



**City of Waukesha**  
201 Delafield Street  
Waukesha, WI 53188  
Tel: 262.542.3700  
waukesha-wi.gov

## City of Waukesha Cover Sheet

<b>Committee:</b> Community Development Block Grant	<b>Meeting Date:</b> <b>05/28/2025</b>
<b>ID Number:</b> <b>ID#25-00903</b>	<b>Ordinance/Resolution Number (if applicable):</b> <b>2025-16</b>
<b>Department Submitting:</b> <b>Community Development</b>	<b>Submission Date:</b> <b>5/15/2025</b>
<b>Agenda Item Title:</b> Review and possible action on the final 2026 CDBG Allocation Recommendation to the Common Council	

### **Issue Before the Council:**

Review the 2026 CDBG applications and make a final allocation recommendation to Common Council for their approval.

### **Options & Alternatives:**

The Community Development Block Grant Committee and City Staff has made their allocation recommendation, however the Common Council can amend these amounts if they see fit.

### **Additional Details:**

Each year the City receives Community Development Block Grant (CDBG) funds projects and programs impacting low-moderate income (LMI) areas in Waukesha. The funds available for 2026 are estimated at \$246,954. This amount is down over \$16,000 from previous years. The CDBG Funds are divided into two categories. The first is Facilities, Housing, and Economic Development which is comprised of ADA improvements, Landmarks Paint and Repair Grants, Facade/Sign/Awning Grants, and Public Art Project funds in the amount of \$209,911. The second category is Parks Programs, which will receive \$37,043. The parks funding goes toward a Senior Activity Coordinator, Horeb & Buchner Swim and Park Play, and an Adaptive Inclusion Specialist. The CDBG Board reviewed applications to decide on the award amounts for each project that was funded.

The CDBG funds for 2026 are anticipated to be lower since we will not know until next year. There is not a guarantee that the funds will be available for this year or in the future. The County has advised us to proceed as usual with the estimate of \$209,911 for Facilities, Housing and Economic Development and \$37,043 for Programs. Programs can only receive 15% of the total allocated funds.



**City of Waukesha**  
201 Delafield Street  
Waukesha, WI 53188  
Tel: 262.542.3700  
waukesha-wi.gov

**What is the Strategic Plan Priority this item relates to:**

Review all current revenue sources and identify new non-levy revenues to pursue.

Review City facilities for meeting ADA guidelines and create a comprehensive plan to update facilities not meeting mandated requirements.

**What impact will this item have on the Strategic Plan Priority?**

CDBG funds are a revenue source that will help Low-Moderate Income (LMI) areas in the City. These funds will improve areas of the City with infrastructure, grants, and Economic Development. There is a specific focus for ADA improvements in these LMI areas for projects to enhance liveability.

**Financial Remarks:**

The City receives these annual CDBG funds from the federal government. These funds come from the City's annual CDBG allocation and do not have a fiscal impact on the budget.

**Executive Recommendation:**

Staff recommends approval of the 2026 CDBG Allocation Resolution as proposed by staff and the CDBG Committee

**Suggested Motion:**

I move to approve the funding allocations recommended by the CDBG Committee

**Reviewed By:**

Finance Director	Date Reviewed
City Attorney	Date Reviewed
City Administrator Anthony Brown	Date Reviewed 05/19/2025

**Common Council  
of the  
City of Waukesha, Wisconsin**

**Resolution No. 2025 - 16**

---

**Resolution Approving Allocations of CDBG Funds for 2026**

---

**Whereas** the City of Waukesha and Waukesha County have agreed to a formula distribution of annual Community Development Block Grant (CDBG) funds for specific local government needs in the City of Waukesha; and

**Whereas** the City of Waukesha CDBG Citizen Advisory Committee has reviewed the applications submitted for 2026 CDBG funds, and recommended for approval the following projects and allocation of funds;

**Now, therefore, be it resolved** by the Common Council of the City of Waukesha that the following projects and allocations are approved:

**Facilities, Housing, and Economic Development**

<b>Project</b>	<b>Department</b>	<b>Amount</b>
Landmark Commission Paint and Repair Grant Program	Community Development	\$25,000
Downtown Waukesha Façade, Sign, and Awning Grant Program	Community Development	\$25,000
Public Art Project Fund	Community Development	\$30,949
ADA	Public Works	\$128,962
<b>Facilities, Housing, &amp; Economic Development Total Allocation:</b>		<b>\$209,911</b>

## Programs

Project	Department	Amount
Senior Activity Coordinator	Parks, Recreation, and Forestry	\$15,000
Horeb and Buchner Swim and Park Play	Parks, Recreation, and Forestry	\$6,743
Adaptive Inclusion Specialist	Parks, Recreation, and Forestry	\$15,300
<b>Programs Total Allocation:   \$37,043</b>		

Passed the day of 2025.

---

Shawn N. Reilly, Mayor

---

Katie Panella, City Clerk



http

**CDBG Application Number:**

**CATEGORY:**

*For office use only*

**CITY OF WAUKESHA**

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

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FORM FOR CITY OF WAUKESHA  
ALLOCATION**

**DEADLINE FOR SUBMISSION: April 25, 2025, 4:30 pm City Hall – Community Development or email to  
rgrams@waukesha-wi.gov**

---

**GENERAL INFORMATION**

1. Project Title: Landmarks Commission Paint and Repair Grants
2. Project Address (if different from Applicant's address): 201 Delafield St., Waukesha, WI 53066
3. Primary Contact Person/Title: Charlie Griffith, Senior Planner
4. Telephone: 262-524-3529
5. E-Mail: cgriffith@waukesha-wi.gov
6. Amount of CDBG 2026 Funds Requested: \$25,000.00
7. Total Project Costs: \$165,000.00 (approx.)
8. National Objective (check all that apply):
  - ☐ Benefiting low – and moderate – income persons
  - ☒ Preventing or eliminating slums or blight
  - ☐ Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.
9. Check One:
  - ☐ New Project
  - ☒ Continuing previously funded project
10. Provide a brief description of your experience in managing a similar project.

The Landmarks Commission has been managing Paint and Repair grants for the city since at least the 1990's. Administering Paint and Repair Grants is one of the Landmarks Commission's most important functions, along with reviewing and approving exterior work on designated Local Landmark and Historic District properties (Certificates of Appropriateness).
11. Describe the role specific staff will have in this project. Who will be responsible for managing the project, reporting to Community Development, preparing invoices, etc.?

The Community Development Department runs the Landmarks Commission Paint and Repair Grant Program. The program administrator is Charlie Griffith, Senior Planner. He will be responsible for project management, reporting, invoicing, etc.

