching Funds Form – **required for all applicants**
8. Detailed Itemization of Project Costs (e.g., engineer's estimate or similar itemization of costs to verify the costs listed in the *Project Budget and Matching Funds Form*) – **required for all applicants**
9. Authorizing Resolution to Commit Matching Funds, if committed – **strongly recommended for all applicants**
10. Proof of Match Funds Secured, Committed, Pending, and/or have Other Status (all documentation available) – **strongly recommended for all applicants**
[Proof of 100% Match Committed and Secured is required to receive maximum points for Match Score]
11. Match Funding Waiver Request Letter (with supporting documentation for an economic hardship) – **required only if UGLG is requesting a waiver to the minimum match funding requirements**
12. Proof of Current Water/Sanitary Sewer Rates (e.g. rate statement(s) distributed to or published for customers, copy of rates posting on municipality's website, or similar document) – **required only for water/sanitary sewer improvement projects**
13. Current Water/Sanitary Sewer Rates Calculation Worksheet for 70,000 Gallons of Usage – **required only for water/sanitary sewer improvement projects**

PROJECT BUDGET & MATCHING FUNDS

CONTRACT #:
(enter only after award)

GRANTEE: Village of Wausaukee

DATE: 6 / 20 / 20

ACTIVITY	CDBG FUNDS	MATCH FUNDS (if applicable)	TOTAL COSTS (by Activity)
Acquisition - Land	\$ -	\$ -	\$ -
Acquisition - Building(s)	\$ 95,000.00	\$ -	\$ 95,000.00
Building Improvements	\$ 775,438.00	\$ 228,688.00	\$ 1,004,126.00
Center/Facility Construction	\$ -	\$ -	\$ -
Clearance - Site	\$ -	\$ -	\$ -
Curb and Gutter	\$ -	\$ -	\$ -
Electrical System Improvements	\$ -	\$ -	\$ -
Environmental Remediation	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Fire Station	\$ -	\$ -	\$ -
Relocation	\$ -	\$ -	\$ -
Sanitary Sewer	\$ -	\$ -	\$ -
Storm Sewer	\$ -	\$ -	\$ -
Street(s)/Sidewalk(s)	\$ -	\$ -	\$ -
Wastewater Treatment Facility	\$ -	\$ -	\$ -
Water	\$ -	\$ -	\$ -
Fixtures	\$ -	\$ -	\$ -
Furnishings		\$ 95,000.00	\$ 95,000.00
Engineering (Match ONLY)		\$ 114,225.00	\$ 114,225.00
Administration	\$ 15,000.00	\$ 15,000.00	\$ 30,000.00
Sub-Total(s):	\$ 885,438.00	\$ 453,987.00	\$ 1,339,425.00

Continued on the next page.

Attach. 7

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CONTRACT #:
(Enter only after Award)

GRANTEE: Village of Wausaukee

DATE: 6/20/20

Summarize the Match Funding sources and amounts for this CDBG project:

Source: Marinette Co. CLOSE	Amount: \$ 453,987.00	Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed <input type="checkbox"/> Other
		<input type="checkbox"/> Applied <input checked="" type="checkbox"/> Secured/Awarded
Source: <u> </u>	Amount: \$ 0.00	Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed <input type="checkbox"/> Other
		<input type="checkbox"/> Applied <input type="checkbox"/> Secured/Awarded
Source: <u> </u>	Amount: \$ 0.00	Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed <input type="checkbox"/> Other
		<input type="checkbox"/> Applied <input type="checkbox"/> Secured/Awarded
Source: <u> </u>	Amount: \$ 0.00	Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed <input type="checkbox"/> Other
		<input type="checkbox"/> Applied <input type="checkbox"/> Secured/Awarded
Source: <u> </u>	Amount: \$ 0.00	Status: <input type="checkbox"/> Pending <input type="checkbox"/> Committed <input type="checkbox"/> Other
		<input type="checkbox"/> Applied <input type="checkbox"/> Secured/Awarded

For any source with a status of "Other" provide a brief explanation (no more than a one-sentence narrative per source).

(Insert Text Here)

Documentation to verify that all matching funds have been secured must be submitted to DEHCR prior to the Grant Agreement being executed, upon award and acceptance of award.

Does the UGLG anticipate using CDBG funds to pay for Grant Administration or any other professional services associated with this project?

☒ Yes

If yes, the services must be competitively procured in accordance with state and federal CDBG requirements set forth in Chapter 3 of the CDBG Implementation Handbook, and meet the UGLG's local procurement policy

☐ No

If no, the services must be secured using a process that is in compliance with the UGLG's local procurement policy.



604 Wilson Ave.
Menomonie, Wisconsin
54751
715-235-8081
800-472-7372
Fax 715-235-2727

SUGGESTED ESTIMATE OF PROBABLE COST -

CLIENT: Village of Wausaukee
PROJECT: SNBT Building Renovation for Wausaukee Public Library & Community Center
DATE: June 11, 2020
PREPARED BY: Cory Scheidter / Sara Hinz
CEDAR #: W5824-008

		Renovations of a 10,400 sf existing bank building,
		additions of a 805 sf entry with elevator, stair system
		and ADA restrooms with 520 sf covered entry
		canopy.

ITEM	Unit	Quantity	Unit Cost	Cost	Comment
Site Work - Seal Coating Parking Lot & Paint Lines	Lump Sum	1	\$40,000.00	\$40,000.00	
Basement Demolition	Lump Sum	1	\$10,000.00	\$10,000.00	
Main Level Demolition	Lump Sum	1	\$20,000.00	\$20,000.00	
Teller Window & Canopy Demolition	Lump Sum	1	\$15,000.00	\$15,000.00	
Proposed Renovation - Basement Level	Lump Sum	1	\$185,000.00	\$185,000.00	
Proposed Renovation - Main Level	Lump Sum	1	\$275,000.00	\$275,000.00	
Proposed Addition w/ Elevator, Stairs & Restrooms	Lump Sum	1	\$320,000.00	\$320,000.00	
Kitchen Appliances	Lump Sum	1	\$5,000.00	\$5,000.00	
Site Amenities	Lump Sum	1	\$5,000.00	\$5,000.00	
Exterior Book Drop	Lump Sum	1	\$3,000.00	\$3,000.00	
SUBTOTAL				\$878,000.00	
Misc Items					
Project Contingency & Market Conditions	Percentage	15.00%	\$878,000.00	\$131,700.00	
Furniture / Equipment Library	Allowance	1	\$50,000.00	\$50,000.00	
Library Shelving	Allowance	100	\$35.00	\$3,500.00	
Technology Security / Data / IT	Allowance	1	\$10,000.00	\$10,000.00	
Construction TOTAL COST				\$1,073,200.00	
SOFT COSTS					
Architectural/Engineering and Regulatory Fees	Percentage	15.00%	\$941,500.00	\$141,225.00	
Grant Administration Fees	Lump Sum	1.00	\$30,000.00	\$30,000.00	
Property Acquisitions	Allowance	1.00	\$100,000.00	\$95,000.00	5% of acquisition subtracted for Village Hall %
SUBTOTAL				\$266,225.00	
PROJECT TOTAL COST				\$1,339,425.00	Range of \$1,175,000 - \$1,225,000

Site contains hazardous waste.

Spring 2020 construction start.

Assumptions of Materials, equipment, preliminary finish selections and inflation have been made to provide a preliminary cost estimate.

Opinions of probable cost prepared by Cedar Corp. are supplied for general guidance only. Cedar Corp. has no control over competitive bidding or market conditions, thus we cannot guarantee accuracy of such opinions as compared to contract bids or actual costs to the owner.

Opinion of probable cost does not include any donated materials or labor.

	square foot	percentage
Library	5708	58%
Shared Space	4174	36%
Village Hall	614	5%
Total	11496	100%
Grant Percentage		85%

Total Project Costs excludes Village Hall space

PROJECT	TOTAL	CDBG	Village
Building Construction	\$1,073,200.00	\$ 855,438.00	\$187,762.00
Architectural	\$141,225.00	\$ -	\$141,225.00
Administration	\$30,000.00	\$ -	\$30,000.00
Property Acquisition	\$95,000.00	\$ -	\$95,000.00
TOTAL ESTIMATED PROJECT	\$1,339,425.00	\$885,438.00	\$453,987.00

Budget includes full CLOSE Match, reducing the max of CDBG's share based on 2 to 1 Match.



604 Wilson Ave., Menomonee, Wisconsin
54751

715-235-9081
800-472-7372
Fax 715-235-2727

SUGGESTED ESTIMATE OF PROBABLE COST

#REF!
#REF!
#REF!
#REF!
#REF!



ASSEMBLY NUMBER	DESCRIPTION	QUAN.	UNIT	UNIT COST	EXTENSION	TOTAL
SITE IMPROVEMENTS						
	Site Work - Seal Coat & South Access Ramp	1	each	\$40,000.00	\$40,000.00	
	Basement Accessibility - North Access Ramp	1	each	\$25,000.00	\$25,000.00	
	Demo of Teller Window & Canopy	1	each	\$15,000.00	\$15,000.00	
				TOTAL		\$80,000.00
BASEMENT INTERIOR DEMOLITION						
06 05 510 6740	2x stud walls	2272.5	sq foot	\$0.85	\$1,931.63	
09 05 530 1000	Gypsum Board	3349.5	sq foot	\$0.50	\$1,674.75	
	Interior Doors	8	each	\$100.00	\$800.00	
	Interior Window	1	each	\$100.00	\$100.00	
09 05 520 400	Carpet Removal	2000	sq foot	\$0.50	\$1,000.00	
09 05 520 900	LVT Removal	500	sq foot	\$1.25	\$625.00	
09 05 510 1250	ACT Ceiling Demo	2000	sq foot	\$0.70	\$1,400.00	
	Casework Demo	10	lnft	\$50.00	\$500.00	
	Plumbing Fixtures	2	each	\$250.00	\$500.00	
				TOTAL		\$8,531.38
MAIN FLOOR INTERIOR DEMOLITION						
06 05 510 6740	2x stud walls	1684	sq foot	\$0.85	\$1,431.40	
09 05 530 1000	Gypsum Board	2976	sq foot	\$0.50	\$1,488.00	
	Interior Doors	12	each	\$100.00	\$1,200.00	
	Interior Window	4	each	\$100.00	\$400.00	
09 05 520 400	Carpet Removal	4500	sq foot	\$0.50	\$2,250.00	
09 05 520 2000	Tile Removal	700	sq foot	\$1.50	\$1,050.00	
09 05 510 1250	ACT Ceiling Demo	5200	sq foot	\$0.70	\$3,640.00	
	Casework Demo	20	lnft	\$50.00	\$1,000.00	
	Plumbing Fixtures	2	each	\$250.00	\$500.00	
	Vault Doors	1	each	\$1,000.00	\$1,000.00	
				TOTAL		\$13,959.40

