

WAUKESHA COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2013

Program Year 2013 CDBG Grant Application Instructions Program Year (PY) January 1, 2013 – December 31, 2013

- Applications can be obtained in two ways:
 - **E-mail:** request the application from Diane Delury at ddelury@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
- Applications **must** be received (not mailed) by the submission deadline of **Thursday, May 10, 2012 by 12:00 pm**. Mail to: Department of Parks and Lands-Community Development, 515 W. Moreland Blvd., Room AC 320, Waukesha, WI 53188.
- Applications may also be dropped off at the Waukesha County Administration Center, 515 W. Moreland Blvd., Room AC 320 before Thursday, May 10, or in Room 355 on the submission date of **Thursday, May 10, 2012 by 12:00 pm**.

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)**.
- Applications submitted without a DUNS number or FEIN will be considered incomplete and will not be considered for funding.
- *You must submit ONE ORIGINAL and THIRTEEN (13) stabled copies (14 total) of the application on 3-hole punched paper, along with an electronic copy to be sent to Nancy Mojica at nmojica@waukeshacounty.gov.*

If you have any questions related to the Community Development Block Grant Program (CDBG) or the application, please contact Kristin Silva, Community Development Coordinator at (262) 548-7920, or 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

Applicant Information

Pages 1 – 2

Questions 1 – 13

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.

Priorities for Funding

Page 3

Question 14

The Waukesha County 2010-2014 Consolidated Plan stated that the mission of their community development programs was to meet community needs related to low and moderate households, to improve the quality of life, to provide decent affordable housing and suitable living environments and to expand economic opportunities for its residents. The Consolidated Plan established the priorities for funding activities that will meet the needs of low- and moderate-income individuals and households. The Plan further provided a number of basic principles that would guide funding decisions for activities taking place during that 5-year period. These Priorities and Basic Principles are provided on Page 3 of the application.

The Waukesha County CDBG Board will consider these priorities and basic principles when making funding recommendations for applications submitted for the 2013 program year.

Select the priority and basic principle that your proposed project will address over the next program year.

Eligibility of Proposed Project

Page 4

Question 15

The Community Development Block Grant Program allows the funding of activities that fall under authorized categories of basic eligibility under CDBG Regulations found at Part 570 of the Code of Federal Regulations Title 24. The following eligible activities will be considered for funding by Waukesha County in 2013. Review the following descriptions of the eligible categories and indicate all that will apply to your proposed project.

Rehabilitation *Reference §570.202*

- Housing Rehabilitation
 - Rehabilitation of residential property, whether privately or publicly owned. Includes the evaluation and treating of lead-based paint hazards. Includes assistance to private individuals and entities (whether for-profit or non-profit) to acquire property for the purpose of rehabilitation and to rehabilitate properties for use or resale for residential purposes.
- Removal of Architectural Barriers
 - Removal of material and architectural barriers that restrict the mobility and accessibility of elderly and severely disabled persons to buildings and improvements that are eligible for rehabilitation.
- Historic Preservation
 - Costs of preserving or restoring properties of historic significance, whether privately- or publicly-owned, except that buildings of general conduct of government may not be restored or preserved with CDBG assistance. Historic properties are those sites or structures that are either listed in or eligible to be listed in the National Register of Historic Places, listed in a State or local inventory of historic places, or designated as a State or local landmark or historic district by appropriate law or ordinance.
- Commercial/Industrial Rehabilitation (Facade Improvements)
 - Rehabilitation of commercial or industrial property, but where such property is owned by a for-profit business, rehabilitation under this category is limited to exterior improvements of the building and the correction of code violations.

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Further improvements for such buildings may qualify under the category of Economic Development.

Public Services *Reference: §570.201(e)*

- Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under Sec.570.207(b)(4)), homebuyer down payment assistance, or recreational needs.
- For units of government, to be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State in which it is located) in the 12 calendar months before the submission of the County's yearly Consolidated Plan Action Plan.
- The amount of CDBG funds obligated within a program year to support public service activities shall not exceed 15 percent of the total grant awarded to the grantee plus program income received during the preceding program year.
- Under special circumstances, some public services provided by a Community-Based Development Organization (CBDO) under the authority of an approved Neighborhood Revitalization Strategy Area (NRSA) may not be subject to the 15 percent cap. For more information and to see if your agency would qualify as a CBDO, please contact the Waukesha County Community Development Coordinator at (262) 896-3370 .

