

Daniel P. Vrakas
County Executive

Dale R. Shaver
Director

Waukesha COUNTY

Department of
Parks and Land Use

MEMO

TO: 2012 CDBG Subgrantee
FROM: Kristin Silva, CDBG Coordinator
DATE: July 11, 2012
RE: 2012 CDBG Executed Contract

Congratulations on being awarded a Year 2012 Community Development Block Grant. This letter serves as the official effective date of your Year 2012 CDBG contract. Included with this letter is a fully executed copy of your 2012 Subgrantee Agreement with Waukesha County for your files. Following are a few additional details regarding the grant process for your consideration. They are:

- 1. Fund Drawdown**
You are asked to drawdown 2012 funds no later than **Wednesday, November 28, 2012**. While this is only an eleven-month period, it will allow for your data input to be processed into the federal IDIS system and closeout of your grant in 2012. Along with your "final" drawdown, you must include a final accomplishment and Annual Report form. Expenses are eligible from January 1, 2012.
- 2. Interim Accomplishment Reports**
In the past, we have required two accomplishment reports. Given the delay in releasing the Year 2012 contracts, we are asking for one interim accomplishment report to be submitted for the January 1st – June 30th period. This report is due by **August 1, 2012**. The required reporting forms are available at www.waukeshacounty.gov/communitydevelopment.

Office of Community Development
615 W. Moreland Blvd. AC320
Waukesha, Wisconsin 53188
Phone: (262) 548-7920 – Fax: (262) 896-8510
TDD: (262) 548-7903
www.waukeshacounty.gov

3. **Annual Report**

This form must be submitted with your "final" drawdown request showing by demographics and income, the persons who benefitted from your activity. Please remember "Hispanic" is an ethnic group and should be shown in the top left had corner under either white Hispanic or black Hispanic if the person/household is of Hispanic origin.

4. **Payroll Documentation**

If you are using CDBG funds for PERSONNEL and the paid employee is NOT working 100% CDBG time, you must maintain timecards, which show the employees daily hours worked on CDBG activities.

Thank you for your patience while the Year 2012 CDBG contract process was finalized. We are working with HUD staff to streamline this process for earlier distribution of funds in the future program years. We hope you appreciate our move to make application and reporting forms available online.

cc. Waukesha County Community Development Block Grant Board

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