

CDBG Application Number:
CATEGORY:

For Office Use Only



WAUKESHA COUNTY

PROGRAM YEAR 2026 (January 1 – December 31, 2026)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FORM

FOR NONPROFIT ORGANIZATIONS

DEADLINE FOR SUBMISSION: March 28, 2025, 4:30 pm

Room 320, Waukesha County Administration Building

GENERAL INFORMATION

1. Project Title: _____
2. Applicant's Legal Name: _____
3. Address (no P.O. Boxes): _____
4. Primary Contact Person/Title: _____
5. Telephone: _____ E-Mail: _____
6. Federal Identification Number (Required): _____
7. Unique Entity Identifier (UEI) Number (Required): _____
8. Amount of CDBG 2026 Funds Requested: _____ Total Project Costs: _____
9. Amount of CDBG Project Funds Received in **2025**: \$ _____
10. Check One:
New Project Continuing previously funded project
11. Provide a concise description of the proposed project.

Needs and Outcomes (30 points)

12. Describe the need for your program or project.

13. Describe the timeline for the project and any major milestones.

14. Describe the goals and outcomes for your project. Be specific about program outcomes, such as number of nights in shelter, or number of clients served meals, or number of housing units built. Show the specific outcome numbers you hope to achieve with CDBG, and for the total program (assuming you have multiple funding sources in your program).

Activity / Goal Description	CDBG Funded Outcomes	Total Program Outcomes

Agency Capacity and Experience (30 points)

15. Provide a brief description of your agency and experience. Highlight experience relevant to this application.

16. Describe how your agency's Board of Directors exercises programmatic and fiscal oversight.

17. Has your agency had an independent audit or audited financial statements in the last 12 months? Have audits identified any findings or material weaknesses in the past 3 years? Please list or attach documents.

BUDGET (25 points)

18. Describe specifically how this project would be affected/scaled back (or canceled) if less than the requested amount would be approved?

19. How will you use the CDBG funds for your project or program?

Category	Amount of CDBG	% of CDBG total costs
Personnel		
Operating/Admin		
Pass through to clients		
Materials		
Construction cost		
Other		
Total		

20. Program/Project Budget

Identify the amount of CDBG funds requested along with the source, amount and status of any other funding that will be used to carry out the proposed activity. Attach a copy of the commitment letter from secured funding sources.

Source	Amount	Secured	Pending	Date Secured
CDBG				
Total Funding				

21. Agency Budget

Revenues	2024 Actual	2025 Budget
Waukesha County CDBG		
Other HUD grants		
Other Federal grants		
Other government grants		
United Way		
Program Service Fee		
Membership/Fundraising/Donations		
Investment Income		
Other (Specify)		
TOTAL		
Expenses	2024 Actual	2025 Budget
Personnel Costs		
Insurance		
Operating Expenses		
Capital Expenses		
Overhead Expenses		
Other (Specify)		
TOTAL		

Consolidated Plan Priorities (10 Points)

22. Select the appropriate activity category below for your project. Projects categories are listed in the order of highest priority for 2026 at the top of each list. **Only select one activity category.**

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

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

Housing	
	Homeowner rehabilitation program /loans
	Rental rehabilitation (multi-family projects, general low-income population)
	Rental rehabilitation (special needs / transitional housing)
	Housing counseling
	Down payment assistance
	Acquisition only
	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
	Parks / Playgrounds / Recreational facilities
	Streets / Sidewalk improvements
	Water / Sewer improvements
	Flood drainage improvements
	Parking lots
	Other (list)

Economic Development	
	Loans to small/medium businesses for low-moderate income job creation / 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 NRSAs
	Revolving Loan Fund administration
	Other (list)

Analysis of Impediments to Fair Housing Choice (5 points)

23. Select the activity or activities below that best show how your agency is working to alleviate impediments identified in the 2020—2024 Analysis of Impediments to Fair Housing Choice. **You MUST select at least one.**

a. Impediment #1: Lack of a regional housing strategy or plan

1. Participate at a local or regional level in a housing plan process that expands housing options for low and moderate income people.
2. Participate in regional housing mobility programs.

b. Impediment #2: Lack of regionally dispersed affordable housing

1. Offer financial incentives, or help to connect to incentives like HOME and CDBG, to encourage the development of affordable housing in low poverty/ high opportunity areas.
2. Encourage proper maintenance of privately owned affordable rental housing.