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Attach. 8

X

ASSEMBLY NUMBER	DESCRIPTION	QUAN.	UNIT	UNIT COST	EXTENSION	TOTAL
--------------------	-------------	-------	------	--------------	-----------	-------

BASEMENT INTERIOR CONSTRUCTION

2x w gyp one side	693	sq foot	\$8.00	\$5,544.00	
2x w gyp both sides	1400	sq foot	\$8.00	\$11,200.00	
Interior Doors 3'-0"	14	each	\$1,000.00	\$14,000.00	
Interior Doors 6'-0"	1	each	\$1,000.00	\$1,000.00	
Carpet Tile	444	sq yd	\$42.00	\$18,648.00	
ACT Tile	4000	sq foot	\$5.00	\$20,000.00	
Plumbing Fixtures	7	each	\$3,000.00	\$21,000.00	
Mechanical System	4000	sq foot	\$15.00	\$60,000.00	
Plumbing Upgrades	1	lump Sum	\$25,000.00	\$25,000.00	
Electrical Lighting and Power	4000	sq foot	\$10.00	\$40,000.00	
Casework	87	lnft	\$500.00	\$43,500.00	
			TOTAL		\$254,348.00

MAIN FLOOR INTERIOR CONSTRUCTION

2x w gyp both sides	1489	sq foot	\$8.00	\$11,912.00	
Interior Doors	13	each	\$1,000.00	\$13,000.00	
Carpet Tile	578	sq yd	\$42.00	\$24,276.00	
ACT Tile	5200	sq foot	\$5.00	\$26,000.00	
Plumbing Fixtures	4	each	\$3,000.00	\$12,000.00	
Casework	20	lnft	\$500.00	\$10,000.00	
Mechanical System	5200	sq foot	\$15.00	\$78,000.00	
Plumbing Upgrades	1	lump Sum	\$25,000.00	\$25,000.00	
Electrical Lighting and Power	5200	sq foot	\$12.00	\$62,400.00	
			TOTAL		\$262,588.00

MEP SERVICES

Mechanical System	0	sq foot	\$15.00	\$0.00	
Plumbing Upgrades	0	lump Sum	\$50,000.00	\$0.00	
Electrical Lighting and Power	0	sq foot	\$12.00	\$0.00	
			TOTAL		\$0.00

MISC. ITEMS

Furniture / Equipment Library	1	allowance	\$25,000.00	\$25,000.00	
Library Shelving	100	allowance	\$35.00	\$3,500.00	
Technology Security / Data / IT	1	allowance	\$5,000.00	\$5,000.00	
			TOTAL		\$33,500.00

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ASSEMBLY NUMBER	DESCRIPTION	QUAN.	UNIT	UNIT COST	EXTENSION	TOTAL
--------------------	-------------	-------	------	--------------	-----------	-------

EXTERIOR CONSTRUCTION AND ELEVATOR

Exterior Walls	1536	sq foot	\$35.00	\$53,760.00	
shaft	720	sq foot	\$9.00	\$6,480.00	
Exterior Doors	2	each	\$3,000.00	\$6,000.00	
Covered Entry	520	sq foot	\$75.00	\$39,000.00	
Fire Suppression	1	sq foot	\$350.00	\$350.00	
Fire Suppression service	1	lump Sum	\$15,000.00	\$15,000.00	
Elevator	1	each	\$75,000.00	\$75,000.00	
Stair System	3	each	\$5,000.00	\$15,000.00	
Mechanical System	1000	sq foot	\$15.00	\$15,000.00	
Plumbing Upgrades	0	lump Sum	\$50,000.00	\$0.00	
Electrical Lighting and Power	1000	sq foot	\$15.00	\$15,000.00	
			TOTAL		\$240,590.00

IMPROVEMENTS TOTAL \$912,294.78

10,400 sq feet \$912,294.78 dollars/sqft \$87.72

Assumptions:

Site contains no hazardous waste.
Does not include soft costs such as attorney fees or property acquisition.
Fall 2000 Construction Start
Furnishings, moveable equipment, and appliances are not included.

Sales Tax: (Based on 1/2 Subtotal)	0.00%
General Conditions	8.00%
(G.C. start-up costs, supervision, insurance, etc.)	3.00%
Overhead (% subtotal "A")	5.00%
Profit (% subtotal "B")	7.50%
Contingency (% subtotal "D")	0.00%
TOTAL	23.50%
assumed 15% in the means number	15.00%
	8.50%
Complexity and size factor	10.00%
	18.50%

**VILLAGE OF WAUSAUKEE
RESOLUTION 2020-07**

Authorizing Resolution to Commit Match Funds

A RESOLUTION OF THE BOARD OF THE VILLAGE OF WAUSAUKEE of providing a
Guarantee of Matching Funds for the 2020 Community Development Block Grant (CDBG)
Application for a Public Facilities Program Grant

Related to the BOARD of the VILLAGE OF WAUSAUKEE's participation in the Community
Development Block Grant (CDBG) Program;

WHEREAS, federal monies are available under the CDBG Planning Grant Program administered by
the State of Wisconsin Department of Administration, for the purpose of infrastructure improvements
and the provision of public facilities primarily benefitting low to moderate-income persons; and

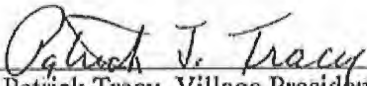
WHEREAS, the BOARD of the VILLAGE of WAUSAUKEE has authorized the submission of a
Community Development Block Grant Public Facilities Application to the State of Wisconsin for the
following project: the acquisition and repurposing of a vacant building formerly occupied by the
Stephenson National Bank and Trust into an expanded library and community center; and


WHEREAS, an adequate local financial match must be provided for the proposed project by the
BOARD of the VILLAGE of WAUSAUKEE;

NOW, THEREFORE, BE IT RESOLVED, that the BOARD of the VILLAGE of WAUSAUKEE does
hereby authorize the commitment of match funds to be used as outlined in the CDBG application, for
the match amount of \$453,986.95 from the following secured source: Marinette County's [Wisconsin]
CDBG CLOSE funds allocated to the Village for the above identified project.

This Resolution was adopted by the Wausaukee Village Board, Wausaukee, Wisconsin this
18th day of May 2020.

Ayes 5 Nays 0


Patrick Tracy, Village President

ATTEST: 
Sara Pullen, Administrator/Clerk/Treasurer

Attach. 9

From: Dan J. Peterson <Dan.Peterson@snbt.com>
Sent: Friday, July 19, 2019 1:18 PM
To: 'Sara Pullen' <treasurer@villageofwausaukee.com>
Subject: Wausaukee building

Sara,

As I mentioned on the phone today, the bank has discussed the sale of the former bank building in Wausaukee. The appraised value from November 2018 is \$350,000.00. We have the property on our balance sheet for \$338,000.00. The Board really wants to see the Village of Wausaukee take possession and create a Community Center for the Village, it would be a "Win Win" for everyone. That being said, the Board has agreed to sell the building at a very deep discount. We would accept \$100,000.00 for the building. If anyone inquires, therefore please inform them that we will be taking a loss of \$238,000. We have never discounted a property to this degree in the past so please remind folks that this offer is extremely generous. Keep me posted on the next steps.

Daniel J. Peterson

President/CEO

MLO# 428542

The Stephenson National Bank & Trust



1820 Hall Avenue • P.O. Box 137

Marinette, WI 54143

715-735-2321 (phone)

715-732-1527 (fax)

dan.peterson@snbt.com

Financial Solutions from Advisors You Trust

Sara Pullen

Administrator/Clerk/Treasurer

Village of Wausaukee

428 Harrison Avenue, PO Box 475

Wausaukee, WI 54177

Pop. 565

Phone (715) 856-5341

Fax (715) 856-6166

Visit us online!

 Facebook



MARINETTE COUNTY
OFFICE OF COUNTY ADMINISTRATOR

JOHN LEFEBVRE
COUNTY ADMINISTRATOR

KARI LACOUNT
EXECUTIVE ASSISTANT

May 12, 2020

Sara Pullen, Administrator/Clerk/Treasurer
Village of Wausaukee
428 Harrison Avenue
P.O. Box 475
Wausaukee, WI 54177

Re: Marinette County CDBG Close

Sara, the purpose of this letter is to confirm Marinette County's commitment to allocate \$453,986.95 of the County's CDBG Close funds to the Village of Wausaukee to be used for the acquisition and remodeling of the vacant Stephenson National Bank and Trust (SNBT) building located on US 141 in the Village of Wausaukee into a library/community center. This commitment is subject to project eligibility and approval of the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR). Attached is a copy of the minutes from the January 14, 2020 County Board meeting which supports this commitment.

It is my understanding that the Village of Wausaukee intends to leverage these CDBG Close funds for a competitive CDBG funding and if successful, in receiving these competitive CDBG funds, will assume the responsibility for completing all associated paperwork and other requirements to receive the County's CDBG Close funds.

If you need any additional information please do not hesitate to contact me at Office (715) 732-7416, mobile (715) 923-4794 or by e-mail at jlefebvre@marinettecounty.com. If the Village is unsuccessful at acquiring the necessary funds for this project please let me know at your earliest possible convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lefebvre".

