

**CDBG Application Number:**  
**CATEGORY:**

For Office Use Only



**WAUKESHA COUNTY**

**PROGRAM YEAR 2021 (January 1 – December 31, 2021)**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FORM FOR MUNICIPALITIES**

**DEADLINE FOR SUBMISSION: March 13, 2020, 4:30 pm**  
**Room 320, Waukesha County Administration Building**

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**GENERAL INFORMATION**

1. Project Title: \_\_\_\_\_
2. Project Address (if different from Applicant's address): \_\_\_\_\_
3. Applicant's Legal Name: \_\_\_\_\_
4. Address: \_\_\_\_\_
5. Primary Contact Person/Title: \_\_\_\_\_
6. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
7. E-Mail: \_\_\_\_\_
8. Federal Identification Number (Required): \_\_\_\_\_
9. DUNS Number (Required): \_\_\_\_\_
10. Amount of CDBG 2021 Funds Requested: \_\_\_\_\_
11. Total Project Costs: \_\_\_\_\_
12. National Objective: \_\_\_\_\_
13. Check One:  

a. New Project Continuing previously funded project

## **Capacity and Experience (15 Points Total)**

**14.** Provide a brief description of your municipality's experience in managing a similar project.

**15.** Describe the role specific staff will have in this project. Who will be responsible for managing the project, reporting to Waukesha County, preparing invoices, etc.?

## Project Approach (25 Points Total)

16. Provide a concise description of the proposed project.

If the proposed project is a rehabilitation / ADA / historic rehabilitation of a facility or business, please answer the following:

17. Address of Facility: \_\_\_\_\_

18. Year it was built: \_\_\_\_\_

19. Is the property on a local or national list and/or registered as a historic property?

Yes

No

Don't Know

**20.** Select how your project will serve Low and Moderate Income People (Choose one):

- a. Benefit to LMI **individuals** (at least 51% of total beneficiaries of program must be LMI and income information must be gathered from all participants)
- b. **Presumed Benefit** (all individuals served in the program qualify as low income because of the type of population served, i.e.: Elderly, Severely Disabled Adults , Abused Children, Battered Spouses, Homeless Persons, Illiterate Adults , Persons with AIDS, Migrant Farm Workers. Income information does not have to be collected.)
- c. Benefit to an **area** that is primarily residential and is located in an eligible census tract (at least 30.34% of residents are LMI). See instructions for a list of eligible census tracts.) Provide list of census tracts and block groups: \_\_\_\_\_
- d. Housing units created to benefit LMI individuals or households (every CDBG funded unit must be occupied by and LMI individual or household).
- e. Jobs created to benefit LMI individuals (1 job must be created for every \$35,000 of CDBG funds invested in project; 51% of all jobs created must be for LMI individuals).
- f. Project serves residents of a **NRSA** and agency is a certified CBDO. Provide name of NRSA:  
\_\_\_\_\_
- g. Project addresses conditions of **Slum and Blight** on an Area or Spot Basis. Must provide designation of Slum and Blighted area from jurisdiction when contract is signed, and addresses of affected properties.
- h. ADA Rehabilitation of a public facility or public improvement
- i. Historic Preservation of residential or commercial properties. Must be designated on a spot slum and blight basis or homeowner or business must qualify as low income.

## **NEEDS AND OUTCOMES (25 Points)**

**21.** Describe the need for your program or project.

**22.** Describe two anticipated measurable outcomes for your proposed project and activities.

## Consolidated Plan Priorities and Analysis of Impediments (20 Points)

23. Select the appropriate activity category below for your project. Projects categories are listed in the order of highest priority for 2021 at the top of each list.

Public Services	
	Youth / Childcare / Abused and neglected children
	Homeless shelter and services
	Meals / Nutrition
	Seniors and Disabled
	Domestic abuse
	Substance abuse / Mental health / Healthcare
	Employment training
	Transportation
	Education
	HIV / AIDS
	Other (list)

NRSA	
	Employment training / Job readiness education
	Job creation
	Neighborhood revitalization housing efforts (rehab or new construction)
	Job retention programs
	Transportation to jobs
	Crime prevention
	Public services
	Neighborhood revitalization non-housing efforts (beautification, parks, streets, etc.)
	Other (list)

Housing	
	Homeowner rehabilitation program loans
	Rental rehabilitation (special needs/transitional or permanent housing for very low income / supportive services and case management attached to units)
	Rental rehabilitation (multi-family projects, general low income population)
	Acquisition / site preparation of land for housing purposes (not construction)
	Housing counseling
	Downpayment assistance
	Residential historic preservation
	Other (list)

Public Facilities and Improvements (Rehab/construction costs--not operating costs) *the rehab may be for ADA compliance OR to benefit low-moderate income people for each activity	
	Homeless facilities
	Youth / Abused children facilities
	Senior / Disabled facilities
	Neighborhood / Community centers
	Facilities for AIDS patients
	Parks / Playgrounds / Recreational facilities
	Water / Sewer improvements
	Streets / Sidewalk improvements
	Flood drainage improvements
	Parking lots
	Other (list)

Economic Development	
	Loans to small/medium businesses for low-moderate income job creation or retention
	Commercial / Industrial infrastructure development or improvements
	Façade improvement loans to businesses
	Non-residential historic preservation
	Other (list)

Administration and Planning	
	Housing rehab program administration
	Fair housing activities
	Planning for communities or NRSA's
	Revolving Loan Fund Administration
	Other (list)

24. Select the activity or activities below that best show how your municipality is working to alleviate impediments identified in the 2015—2019 Analysis of Impediments to Fair Housing Choice.