Public Facilities *Reference: §570.201(c)*

- Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements.
- Public facilities are facilities that are either publicly owned or that are traditionally provided by the government, or owned by a nonprofit, and operated so as to be open to the general public. This would include neighborhood facilities, firehouses, public schools, and libraries. Public improvements include streets, sidewalks, curbs and gutters, parks, playgrounds, water and sewer lines, flood and drainage improvements, parking lots, utility lines, and aesthetic amenities on public property such as trees, sculptures, pools of water and fountains, and other works of art.
- The regulations specify that facilities that are designed for use in providing shelter for persons having special needs are considered to be public facilities (and not permanent housing), and thus are covered under this category of basic eligibility. Such shelters would include nursing homes, convalescent homes, hospitals, shelters for victims of domestic violence, shelters and transitional facilities/housing for the homeless, halfway houses for run-away children, drug offenders or parolees, group homes for the developmentally disabled, and shelters for disaster victims.
- This category does not authorize expenditures for "buildings for the general conduct of government." The exception is that CDBG funds may be used to remove from such buildings material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons. *Reference: §570.207(a)(1)*

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Economic Development *Reference: §570.203*

- Assistance to private for-profit entities for an activity determined to be appropriate to carry out an economic development project. This assistance may include, but is not limited to: grants; loans; loan guarantees; interest supplements; technical assistance.

Planning *Reference: §570.205*

Note: The amount of CDBG funds which may be used for activities under this category (whether by the grantee or its subrecipients) is subject to the 20% statutory limitation on planning and administrative cost.

- Planning activities which consist of all costs of data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans, including, but not limited to:
 - Comprehensive plans;
 - Community development plans;
 - Functional plans, in areas such as:
 - Housing, including the development of a consolidated plan;
 - Land use and urban environmental design;
 - Economic development;
 - Open space and recreation;
 - Energy use and conservation;
 - Floodplain and wetlands management in accordance with the
 - Requirements of Executive Orders 11988 and 11990;
 - Transportation;
 - Utilities; and
 - Historic preservation.
 - Other plans and studies such as:
 - Small area and neighborhood plans;
 - Capital improvements programs;
 - Individual project plans

Other: (Contact the Waukesha County Community Development Coordinator at (262) 896-3370 if you need assistance identifying an eligible category)

If you have a question on which category your project qualifies and if your project serves an NRSA area, please please contact the Waukesha County Community Development Coordinator at (262) 548-7920 or view the enclosed map.

Location of Project

Page 4

Question 16

To identify the project area to be served, select from the four boxes.

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If you check that your project will serve residents “**countywide**” no further information is necessary.

If you check a **specific city, village or town**, indicate all affected areas. NOTE: If undertaking activities that provide benefit to LMI persons on an Area basis, you must determine if the affected area qualifies as LMI area (See question 19) Eligible LMI areas are delineated as part of the application materials.

If your project will benefit a **specific property**, you must provide the property address. NOTE: this address is not necessary for public service projects, but relates to public facility improvements, LMI eligible Spot Slum and Blight activities or acquisition/demolition activities.

If your project will serve Neighborhood Revitalization Strategy Areas (see map) check this box and select one or more of the NRSAs.

Waukesha County has three areas in the City of Waukesha that qualify as Neighborhood Revitalization Strategy Areas (NRSAs). Select the NRSA box if your project is located in one or more of these NRSA areas and/or you can identify clients who reside in these areas who will benefit **only** from CDBG funding.

Meeting a National Objective

Pages 5 – 7

Questions 17 – 21

Federal regulations require that projects meet one of three national objectives to be eligible for CDBG funding. The three national objectives are:

- Benefiting low- and moderate-income persons;
- Preventing or eliminating slums or blight;
- Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Benefiting low- and moderate-income persons: You must indicate if your project will:

- Benefit low- and moderate-income (LMI) persons/households:
 - A low- and moderate- (L/M) income person is defined as a member of a family having an income equal to or less than 80% of median family income for the jurisdiction. This information is made available as part of the application process.
 - A low- and moderate-(L/M) income household is defined as a household in which the total income of all of the household members is equal to or less than 80% of median family income for an equivalent sized family.
- Benefit an eligible low- and moderate-income area:
 - An eligible LMI area benefit activity is an activity *which is available to benefit all the residents of an area* which is primarily residential. In order to qualify as

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addressing the national objective of benefit to L/M income persons on an area basis, an activity must meet the identified needs of L/M income persons residing in an area where at least 51% of the residents (or less if the “upper quartile” applies to the grantee) are L/M income persons. The benefits of this type of activity are available to all residents in the area regardless of income to be eligible for CDBG funding.

Waukesha County qualifies for the “upper quartile” provision, so an eligible area is an area where at least 32.5% of the residents are LMI income persons.

If you indicate that your project will benefit low and moderate income persons / households, you must complete:

(Select NA if you did not check 17A. i)

- Question # 18 a): provide the estimated number of persons/households who will be served during the program year, at least 51% of these total persons/households must be LMI. *NOTE:* Facility renovation projects must maintain client documentation on low and moderate income benefit; and
- Question # 18 b): provide the estimated percentage of assisted persons/households that will qualify as
 - Extremely Low Income (less than or equal to 30% of Median Family Income)
 - Low-Income (More than 30% but less than or equal to 50% of Median Family Income)
 - Moderate-Income (More than 50% but less than or equal to 80% of Median Family Income)
 - Non-Moderate Income (More than 80% of Median Family Income)
- Question # 18 c): indicate if you will be serving any of the listed categories of limited clientele that are presumed to meet the requirement of LMI under CDBG regulations.