John Lefebvre, Administrator

Enclosure

PROJECT AREA/SERVICE AREA

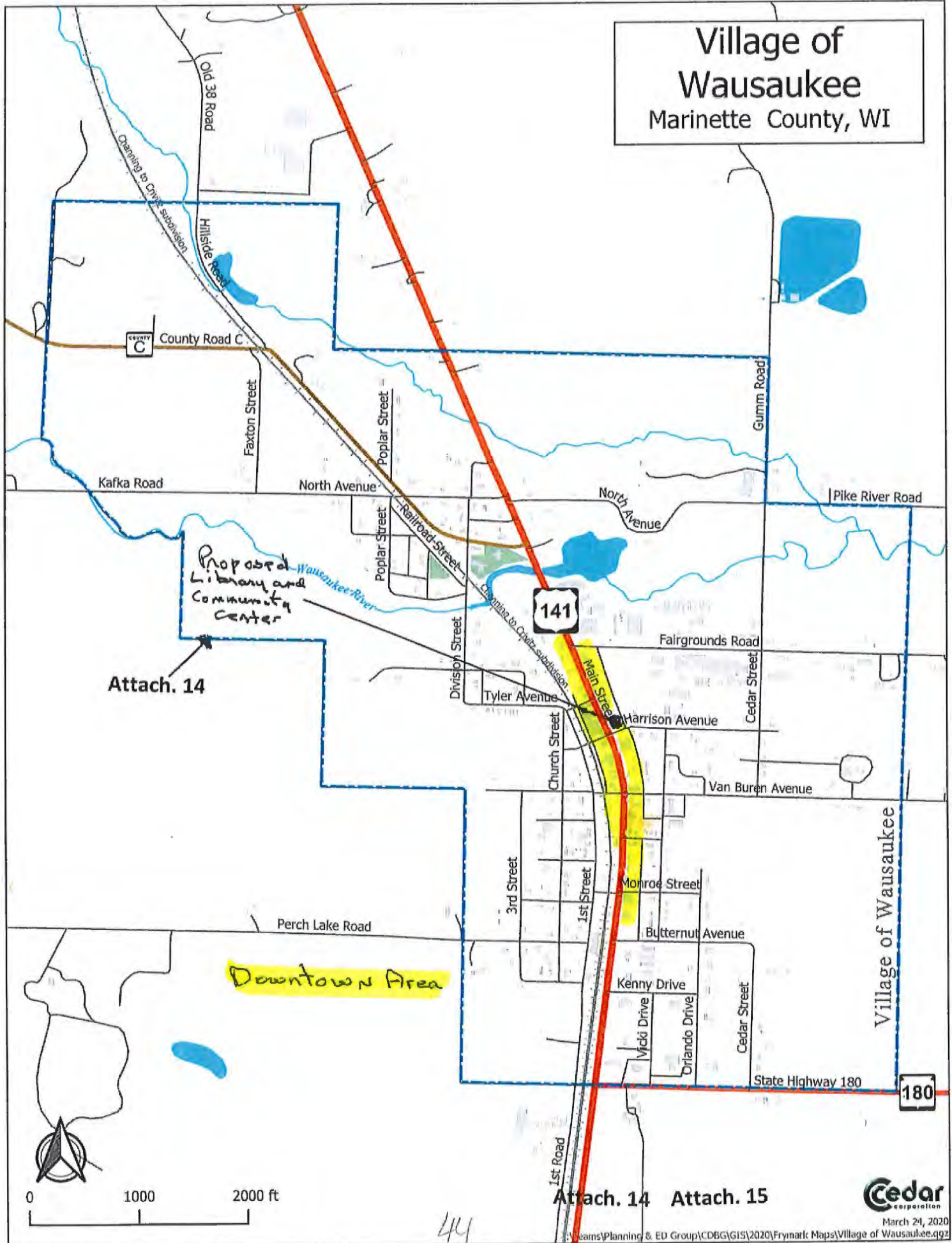
ATTACHMENTS AND SUPPORTING DOCUMENTATION

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

Attachments:

14. Map(s) of Project Area (clearly showing project activity location(s) and nature/type of work being completed) – **required for all applicants**
 1. Show the locations of the water/sewer mains, streets and/or other utilities to be improved where applicable
 2. Show the location(s) of the buildings or other facilities being built and/or improved where applicable
15. 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**
 1. Show borders of the municipality if project will have community-wide benefit
 2. Show census block group/tract boundaries if HUD LMISD for census block groups/tracts are used to qualify the project
16. 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**
17. LMI Calculation Worksheet for Multi-Jurisdiction Projects (*Form 8 of the Income Survey Data Forms document*) – **required only if UGLG calculated LMI of service area using HUD LMISD for multiple local governments and/or census block groups/tracts (i.e., jurisdictions) only** [*Note: Projects using a combination of HUD LMISD and income survey data for multiple jurisdictions must receive the Income Survey Approval Certification from DEHCR for the survey results prior to CDBG-PF Application submission in accordance with the specifications in the current Income Survey Guide*]

Village of
Wausaukee
Marinette County, WI



Attach. 14 Attach. 15

Cedar
Corporation

March 24, 2020

\\sams\Planning & ED Group\CDBG\GIS\2020\Frymark Maps\Village of Wausaukee.qgz

INCOME SURVEY

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 Project Area/Service Area attachments.

Attachments:

18. Income Survey Approval Certification Letter from DEHCR– **required only for applicants using income survey data to demonstrate LMI Area Benefit**

N/A

LIMITED CLIENTELE

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 Income Survey attachment(s).

Attachments:

19. 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**
20. 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**

[Refer to Part 4 in the CDBG-PF Application Instructions for additional guidance regarding projects serving Limited Clientele.]

N/A

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 Limited Clientele attachments.

Attachments:

21. Fair Housing Ordinance (containing the current Fair Housing state statute citations and language, and with date of adoption shown on ordinance) – **required for all applicants**

Failure to submit the Fair Housing documents listed above and/or submitting a Fair Housing Ordinance that has not been adopted by the governing body and/or has obsolete state statutory language may disqualify the UGLG's application.

[Refer to Part 3 – Certifications in the CDBG-PF Application Instructions for guidance on the Fair Housing requirements.]

4/1

ORDINANCE No. 2018-09

AN ORDINANCE REGARDING FAIR HOUSING

The Village Board of the Village of Wausaukee, Marinette County, Wisconsin, do ordain as follows:

SECTION I. REPEAL AND ADOPTION OF PROVISIONS.

Section 15-3-1 of the Village of Wausaukee Code of Ordinances regarding fair housing is repealed and recreated to read as follows:

Sec. 15-3-1 Fair and Open Housing.

- (a) **Statutory Authority.** Pursuant to the authority granted by Sec. 66.1011, Wis. Stats., the Village Board of the Village of Wausaukee adopts by reference Sec. 106.50, Wis. Stats., and all subsequent amendments thereto.
- (b) **Municipal Assistance.** Officials and employees of the Village of Wausaukee shall assist in the orderly prevention and removal of all discrimination in housing within the Village of Wausaukee by implementing the authority and enforcement procedures set forth in Sec. 106.50, Wis. Stats.
- (c) **Filing of Complaints.** The Wausaukee Clerk-Treasurer shall maintain forms for complaints to be filed under Sec. 106.50, Wis. Stats., as amended, and shall assist any person alleging a violation thereof in the Village of Wausaukee with filing a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of Sec. 106.50, Wis. Stats., as amended.

State Law Reference: Secs. 66.1011 and 106.50, Wis. Stats.

SECTION II. SEVERABILITY.

If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid or unconstitutional provisions or applications.

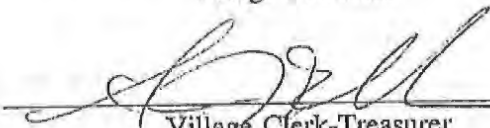
SECTION III. EFFECTIVE DATE.

This Ordinance shall take effect upon passage and publication as provided by law.

ADOPTED this 18th day of April, 2018.

VILLAGE OF WAUSAUKEE, WISCONSIN


Village President


Village Clerk-Treasurer

INTRODUCED: 4/18/18
ADOPTED: 4/18/18
POSTED/PUBLISHED: 4/25/18

State of Wisconsin:
County of Marinette:

I hereby certify that the foregoing Ordinance is a true, correct and complete copy of an Ordinance duly and regularly adopted by the Village Board of the Village of Wausaukee on the 18th day of April, 2018. and that said Ordinance has not been repealed or amended and is now in full force and effect.

Dated this 18th day of April, 2018.


Sara Pullen, Village Clerk-Treasurer

Att. 23

49

ACQUISITION / RELOCATION

ATTACHMENTS AND SUPPORTING DOCUMENTATION

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

Attachments:

24. 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**

Failure to submit the RADRAP or submitting a RADRAP that has not been adopted by the governing body and/or does not have the required components may disqualify the UGLG's CDBG application.

[Refer to Part 3 – Certifications in the CDBG-PF Application Instructions for guidance on the acquisition, relocation and demolition related requirements.]

**VILLAGE OF WAUSAUKEE
WISCONSIN RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION
ASSISTANCE PLAN FOR CDBG PROGRAMS**

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the Village of Wausaukee in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG¹ projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the Village of Wausaukee will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- ☒ Coordinate code enforcement with rehabilitation and housing assistance programs.
- ☒ Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- ☒ Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- ☒ Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- ☒ If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are "lower-income dwelling units" as defined in 24 CFR 42.305).
- ☒ Target only those properties deemed essential to the need or success of the project.

Relocation Assistance to Displaced Persons

The Village of Wausaukee will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

One-for-One Replacement of Lower-Income Dwelling Units

The Village of Wausaukee will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR 42.375.

Before entering into a contract committing the Village of Wausaukee to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the Village of Wausaukee will make public by publication in the Peshtigo Times and submit to US Department of Housing and Urban Development (HUD) through the State of Wisconsin, under the State CDBG Program, the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;

4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. *NOTE: See also 24 CFR 42.375(d).*
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom unit), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the Village of Wausaukee will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability


Under 24 CFR 42.375(d), the Village of Wausaukee may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

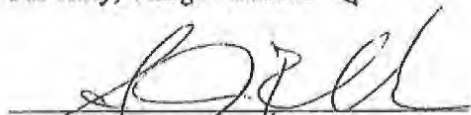
Contacts

The Village Administrator (715-856-5341) is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The Village Administrator (715-~~765~~-856-5341) is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

ADOPTED this 15th day of June 2020 by the Village of Wausaukee.