**12. Provide a concise description of the proposed project.**

Paint and Repair grants provide financial assistance to the owners of designated historic properties. Grant amounts are determined by the Landmarks Commission based on a sliding scale guideline. The Landmarks Commission reviews the guidelines on a yearly basis and determines the amount based on the expected total allocation. For 2024 and 2025, the guideline amount has been 15% of the cost of a project, to a maximum of \$3,000.00. Grant amounts can be higher or lower than the scale based on fund availability, project costs, or other factors. Grants are paid after the work has been completed and the applicant has paid their contractors.

In order to be eligible for this program, the Historic properties must also fall within the 'LMI Eligible Areas' as identified by Waukesha County including census tracts 55133202600, 55133202700, 55133202302 and 55133202500.

If the proposed project is a rehabilitation / ADA / historic rehabilitation of a facility or business, please answer the following:

**13. Address of Facility:** Various addresses throughout the City's historic districts and Local Landmarks

**14. Year it was built** Various. All properties are at least 50 years old.

**15. Is the property on a local or national list and/or registered as a historic property?**

☒ Yes

☐ No

☐ Don't Know

**16. Select how your project will serve Low and Moderate Income People (Choose one if applicable):**

☐ Benefit to LMI **individuals** (at least 51% of total beneficiaries of program must be LMI and income information must be gathered from all participants)

☐ **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.)

☒ Benefit to an **area** that is primarily residential and is located in an eligible census tract (at least 30.34% of residents are LMI). See instructions for a list of eligible census tracts.) Provide list of census tracts:

[Click here to enter text.](#)

☐ Housing units created to benefit LMI individuals or households (every CDBG funded unit must be occupied by and LMI individual or household)

☐ 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)

☐ Project serves residents of a **NRSA** and agency is a certified CBDO. Provide name of NRSA:

Click here to enter text.

☐ 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.

☐ ADA Rehabilitation of a public facility or public improvement

☒ Historic Preservation of residential or commercial properties. Must be designated on a spot slum and blight basis or homeowner or business must qualify as low income.

**17. Describe the need filled for your program or project.**

Paint and Repair Grants provide assistance with renovation, restoration, and general upkeep of designated Local Landmark and Historic District homes. In Waukesha many of these properties are modest houses located in low to moderate income neighborhoods. These homes are attractive to lower income and first-time homebuyers because they are usually smaller, on smaller lots, and are often in need of repairs. The owners of these homes experience higher maintenance and repair costs than other homeowners partially due to the higher standards required by their historic designation, but also just because their houses are old. Paint and Repair Grants help mitigate some of those higher costs.

By making renovation and upkeep projects more likely to happen and to happen in a timely and appropriate fashion, Paint and Repair Grants also help maintain the character of the surrounding neighborhoods. Properly maintained homes reduce blight, help make the neighborhood a more desirable place to live in, which in turn stabilizes property values, and can also encourage neighbors to undertake similar work on their own homes. This is true everywhere, but it is especially applicable for properties in Historic Districts, which constitute the vast majority of the city's designated historic homes.

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

The most obvious measurable outcome is the number of homes and other historic structures that are rehabilitated using these funds. By providing a matching grant the City is making it more economically feasible to do costly home repairs and restoration. The program also has indirect or "domino" effects. Once one historic property owner completes his/her repairs, their neighbors are frequently induced to paint or repair their homes in order to "keep up." The other measurable outcome is amount of money invested into these projects. Our grant funds often only make up a small percentage of expensive historic preservation projects.

**19. Select the appropriate activity category below for your project.**

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

NRSA	
	Employment Training/Job readiness education
	Job creation
	Neighborhood revitalization housing efforts (rehab or new construction)

	Job retention programs
	Transportation to jobs
	Crime prevention
	Public Services
	Neighborhood revitalization non-housing efforts (beautification, parks, streets, etc.)
	Other (list)

Housing	
	Homeowner rehabilitation program loans
	Rental rehabilitation (special needs/transitional or permanent housing for very low income / supportive services and case management attached to units)
	Rental rehabilitation (multi-family projects, general low income population)
	Downpayment assistance
	Housing counseling
	Acquisition / site preparation of land for housing purposes (not construction)
X	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
	Facilities for AIDS patients
	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 or retention
	Commercial / Industrial infrastructure development or improvements
	Facade improvement loans to businesses
	Non-residential historic preservation
	Other (list)

Administration and Planning	
	Housing rehab program administration
	Revolving Loan Fund administration
	Fair housing activities
	Planning for communities or NRSAs
	Other (list)

## Appendix A: Results of Prior Year Projects

20. Was your department able to spend the CDBG allocation awarded within the calendar year? (Provide explanation for any extensions into the next year for 2024-25)

The Landmarks Commission allocated all 2024 funds by the end of the year. As of the end of the year two projects had not been completed, so the funds for those projects, a total of \$2,850.00, were carried over into 2025. Both applicants expect to complete the work this spring. Grants will be paid as soon as they have paid their contractors. Their grants will be kept available for them until all 2025 money has been allocated.

21. Has your department had any CDBG funds reprogrammed (taken back) by the CDBG Board? (Explain for 2025)

The Landmarks Commission has not returned any money from Paint and Repair Grants, but has had funds for projects extended into the next calendar year.

**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 MUNICIPALITIES**

**DEADLINE FOR SUBMISSION: March 28, 2025 4:30 pm**  
**Room 320, Waukesha County Administration Building**

---

**GENERAL INFORMATION**

1. Project Title/Address: Senior Activity Coordinator
2. Applicant's Legal Name: Mark Thompson
3. Municipality Address (no P.O. Boxes): 201 Delafield St.
4. Primary Contact Person/Title: Mark Thompson - Recreation Supervisor
5. Telephone: 262-524-3716 E-Mail: mthompson@waukesha-wi.gov
6. Federal Identification Number (Required): 39-6005642
7. Unique Entity Identifier (UEI) Number (Required): L8JDE6AJ83L9
8. Amount of CDBG 2026 Funds Requested: \$15,000 Total Project Costs: \$55,000
9. Amount of CDBG Project Funds Received in **2025**: \$16450

10. Check One:

☐

New Project

☒

Continuing previously funded project

11. Provide a concise description of the proposed project.

The City of Waukesha must respond to and adapt to the ever-changing and growing senior population in our community. The need for health, social, educational and recreational services provided at low costs and access to these programs is vital for a healthy community. As health, fitness and lifestyle changes, many aging adults are participating in recreational activities at ages well past those in previous generations.

