

## **WAUKESHA COUNTY 2016 CDBG APPLICATION INSTRUCTIONS FOR MUNICIPALITIES**

**Program Year January 1, 2016 – December 31, 2016**

- Applications can be obtained in two ways:
  - **E-mail: request the application from Hilda Aschenbrenner at [haschenbrenner@waukeshacounty.gov](mailto: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](http://www.waukeshacounty.gov/communitydevelopment)**
- Applications **must** be received (not mailed) by the submission deadline of **Wednesday, March 25, 2015 by 4:30 pm**. 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 **DUNS NUMBER** and **FEDERAL IDENTIFICATION NUMBER (FEIN)**.
- You must submit ONE ORIGINAL and THIRTEEN (13) stapled copies (**14 total**) of the application on 3-hole punched paper, along with an electronic copy to be sent to Hilda Aschenbrenner at [haschenbrenner@waukeshacounty.gov](mailto:haschenbrenner@waukeshacounty.gov).
- **\*\*NEW\*\*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](mailto: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. A DUNS Number (Data Universal Numbering System) is required for all applicants. You can obtain one by calling Dun and Bradstreet (D&B) at 1-866-705-5711. Tell them that you are applying to a federal grant program and need to register for a DUNS number.

### **National Objective**

Page 1

Question 12

Your project must meet one of the following national objectives to be eligible for CDBG funding:

- Benefiting low- and moderate-income persons
- Preventing or eliminating slums or blight

### **Capacity and Experience (15 points)**

Pages 2

Questions 14—15

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

### **Project Approach (25 points)**

Pages 3 and 4

Question 16--20

Describe your potential CDBG funded project in detail. Be specific about how you will serve Low and Moderate Income people.

### **Needs and Outcomes (25 points)**

Page 5

Questions 21—22

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

Waukesha County CDBG Application Instructions  
Program Year 2016

at your activities and ask the question “what will occur as a result of your project implementation and activities”.

**Consolidated Plan Priorities and Analysis of Impediments (20 points)**

Pages 6—8

Questions 23 –24

This section is new to the 2016 application.

Question 26—Choose the activity that best describes your proposed project. 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 2016. These priorities are used for guidance, but ALL APPLICATIONS WILL BE CONSIDERED.

Question 27—Select the activity or activities that best describe how your municipality is working to alleviate impediments to fair housing choice.

**Budget (15 points)**

Pages 9

Complete the Capital Budget for your project 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.

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

Page 10

Questions 25—26

You must answer the questions in the section if you have been funded with CDBG dollars in 2012, 2013 or 2014.

**Signature Page**

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

**\*\*To save your progress on the fillable form, first save the application to your computer. The website will not allow you to save your progress.\*\***