Pat Tracy, Village President


Sara Pullen, Village Administrator

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:

25. Authorizing Resolution to Submit CDBG Application – **required for all applicants**
26. Project Need supporting documentation – indicate if documents are attached for the Project Need topics listed and include the name(s) of the document(s) – **strongly recommended for all applicants:**

	YES	NO
Current condition of the problem?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. <u>Narrow aisles</u>		
b. <u>Storage room</u>		
c. <u>Meeting Room for staff and public</u>		
d. <u>Computers in walkway</u>		
Frequency with which the problem occurs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. <u>Librarian Letter</u>		
b. _____		
c. _____		
d. _____		
Effect(s) of the problem if left untreated/unaddressed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. <u>Appraisal showing high cost of bldg. in Village</u>		
b. <u>See Attach: 26 1 a-d. Those conditions will remain</u>		
c. _____		
d. _____		
Extent to which the completion of the 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. _____		
d. _____		
Extent to which CDBG funding is needed to complete the project?		<input type="checkbox"/>
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
d. _____		

6. Planning supporting documentation – List each document attached, mark the relevant sections of the text on the attachment(s), and label plan pages with the page number(s) and the plan's title and adoption/approval date – **strongly recommended for all applicants:**

- a. Feasibility Study pages
- b. Village Comprehensive Plan pages
- c. Letters of Support
- d. _____

**VILLAGE OF WAUSAUKEE
RESOLUTION #2020-06**

**Authorizing Submission of a Community Development Block Grant
(CDBG) Public Facilities Application**

WHEREAS, the Village of Wausaukee has identified the need for an expanded library and provision of a community center, and has conducted a feasibility study as to the merits of purchasing and repurposing the former vacant Stephenson National Bank and Trust building located on the Village's Main Street; and

WHEREAS, the Village of Wausaukee has obtained the input of Village residents regarding the acquisition and repurposing of the building for an expanded library and provision of a community center, and has obtained a commitment from the Marinette County Board of \$453,500 for use in the acquisition and repurposing of the building into an expanded library and provision of a community center and needs additional financial assistance for the project; and

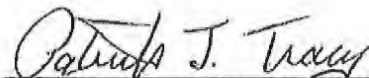
WHEREAS, after due consideration following the public hearing on the proposed acquisition and repurposing of the building for an expanded library and provision of a community center, it is necessary for the Village Board to approve the preparation and filing of an application for the Village to receive funds from this program; and

WHEREAS, the Village has reviewed the need for the proposed project and the benefits to be gained;


NOW, THEREFORE BE IT RESOLVED, the Village Board approves the preparation and submission of an application for federal funding from the Community Development Block Grant Program administered by the Wisconsin Department of Administration, Division of Energy, Housing and Community Resources for the above described project and that the Village President is hereby authorized to sign on behalf of the Village all documents necessary for the submission of the application as well as to sign all documents to receive funds from the CDBG program.

This Resolution was adopted by the Wausaukee Village Board, Wausaukee, Wisconsin this 18th day of May 2020.

Ayes 5 Nays 0

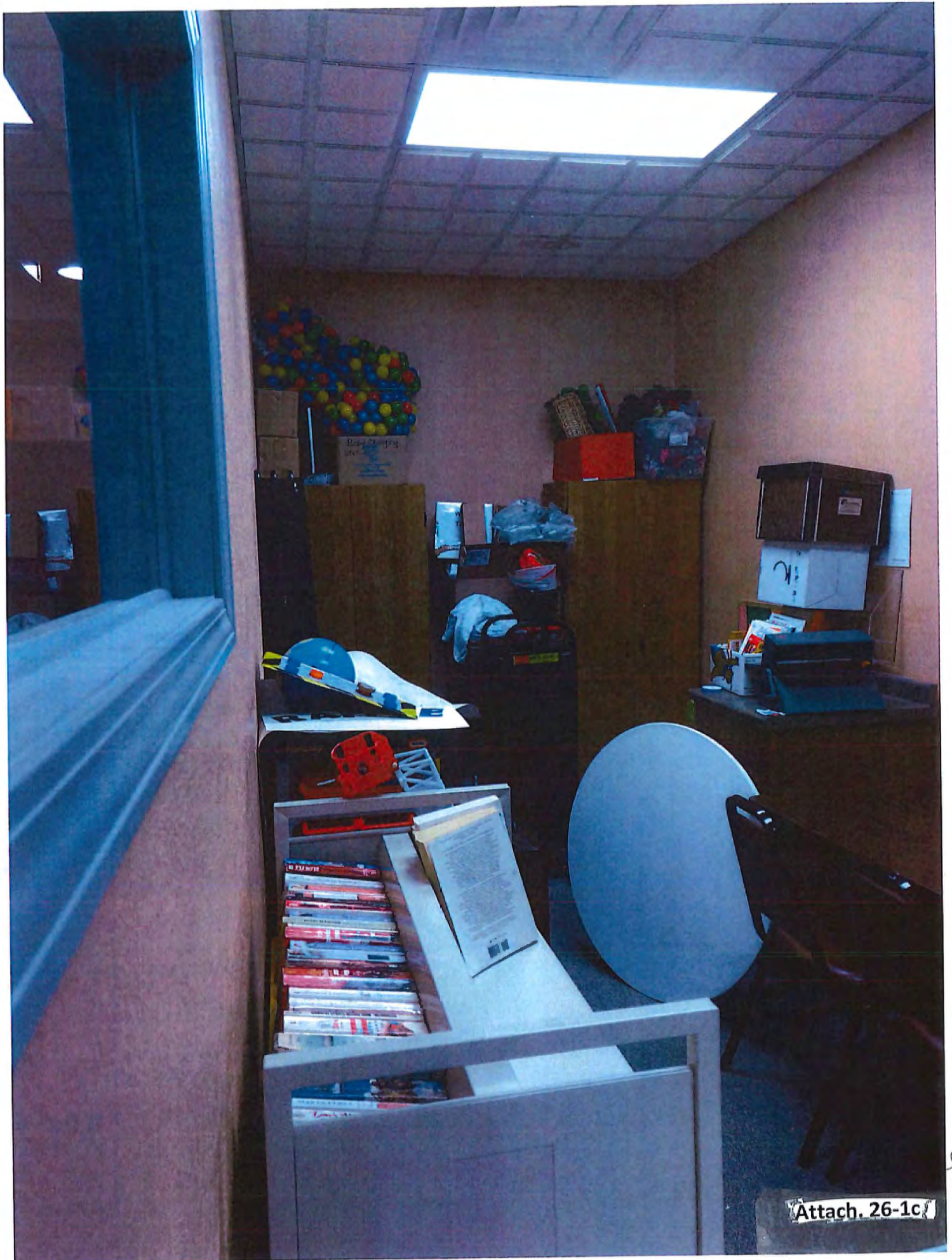

Patrick Tracy, Village President

ATTEST:

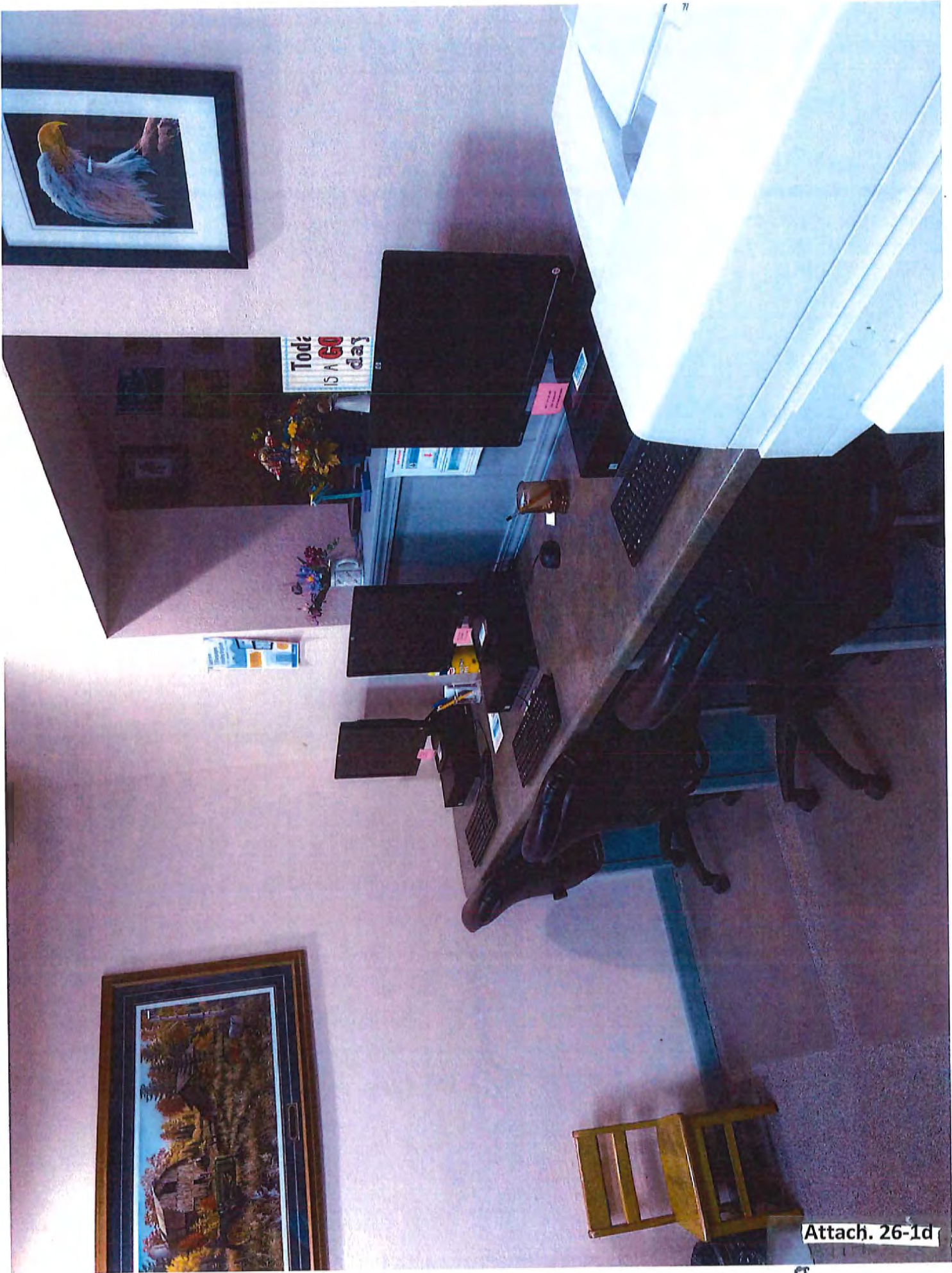

Sara Pullen, Administrator/Clerk/Treasurer







Attach. 26-1c



May 26, 2020

Sara Pullen
Administrator, Village of Wausauke
Municipal Building
428 Harrison Ave.
Wausauke, WI 54177

Dear Sara,

As Branch Librarian for the Wausauke Public Library since 2006, I have seen many changes in the past 14 years. Our community and Friends of the Wausauke Library group have been supportive of these changes but cannot supply all our needs. Our current and most basic need is a facility that works for us. We have outgrown our current site and could benefit from a larger and more equitable space.

Three much-needed areas are a designated children's area, a meeting room and storage space. We have had to execute our children's story times and middle school book club meetings in an open area in the adult section of the library. Our adult programs are also held in this same area, which requires a fair amount of moving of furniture. The acoustics are good in this spot but the side entrance of the library opens into this space, which makes it awkward for both the people entering and those participating in the programs.