A comprehensive senior program is primarily based at the Schuetze Recreation Center in Frame Park, a multi-generational center with an emphasis on senior activities. The program is successful due to the collaborative efforts of many community partners who provide senior services. City of Waukesha Parks, Recreation and Forestry Department (WPRF), Aging and Disability Resource Center (ADRC), and Waukesha Housing Authority work together to provide quality services to Waukesha residents 60 years and better. The ongoing purpose of the senior services is to: 1) Expand senior's access to services related to Independent Living Issues. Recreation opportunities enhance active living and can help limit the onset of disease and impairment normally associated with aging. WPRF wellness opportunities help seniors lead independent and satisfying lives as they remain mobile, flexible and challenge themselves cognitively. 2) Provide health, social, educational and recreational programs to meet the changing needs of seniors of all age categories. Recreation activities provide socialization opportunities and help keep seniors active in the community. Seniors who live alone are often cut off from the community and isolation

## Needs and Outcomes (30 points)

**12.** Describe the need for your program or project.

In Waukesha County 19.4 % of the population is age 65+ (13.8 % of the City of Waukesha population is 65 older) in 2040 it is predicted the Waukesha County population age 65+ will nearly double. The City of Waukesha must respond to and adapt to the ever-changing and growing senior population in our community.

The need for health, social, educational and recreational services provided at low costs and access to these programs is vital to enhance active living and can help limit the onset of disease and impairment normally associated with aging. WPRF wellness opportunities help seniors lead independent and satisfying lives as they remain mobile, flexible and challenge themselves cognitively. Recreation activities also provide socialization opportunities and help keep seniors active in the community. Seniors who live alone are often cut off from the community mainstream, losing their purpose for being and retreating into their homes, thus increasing health risks. Seniors involved in recreation programs have reduced feelings of alienation and loneliness and increase

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

Services will be delivered year round and will reach a minimum of 1,500 unduplicated participants.

**14.** Describe the goals and outcomes for your project. How will your project address the needs identified above?

1. Seniors 62+ will increase involvement in WPRF programs: WPRF will experience a 5% increase in seniors served as measured through ACTIVE Net Registration System.
2. 95% of Seniors 62+ report increased socialization and friendship as a result of programming as measured through surveys.
3. 95% of Seniors 62+ report improved health as a result of involvement in programming as measured through surveys.
4. 95% of seniors 62+ report increased knowledge and awareness of resources as measured through surveys.

## Capacity and Experience (30 points)

**15.** Provide a brief description of your municipality's experience in managing a similar project.

Waukesha Parks, Recreation & Forestry (WPRF) has many years of experience managing grants. Our WPRF Senior Activity Coordinator position was made possible through CDBG funding. This position's involvement is essential in our efforts to meet the yearly and ongoing goals set forth by the partners and WPRF Senior Program Advisory Group for 20+ years. In addition to seniors, WPRF also wrote and received CDBG grants to help support youth services. WPRF utilizes numerous community partnerships and grant dollars to support children's development and reduce obstacles to overall success.

16. Describe the role specific staff will have in this project. Who will be responsible for managing the project, reporting to Waukesha County, preparing invoices, etc.?

Mark Thompson, Recreation Supervisor, will be responsible for managing the project, reporting to Community Development and preparing invoices. Mark Thompson, Recreation Supervisor; Cheri Schober, Senior Activity Coordinator; and the Waukesha Parks, Recreation and Forestry Board will help assess needs, set goals, review the budget, and analyze the success of the program.

## BUDGET (25 points)

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

With a fully funded senior activity coordinator, we have envisioned a robust schedule of programs, events, and outreach initiatives that would not only entertain but also build connections among seniors and the broader community. This role is central to the way we operate and expand our offerings, acting as the key driver behind our daily activities and community engagement efforts.

However, if we receive less than the requested funding, the impact would be significant. Cutbacks in our budget would force us to scale back or, in a worst-case scenario, cancel certain programs. The senior activity coordinator might end up with fewer resources or a reduced role, which means fewer classes, workshops, and outreach sessions. In turn, the frequency and variety of activities at the center would diminish, and some of our more ambitious community outreach initiatives might no longer be feasible. This would not only affect the quality

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

Category	Amount of CDBG	% of CDBG total costs
Personnel	\$ 11,000.00	\$ 11,000.00
Operating/Admin		
Pass through to clients		
Materials		
Construction cost		
Other	\$ 4,000.00	\$ 4,000.00
Total	\$ 15,000.00	\$ 15,000.00

## 19. 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	\$ 15,000.00			
Total Funding	\$ 15,000.00			

## Consolidated Plan Priorities (10 Points)

20. 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	
<input type="radio"/>	Youth / Childcare / Abused and neglected children
<input type="radio"/>	Homeless shelter and services
<input type="radio"/>	Substance abuse / Mental health / Healthcare
<input type="radio"/>	Meals / Nutrition
<input type="radio"/>	Domestic abuse
<input type="radio"/>	Seniors / Disabled
<input type="radio"/>	Employment training
<input type="radio"/>	Transportation
<input type="radio"/>	Education
<input type="radio"/>	Other (list)

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

Housing	
<input type="radio"/>	Homeowner rehabilitation program /loans
<input type="radio"/>	Rental rehabilitation (multi-family projects, general low-income population)
<input type="radio"/>	Rental rehabilitation (special needs / transitional housing)
<input type="radio"/>	Housing counseling
<input type="radio"/>	Downpayment assistance
<input type="radio"/>	Acquisition only
<input type="radio"/>	Residential historic preservation
<input type="radio"/>	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	
<input type="radio"/>	Homeless facilities
<input type="radio"/>	Youth / Abused children facilities
<input type="radio"/>	Senior / Disabled facilities
<input type="radio"/>	Neighborhood / Community centers
<input type="radio"/>	Parks / Playgrounds / Recreational facilities
<input type="radio"/>	Streets / Sidewalks improvements
<input type="radio"/>	Water / Sewer improvements
<input type="radio"/>	Flood drainage improvements
<input type="radio"/>	Parking lots
<input type="radio"/>	Other (list)

Economic Development	
<input type="radio"/>	Loans to small/medium businesses for low-moderate income job creation / retention
<input type="radio"/>	Commercial / Industrial infrastructure development or improvements
<input type="radio"/>	Façade improvement loans to businesses
<input type="radio"/>	Non-residential historic preservation
<input type="radio"/>	Other (list)

Administration and Planning	
<input type="radio"/>	Housing rehab program administration
<input type="radio"/>	Fair housing activities
<input type="radio"/>	Planning for communities or NRSAs
<input type="radio"/>	Revolving loan fund administration
<input type="radio"/>	Other (list)



## Analysis of Impediments to Fair Housing Choice (5 points)

21. Select the activity or activities below that best show how your municipality 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**

**antisemitism**

- ☐ 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

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 Mark Thompson Date: 3/21/25  
Title Recreation Supervisor

---

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](mailto: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.**

http

**CDBG Application Number:**

**CATEGORY:**

*For office use only*

**CITY OF WAUKESHA**

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

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FORM FOR CITY OF WAUKESHA  
ALLOCATION**

**DEADLINE FOR SUBMISSION: April 25, 2025, 4:30 pm City Hall – Community Development or email to  
rgrams@waukesha-wi.gov**

---

**GENERAL INFORMATION**

1. Project Title: City of Waukesha - ADA
2. Project Address (if different from Applicant's address): \_\_\_\_\_
3. Primary Contact Person/Title: Alex Damien, P.E., Director of Public Works
4. Telephone: 262-524-3600
5. E-Mail: adamien@waukesha-wi.gov
6. Amount of CDBG 2026 Funds Requested: \$226,600. \_\_\_\_\_
7. Total Project Costs: \$226,600. \_\_\_\_\_
8. National Objective (check all that apply):
  - ☐ Benefiting low – and moderate – income persons
  - ☒ Preventing or eliminating slums or blight
  - ☐ Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.
9. Check One:
  - ☒ New Project
  - ☐ Continuing previously funded project
10. Provide a brief description of your experience in managing a similar project.

