

## WAUKESHA COUNTY 2015 CDBG APPLICATION INSTRUCTIONS

Program Year January 1, 2015 – December 31, 2015

- Applications can be obtained in two ways:
  - **E-mail:** request the application from Diane Delury at [ddelury@waukeshacounty.gov](mailto: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](http://www.waukeshacounty.gov/communitydevelopment)
- Applications **must** be received (not mailed) by the submission deadline of **Tuesday, April 1, 2014 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 Diane Delury at [ddelury@waukeshacounty.gov](mailto:ddelury@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) 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**

### **Applicant 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.

### **Funding Priorities**

Page 1

Questions 13 and 14

The Waukesha County 2010-2014 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 listed below. Select the priority and basic principle that your proposed project will address over the next program year.

Priority #1: Housing

Priority #2: Public Services

Priority #3: Public Services within a NRSA

Priority #4: Economic Development

Priority #5: Public Facilities Improvement/Accessibility

Priority #6: Other eligible categories (Contact the CDBG Office for more information)

The 2010-2014 Consolidated Plan also established a list of basic principles that will guide funding decisions under these priorities:

- A. Provide opportunities for the rehabilitation and development of affordable housing for both owner occupied and/or rental properties;
- B. Provide opportunities for low and moderate income households for homeownership;
- C. Reduce and/or eliminate barriers to affordable housing;
- D. Provide opportunities to meet special population affordable housing and support service needs;
- E. Provide direct client services to meet identified needs through collaborative public services;
- F. Provide for expanding economic opportunities and job creation for low and moderate income households;
- G. Provide opportunities for maintenance and rehabilitation of public facilities with emphasis on accessibility;
- H. Provide strategies and activities in areas of concentrated low and moderate income to improve the quality of life and opportunities to self-sufficiency;
- I. Concentration of resources directed to specific HUD eligible neighborhoods (NRSAs) to improve livability, safety, and empower the residents.

### **Eligibility of Proposed Project**

Page 1

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 2015. Review the following descriptions of the eligible categories and choose one to describe your project.

Housing and Rehabilitation *Reference §570.202*

- **Acquisition of land.**
- **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.
- **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

Waukesha County CDBG Application Instructions  
Program Year 2015

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.

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.
- **Provision of public services provided by a Community-Based Development Organization (CBDO) under the authority of an approved Neighborhood Revitalization Strategy Area (NRSA).** 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) and §570.202*

- 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 for the **removal of architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons.** *Reference: §570.207(a)(1)*

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.
- **Rehabilitation of commercial or industrial property (façade improvements),** 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.

Planning *Reference: §570.205*

- **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.

### **National Objective**

Page 1

Question 16

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

### **Activities and Outputs**

Page 3

Question 21

This page 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.

### **Outcome Measurements**

Page 4

Questions 22—23

Your outcomes 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”.

**Additional Project Information**

Page 5

Questions 24—26

- Provide numeric statistics to show the number of beneficiaries served with CDBG funds and the number of beneficiaries the total project served.
- Collaboration is important. Are you working with or receiving referrals from other agencies in either the planning or implementation of your project?
- Describe any previous CDBG funding received from Waukesha County for this project.

**Agency Budget**

Page 6

Question 27

Provide your “Agency” actual 2013 budget and expenditures and your approved 2014 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.

**Program Budget**

Page 7

Questions 28

The program budget should reflect your anticipated expenditures and your estimated 2015 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 2015, you need to show within the budget where the CDBG funds will be allocated.

**Revenue Information Supplement**

Page 8

Questions 29—31

Question #29: 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 #30 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.

Question #31: 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.

Waukesha County CDBG Application Instructions  
Program Year 2015

If your 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.

**Capital Budget**

Pages 9—10

Question 32

The capital budget page should be filled out for any rehabilitation or development projects. The budget should reflect your entire project cost, and the costs you intend to allocate to CDBG.

**Supplemental Budget Form—Capital Projects**

Page 11

Question 33

Describe the use of other resources and matching resources in your proposed project.

**Signature Page**

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