As for a meeting room, we have a narrow room at the back of the library that doubles as our storage space. The dimensions of this room make it difficult to hold a meeting. I have had requests from lawyers needing to record depositions, care groups wanting a meeting room that holds ten or more people and job consultants needing an enclosed room to conduct an interview. All of these requests have been rescinded when I described the space they would be using. The room is enclosed but not sound resistant (the programs we offer occur right outside this room) and too narrow for comfort. When asked to be referred to another possible venue, the only option we have in the Village is the public school, which is a mile outside of the Village.

Our storage space is quite limited. It also doubles as the meeting room. We are unable to store items of large size because of the narrowness of the space. Our craft items are packed one on top of another which makes access very difficult. We have several children's toys that lay stacked against walls, which makes the width of the room even narrower. Our weeded and donated books also must reside in that space, too. Our extra tables and chairs also occupy the same space. We currently store our cleaning items (vacuum, brooms, etc.) in our kitchen and furnace room.

59

Our physical features don't leave much in the way of variants. Having a concrete foundation and walls makes it difficult to regulate the indoor temperature. There is no access to fresh air other than the entry door. Our front entrance opens onto a state highway that does not have parking, so the only parking is angle parking on the side of the building. We do have a wheelchair accessible ramp, but the outside door is not automatic. Our only restroom facility is a wheelchair accessible family bathroom and is used by staff and patrons.

A venture that I would like to add to the library programming is computer/phone/tablet classes. Due to the configuration of our current facility, that would not be feasible. A designated room would give me the freedom to hold classes without interruption.

I feel that our needs for storage space, a designated children's area and a meeting room would enhance our library and add greatly to Village life.

Sincerely,

A handwritten signature in black ink, appearing to read "Karen J. Kortbein". The signature is fluid and cursive, with the first name "Karen" and last name "Kortbein" clearly distinguishable.

Karen J. Kortbein, Branch Librarian

Wausauke Public Library

Pardee Appraisal Services, LLC

Appraisal & Consulting Services

November 9, 2018

Prepared for:
Mr. Ryan Olson
Stephenson National Bank & Trust
1820 Hall Avenue
Marinette, Wisconsin 54143

Re: Appraisal Report of the Former Stephenson National Bank & Trust Facility, an Office Facility, located at 704 Main Street (U.S. Highway 141), Village of Wausaukee, Marinette County, Wisconsin.

Dear Mr. Olson,

The enclosed Appraisal Report has been prepared in response to your request. The report is subject to the Code of Ethics and Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation. In addition, the report has been written to comply with Title XI of the Federal Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA); the OCC Appraisal Standards of 12 CFR, part 34; and the Guidelines for Real Estate Appraisal Policies and Review Procedures adopted by the bank supervision offices of the Federal Deposit Insurance Corporation, the Board of Governors of the Federal Reserve System, and the Office of the Comptroller of the Currency, as of December 21, 1987. This report has also been prepared in accordance with *Stephenson National Bank & Trust* valuation guidelines.

The accompanying report, to which this letter is attached, describes the site, building improvements, pertinent data considered, and discusses the methods of appraisal used in reaching our conclusion. The opinions of value contained herein are subject to the Statement of Assumptions and Limiting Conditions included within. Per request of the client, the appraisers were asked to develop an "As Is", Fee Simple Market Value of the property under the "Hypothetical Condition" that the property is deed restricted against use as a financial institution.

The market value estimates are based upon a physical inspection of the property by Eric Stauss on November 7, 2018, as well as a review of information made available by the property representative and the Village of Wausaukee Assessor, along with Marinette County officials. This information forms the basis and serves as a guide for the valuation. The opinions of value expressed herein are subject to the assumptions and limiting conditions as set forth in this report.

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Attach. 26-3a

The Former Stephenson National Bank & Trust facility is located on an assemblage of two adjacent sites that contain a total of approximately 1.38 acres (0.39 acres for the parcel containing the former bank building and 0.99 acres containing the parcel with the storage building). The site area is irregular in shape and has predominately level topography, with slight sloping from west to east. The subject site area has approximately 120.00 feet of frontage along Main Street (U.S. Highway 141); and approximately 196.74 feet of frontage along Harrison Avenue; along with public alleyway frontage (running between the two parcels). The site area has open concept access from Harrison Avenue and the public alleyway. Site improvements include asphalt surfaced drives and parking areas; concrete walkways; enclosed dumpster area; a 14'X15' canopy area at the rear of the former bank building; signage; and minimal landscaping. The subject site area is zoned B-1, General Commercial District, per the Village of Wausauke.

The subject facility is contained within two buildings. The main building is currently vacant and formerly occupied by The Stephenson National Bank & Trust. This building was originally constructed in 1963 on a concrete block foundation, with an addition in the early 1980's (according to the property representative) and periodic renovations throughout its history. The building has masonry and wood frame construction; brick exterior; and a hip style roof with asphalt shingle covering. The former bank building has a main level that contains a former front lobby/teller area with private offices, men's and women's public restrooms, former drive-up teller area, and two vault areas. This area transitions into the addition area which contains several private offices, a single restroom, and a conference room area. The main level has the potential to accommodate two tenants, as the addition has separate heating and utilities (according to the property representative), however, since the addition currently has no separate front access point (only accessible from the main lobby area), the highest and best use is for a single occupant in "As Is" condition. Interior finishes for the main level include acoustic tile and painted drywall ceilings; painted drywall, painted concrete block, and wood paneling walls; a mix of carpet and tile flooring; and primarily fluorescent lighting (with incandescent light fixtures in the restrooms). Additionally, the building has a lower level that contains a mix of unfinished storage space, finished work space, private office space, and a former break room area. Due to the layout and mix of finishes and unfinished space within the lower level, this area will be considered as an amenity to the property within the valuation methodology. This building is heated and cooled by gas-forced air and central air conditioning. The former bank building contains a main level gross finished building area of approximately 5,012 square feet. The lower level also contains approximately 5,012 square feet with approximately 1,484 square feet of finished area and approximately 3,528 square feet of unfinished storage space.

The second building was constructed in 1975 and is currently being used as unheated storage space. This building was constructed on a concrete slab foundation; has concrete block construction; painted concrete block exterior; and a flat style roof with rubber membrane covering. The interior contains a small former office area with restroom (not in operation at the time of inspection with the toilet removed) and open concept storage area with two overhead doors. Interior finishes include concrete slab flooring; drywall ceilings; painted concrete block walls; and fluorescent lighting. This building is currently unheated, but is reported to have natural gas available. This building contains approximately 1,572 square feet. Per request of the client, this building will be included as part of the subject property as a whole, along with a value for this parcel as if marketed separate from the former bank parcel.

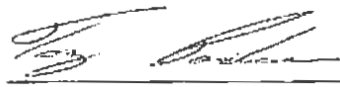
Mr. Ryan Olson
Former Stephenson National Bank & Trust Facility

November 9, 2018
Page 3

By virtue of our inspection, investigation, and analyses, it is the opinion of the appraisers that the "As Is" market value of the Fee Simple interest of the subject site, as of November 7, 2018, is \$350,000 for the Real Estate only. Additionally, per request of the client, this valuation contains a separate value for the parcel containing the unheated storage building, if marketed separately from the former bank parcel. This parcel has an estimated market value of \$35,000 for the Real Estate only. Our compensation is not contingent upon the values reported. We appreciated the opportunity to work with you on this engagement, and we are available to answer any questions you may have concerning the analysis and conclusions.

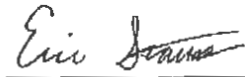
Respectfully submitted,

PARDEE APPRAISAL SERVICES LLC



Tony Pardee
Wisconsin Certified General Appraiser #1417-10
Michigan Certified General Appraiser #1201072905
Iowa Certified General Appraiser #CG03425
Illinois Certified General Appraiser #553.002547

Appraisal \$350,000
Sale Price 100,000
Good Will 250,000



Eric Stauss
Wisconsin Certified General Appraiser #2230-10
Michigan Certified General Appraiser #1201075646



MARINETTE COUNTY, WISCONSIN

FACILITY CONDITION ASSESSMENT AND REPURPOSING REPORT

VILLAGE OF WAUSAUKEE
PUBLIC LIBRARY, COMMUNITY CENTER, AND VILLAGE HALL

FORMER STEPHENSON NATIONAL BANK & TRUST BUILDING
704 MAIN STREET, WAUSAUKEE, WI 54177

AUGUST 2019



1895 BELLEVUE STREET
GREEN BAY, WI 54311

PROJECT No. 05824-0008

69

Attach. 26-6a



**VILLAGE OF WAUSAUKEE
VILLAGE BOARD MEETING
MONDAY, SEPTEMBER 16, 2019
WAUSAUKEE VILLAGE HALL
428 HARRISON AVENUE**

6:00 PM

MINUTES

*Adoption of
Facility Assessment
Report*

1. Call to Order – President Hilbert Radtke called the meeting to order at 6:02 pm. Trustees in attendance were Darryll Schmidt, Mack McKim, JoAnn Polomis, and Pat Tracy. Also in attendance were Clerk/Treasurer Sara Pullen, Deputy Clerk/Treasurer Barb Pociask, Public Works Supervisor Dennis Whitton, Jr., WWTP OIC Jeff Mayou, WWTP OIT Tylor Stumbris, Fire Chief Eric Edlebeck, Sawyer Edlebeck, Joellen Simpson, Pat Brien, Dave Wick, and Jesse and Emily Milquet. Trustees Steve Stumbris and Kyle Stumbris were excused.
2. Pledge of Allegiance
3. Amend or Approve Agenda – Tracy made a motion seconded by Schmidt to approve the agenda as printed. Motion carried.
4. Business with Guest
 - a. Discuss/Consider – Wausaukee Fire Department requesting funds to purchase a 1930 REO Speedwagon antique fire truck (Wausaukee's first fire truck). Action, if any. – Tabled. Wausaukee Fire Department Chief Eric Edlebeck informed the Board that the department may be bidding on the truck themselves using their fundraising monies. They will hold a special meeting on Wednesday, September 18th to vote on the expenditure. He will address the Board at a later date if the motion does not pass.
5. Audience Anyone Wishing to Speak – None.
6. Motion to Approve Minutes
 - a. Regular Board meeting – 8/19/19 – Polomis made a motion seconded by McKim to approve the minutes as printed. Motion carried.
 - b. Finance Committee – 9/10/19 – Tracy made a motion seconded by Schmidt to approve the minutes as printed. Motion carried.
 - c. W/S Committee – 9/12/19 – Polomis made a motion seconded by Tracy to approve the minutes as printed. Motion carried.
7. Village Street Report – The Board reviewed the Street Report as presented by Dennis Whitton, Jr. Whitton stated that as a result of the DNR audit of the water system, the Village must drain the water tower by next summer.
8. Utility Report – The Board reviewed the Utility Report as presented by Jeff Mayou, OIC.
9. Motion to Approve Bills – Tracy made a motion seconded by McKim to approve the bills as printed. Motion carried.
10. Treasurer's Report – The Board reviewed the Treasurer's Report as presented by Sara Pullen. Pullen informed the Board that the state announced a one-time multimodal transportation grant for new projects that promote economic development and connectivity. Projects must be a minimum of \$250,000 and directly relate to roads, bridges, transit vehicle purchases and facility projects, bicycle and pedestrian accommodations, railroads, or harbors. The program pays up to 90% of eligible costs with a local match of 10%. Pullen stated she spoke with School Administrator, Jared Deschane, regarding the MLS funding and the possibility of creating a safe route to school bicycle/pedestrian path that would connect the school with the existing Village sidewalk facilities. Pullen will send out RFQ's this month as the application deadline for the one-time funding is December 6, 2019.