The City of Waukesha is the largest municipality in the County of Waukesha and has been using CDBG funds for more than 20 years. The Engineering Department manages all construction projects for the City, therefore has the experience needed to continue managing CDBG projects.
11. Describe the role specific staff will have in this project. Who will be responsible for managing the project, reporting to Community Development, preparing invoices, etc.?

Mathew Vincent, or another Engineering Staff member will oversee the project.

**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 MUNICIPALITIES**

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

**Room 320, Waukesha County Administration Building**

---

**GENERAL INFORMATION**

1. Project Title/Address: Waukesha City Pools Swim and Play Program
2. Applicant's Legal Name: City of Waukesha Park, Recreation and Forestry Dept.
3. Municipality Address (no P.O. Boxes): 1900 Aviaiton Dr. Waukesha WI 53188
4. Primary Contact Person/Title: Gala Evers, Recreation Supervisor
5. Telephone: 262-524-3715 E-Mail: gevers@waukesha-wi.gov
6. Federal Identification Number (Required): 39-6005642
7. Unique Entity Identifier (UEI) Number (Required): L8JDE6AJ83L9
8. Amount of CDBG 2026 Funds Requested: 3800.00 Total Project Costs: 16,000.00
9. Amount of CDBG Project Funds Received in **2025**: \$ 6400.00 (combining two grants)
10. Check One:  
☐ New Project ☒ Continuing previously funded project

**11. Provide a concise description of the proposed project.**

The City of Waukesha Park, Recreation and Forestry Department (WPRF) offers a comprehensive recreation summer program with a learn-to-swim component at our two city pools, Buchner and Horeb Pool and Park. This two-week, high-quality program is a significant relief for families, as it is free of charge to children whose families qualify per the HUD income limits. The swim and park play program is offered to youth ages 6-12. The program has two key components: offering students a lifelong, lifesaving skill of swim lessons and an enrichment program, providing fun, engaging learning opportunities to help learning loss over the summer months.

The enrichment activities are designed to engage youth and teach lifelong skills such as organization, perseverance, self-confidence, social skills, conflict resolution, and communication. More importantly, they are designed to be fun and engaging, sparking excitement and interest in the participants. In addition, these activities help lessen the impact of summer learning loss that many of our students face each year. The swim component will teach students life skills like swimming and water safety. Partnering with St. Vincent De Paul, participants will receive a healthy lunch following the swim lesson and enrichment activities for this summer program and each pool location.

## Needs and Outcomes (30 points)

### 12. Describe the need for your program or project.

Research suggest that no child is ever safe in water. The goal of this program is to make children safer in and around water. 79% of children in households with income less than \$50,000 have little to no swimming ability, that is our target population. Research also shows that 64% of African Americans, 45% of Hispanic/Latino, and 40% of Caucasian children have little to no swimming ability. Each day in the United States on average 10 people drown. Formal lessons reduce the likelihood of childhood drownings by 88%.

The neighborhood schools feeding into these pools/parks are Hadfield Elementary, and Hawthorne Elementary schools. Both elementary schools are title 1 improvement schools, with Free/Reduce lunch percentages above 70%, These schools have extremely alarming percentages of students performing below the proficiency level in both reading and math, 89% on average, meaning only 11% of the schools populations are proficient. We kn

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

By Summer of 2026, 40 participants will enroll in this program offering both enrichment learning opportunities and a learn to swim program at one of our pool/park locations Horeb or Buchner..

By Spring of 2026, we will work with the School District of Waukesha to identify participants at the most need for this program and ensure families meet income qualifiers.

By Spring of 2026, we will reach out to at least two community partners to join our efforts with providing additional resources for this program, such as lunch component and additional materials to help with the Swim and Park Play take home kits, including, learning packets.

### 14. Describe the goals and outcomes for your project. How will your project address the needs identified above?

By August of 2026, 40 participants will enroll in this program, and 80% (32 out of 40) will show improvements in water safety and swim skills, as measured by Red Cross swim instructors.

By August of 2026, 40 participants will enroll in this program, and 80% (32 out of 40) will show improvement in organization, perseverance, self-confidence, social skills, conflict resolution and communication, as measured through teacher perception data.

By August of 2026, 40 participants will enroll in this program, and 100% (40 out of 40) participants will be provided with healthy lunch during this program, as measured through attendance records, in partnership with St. Vincent dePaul.

## Capacity and Experience (30 points)

### 15. Provide a brief description of your municipality's experience in managing a similar project.

The mission of the City of Waukesha Parks, Recreation, and Forestry Department (WPRF) is to be responsive and committed to providing essential park, recreation, and urban forestry services, making our community a desirable place to live, work, and play. WPRF has years of experience with Community Development Block Grants, and various programs are partially supported by these funds—precisely, the Buchner and Horeb Swim and Park Play programs, the Adaptive CDBG, and the Senior CDBG.

WPRF offers 10-week camp programs throughout the city, a longstanding tradition of summer programming for Waukesha youth. The City of Waukesha Park, Recreation, and Forestry Department also operates before- and after-school programs at ten elementary schools within the School District of Waukesha. Two sites were awarded 21st Century Learning Center Grants in 2022, totaling \$975,000.00 in grant funding over the next five years. WPRF is the fiscal agent for this grant, and Gala Evers, Recreation Supervisor, oversees all areas of grant compliance.

16. Describe the role specific staff will have in this project. Who will be responsible for managing the project, reporting to Waukesha County, preparing invoices, etc.?

