

## **WAUKESHA COUNTY 2016 CDBG APPLICATION INSTRUCTIONS FOR NONPROFIT ORGANIZATIONS**

**Program Year January 1, 2016 – December 31, 2016**

- Applications can be obtained in two ways:
  - **E-mail: request the application from Hilda Aschenbrenner at [haschenbrenner@waukeshacounty.gov](mailto:haschenbrenner@waukeshacounty.gov). She will attach and return via e-mail an application and instructions to you.**
  - **Website: The application is available as a fillable form on the Waukesha County website at: [www.waukeshacounty.gov/communitydevelopment](http://www.waukeshacounty.gov/communitydevelopment)**
- Applications **must** be received (not mailed) by the submission deadline of **Wednesday, March 25, 2015 by 4:30 pm**. Drop off or mail to: Community Development, 515 W. Moreland Blvd., Room AC 320, Waukesha, WI 53188.

### **\*\*LATE APPLICATIONS WILL NOT BE ACCEPTED\*\***

- Reminder, if submitting applications in person, you must go through security at the Waukesha County Administration Center which may delay your entrance.
- Submitted applications **must** include the applicant's **DUNS NUMBER** and **FEDERAL IDENTIFICATION NUMBER (FEIN)**.
- You must submit ONE ORIGINAL and THIRTEEN (13) stapled copies (**14 total**) of the application on 3-hole punched paper, along with an electronic copy to be sent to Hilda Aschenbrenner at [haschenbrenner@waukeshacounty.gov](mailto:haschenbrenner@waukeshacounty.gov).
- **\*\*NEW\*\*The CDBG Board has a minimum threshold for funding of \$5,000.**

If you have any questions related to the Community Development Block Grant Program (CDBG) or the application, please contact Kristin Silva, Community Development Manager at (262) 896-3370, or [ksilva@waukeshacounty.gov](mailto:ksilva@waukeshacounty.gov).

## **AGENCY ABSTRACT**

**All applicants must submit or already have on file in the CDBG Office** (separate from the application on your agency letterhead) a one time agency abstract describing your agency, its mission, history, organization, accomplishments, who you serve, the need, your staffing, coordination / collaboration with other agencies and any other information related to your agency.

This abstract will be maintained in the CDBG office for reference by the CDBG Board particularly for new Board members. You will need to submit this abstract only once, unless you wish to revise your original submittal in future years. This requirement does not apply to previously funded agencies if the information has not changed from year to year. New applicant agencies must include this agency abstract information in their application.

## **APPLICATION INSTRUCTIONS**

### **General Information**

Pages 1

Questions 1 – 12

This section provides base information necessary for future correspondence and contact with your agency. A DUNS Number (Data Universal Numbering System) is required for all applicants. You can obtain one by calling Dun and Bradstreet (D&B) at 1-866-705-5711. Tell them that you are applying to a federal grant program and need to register for a DUNS number.

### **National Objective**

Page 1

Question 13

Your project must meet one of the following national objectives to be eligible for CDBG funding:

- Benefiting low- and moderate-income persons
- Preventing or eliminating slums or blight

### **Agency Capacity and Experience (25 points)**

Pages 2 and 3

Questions 15—17

The questions in this section should be answered completely and with as much information about specific staff and detail about prior experience as possible.

### **Project Approach (20 points)**

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Pages 4 and 5  
Question 18—20

Describe your potential CDBG funded program in detail. Be specific about any collaboration or partnerships you have with other agencies for this project.

**Needs and Outcomes (25 points)**

Pages 6 and 7  
Questions 21—24

Describe the needs of the population you plan to serve. How will you measure success in your program? The outcomes you choose in the application will be incorporated into your agreement if you are funded. You must provide two **measurable** outcomes for each question that will be reviewed by the CDBG Board in relation to your activities. A simple way to express an outcome is to look at your activities and ask the question “what will occur as a result of your project implementation and activities”. Provide numeric statistics to show the number of beneficiaries served with CDBG funds and the number of beneficiaries the total project served.

**Budget (20 points)**

Pages 8 and 9  
Questions 25—26

- Provide your “Agency” actual 2014 budget and expenditures and your approved 2015 budget. If your budget revenues or expenses do not follow the form provided, include most costs such as rent, utility, telephone, supplies as operating expenses or you can consider such expenses as other and explain them, i.e. consultant.
- The program budget should reflect your anticipated expenditures and your estimated 2016 budget that coincides with your funding request. The program budget is for your entire “project” **not** agency, department, other projects or unrelated activities. Based on your estimated project budget for 2016, you need to show within the budget where the CDBG funds will be allocated. This budget page is not applicable for Housing Development projects or Public Facilities.

**Consolidated Plan Priorities and Analysis of Impediments (10 points)**

Pages 10 and 11  
Questions 27—28

This section is new to the 2016 application.

Question 27—Choose the activity that best describes your proposed project. The CDBG Board has ranked activities in the order of highest priority listed at the top of each general category (Public Services, Housing, etc.) for 2016. These priorities are used for guidance, but ALL APPLICATIONS WILL BE CONSIDERED.

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Question 28—Select the activity or activities that best describe how your agency is working to alleviate impediments to fair housing choice.

**Appendix A: Results of Prior Year Projects**

Page 12

Questions 29—31

You must answer the questions in the section if you have been funded with CDBG dollars in 2012, 2013 or 2014.

**Appendix B—Public Facilities and Infrastructure Projects**

Pages 13—15

Questions 32—35

You must answer the questions in this section if you are applying for funding to rehabilitate a public facility, including for ADA renovations. Complete the Capital Budget with as much detail as possible, using information from bids or quotes from contractors. The budget should reflect your entire project cost, and the costs you intend to allocate to CDBG. Facilities being renovated must indicate the year it was built. Lead paint may affect your project if the building was built before 1978, and historic preservation may affect any project built prior to 1954.

**Appendix C—Housing Projects**

Pages 16—20

Questions 36—51

The questions in this section are specific to housing development projects, homeowner rehabilitation programs and downpayment assistance programs. Answer the questions that apply to your specific program with as much detail as possible.

**Signature Page**

Provide the name and title of signing official, date of signature and an original signature.

\*\*To save your progress on the fillable form, first save the application to your computer. The website will not allow you to save your progress.\*\*