11. Committee Reports

- a. Finance Committee – No report. The committee is actively working on the 2020 budget.
- b. W/S Committee – No report. The committee is actively working on the 2020 budget.
- c. Wausaukee Planning Commission
 - i. Discuss/Consider – Recommendation to accept the Facility Condition Assessment and Repurposing Report of the former Stephenson National Bank building. Action, if any. – McKim made a motion seconded by Tracy to accept the Facility Condition Assessment and Repurposing Report of the former Stephenson National Bank building. Motion carried.

12. President's Report

- a. Radtke reminded residents that volunteers are still needed for the Fall Festival to be held on Saturday, October 5th. Anyone interested in volunteering should contact the Village office.
- b. Radtke reminded residents and local businesses and organizations that Christmas in the Park will be held in Evergreen Park again this year. Those wishing to participate should contact WBA President Kim Marsolek for an application.
- c. Radtke reminded Trustees and Village residents the regular monthly board meetings will be held the 3rd Wednesday of each month starting in October.
- d. Radtke informed residents that the fall leaves & brush pick-up will be held the week of October 21st – 25th. Resident should place all dry leaves in plastic bags. Brush will only be picked up if they are 4' to 5' in length and tied together. No big tree branches, limbs, or tree stumps will be picked up.
- e. Radtke stated the Marinette County Fair was very successful. There were large crowds and the weather was very good for the entire weekend.
- f. Radtke thanked Arlene Stumbris and Mack and Mary McKim for the great job they have done weeding planting beds and caring for trees along Main Street.
- g. Radtke stated the upper section of Evergreen Park looks good with the mowing and pick-up that has been done.
- h. Radtke noted that the test well drilled for the construction of a new municipal well did not produce enough water so an alternative site needs to be found. Discussion was held on other sites that may work. The Village will contact Cedar Corporation to discuss other site options.

13. Approval of Licenses:

- a. Approval of 2019-2020 Retailer's License Class "B" Beer & "Class B" Liquor for J.E.M. Hospitality, Inc., DBA Manor on Main – Food and Spirits. Action, if any. – Tracy made a motion seconded by Schmidt to approve a 2019-2020 Retailer's License Class "B" Beer & Class "B" Liquor for J.E.M. Hospitality, Inc. DBA Manor on Main – Food and Spirits contingent on all required forms being filed with the Clerk. Motion carried.

14. New Business

- a. Discuss/Consider -- Renewal of the CD currently held at Great North Bank (12-month term). Action, if any. – Tracy made a motion seconded by Polomis to approve renewal of the CD currently held at Great North Bank (12 month term). Motion carried.
- b. Discuss/Consider -- Adopt Ordinance 2019-09 regarding regulating sexting by minors. Action, if any. – Schmidt made a motion seconded by McKim to adopt Ordinance 2019-09 regarding regulating sexting by minors. Motion carried.
- c. Discuss/Consider – Adopt Ordinance 2019-10 regarding enforcement & penalties -- juvenile ordinances. Action, if any. – McKim made a motion seconded by Tracy to adopt Ordinance 2019-10 regarding enforcement & penalties – juvenile ordinances. Motion carried.
- d. Discuss/Consider – Adopt Ordinance 2019-11 regarding local jurisdiction over commercial electrical installations and inspections. Action, if any. – Tracy made a motion seconded by McKim to adopt Ordinance 2019-11 regarding local jurisdiction over commercial electrical installations and inspections. Motion carried.
- e. Discuss/Consider – Approval of application for exterior sewer & water connection for Mike Whalen, 1506 Hillside Road. Action, if any. – McKim made a motion seconded by Schmidt to deny the application for exterior sewer & water connection for Mike Whalen, 1506 Hillside Road. Motion carried.

The basement is not accessible. All of the doorways require new lever hardware. The current restrooms are not handicap accessible. The cabinetry and sinks are not accessible and, due to their age, it is recommended that they be replaced. Many of the controls, including the lighting controls, do not meet accessibility requirements.

As the Village considers the use of the basement area for library space and a community center, the facility will require an elevator. Based on the configuration of the building, an addition will likely be the most effective way to meet ADA accessibility requirements.

To maximize the cost effectiveness of an elevator addition and the renovation of the existing space, it is recommended to add ADA accessible restrooms in the addition as well. Any additions will need an at grade entrance, with a dual opening elevator that travels from grade to the basement and first floor.

Function, Opportunity, and Limitations

Library

The current library space is leased in a building located across the street from the bank. The current facility is a crowded environment due to the building layout and collection of books. The most urgent limitation is the availability of space for patrons to enjoy all resources and programming offered by the library.

The existing library is 2,200 square feet. Libraries in communities similar in size to the Village are typically 5,000 to 7,000 square feet. The bank building could provide nearly 6,000 square feet of space for the library, and nearly 3,500 square feet of shared space with the community/senior center.

Based on a conceptual layout, the collection will be expanded from 2,000 square feet to 3,600 square feet. There will be a circulation desk for all the library work activities of intake and checkout, as well as inter-library circulation requests with the primary collection space on the handicap accessible main floor. The space will include a director's office for administrative work and meeting with two to three personnel, a workroom for two to three staff to work on manual processing, study areas, small group and large group meeting space, areas for computer access by the public, and an area for children computer use separate from adult computer use. There will be space in the basement available for large functions, community/senior center, and storage space.

Village Offices The highlighted section describes the square footage to be occupied by the Village offices, footage that will not be paid with CDBG funds.

The Village offices are currently located off Main Street in the Public Works Building. The space occupied by the Village offices includes a single office and boardroom. The current configuration is not effective for customer service and affords limited security to Village staff. The Public Works Department is also in need of office space. By relocating the Village offices, the Public Works Department will get needed additional space.

The conceptual plan provides 700 square feet of space for the following functions: an office for the Town Clerk/Treasurer, a work area or possible office for the Deputy Clerk, a public reception area with a secure front desk, and a storage room.

By incorporating the Village offices in the building, it adds to the level of activity and degree of interaction between residents. When entering the building to pay utility bills, taxes, or conduct other Village business, residents are more apt to make contact with each other resulting in a stronger sense of community. In addition, the library may receive greater usage, and more socialization will take place in the open space area that will provide seating and tables for visiting with each other. A common complaint (by Village residents) is that there is "nothing to do" or places to go and socialize. The multi-purpose facility will address this deficiency and make the Village a more attractive place to live and stay, particularly for the youth in the community.

Community/Senior Space

The Village is also in need of a community room/senior center facility. Currently, the Village has a gap in its public facilities, specifically, lacking a place to accommodate activities and functions that include the following:

- Community events such as craft and art fairs.
- Space for hobby groups to meet.
- Job fairs and career planning seminars to complement similar initiatives conducted by the school district.
- Health care programs, such as blood pressure screening and dietary programs.
- Meal programs for seniors, social security counseling, and Medicare program updates.
- Cooking classes.
- Family events, such as wedding receptions, anniversary celebrations, and funeral dinners.

Providing a community/senior facility will provide a place for residents to participate together in a variety of activities, provide social opportunities, and create a stronger sense of community in the Village.

By incorporating these functions into a single building, the Village will achieve significant space sharing and cost savings. Furthermore, providing these functions in the Main Street/downtown area will help ensure the vitality of the business district.

VI. RECOMMENDATIONS

As cited in this report, the SNBT building has been well maintained. The analysis of the condition of the building, its mechanicals, layout show that the renovation and repurposing of the building for a library, community/senior center, and Village office is a realistic reuse of the building. The combining of these functions under a single roof is an opportunity that does not come along very often for a municipality. Renovating existing buildings sometimes can be more costly than new construction, and often times do not result in the ideal layout for the intended use. However, the building's current layout can accommodate the proposed uses and result in a well-designed facility that meets the space needs of the library by doubling the size of its current space across the street. The space allocation can also provide an open/public area that can serve as a community/senior center and house the Village offices.

Based on the findings of this report, which included extensive input from the public, the Village should give serious consideration to purchase and renovate the building if sufficient grant funding becomes available to these costs. Although the building and its mechanicals overall are in good condition, renovation will be required to meet the needs for the library, community center, and Village offices. As the Village considers the decision to pursue the opportunity to purchase the facility, consideration of operation cost, future ongoing maintenance cost, and future capital expenditures related to owning and operating a building. Input heard from the public while conducting the feasibility study suggests that a downtown library and community center at this location will contribute substantially to ongoing efforts to maintain the sustainability and vitality of the Village.

The next steps include evaluating the funding opportunities and the development of the facility design. The funding process may include grants, local funds, library capital campaigns, and donations. Once the Village establishes that the project funding can be achieved, the design process can continue.