The Staff involved in this project include a team comprised of Recreation Services Manager, Mary Berg, Recreation Supervisor, Gala Evers, Recreation Programmer, Tara Scott, and a team of 100+ staff that complete forty hours of training in the areas of youth development, fun, age-appropriate and engaging curriculum, behavior management, games/activities, and CPR/First AID and Inclusion training throughout the year. The direct supervisor of this program, Recreation Supervisor Gala Evers, has over 26 years of experience as a teacher and program operations director. Gala will directly supervise the project's implementation and management. This includes training and managing staff, gathering and collecting data for outcomes, and ensuring that all aspects of the program come to fruition. Tara Scott will supervise the program staff directly. Re

## BUDGET (25 points)

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

This is the minimum request to operate the program for 40 participants, using community partners to help offset cost of the program. If this program is not supported through Community Block Grant dollars, we run the risk of the program not being able to operate, unless additional funding was secured. Our agency continues to reach out to community partners to provide as many services as possible in order to serve the undeserved.

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

Category	Amount of CDBG	% of CDBG total costs
Personnel	\$ 5,600.00	
Operating/Admin		
Pass through to clients		
Materials	\$ 800.00	
Construction cost		
Other		
Total	\$ 6,400.00	

## 19. 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	\$ 6,400.00		X	
WPRF Program Revenue	\$ 9,600.00	X		12/31/2024
Total Funding	\$ 16,000.00			



## Consolidated Plan Priorities (10 Points)

20. 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	
<input type="radio"/>	Youth / Childcare / Abused and neglected children
<input type="radio"/>	Homeless shelter and services
<input type="radio"/>	Substance abuse / Mental health / Healthcare
<input type="radio"/>	Meals / Nutrition
<input type="radio"/>	Domestic abuse
<input type="radio"/>	Seniors / Disabled
<input type="radio"/>	Employment training
<input type="radio"/>	Transportation
<input type="radio"/>	Education
<input type="radio"/>	Other (list)

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

Housing	
<input type="radio"/>	Homeowner rehabilitation program /loans
<input type="radio"/>	Rental rehabilitation (multi-family projects, general low-income population)
<input type="radio"/>	Rental rehabilitation (special needs / transitional housing)
<input type="radio"/>	Housing counseling
<input type="radio"/>	Downpayment assistance
<input type="radio"/>	Acquisition only
<input type="radio"/>	Residential historic preservation
<input type="radio"/>	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	
<input type="radio"/>	Homeless facilities
<input type="radio"/>	Youth / Abused children facilities
<input type="radio"/>	Senior / Disabled facilities
<input type="radio"/>	Neighborhood / Community centers
<input type="radio"/>	Parks / Playgrounds / Recreational facilities
<input type="radio"/>	Streets / Sidewalks improvements
<input type="radio"/>	Water / Sewer improvements
<input type="radio"/>	Flood drainage improvements
<input type="radio"/>	Parking lots
<input type="radio"/>	Other (list)

Economic Development	
<input type="radio"/>	Loans to small/medium businesses for low-moderate income job creation / retention
<input type="radio"/>	Commercial / Industrial infrastructure development or improvements
<input type="radio"/>	Façade improvement loans to businesses
<input type="radio"/>	Non-residential historic preservation
<input type="radio"/>	Other (list)

Administration and Planning	
<input type="radio"/>	Housing rehab program administration
<input type="radio"/>	Fair housing activities
<input type="radio"/>	Planning for communities or NRSAs
<input type="radio"/>	Revolving loan fund administration
<input type="radio"/>	Other (list)

## Analysis of Impediments to Fair Housing Choice (5 points)

21. Select the activity or activities below that best show how your municipality 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**

**antisemitism**

- ☐ 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

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 Gala Evers Date: 3/21/2025

Title Recreation Supervisor

**Gala Evers**

 Digitally signed by Gala Evers  
Date: 2025.03.21 10:21:58 -05'00'

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](mailto: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.**

**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 MUNICIPALITIES**

**DEADLINE FOR SUBMISSION: March 28, 2025 4:30 pm**  
**Room 320, Waukesha County Administration Building**

---

**GENERAL INFORMATION**

1. Project Title/Address: Adaptive and Inclusion Specialist
2. Applicant's Legal Name: City of Waukesha Park, Recreation and Forestry Dept.
3. Municipality Address (no P.O. Boxes): 1900 Aviation Dr. Waukesha, WI 53188
4. Primary Contact Person/Title: Gala Evers, Recreation Supervisor
5. Telephone: 262-524-3715 E-Mail: gevers@waukesha-wi.gov
6. Federal Identification Number (Required): 39-6005642
7. Unique Entity Identifier (UEI) Number (Required): L8JDE6AJ83L9
8. Amount of CDBG 2026 Funds Requested: \$15,300 Total Project Costs: 40,768.00
9. Amount of CDBG Project Funds Received in **2025**: \$ 17,100.00

10. Check One:

☐

New Project

☒

Continuing previously funded project

11. Provide a concise description of the proposed project.

In effort to reduce barriers in youth development recreation programs and serve a tremendous need in our community for adaptive and inclusive practices, this project will provide partial funding for an Adaptive Inclusion Specialist with the City of Waukesha Parks, Recreation and Forestry Department (WPRF). This initiative is crucial in addressing the needs of our community and ensuring that all our youth have equal opportunities for growth and development. Currently, WPRF serves the community by offering various youth development programs to meet community needs, including before and afterschool programs and summer day camps, which serve as care for many working families. To better serve all youth throughout our city, we seek a position to provide additional support through an Adaptive Inclusion Specialist. The benefits of this position for youth and families in Waukesha will include positive socialization with peers, improved communication skills friendships, increased leisure skills, appropriate behavior development, enhanced self-esteem and self-confidence, increased autonomy, and a feeling of community and acceptance for all. This position will provide participants and WPRF staff support in developing, coordinating, and leading the evaluation of current practices and accommodations for individuals of all ages with special needs. The specialist will work closely with WPRF staff to coordinate and implement services. Additional responsibilities include meeting with participants and their families to determine the support needed and resources available throughout the community.

## Needs and Outcomes (30 points)

### 12. Describe the need for your program or project.

Currently, 80 youth, on average, attend our before and after school programs with identified special needs, with an additional 125 students that have unidentified needs, both learning disabilities and behavioral challenges. These needs and challenges often result in unsuccessful transitions to programs. To meet the needs of this growing demand and to maintain inclusive practices and a thriving environment, WPRF seeks to employ an Adaptive Inclusion Specialist. The needs vary and include Attention Deficit Hyperactive Disorder (ADHD), Autism Spectrum, Oppositional Defiance, Diabetes, Hearing Impaired, Prodder Willie, Anxiety, and Trauma. WPRF has hired an Adaptive Inclusion Specialist trained in Special Education and Adaptive Inclusion to meet every student's needs and allow all students an even playing field. The field of special education is constantly evolving, and access to the tools, research, and knowledge to assist students successfully takes time and dedication. We seek support from dedicated and trained staff to bridge the gap and provide more inclusion and

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

At each significant registration period—winter/Spring 2026, Spring/Summer 2026, and Summer/Fall 2026—the Adaptive and Inclusion Specialist will assess all enrolled students attending the program. After assessing programs and observing students, the Adaptive Specialist will hold a training session for seasonal WPRF staff to offer resources, tools, and strategies for the students currently enrolled in the program with Identified Special Needs and other challenges.

