



WAUKESHA COUNTY

Community Development Block Grant Coronavirus Funding CDBG-CV3 Funding Application

HUD has issued a special allocation of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19), authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis. These funds will be known as CDBG-CV funding.

Waukesha County is seeking applications for eligible activities from 501(c)(3) or government entities that have an active registration in SAMs, are able to provide audited financial statements, and comply with all other CDBG regulations. This application process is intended to identify and secure contract(s) with non-profit agencies or government entities who demonstrate experience, commitment and capacity to carry out one or more of the proposed services defined in the following Scopes of Work. Waukesha County will work to execute contracts as soon as possible based on CDBG Board approval and HUD approval with an end date of December 31, 2021.

Eligible Categories

Rent and Utility Assistance

Minimum Award Amount: \$10,000 Maximum Award Amount: \$300,000

COVID-19 has resulted an unprecedented rise in unemployment. Persons with low and moderate income are less likely to have savings or access to other types of financial support to see them through a sudden and significant loss of income. Although there is a temporary moratorium on eviction and termination of utility services, payment for these services will be due when restrictions are lifted. It is anticipated that many households will be unable to obtain gainful employment and catch up with rent and utility payments quickly enough to avoid eviction. In response to the increasing need, Waukesha County is seeking applications from experienced providers to distribute rent and utility assistance on behalf of households with low or moderate income facing eviction or hardship as a result of COVID-19. Assistance must not exceed 6 months per CDBG eligible recipient household.

Mortgage Assistance

Minimum Award Amount: \$10,000 Maximum Award Amount \$300,000

Waukesha County is seeking applications from experienced providers to facilitate a mortgage assistance program to provide direct assistance to homeowners facing delinquency or foreclosure due to a loss or reduction of income because of COVID-19. This emergency assistance will be in the form of a grant on behalf of Waukesha County homeowners. Homeowners must be income eligible, possess legal title to their property, and be delinquent in mortgage payments starting after March 2020. Assistance can be provided for up to 6 months of missed payments.

Homeless Services

Minimum Award Amount \$10,000 Maximum Award Amount \$300,000

The homeless population is potentially particularly vulnerable to the effects of COVID-19, due to age, health conditions, and living environments. Waukesha County is seeking applications from agencies that work with the

homeless population to expand service needs and to de-congregate shelters to achieve social distancing recommendations. Applications must be in response to additional service needs (such as case management) or de-congregating shelters (motel vouchers, short term rental assistance, etc.) for this population due to COVID-19.

Food Assistance

Minimum Award Amount: \$10,000 Maximum Award Amount: \$100,000

With the onset of COVID-19, the demand for emergency food assistance has grown dramatically. In response to the growing need, Waukesha County is seeking applications from experienced providers to address food insecurity for County residents with low or moderate income. Applicants in this category may include food pantries, food banks, meal programs, and other food assistance programs that are serving LMI clients.

Potential applicants that will be considered will address:

- An increase in emergency and supplemental food or grab and go meals for distribution.
- Technology, safety or equipment needs associated with an increase in services or new challenges provided by dealing with COVID-19

Small Business Relief

Minimum Award Amount: \$10,000, Maximum Award Amount: \$300,000

Many businesses have had to temporarily close or reduce services due to COVID-19. Applicants in this category will create or expand a program for Microenterprise Assistance (businesses with 5 or fewer employees including the owner). The business must be able to prove financial hardship due to the Coronavirus. Applicants must be able to administer a program that does not duplicate services provided by other federal programs.

Medical

Minimum Award Amount: \$10,000, Maximum Award Amount: \$100,000

Local community health organizations have seen an increase in services due to COVID-19. Applicants in this category will either expand services due to COVID-19, or create programming for Waukesha County residents who are uninsured or underinsured.