VILLAGE OF WAUSAUKEE

20 YEAR COMPREHENSIVE PLAN



Prepared By:
Bay-Lake Regional Planning Commission
August 2009

**VILLAGE OF WAUSAUKEE
ORDINANCE NO. 2-4-7**

**An Ordinance to Adopt a Comprehensive Plan Pursuant to
Wisconsin Statutes Section 66.1001 (Smart Growth)**

WHEREAS, THE Village of Wausaukee has prepared a Comprehensive Plan under the guidelines of Section 66.1001 Wisconsin Statutes; and,

WHEREAS, the project included a public participation plan in every stage of the process for preparation of a Comprehensive Plan for the Village of Wausaukee, which addressed provisions for wide distribution of the proposed elements of the Comprehensive Plan, and provided an opportunity for written comments to be received from the public and for the Village to respond to such comments; and,

WHEREAS, the Wausaukee Plan Commission held a public hearing on August 13, 2009, which was preceded by a Class 1 Notice provided as described in Wisconsin Statutes Chapter 985, that was published at least 30 days before the hearing was held, and the notice included all of the following information:

1. The date, time and location of the hearing;
2. A summary of the proposed Comprehensive Plan;
3. The name of the individual employed by the Village of Wausaukee who may provide additional information regarding the proposed ordinance;
4. Information relating to where and when the proposed Comprehensive Plan could be inspected before the hearing, and how a copy of the Plan could be obtained; and,

WHEREAS, on August 13, 2009, the Village of Wausaukee Plan Commission recommended to the Village Board adoption of the Comprehensive Plan by resolution, which vote is recorded in the official minutes of the Plan Commission; and,

WHEREAS, the Village Board of the Village of Wausaukee, having carefully reviewed the recommendation of the Village Plan Commission, having determined that all procedural requirements and notice have been satisfied, having given the matter due consideration, including consideration of the Plan elements relating to issues and opportunities, natural, agricultural and cultural resources, population and housing, economic development, transportation, utilities and community facilities, intergovernmental cooperation, land use and implementation, and having determined that the Comprehensive Plan will serve the general purposes of guiding and accomplishing a coordinated, adjusted and harmonious development of the Village of Wausaukee which will, in accordance with existing and future needs, best promote the public health, safety, morals, order, convenience, prosperity and the general welfare, as well as efficiency and economy in the process of development.

NOW, THEREFORE, the Village Board of the Village of Wausaukee, Marinette County, Wisconsin, DOES ORDAIN AS FOLLOWS:

Section 1: The Comprehensive Plan recommended by the Village of Wausaukee Plan Commission to the Wausaukee Village Board, attached hereto as Exhibit A, is hereby adopted.

Section 2: The Village Clerk is directed to file a copy of the attached Comprehensive Plan for the Village of Wausaukee with all the following entities:

1. Every governmental body that is located in whole or in part within the boundaries of the Village of Wausaukee;
2. The Clerk of every local governmental unit that is adjacent to the Village of Wausaukee;
3. The Wisconsin Land Council;
4. The Wisconsin Department of Administration;
5. The Bay-Lake Regional Planning Commission;
6. The public library that serves the area in which the Village of Wausaukee is located.

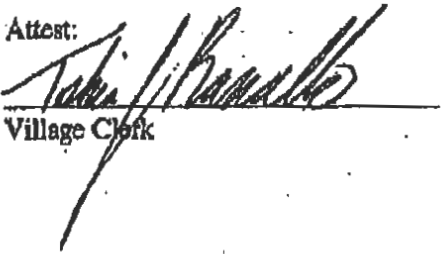
Section 3: SEVERABILITY Several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall only apply to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms in conflict.

Section 4: EFFECTIVE DATE. This ordinance will take effect immediately upon passage and publication as provided by law

Adopted this 14th day of October 2009, by a majority vote of the members of the Village Board of the Village of Wausaukee.


Village Board President

Attest:


Village Clerk

- B. Work with the Town of Wausaukee and the Wisconsin Department of Transportation to establish safe efficient multi-modal movement near all commercial, industrial, and public facility locations.

Program:

- Consider adequate traffic controls (e.g., turning lanes, signage, pedestrian lanes, frontage roads) near businesses located along the USH 141 corridor and along the village border.

Objective 2: Establish a transportation system that complements the rural character of the village and planning area.

Policies:

- A. Advocate for well maintain transportation corridors that allow for safe travel of residents and visitors.
- B. Ensure town roads can be safely traveled by farmers utilizing equipment and transporting equipment, feed, and livestock.
- C. Promote a transportation system that facilitates energy conservation while minimizing associated pollution effects.
- D. Encourage transportation corridor preservation techniques to minimize the negative impacts caused by future development.
- E. Avoid adverse impacts on environmental corridors and other significant natural areas during the planning and development of transportation facilities.

UTILITIES/COMMUNITY FACILITIES

GOAL: To ensure future community facilities and public utilities adequately serve the residents of the village.

Objective 1: Promote the expansion and maintenance of community facilities to meet future needs.

Policies:

- A. Continue to encourage the concept of "mutual aid agreements" for applicable public services (e.g., emergency medical, fire, etc.).

Program:

- Continually monitor quality and cost of mutual aid services.
- B. Prepare an annual capital improvement budget to address expansion and upgrades to facilities and equipment and staffing levels.

Programs:

- Ensure all community facilities meet Americans with Disabilities Act requirements and have the capability to be upgraded to handle future technology driven equipment.
- Replace equipment on an as needed basis.

Map 9.1 illustrates the location of the various transmission lines that distribute electricity to Marinette County residents.

Natural Gas

Natural gas is provided in areas of Marinette County by Wisconsin Public Service and We Energies. Wisconsin Public Service provides natural gas service to the cities of Marinette and Peshtigo, the villages of Coleman, Crivitz, Pound and Wausaukee, and all the towns within the county with the exception of Dunbar, Beecher, Amberg, Silver Cliff, and Athelstane. We Energies provides service to the town and city of Niagara.

Renewable Energy Sources

Renewable Energy Sources are sources of energy that are essentially inexhaustible. Such sources include water, solar, wind, and biomass (e.g., wood, waste, geothermal, hydropower, wind, photovoltaic, and solar thermal energy).

Fourteen hydropower facilities are located in or near Marinette County. Four are located in the town of Stephenson on High Falls, Johnson Falls, Caldron Falls, and Sandstone Rapids. Two are located along the Peshtigo River. The remaining hydropower facilities are located along the Menominee River.

Telecommunication Facilities

Telecommunications facilities include broadcasting, two-way radio, fixed-point microwave, commercial satellite, and cellular radio. Local telephone service is available through a number of providers. There are a variety of service providers also offering cellular and long distance telephone services.

Will be expanded in library

A number of companies provide dial-up internet service to portions of the county. Additional lines also transmit **high-speed internet such as T1, DSL, and cable**. However, these higher speed internet capabilities are only available to limited areas of the county. Various satellite services offer access to high-speed internet as well and are available to all communities in the county.

Cable television is provided to the incorporated communities and in a limited number of towns. Dish Network and Direct TV offer satellite TV services to most areas of Marinette County.

Water Supply

Municipal water systems serve the majority of residential, commercial, and industrial users in the cities of Marinette, Peshtigo, and Niagara; the villages of Coleman, Crivitz, Pound, and Wausaukee; and the town of Goodman. These eight municipal water systems are supplied from groundwater through community wells. Each community's water system has been deemed sufficient to meet the everyday needs of their residents and in those rare instances where large quantities of water are needed for a short period to combat a structural, grassland, or forest fire.

Even though the current municipal water systems are considered adequate to service a forecasted increase in new users, the need to expand and/or upgrade these systems will be dependant on the types and numbers of new residential units and businesses that will locate within the seven communities over the next 20 years. Maintenance of wells, towers, pumps, lift stations, and piping will continue to be a priority as the current systems age and new development dictates a greater level of service and capacity.



THE
STEPHENSON
National Bank & Trust

June 2, 2020

Village of Wausaukee
Sara Pullen, Municipal Clerk/Treasurer
PO Box 475
Wausaukee, WI 54177

Dear Sara:

The Stephenson National Bank and Trust is very supportive of the Village of Wausaukee acquiring the former bank building. As you know, the building has been vacant for the last two years and we very much would like to see the Village end up with the property for a Community Center. We have not marketed the property for sale since we vacated it in hopes that it will eventually become the village's community center. We have written the value down significantly as a gesture of doing our part for the betterment of the Village. The building has always been maintained well and would lend itself to a perfect fit for the Village of Wausaukee. The building is centrally located in the heart of the village and will serve the Village of Wausaukee very well.

Sincerely,

Daniel J. Peterson
President/CEO

DJP/

www.snbt.com • bank@snbt.com • 715-732-1732 • 800-924-1732

1820 Hall Avenue, Marinette, WI 54143 • 1111 Tenth St, Menominee, MI 49858 • 101 Bralick Way, Oconto, WI 54153 • 290 Main Street, Wausaukee, WI 54177
606 Henriette Ave, Crivitz, WI 54114 • Inside Piggly Wiggly, Crivitz, WI 54114 • N18630 Hwy 141, Pembine, WI 54156
Marquette Trust & Investment Services 115 S. Lakeshore Blvd Ste D, Marquette, MI 49855 | 906-273-1501
Green Bay Commercial Loan Services Office 2301 Holmgren Way Ste 2, Green Bay, WI 54304 | 920-608-8032

75

Attach: 27e



**School District
of Wausaukee**

Every Student, Every Day

District Office - (715) 856-5153
High School Office - (715) 856-5151

Fax - (715) 856-6592
Elementary Office - (715) 856-5152

May 19, 2020

To Whom It May Concern,

I would like to thank you for the opportunity to share the benefits a local library system has to offer to the students and parents of our small rural community. The Wausaukee Public Library is located in the heart of the Village of Wausaukee. The current location provides a central hub where residents can come to check out books, utilize the internet capabilities and WI-FI access. The WI-FI access has multiple benefits to many of our students and their families. First, Wausaukee and surrounding communities have many locations where there is limited to no internet access, secondly the reason is due to affordability. Many families have a difficult time with the expense that comes with purchasing internet access. In our current age of technology, many programs and applications have switched to an all online format and having access at the public library provides these families with access.

The Wausaukee Public Library collaborates with the School District during the summer months for students to participate in academically, socially, and emotionally based learning. The program centers around a theme that will take them through the summer. The current location of the library is limited on space which has affected the attendance of the program.

Lastly, I would like to share that there are many community organizations that would benefit from an expanded library that had meeting rooms available to the public. Currently, organizations have to utilize local bars and restaurants for their meeting locations. Meeting at these venues is beneficial to the local economy, as oftentimes meals are ordered which support those businesses. However, there are times when many of the organizations would like to meet in a location that would provide some additional privacy. Meeting rooms at a local library could be the answer to those needs.

Sincerely,

Jared Deschane
School District of Wausaukee
District Administrator
High School Principal

May 26, 2020

Sara Pullen
Treasurer, Village of Wausauke
Municipal Building
428 Harrison Ave.
Wausauke, WI 54177

Dear Sara,

I am writing to endorse the development of the Community Center/Library, which I understand, is the vacant Stephenson National Bank and Trust building in Wausauke.

