

WAUKESHA COUNTY 2026 CDBG APPLICATION INSTRUCTIONS FOR MUNICIPALITIES

Program Year January 1, 2026 – December 31, 2026

- Applications can be obtained in two ways:
 - **E-mail:** request the application from Hilda Aschenbrenner at haschenbrenner@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 **Friday, March 28, 2024 by 4:30 pm**. Email a signed electronic application to Lisa Johnson at lmjohnson@waukeshacounty.gov or 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 **UEI NUMBER** and **FEDERAL IDENTIFICATION NUMBER (FEIN)**. **DUNS Numbers are no longer valid.**
- **The CDBG Board has a minimum threshold for funding of \$5,000.**

If you have any questions related to the Community Development Block Grant Program (CDBG) or the application, please contact Kristin Silva, Community Development Manager at (262) 896-3370, or ksilva@waukeshacounty.gov.

APPLICATION INSTRUCTIONS

General Information

Pages 1

Questions 1 – 11

This section provides base information necessary for future correspondence and contact with your agency, and a concise description of your project. A UEI number is required for all applicants. DUNS Numbers are no longer valid.

Needs and Outcomes (30 points)

Page 2

Questions 12—14

Describe the needs of the population you plan to serve. How will you measure success? The outcomes you choose in the application 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”.

Capacity and Experience (30 points)

Pages 2--3

Questions 15—16

The questions in this section should be answered completely and with as much information about specific staff and detail about prior experience as possible.

Budget (25 points)

Page 3

Questions 17--19

Provide budget information about the general use of CDBG funds in your project.

- Show how you are allocating the CDBG funds to pay for your program/project costs. This budget page is not applicable for Housing Development projects or Public Facilities. Please see the Appendices for more detailed budgets for those categories.
- Show the other sources of funding you are using to fund your Program/Project. This budget page is not applicable for Housing Development projects or Public Facilities. Please see the Appendices for more detailed budgets for those categories.

Consolidated Plan Priorities and Analysis of Impediments (10 points)

Page 4

Question 20

Choose the activity that best describes your proposed project. Only select **ONE** activity. If you have any questions about which activity category best fits your project please contact CDBG staff. The CDBG Board has ranked activities in the order of highest priority listed at the top of each general category (Public Facilities, Housing, etc.) for 2026. These priorities are used for guidance, but ALL APPLICATIONS WILL BE CONSIDERED.

Analysis of Impediments to Fair Housing Choice (5 points)

Page 5-6

Question 21

Select the activity or activities that best describe how your municipality is working to alleviate impediments to fair housing choice. You **MUST** select at least one activity.

Appendix A: Results of Prior Year Projects

Page 7

All applicants must fill out this section. Please contact Kristin Silva at Community Development if you have any questions about how your project fits into a LMI category (required).

Signature Page

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

Separate Appendices

*****Applicants only need to fill out these Appendices if they are applying for a Public Facilities or Infrastructure Project, a Housing Development Project, or a Homeowner Rehabilitation Program. Applications will not be considered complete without this information.*****

Appendix B—Public Facilities and Infrastructure Projects

Page 1

Questions 1--4

You must answer the questions in this section if you are applying for funding to rehabilitate a public facility, including for ADA renovations. Complete the Capital Budget with as much detail as possible, using information from bids or quotes from contractors. The budget should reflect your entire project cost, and the costs you intend to allocate to CDBG. 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.

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You must also provide a list of the sources of funds you are using to develop this project. List all sources, including the proposed CDBG grant, and provide detailed information about the amount, type of source, if it is committed to the project and any rate and term information.

Appendix C—Housing Development Projects

Page 1--5

Questions 1--12

The questions in this section are specific to housing development projects. Provide detailed information about the scope of the project, sources and uses and other budget information.

Appendix D—Homeowner Rehabilitation Programs

Page 1—2

Questions 1--12

The questions in this section are specific to homeowner rehabilitation programs. Provide detailed information about your program.