If you indicate that your project will benefit residents of an eligible LMI area, you must complete:

(Select NA if you did not check 17A. ii)

- Question # 19): indicate the eligible “upper quartile” census tracts where your activity will take place. Consult the local census tract maps for census tract numbers which are eligible. These maps are available at the Waukesha County website at:
www.waukeshacounty.gov/communitydevelopment

Slum & Blight: eligibility requires a determination by local ordinance. This can include Tax Incremental Financing District designation, local ordinance publicly identifying an area as blighted or a local ordinance declaring a specific property as blighted. Only local action can justify the slum and blight eligibility.

If you indicate that your project will eliminate conditions of slum and blight, provide the requested information under Questions 20 and 21 on how the area or specific property qualifies for slum and blight designation.

(Select NA if you did not select 17 B.i or 17 B.ii)

Meeting a Community Urgent Need: eligibility requires local and national HUD approval.
This national objective is not available for this application.

Goals/Accomplishments and Outcome Measurements

Page 8

Question 22

This page replaces a project narrative and requires you to describe the activities you will undertake to meet the outcome measurement. Each activity should be sufficiently detailed when reviewed as a whole to describe the implementation and operation of your project.

If your project benefits clients, you **must** indicate how many persons / households will be served. If your project does not directly benefit “countable” clients, you must estimate the numbers of persons who will benefit*.

** Use one percent (1%) of the population – either in a community or facility as benefiting for accessibility projects. If you are rehabilitating a facility, you must have an application from each household using the facility to determine the number of eligible persons / households.*

It is important to provide as much detail as possible for your activities for the CDBG Board to properly evaluate your project and its activities.

Outcome Measurements

Page 9

Question 23 - 24

Your outcomes will be incorporated into your agreement if you are funded.

*You must provide two **measurable** outcomes that will be reviewed by the CDBG Board in relation to your activities. A simplistic 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”.*

Additional Project Information

Page 10 – 11

Questions 25 – 31

- Provide numeric statistics to show the number of beneficiaries served with CDBG funds and the number of beneficiaries the total project served.
- Provide some detail on the number of potential clients who are either underserved or unserved. If these are underserved or unserved, are they being assisted in any other manner by other resources?

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- Collaboration is important. Are you working with or receiving referrals from other agencies in either the planning or implementation of your project?
- Unfortunately, full project funding is not always possible. Describe what from your budget and clients/activities would be reduced or eliminated without full funding.
- Describe any previous CDBG funding received from Waukesha County for this project.
- Indicate if your funding request will be one time or indefinite. If you select “indefinite”, provide an estimate of how long funding would be needed and why.

Agency Budget

Page 12

Question 32

Provide your “Agency” actual 2011 budget and expenditures and your approved 2012 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 purpose for the agency budget is to determine if your agency is financially solvent and capable of carrying-out your project.

Project Budget

Page 13

Questions 33

The project budget should reflect your current year budget and anticipated expenditures and your estimated 2013 budget that coincides with your funding request. The project budget is for your entire “project” *not* agency, department, other projects or unrelated activities. Based on your estimated project budget for 2013, you need to show within the budget where the CDBG funds will be allocated.

Any costs not covered within the budget form should be considered as other and explained.

NOTE: For both the agency and project budget, any facility renovation / accessibility is a capital expenditure.

Revenue Information Supplement

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Questions 34 – 40

All applicants should complete questions 34 – 40 to the best of their ability and based on applicability. If the question cannot be answered, please indicate with an N/A so the Board recognizes that the question is not applicable to your application.

Question # 34: Provide information on grants received in 2011 that will (are) being used in the implementation of your project during 2012.

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The second part indicates if this grant will be re-submitted for 2013 funding. Some grants are restricted to only one-year funding. If your grant was restricted indicate as a “one year grant”.

Question # 35: Projects sometimes do not receive grant funds, but receive indirect benefit through in-kind support, volunteers or material donation, list the source of the in-kind support, what type of in-kind support, i.e. time, type of materials, etc. and the estimated value of the in-kind support. Describe in detail how you compute in kind support.

If you know the salary of a volunteer you can use that as the hourly value or use the federal volunteer rate of \$10.00 per hour. Compute the in-kind value by the number of hours x rate x number of volunteers, etc.

Question # 36: Provide the title of any staff that will be charged to the CDBG grant, their total salary and the % to be paid and dollar value of their salary to be paid by CDBG.

Question # 37: If any portion of your project will be subcontracted, you must follow federal procurement requirements. List any existing subcontracts.

Question # 38: Collaboration in the development and implementation of programs is important, indicate any collaboration that occurred as part of your project development or implementation

Question # 39: If your project will involve any type of rehabilitation or if your project will be carried out in a location other than your agency’s primary address, indicate the address.

If you project will be located on a street, park, etc., give an address or describe where it will occur.

NOTE: 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.

Strategic Alliance – NOT REQUIRED, HOWEVER,

If you have been engaged in any Strategic Alliance efforts or anticipate any such as: co-locating, alliance, partnership or merger describe your effort and your anticipated future efforts.

Signature Page

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