

WAUKESHA COUNTY 2026 CDBG APPLICATION INSTRUCTIONS FOR NONPROFIT ORGANIZATIONS

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, 2025 by 4:30 pm**. Email the 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)**.
- **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.

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.

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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

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 in your program? The outcomes you choose in the application will be incorporated into your agreement if you are funded. You must provide at least two **measurable** outcomes 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”. Provide numeric statistics to show the outcomes achieved with CDBG funds and the outcomes achieved through the total program (assuming the program is funded with multiple funding sources).

Agency Capacity and Experience (30 points)

Pages 2 and 3

Questions 15—17

The questions in this section should be answered completely and with as much information about your staff, board and prior experience as possible. Submit any required audit information as a separate attachment with the application. You may also choose to submit any staff resumes as separate attachments.

Budget (25 points)

Pages 3 and 4

Questions 18—21

Provide budget information about the program and your agency.

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- Show how you are allocating the CDBG funds to pay for your program 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.
- Provide your Agency actual 2024 budget and expenditures and your Agency approved 2025 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. All applicants must complete this budget.

Consolidated Plan Priorities (10 points)

Page 5

Question 22

Question 22—Choose the activity that best describes your proposed project. Only choose **ONE** activity. Please contact CDBG staff if you have questions about which activity category your projects fits in best. The CDBG Board has ranked activities in the order of highest priority listed at the top of each general category (Public Services, 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)

Pages 6--7

Question 23

Question 23—Select the activity or activities that best describe how your agency is working to alleviate impediments to fair housing choice. You **MUST** select at least one activity.

Signature Page

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

Appendix A: LMI Qualification

Page 8

Question 24

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).

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*****

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.

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.