Ongoing throughout 2026, the Adaptive and Inclusion Specialist will work with participants and families directly to ensure a seamless transition into programs and identify tools, accommodations, and additional resources thr

### 14. Describe the goals and outcomes for your project. How will your project address the needs identified above?

- a. By the Fall of 2026, the Adaptive Specialist will hold at least one all-staff training session to support staff working with participants with identified special needs, as measured by attendance records.
- b. By the Fall of 2026, they will have established at least two additional partnerships with other community agencies to provide additional resources and support for families enrolled in WPRF youth programs, as measured by resource logs.
- c. By the Fall of 2026, at least 75 students with identified special needs will be successfully enrolled in and actively participating in youth programs, as measured by attendance records.
- d. By the the Fall/Winter of 2026, our community will receive at least one additional program focused on adaptive and inclusion needs, as measured by attendance records.

## Capacity and Experience (30 points)

### 15. Provide a brief description of your municipality's experience in managing a similar project.

WPRF has years of experience in Community Development Block Grants with a wide variety of programs supported in part by these funds, such as neighborhood playground and swim and park play programs, adaptive recreation programs, and senior/older adult programs. Over the past 29 years, varied programs have been offered as part of our adaptive recreation programs, including summer recreation programs, special family evening events (including respite), community outings for adults with special needs, interpretive services for all ages, and inclusion practices in our before and after-school and youth development programs. WPRF staff directly lead and assist with adaptive programs and inclusion practices. WPRF has offered youth and enrichment programs, including before and after school and summer day camps, to help assist working families throughout the community. Over the past eleven years, we have identified a growing need for additional inclusive practices and have made it a goal to provide extra services to meet the ever-increasing need for adaptive and inclusion services for our youth and families.

16. Describe the role specific staff will have in this project. Who will be responsible for managing the project, reporting to Waukesha County, preparing invoices, etc.?

The Staff involved in this project include a team comprised of Recreation Services Manager, Mary Berg, Recreation Supervisor, Gala Evers, Recreation Supervisor, Tara Scott, Recreation Programmer, Laura Nagel, Adaptive and Inclusion Specialist, and a team of 100+ staff that complete forty hours of training in the areas of youth development, fun, age-appropriate and engaging curriculum, behavior management, games/activities and CPR/First AID and Inclusion training throughout the year. The direct supervisor of this program, Recreation Supervisor Gala Evers, has over 27 years of experience as a teacher and program operations director. Gala will directly supervise the project's implementation and management. This includes training and managing staff, gathering and collecting data for outcomes, and ensuring that all aspects of the program come to fruition. Tara Scott will directly supervise the programs and staff. Recreation Services Manager Mary Berg will provide ongoing

## BUDGET (25 points)

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

This is an hourly position, with a total annual income of \$40,768 and a total weekly commitment of 28 hours at \$28/hour. We propose the following allocations for this position based on program participant needs. Approximately 40% of this income we propose to be supported through CDBG funds = \$17,100.00. Approximately 35% of this income we are proposing to be supported through program revenue, = \$13,568.00. Approximately 25% of this income we are proposing to be supported through Community Learning Center Grant fund = \$10,100.00

If less money is granted, the position would not be offered at 28 hours per week, offering less opportunity to meet our objectives for inclusion and making the position less competitive with recruiting qualified candidates.

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

Category	Amount of CDBG	% of CDBG total costs
Personnel	\$ 17,100.00	
Operating/Admin		
Pass through to clients		
Materials		
Construction cost		
Other		
Total	\$ 17,100.00	

## 19. 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	\$ 17,100.00			
WPRF Programming	\$ 13,568.00	X		12/31/2024
CLC DPI Grant	\$ 10,100.00	X		7/1/2024
Total Funding	\$ 40,768.00			



## Consolidated Plan Priorities (10 Points)

20. 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	
<input type="radio"/>	Youth / Childcare / Abused and neglected children
<input type="radio"/>	Homeless shelter and services
<input type="radio"/>	Substance abuse / Mental health / Healthcare
<input type="radio"/>	Meals / Nutrition
<input type="radio"/>	Domestic abuse
<input type="radio"/>	Seniors / Disabled
<input type="radio"/>	Employment training
<input type="radio"/>	Transportation
<input type="radio"/>	Education
<input type="radio"/>	Other (list) Adaptive and Inclusion Support

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

Housing	
<input type="radio"/>	Homeowner rehabilitation program /loans
<input type="radio"/>	Rental rehabilitation (multi-family projects, general low-income population)
<input type="radio"/>	Rental rehabilitation (special needs / transitional housing)
<input type="radio"/>	Housing counseling
<input type="radio"/>	Downpayment assistance
<input type="radio"/>	Acquisition only
<input type="radio"/>	Residential historic preservation
<input type="radio"/>	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	
<input type="radio"/>	Homeless facilities
<input type="radio"/>	Youth / Abused children facilities
<input type="radio"/>	Senior / Disabled facilities
<input type="radio"/>	Neighborhood / Community centers
<input type="radio"/>	Parks / Playgrounds / Recreational facilities
<input type="radio"/>	Streets / Sidewalks improvements
<input type="radio"/>	Water / Sewer improvements
<input type="radio"/>	Flood drainage improvements
<input type="radio"/>	Parking lots
<input type="radio"/>	Other (list)

Economic Development	
<input type="radio"/>	Loans to small/medium businesses for low-moderate income job creation / retention
<input type="radio"/>	Commercial / Industrial infrastructure development or improvements
<input type="radio"/>	Façade improvement loans to businesses
<input type="radio"/>	Non-residential historic preservation
<input type="radio"/>	Other (list)

Administration and Planning	
<input type="radio"/>	Housing rehab program administration
<input type="radio"/>	Fair housing activities
<input type="radio"/>	Planning for communities or NRSAs
<input type="radio"/>	Revolving loan fund administration
<input type="radio"/>	Other (list)

## Analysis of Impediments to Fair Housing Choice (5 points)

21. Select the activity or activities below that best show how your municipality 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**

**antisemitism**

- ☐ 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

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 Gala Evers Date: 3/21/2025  
Title Recreation Supervisor

---

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](mailto: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.**

**12. Provide a concise description of the proposed project.**

Buchner Park and Greenway Terrace Park will both have a new resilient surface installed. The original surface has degraded and needs to be replaced. The playgrounds are approximately 10,300 square feet based on \$22.00/square foot, the cost is estimated at \$226,600.