Application Timeline

Applications will be available on the Waukesha County Community Development website at www.waukeshacounty.gov/communitydevelopment or by emailing lruzinski@waukeshacounty.gov. Applications will be available September 28, 2020. Application Deadline is October 9, 2020. Submit applications electronically to lruzinski@waukeshacounty.gov. Applications will be reviewed by the CDBG Board at their October 14, 2020 meeting. Applicants will be notified of recommendation via email.

Special Provisions

Successful applicants will be required to deliver services in coordination with the Waukesha County Community Development Division. All activities must be CDBG eligible and delivered in compliance with CDBG regulations, 24 CFR Part 570 and 2 CFR Part 200. Funds must be used to prevent, prepare for, and respond to COVID-19 and all other funding options must be used prior to using CDBG-CV funding. Funding will be provided on a cost reimbursement basis. However, eligible CDBG expenditures incurred as of March 27, 2020 used to prevent, prepare for, or respond to COVID-19, and paid for with nonfederal funds, may be eligible for reimbursement with CDBG-CV funding with approval from Waukesha County. Eligible costs may include, but are not limited to, personnel; travel; space; equipment; material and supplies; operating services; emergency grant payments for no more than 6 consecutive months paid to a provider on behalf of an individual or family including rent, utility

or food assistance; grab and go/delivery meal programs; and support of other COVID-19 response services. A full list of eligible expenses can be found in 2 CFR Part 200 and Title 24 Code of Federal Regulations, Part 570.

Applicants are required to maintain client data demonstrating client eligibility for services provided. Information shall be submitted upon request for reimbursement and made available to the County during monitoring or for review upon request.

GENERAL INFORMATION

1. Applicant's Legal Name: _____
2. Address (no P.O. Boxes): _____
3. Project Title: _____
4. Project Address (if different from Applicant's address): _____

5. Primary Contact Person/Title: _____
6. Telephone: _____ Fax: _____
7. E-Mail: _____
8. Federal Identification Number (Required): _____
9. DUNS Number (Required): _____
10. Category of Funding Applying For: _____

11. Amount of CDBG-CV3 Funds Requested: _____
12. Total Project Costs: _____
13. Pick the category that best describes your project:
 - Expansion of existing program
 - Program expenses related to COVID-19 (equipment, safety, technology)
 - Creation of new program

14. 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). Define area and provide list of census tracts and applicable block groups. Please list entire census tract number:

- d. **Microenterprise Assistance** (report the number of businesses served—microenterprises have 5 or fewer employees and owner must be LMI).
- e. **Jobs created or retained** 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).

Project Budget (10 points)

15. Describe the general budget for the CDBG-CV3 funds and the total project budget, which may include additional funding sources:

	<u>CDBG-CV3</u>	<u>% of request</u>	<u>Total Project</u>
Personnel (salary and fringe)	\$ _____	_____	\$ _____
Operating/Overhead Costs	\$ _____	_____	\$ _____
Program Expenses (grants to renters, Food costs, medical supplies, etc.)	\$ _____	_____	\$ _____

Project Approach (40 points)

16. Provide a concise description of the proposed project. All projects must prevent, prepare for, or respond to the Coronavirus (COVID-19). Please detail whether your proposed project is new or an expansion of an existing project.

Needs and Outcomes (20 points)

17. Description of Activity and Activity Outcomes

H = Units of Housing, P = Persons served, HH = Households served J = Jobs Created/Retained

Example:		
Activity Description	Outcomes	
	CDBG Funded Outcomes	Total Program Outcomes
Rehab houses for eligible LMI residents	25 H	50 H
Provide services to persons who are homeless	200 P	400 P

Activity Description	CDBG-CV3 Funded Outcomes	Total Program Outcomes
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Agency Capacity and Experience (30 points)

19. Provide a brief description of your agency and experience. Highlight experience relevant to this application. Please describe staff experience with programs or projects like the one you are applying for.

An officer of the organization's governing body must sign this proposal:

The undersigned, an authorized officer of the organization, does hereby certify that the information set forth in this grant proposal is true and correct, that the Federal tax exemption determination letter provided as part of this proposal 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 _____

Signature