c. Impediment #3: Restrictive local land use regulations and other ordinances

1. In municipalities served by sewer service, allow for the development of new single-family and two-family homes on lots of 10,000 square feet or smaller.
2. Allow for home sizes less than 1,200 square feet.
3. In municipalities served by sewer service, allow for the development of multi-family housing at a density of at least 10 units per acre.
4. To support higher density residential development, expand sanitary sewer services consistent with adopted Regional Sewer Service Plans.
5. Amend design regulations to promote flexibility in development and construction costs.
6. Communities with sewer service should designate recommended Mixed Use areas on local land use plan mapping, and provide for multi-family housing within Mixed Use zoning categories to increase supply of multi-family housing.
7. Adopt 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.
8. Adopt flexible zoning regulations such as PUD and TND to permit higher densities and a mix of housing types.

d. Impediment #4: Restrictive zoning regulations for group homes and community living facilities

1. Review community living arrangements / group home sections of zoning ordinances to determine if the regulations limit development of these facilities and make appropriate changes.
2. Consider amending local ordinances to allow community living arrangements to be located less than 2500' feet from another such facility.

e. Impediment #5: Prevalent "fear of others" exists among residents, including NIMBYism

1. Develop a diversity awareness curriculum for staff, and fair housing training for key staff.
2. Provide training programs for local leaders, elected officials and general public on the benefits of population and housing diversity.

f. Impediment #6: Strong Jobs-Housing-Transit Mismatch

1. Encourage development of new affordable and/or mixed income housing near job centers in communities throughout the Collaborative region.
2. Facilitate affordable and workforce housing development near existing and planned transportation facilities.
3. Provide incentives for affordable housing development, such as density bonuses and fee waivers, to spur development.
4. Educate elected officials and local leaders of communities in the Collaborative region about the need for affordable and workforce housing to ensure continued economic growth.
5. Designate areas suitable for mixed use development on local land use plan maps. Areas near job centers should be prioritized to provide for a variety of housing types and opportunities to live and work within the same area.

g. Impediment #7: Lack of Fair Housing Enforcement and Guidance

1. Develop fair housing ordinance to affirmatively state desire to provide equal access to housing. A fair housing ordinance typically includes: a. A definition of the protected classes b. Types of real estate transactions that are subject to the ordinance c. Identification of the entity responsible for receiving fair housing complaints
2. Support fair housing enforcement. Consider financially supporting agencies that further fair housing efforts. Host fair housing training in your community. Create and distribute materials on fair housing to landlords and Realtors.

h. Impediment #8: Lack of accessible housing for people with disabilities

1. Prioritize public funding for housing developments that address the needs of people with disabilities or the elderly.
2. Adopt or promote construction design concepts such as universal design (UD) and Visit-ability standards and features in all new housing, including consideration of providing density bonuses or other incentives to encourage such housing.

i. Impediment #9: Gap in homeownership by racial and ethnic minorities compared to white households

1. Create or support the creation of training/counseling programs to encourage current renters to become homeowners to increase the number of minority households in the region who are homeowners.

Appendix A: LMI Qualification

24. 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 36% of residents are LMI). See instructions for a list of eligible census tracts. Define area and provide list of census tracts and applicable block groups Please list entire census tract number:

- 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. In addition, NRSA activities should be projects and programs that stimulate revitalization of the area, with a particular focus on economic development and housing. Public services are allowed, as long as they correlate with revitalization efforts.

- 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 Rehabilitation of residential or commercial property. (Project must either address spot slum and blight or the homeowner or business must qualify as low income.)

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 _____

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 "2026 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 (we suggest rename it to something like "Final 2026 CDBG Application w/date"), print 1 copy, sign it, and submit it electronically, by mail or in person, to lmjohnson@waukeshacounty.gov, or the Waukesha County Department of Parks and Land – Community Development before the deadline submission date of **March 28, 2025 by 4:30 pm.**

****If your project is a Public Facilities or Public Improvements project, complete Appendix B and submit with your application.**

****If your project is a Housing Development Project, complete Appendix C and submit with your application.**

****If your project is a Housing Rehabilitation Program, complete Appendix D and submit with your application.**