If the proposed project is a rehabilitation / ADA / historic rehabilitation of a facility or business, please answer the following:

**13. Address of Facility:** N/A \_\_\_\_\_

**14. Year it was built:** N/A \_\_\_\_\_

**15. Is the property on a local or national list and/or registered as a historic property?**

☐ Yes

☐ No

☐ Don't Know

**16. Select how your project will serve Low and Moderate Income People (Choose one if applicable):**

☐ Benefit to LMI **individuals** (at least 51% of total beneficiaries of program must be LMI and income information must be gathered from all participants)

☐ **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.)

☒ Benefit to an **area** that is primarily residential and is located in an eligible census tract (at least 30.34% of residents are LMI). See instructions for a list of eligible census tracts.) Provide list of census tracts:

[Click here to enter text.](#)

☐ Housing units created to benefit LMI individuals or households (every CDBG funded unit must be occupied by and LMI individual or household)

☐ 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)

☐ Project serves residents of a **NRSA** and agency is a certified CBDO. Provide name of NRSA:  
[Click here to enter text.](#)

☐ 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.

☐ ADA Rehabilitation of a public facility or public improvement

☐ Historic Preservation of residential or commercial properties. Must be designated on a spot slum and blight basis or homeowner or business must qualify as low income.

17. Describe the need filled for your program or project.

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

19. Select the appropriate activity category below for your project.

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

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

Housing	
	Homeowner rehabilitation program loans
	Rental rehabilitation (special needs/transitional or permanent housing for very low income / supportive services and case management attached to units)
	Rental rehabilitation (multi-family projects, general low income population)
	Downpayment assistance
	Housing counseling
	Acquisition / site preparation of land for housing purposes (not construction)
	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
	Facilities for AIDS patients
	Neighborhood / Community centers
X	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 or 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

	Revolving Loan Fund administration
	Fair housing activities
	Planning for communities or NRSAs
	Other (list)

## Appendix A: Results of Prior Year Projects

- 20.** Was your department able to spend the CDBG allocation awarded within the calendar year? (Provide explanation for any extensions into the next year for 2024-25)

The 2024 contract was fully completed and reimbursed in 2024. The 2025 projects were just reallocated and will be completed by November 2025.

- 21.** Has your department had any CDBG funds reprogrammed (taken back) by the CDBG Board? (Explain for 2025) No.



http

**CDBG Application Number:**

**CATEGORY:**

*For office use only*

**CITY OF WAUKESHA**

**PROGRAM YEAR 2025 (January 1 – December 31, 2026)**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FORM FOR CITY OF WAUKESHA  
ALLOCATION**

**DEADLINE FOR SUBMISSION: April 22, 2026, 4:30 pm City Hall – Community Development or email to  
rgrams@waukesha-wi.gov**

---

**GENERAL INFORMATION**

1. Project Title: Public Art Project Fund
2. Project Address (if different from Applicant's address):
3. Primary Contact Person/Title: Robin Grams
4. Telephone: 262-524-3749
5. E-Mail: rgrams@waukesha-wi.gov
6. Amount of CDBG 2025 Funds Requested: \$30,000
7. Total Project Costs: \$60,000
8. National Objective (check all that apply):
  - ☒ Benefiting low – and moderate – income persons
  - ☐ Preventing or eliminating slums or blight
  - ☐ Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.
9. Check One:
  - ☒ New Project
  - ☐ Continuing previously funded project
10. Provide a brief description of your experience in managing a similar project.

I have managed the public art project fund for the past two years. CDBG funds in 2023 helped commission the City of Waukesha's 125<sup>th</sup> Anniversary art piece.

In 2024, the City began managing the Utility Box Art Wrap program. That received an extension due to funds being held, but will be wrapping up this summer.
11. Describe the role specific staff will have in this project. Who will be responsible for managing the project, reporting to Community Development, preparing invoices, etc.?

I will be managing the project and reporting to Community Development and preparing the invoices. I will commission art projects on behalf of Community Development and CDBG funds.

**12. Provide a concise description of the proposed project.**

The project will be to provide public art to LMI areas in the City of Waukesha, specifically the downtown. The goal is to commission art pieces that include, but not limited to murals, sculptures and more.

If the proposed project is a rehabilitation / ADA / historic rehabilitation of a facility or business, please answer the following:

**13. Address of Facility:** \_\_\_\_\_

**14. Year it was built** \_\_\_\_\_

**15. Is the property on a local or national list and/or registered as a historic property?**

☐ Yes

☒ No

☐ Don't Know

**16. Select how your project will serve Low and Moderate Income People (Choose one if applicable):**

☒ **Benefit to LMI individuals** (at least 51% of total beneficiaries of program must be LMI and income information must be gathered from all participants)

☐ **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.)

☐ **Benefit to an area** that is primarily residential and is located in an eligible census tract (at least 30.34% of residents are LMI). See instructions for a list of eligible census tracts.) Provide list of census tracts:

[Click here to enter text.](#)

☐ **Housing units created to benefit LMI individuals or households** (every CDBG funded unit must be occupied by and LMI individual or household)

☐ **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)

☐ **Project serves residents of a NRSA** and agency is a certified CBDO. Provide name of NRSA:  
[Click here to enter text.](#)

☐ **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.

☐ ADA Rehabilitation of a public facility or public improvement

☐ Historic Preservation of residential or commercial properties. Must be designated on a spot slum and blight basis or homeowner or business must qualify as low income.

**17. Describe the need filled for your program or project.**

There is an increased need to add public art to the community. We have several murals, guitars, and sculptures that have been added over the years downtown. This project will help fulfill the need to add more art.

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

The number of public art pieces commissioned in Waukesha.

**19. Select the appropriate activity category below for your project.**

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

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

Housing	
---------	--

	Homeowner rehabilitation program loans
	Rental rehabilitation (special needs/transitional or permanent housing for very low income / supportive services and case management attached to units)
	Rental rehabilitation (multi-family projects, general low income population)
	Downpayment assistance
	Housing counseling
	Acquisition / site preparation of land for housing purposes (not construction)
	Residential historic preservation
	Other (list)

<b>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</b>	
	Homeless facilities
	Youth / Abused children facilities
	Senior / Disabled facilities
	Facilities for AIDS patients
	Neighborhood / Community centers
	Parks / Playgrounds / Recreational facilities
	Streets / Sidewalk improvements
	Water / Sewer improvements
	Flood drainage improvements
	Parking lots
	Other (list)

<b>Economic Development</b>	
	Loans to small/medium businesses for low-moderate income job creation or retention
	Commercial / Industrial infrastructure development or improvements
	Facade improvement loans to businesses
	Non-residential historic preservation
	Other (list)

<b>Administration and Planning</b>	
	Housing rehab program administration
	Revolving Loan Fund administration
	Fair housing activities
	Planning for communities or NRSAs
	Other (list)

## Appendix A: Results of Prior Year Projects

20. Was your department able to spend the CDBG allocation awarded within the calendar year? (Provide explanation for any extensions into the next year for 2023)

We were able to spend the 2023 CDBG allocation for Public Art and have a few projects in mind for the 2024 Public Art Project Fund. Those projects will be commissioned this calendar year.