**a. Impediment #1: Zoning Regulations and Housing Mix Ratios that Reduce Opportunities for Affordable Housing Development**

1. In municipalities served by sewer service, municipality allows for the development of new single-family and two-family homes on lots of 10,000 square feet or smaller.
2. Municipality allows for home sizes less than 1,200 square feet.
3. In municipalities served by sewer service, municipality allows for the development of multi-family housing at a density of at least 10 units per acre.
4. To support higher density residential development, municipality will expand sanitary sewer services consistent with adopted Regional Sewer Service Plans.
5. Municipality adopted flexible zoning regulations such as Planned Unit Developments (PUD) and Traditional Neighborhood Developments (TND) to permit higher densities and a mix of housing types.
6. Municipality adopted inclusionary zoning provisions, such as higher density allowances and a waiver or modification of other development standards where certain set-asides are made for affordable housing for moderate and low-income families.
7. Municipality amended design regulations to promote flexibility in development and construction costs.

**b. Impediment #2: Lack of Fair Housing Knowledge**

1. Municipality staff attend fair housing seminars or educational opportunities.
2. Municipality provides education or training for rental property owners and managers on the requirements of the Fair Housing Act, the definitions of protected classes, discriminatory practices, and potential consequences for non-compliance.

**c. Impediment #3: Imbalance Between Job Centers and Affordable Housing Options**

1. Municipality encourages the development of new affordable and/or mixed-income housing near job centers by offering density bonuses, fee waivers or other incentives.

**d. Impediment #4: NIMBY/Prejudiced Attitudes**

1. Municipality develops and integrates appropriate diversity awareness information into staff and organizational development training.
2. Municipality creates and disseminates information regarding what affordable, workforce and mixed-income housing is and what economic benefits they offer to the community, via printed materials, training sessions, website education or other methods.
3. Municipality participates in regional housing initiatives and collaborative efforts.

**e. Impediment #5: Limited Housing Options for People with Disabilities and the Aging Population**

1. Municipality prioritizes public funding for housing developments that address the needs of people with disabilities or the elderly.
2. Municipality adopted or promotes construction design concepts such as universal design (UD) and Visitability standards and features in all new housing, including consideration of providing density bonuses or other incentives to encourage such housing.

# PROJECT BUDGET (15 points)

**Guidance:** The following sheet should be used to present a proposed line item budget for Capital projects. In column A, list the items for which CDBG funding is requested. In Column B provide the calculation for estimated costs explaining how this costs was determined. In Column C provide the proposed amount of CDBG funding that will be required in order to complete the project. In Column D indicate the total amount of CDBG funding requested for the project.

A Budget Item	B Calculation	C Total Project Costs	D Total amount of CDBG Requested
PROJECT COSTS	Provide a description of how estimated costs were reached		
<b>Acquisition</b> a. Cost of Building or Land		\$ \$ _	\$ \$
b. Settlement Costs Hard Construction Costs a. Cost of Construction		\$ \$	\$ \$
b. Contingency			
Relocation Costs	_____	\$ _____	\$ _____
Holding Costs	_____	\$ _____	\$ _____
Architecture and Engineering	_____	\$ _____	\$ _____
Construction Administration	_____	\$ _____	\$ _____
Application Fee	_____	\$ _____	\$ _____
Environmental/Lead Survey	_____	\$ _____	\$ _____
Marketing	_____	\$ _____	\$ _____
Permits & Fees	_____	\$ _____	\$ _____
Appraisals	_____	\$ _____	\$ _____
Hazard & Builders Risk	_____	\$ _____	\$ _____
Taxes (Property)	_____	\$ _____	\$ _____
Accounting	_____	\$ _____	\$ _____
Legal	_____	\$ _____	\$ _____
Title/Recording	_____	\$ _____	\$ _____
Inspection Fees	_____	\$ _____	\$ _____
Other: _____	_____	\$ _____	\$ _____
	<b>TOTAL DELIVERY COST</b>	\$ _____	\$ _____
	<b>TOTAL AMOUNT OF CDBG FUNDS REQUESTED</b>		\$ _____

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

25. Was your agency able to spend the CDBG allocation awarded within the calendar year? (Provide explanation for any extensions into the next year for 2017, 2018 and 2019)

26. Has your agency had any CDBG funds reprogrammed (taken back) by the CDBG Board? (Explain for 2017, 2018 and 2019)

An officer of the organization’s governing body must sign this application:

The undersigned, an authorized officer of the organization, does hereby certify that the information set forth in this grant application is true and correct, that the Federal tax exemption determination letter provided as part of this application has not been revoked and the present operation of the organization and its current sources of support are not inconsistent with the organization’s continuing tax exempt classification as set forth in such determination letter.

Name \_\_\_\_\_ Date: \_\_\_\_\_

Title \_\_\_\_\_

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**Signature**

**Save Instructions:**

Once you download the PDF application file from the Waukesha County website, save it to a file on your computer and rename it (suggestion “2021 CDBG Application”). You may now open the saved, renamed PDF file and fill in the application. You may save your changes and come back to the application at another time to complete it. Once it is complete, save the file (rename it to something like “Final 2021 CDBG Application w/date”), print and sign it, and email it as an attachment to [lruzinski@waukeshacounty.gov](mailto:lruzinski@waukeshacounty.gov), or mail the original to the Waukesha County Department of Parks and Land – Community Development before the deadline submission date of **March 13, 2020** by 4:30 pm.