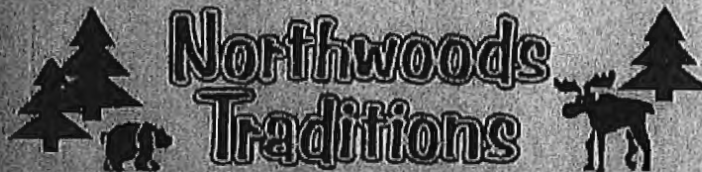
As the Director for Elderly Services, we provide a number of programs and services for seniors here in Marinette County. If this building is purchased and transitioned into a community center, I believe we could also utilize it. Some of the programs might be Stepping On Fall Prevention, Living Well with Chronic Conditions Classes and Medicare Presentations.

Good luck with this project! We strongly support the Village of Wausauke's endeavors.

Sincerely,

PAM MUELLER JOHNSON, DIRECTOR
ELDERLY SERVICES OF MARINETTE COUNTY





627 Main Street, POB 87, Wausaukee, WI 54177
715-927-0049

May 28, 2020

Dear Cedar Corp.

As a business owner and also a resident of the Village, I would like to express my support for the renovation of the vacant SNBT building. The addition of a Community Center/Library/Village Office building would be a big plus for our small community. It will be a welcomed addition and should help draw new people to our community. This will also eliminate another vacant building on our Main Street, also a big plus for our community. I hope funding will be approved and this project will be allowed to move forward.

Sincerely,

A handwritten signature in cursive script that reads "Sharon Kanther".

Sharon Kanther, Owner
Northwoods Traditions



A.F.D. INSURANCE SERVICES

Alan F. DeGayner

CONTACT

PHONE:

715-735-9201

888-770-5959

EMAIL:

afdlinsuranceservices@gmail.com

Dear Sarah,

It has come to my attention that there is a consideration to turn the former SNBT building into a Library/Community Center. My specialty is in the area of Medicare and the insurance options associated with Medicare. I do have many clients in the Wausaukee area and would have an interest in using the potential community center to hold Educational Events associated with Medicare. These events would be open to the public and are absent of any solicitation for the sales of any insurance products. They are strictly for the purpose of educating the public on Medicare and their options associated with Medicare.

My contact information is included. If you would be so kind as to keep me informed as to whether the Community Center is approved; I would appreciate it.

Sincerely,

Alan F. DeGayner

EXHIBIT II

State and Federal Regulatory Requirements for CDBG-Assisted Projects

REFER TO EXHIBIT II ATTACHMENTS FOR:

1. POTENTIAL CONFLICT OF INTEREST DISCLOSURE INCLUDED DISCLOSURE FORM IS ALSO ATTACHMENT 3-B IN CDBG IMP. HANDBOOK
2. CONFLICT OF INTEREST CLAUSE ATTACHMENT 3-C IN CDBG IMP. HANDBOOK
3. LOBBYING CERTIFICATION ATTACHMENT 3-D IN CDBG IMP. HANDBOOK
4. DISCLOSURE OF LOBBYING ACTIVITIES ATTACHMENT 3-E IN CDBG IMP. HANDBOOK
5. SECTION 3 CLAUSE ATTACHMENT 6-B IN CDBG IMP. HANDBOOK
6. AFFIRMATIVE ACTION CLAUSE ATTACHMENT 6-C IN CDBG IMP. HANDBOOK
7. EQUAL OPPORTUNITY CLAUSE ATTACHMENT 6-D IN CDBG IMP. HANDBOOK
8. MINORITY BUSINESS ENTERPRISE/WOMAN BUSINESS ENTERPRISE WEB RESOURCES ATTACHMENT 7-R IN CDBG IMP. HANDBOOK
9. DAVIS-BACON AND RELATED ACTS CLAUSE ATTACHMENT 7-B IN CDBG IMP. HANDBOOK
10. FEDERAL LABOR STANDARDS PROVISIONS ATTACHMENT 7-G IN CDBG IMP. HANDBOOK

THE CDBG ATTACHMENTS LISTED ABOVE MAY BE OBTAINED FROM THE CDBG IMPLEMENTATION HANDBOOK AND HANDBOOK CHAPTER ATTACHMENTS ON THE BUREAU OF COMMUNITY DEVELOPMENT WEBSITE AT:

<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>

Division of Energy, Housing and Community Resources (DEHCR)

Community Development Block Grant – Potential Conflict of Interest Disclosure

POTENTIAL CONFLICT OF INTEREST DISCLOSURE

Acquisition and Repurposing of Former Bank Building
into a Community Facility
Village of Wausaukee

Do you have family or business ties to any of the people listed below?

Yes ☐

No ☐

If yes, please check the box next to the name(s) of the individual(s) and describe the relationship in the space provided below:

ELECTED OFFICIALS:

- ☐ Pat Tracy, Village President
- ☐ J. J. Feldmann, Trustee
- ☐ Derrick McGee, Trustee
- ☐ Lowell (Mack) McKim III, Trustee
- ☐ JoAnn Polomis, Trustee
- ☐ Darryll Schmidt, Trustee
- ☐ Steve Strubris, Trustee

VILLAGE ADMINISTRATION, DEPARTMENT HEADS AND LEGAL COUNSEL:

- ☐ Sara Pullen, Administrator/Clerk/Treasurer
- ☐ Emily Tadisch, Deputy Clerk/Deputy Treasurer
- ☐ Eric Edlebeck, Fire Chief
- ☐ Jeff Mayou, WWTP Operator in Charge
- ☐ Tyler Stumbris, WWTP Operator in Training
- ☐ Dennis Whitton Jr., Public Works Director
- ☐ Richard Boren, Attorney

Division of Energy, Housing and Community Resources (DEHCR)

Community Development Block Grant – Potential Conflict of Interest Disclosure

Description of Relationship(s):

Please Note: The name of any bidder with a potential conflict of interest will be disclosed at the <Insert Governing Body Name, e.g., City Council, Village or Town Board> meeting in which bids are discussed. Potential conflicts of interest will be reviewed in accordance with 24 CFR 570.489(h).

Printed Name of Individual

Title

Signature

Name of Business/Firm/Company

Date Signed [MM/DD/YYYY]

EXHIBIT III

Minimum Qualifications

- A. The person(s)/firm(s) must have successfully provided Grant Administration services for a minimum of three similar type projects. The person/firm may not be selected if there have been any unresolved issues relative to the services provided.
- B. The principal responsible for coordination of the Grant Administration, must have a minimum three years of experience with this specific type of work.
- C. The principal responsible for provided Grant Administration must have a minimum of three years of experience with the CDBG Program *or* other federal/state funded programs or projects.
- D. The person(s)/firm(s) must submit references as to their professional qualifications from a minimum of three previous clients for which the person(s)/firm(s) has/have performed work (include contact name, title, firm/organization/government name, email address, mailing address and telephone number).

EXHIBIT IV

Selection Rating System

1. Project Coordinator/Lead's Experience	<u>Maximum 20 Points</u>
A. 3 or more years experience with CDBG or other federal/state programs	20 Points
B. 2 years experience	15 Points
C. 1 years experience	10 Points
D. Less than 1 year experience	5 Points
E. No experience	0 Points
2. Firm's Project Completion Background	<u>Maximum 20 Points</u>
A. Completion of 3 or more previous, similar type projects within proposed time frame & budget	20 Points
B. Completion of 2 similar projects	15 Points
C. Completion of 1 similar project	10 Points
D. Working on 1 similar project; not completed	5 Points
E. No work on a similar project	0 Points
3. References from Similar Projects	<u>Maximum 20 Points</u>
A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service	20 Points
B. Respondent lists 2 previous clients	15 Points
C. Respondent lists 1 previous client	10 Points
D. Respondent lists no previous references	0 Points
4. Firm's Familiarity with Community's Needs	<u>Maximum 10 Points</u>
A. Firm is thoroughly familiar with community(ies) with similar population and characteristics to Village of Wausaukee	10 Points
B. Firm is somewhat familiar with community(ies) with similar population and characteristics to Village of Wausaukee	5 Points
C. Firm is unfamiliar with community(ies) with similar population and characteristics to Village of Wausaukee	0 Points
5. Responsiveness to Specifications of Project/RFP	<u>Maximum 20 Points</u>
A. Needs of project are fully addressed in Proposal	20 Points
B. Needs of project are somewhat addressed in Proposal	10 Points
C. Needs of project are not addressed/resolved in Proposal	0 Points
6. Cost Effectiveness	<u>Maximum 10 Points</u>
A. Budget/proposal includes 3 or more cost effectiveness Components	10 Points
B. Budget/proposal includes 1-2 cost effectiveness components	5 Points
C. Budget/proposal does not include cost effectiveness components	0 Points

7. Budget	<u>Maximum 10 Points</u>
A. Budget within Village of Wausaukee's capacity as proposed	10 Points
B. Budget slightly above Village of Wausaukee's capacity as proposed; potentially feasible with modest adjustment	5 Points
C. Budget not reasonably within Village of Wausaukee's capacity as proposed; would require extensive adjustment to be feasible	0 Points
8. Minority or Women Business Enterprise, Disadvantaged Business Enterprise, or Section 3/LMI Firm*	<u>Maximum 5 Points</u>
A. Firm is MBE, WBE, DBE or Section 3/LMI firm	5 Points
B. Firm is not MBE, WBE, DBE or Section 3/LMI firm	0 Points
9. Small Business Firm	<u>Maximum 5 Points</u>
A. Firm is a small business	5 Points
B. Firm is not a small business	0 Points

MAXIMUM TOTAL POINTS: 120 POINTS

Note to Responders of RFP:

Proposal submittals are to be organized to address the submittal specifications listed in the RFP and the evaluation criteria listed above.

**MBE/WBE/DBE and Section 3/LMI Firms are Defined As Follows:*

Minority Business Enterprise (MBE) – Business with at least 51% ownership and control held by minority person(s).

Woman Business Enterprise (WBE) – Business with at least 51% ownership and control held by a woman or women.

Disadvantaged Business Enterprise (MBE) – Small business with at least 51% ownership and control held by person(s) classified as "disadvantaged" individual(s) according to the Wisconsin Department of Transportation standards (<https://wisconsin.gov/Documents/doing-business/civil-rights/dbe/dbe-program-brochure.pdf>)

Section 3/LMI Firm – Firm with at least 51% ownership interest and control held by low-to-moderate income (LMI) Wisconsin resident(s) (LMI according to HUD LMI limits for the County in which the owner resides); or at least 30% of the firm's full-time permanent employees are Wisconsin LMI residents (LMI based on the HUD LMI income limits for the County in which they live); or the owner(s) of the firm commit(s) to awarding at least 25% of its subcontracting dollar amount (i.e., 25% of subcontracting, based on the total amount of subcontracts awarded) to Section 3/LMI firms for the CDBG project.