21. Has your department had any CDBG funds reprogrammed (taken back) by the CDBG Board? (Explain for 2023)

None

http

**CDBG Application Number:**

**CATEGORY:**

*For office use only*

**CITY OF WAUKESHA**

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

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FORM FOR CITY OF WAUKESHA  
ALLOCATION**

**DEADLINE FOR SUBMISSION: March 22, 2024, 4:30 pm City Hall Community Development Department or email  
to [rgrams@waukesha-wi.gov](mailto:rgrams@waukesha-wi.gov)**

---

1. Project Title: Central City Façade, Awning, Sign, Grant Program
2. Project Address (if different from Applicant's address): N/A
3. Primary Contact Person/Title: Robin Grams
4. Telephone: 262-524-3749
5. E-Mail: rgrams@waukesha-wi.gov
6. Amount of CDBG 2026 Funds Requested: \$25,000
7. Total Project Costs: \$40,000
8. National Objective (check all that apply):
  - ☐ Benefiting low – and moderate – income persons
  - ☒ Preventing or eliminating slums or blight
  - ☐ Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.
9. Check One:
  - ☐ New Project
  - ☒ Continuing previously funded project

**10. Provide a brief description of your experience in managing a similar project.**

The City has been running this program since the spring of 2013, after the property owners voted to disband the Business Improvement District who had previously managed it. The City has over a decade of experience with this program. In order to benefit more Low to Moderate Income Census Tracts, the City has recently expanded the boundaries of the program to include other areas outside of Downtown.

This program continues to be one of most important economic development tools we have to attract and retain businesses in our central city and low to moderate income areas.

- Two façade grants awarded: 2 (Martinez Law Office façade repair and 344 Broadway Avenue façade renovation/improvement
- Money leveraged through grant program: \$15,000 in 2024 grant money was leveraged into \$260,000.75 in

improvements to downtown commercial buildings.

11. Describe the role specific staff will have in this project. Who will be responsible for managing the project, reporting to Community Development, preparing invoices, etc.?

The Department of Community Development will be the project manager for this program. We will be the responsible for publicizing the program, working with the businesses on their proposals, reviewing grant applications, verification, and all reporting and invoicing with Waukesha County.

12. Provide a concise description of the proposed project.

Over the past several years, many of our downtown properties, as well as the major gateways to downtown, and the area in the vicinity of W. Sunset Drive and S. West Avenue have been neglected and have not received adequate maintenance. In addition, many original facades downtown were redone with unattractive storefronts that do not blend well with the historical architecture still in place. This has created an unwelcome environment when attracting new businesses in this area. In addition, these areas tend to be where small, independent, and locally owned businesses tend to locate. This helps those owners by providing matching funds for upgrading building facades, awnings, and storefront signage. The program is designed to be a matching grant program, so we are leveraging private dollars into upgrading the buildings to enhance these areas. Owners are investing their money to make improvements, along with matching funds from the program.

If the proposed project is a rehabilitation / ADA / historic rehabilitation of a facility or business, please answer the following:

13. Address of Facility: N/A

14. Year it was built N/A

15. Is the property on a local or national list and/or registered as a historic property?

☒ Yes

☐ No

☐ Don't Know

16. Select how your project will serve Low and Moderate Income People (Choose one if applicable):

☐ Benefit to LMI **individuals** (at least 51% of total beneficiaries of program must be LMI and income information must be gathered from all participants)

☐ **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.)

☐ Benefit to an **area** that is primarily residential and is located in an eligible census tract (at least 30.34% of residents are LMI). See instructions for a list of eligible census tracts.) Provide list of census tracts:

[Click here to enter text.](#)

☐ Housing units created to benefit LMI individuals or households (every CDBG funded unit must

be occupied by and LMI individual or household)

☐ 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)

☐ Project serves residents of a **NRSA** and agency is a certified CBDO. Provide name of NRSA:  
[Click here to enter text.](#)

☒ 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.

☐ ADA Rehabilitation of a public facility or public improvement

☐ Historic Preservation of residential or commercial properties. Must be designated on a spot slum and blight basis or homeowner or business must qualify as low income.

**17. Describe the need filled for your program or project.**

Over the years, many Downtown, central city and Sunset Drive properties have been neglected and have not been properly maintained. In addition, in the mid-1900's, many of the original facades downtown were redone with unattractive storefronts that do not blend in cohesively into the historic downtown. Many businesses that are located downtown, tend to be small, independent businesses with limited resources and funds. Typically, the interior renovations and upgrades take priority when a new business moves in. This program provides funds to assist business owners so they can make improvements to the façade, awnings and signage.

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

The two measurable outcomes are:

1. The number of businesses and buildings that are rehabilitated with the funding. This includes the e façade, awnings or any signs that are installed.
2. Amount of total improvements leveraged by the grant funds. For example a \$10,000 grant could leverage \$20,000 in actual improvements.

**19. Select the appropriate activity category below for your project.**

Public Services	
	Homeless shelter and services
	Meals / Nutrition
	Youth / Childcare / Abused and neglected children
	Seniors and Disabled
	Substance Abuse / Mental Health / Healthcare
	Transportation
	Domestic abuse

	Education
	Employment training
	HIV / AIDS
	Other (list)

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

Housing	
	Homeowner rehabilitation program loans
	Rental rehabilitation (special needs/transitional or permanent housing for very low income / supportive services and case management attached to units)
	Rental rehabilitation (multi-family projects, general low income population)
	Downpayment assistance
	Housing counseling
	Acquisition / site preparation of land for housing purposes (not construction)
	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
	Facilities for AIDS patients
	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 or retention
	Commercial / Industrial infrastructure development or improvements
*	Facade improvement loans to businesses
*	Non-residential historic preservation
	Other (list)

Administration and Planning	
	Housing rehab program administration
	Revolving Loan Fund administration
	Fair housing activities
	Planning for communities or NRSAs
	Other (list)

## Appendix A: Results of Prior Year Projects

20. Was your department able to spend the CDBG allocation awarded within the calendar year? (Provide explanation for any extensions into the next year for 2021).

We have had issues spending all of the money in the calendar year and have asked for extensions. We have adjusted our annual request and have worked on better marketing of this program. We anticipate having all funds caught up by the end of 2024.



**21.** Has your department had any CDBG funds reprogrammed (taken back) by the CDBG Board? (Explain for 2022)

No.