

Richland County Checklist for CDBG Close Program

Projects: City Auditorium & Lone Rock Village Park

Lone Rock Information:

- Clerk / Treasurer: Tammy Christianson, email: vlr.clerk@villageoflone-rock.com
P: (608) 583-0088
- Village President: Dan Quinn P: (608) 583-2510
danquinn409@gmail.com
- Address: Village of Lone Rock, 314 E Forest St, PO Box 338, Lone Rock, WI 53556
(608) 583-0088
- Council Meetings: Second Tuesday of Each Month at 7:00 P.M. at the Municipal Building.
- Newspaper: Richland County Observer Mondays at noon for Thursday paper
- This project is located in downtown Lone Rock and involves creating a Village Center Park in the place where a heavy equipment construction company is located. The project requires land acquisition, building removal, and park establishment.

Richland Center Information:

- Richland Center Performing Arts Council – Project Subcommittee - Steve Davis, Mick Cosgrove, Sheila Troxel
- Board meetings as needed

Application Items	Lone Rock Date to Complete	Richland Center Date to Complete	Notes
Prepare timeline, work plan, and budget for the two projects	Ongoing	Ongoing	
Citizen Participation Plan Adopted	9/14/2020	9/14/2020	
Citizen Participation Committee Installed	10/26/2020	10/26/2020	
Prepare Public Notice	11/23/2020	11/23/2020	
Notice the Public Hearings – 14 days in advance - Facilitated by REDD Glasbrenner	11/30/2020	11/30/2020	
Need project narrative and exhibits	11/30/2020	11/30/2020	
Project Budgets must be completed	12/11/2020	12/11/2020	No later than!
Prepare Public Hearing Materials <ol style="list-style-type: none"> 1. Prepare the agenda 2. Prepare a sign-in sheet 3. Prepare handouts 4. Client to attend public hearings 			
Public Hearing is held – No Later Than	12/28/20	12/28/20	No later than!

Preliminary CDBG CLOSE Application review with client	12/28/20	12/28/20	Constant Review, Must be completed by this date.
Prepare Resolutions for the County 1) Resolution to Approve Submissions 2) Resolution to Commit Funds	12/28/2020	12/28/2020	Must be completed by this date
County Finance Committee Meeting – Approval of Resolution	1/5/2020	1/5/2020	Must happen
Full County Board – Approval of Resolution	1/19/2020	1/19/2020	
Prepare Final Grant Application			
Submit Final Application and Surrender Funds to DOA	1/27/2020	1/27/2020	1/27/2020
Additional Items to Complete			
Copy of Comp plans or other plans. Include CDBG program bulletin			Katherine is working on this element
County Procurement Policy			In Place
County Fair Housing Ordinance	11/23/2020	11/23/2020	Must be ready for adoption at December County Board Meeting
Non-Violent Demonstration & Excessive Force Policy	Located – Dated 2015 – Need signed version	Located – Dated 2015 – Need signed version	Located – Dated 2015 – Need signed version
Relocation Plan/Anti-Displacement Policy	11/23/2020	11/23/2020	Must be ready for adoption at December County Board Meeting
Bank Letters or commitment of funds for any amount needed beyond the grant amount	12/23/2020	12/23/2020	
Documents that only need signed			
Lobbying Certification signed by Chairman Marty Brewer	Before submission	Before submission	Chief Elected Official must sign
Statement of Assurances signed by Chairman Marty Brewer	Before submission	Before submission	Chief Elected Official must sign