

**CDBG Application Number:**  
**CATEGORY:**

For Office Use Only



**WAUKESHA COUNTY**

**PROGRAM YEAR 2023 (January 1 – December 31, 2023)**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FORM FOR MUNICIPALITIES**

**DEADLINE FOR SUBMISSION: March 11, 2022, 4:30 pm**  
**Room 320, Waukesha County Administration Building**

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**GENERAL INFORMATION**

1. Project Title: \_\_\_\_\_
2. Project Address (if different from Applicant's address): \_\_\_\_\_
3. Applicant's Legal Name: \_\_\_\_\_
4. Address: \_\_\_\_\_
5. Primary Contact Person/Title: \_\_\_\_\_
6. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
7. E-Mail: \_\_\_\_\_
8. Federal Identification Number (Required): \_\_\_\_\_
9. DUNS Number (Required): \_\_\_\_\_
10. Amount of CDBG 2023 Funds Requested: \_\_\_\_\_
11. Total Project Costs: \_\_\_\_\_
12. National Objective: \_\_\_\_\_
13. Check One:  

a. New Project	Continuing previously funded project
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## **Capacity and Experience (15 Points Total)**

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

**15.** 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.?

## Project Approach (25 Points Total)

16. Provide a concise description of the proposed project.

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

17. Address of Facility: \_\_\_\_\_

18. Year it was built: \_\_\_\_\_

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

Yes

No

Don't Know

**20.** 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 30.34% of residents are LMI). See instructions for a list of eligible census tracts.) Provide list of census tracts and block groups: \_\_\_\_\_
- 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:  
\_\_\_\_\_
- 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 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.

## **NEEDS AND OUTCOMES (25 Points)**

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

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

## Consolidated Plan Priorities and Analysis of Impediments (20 Points)

23. Select the appropriate activity category below for your project. Projects categories are listed in the order of highest priority for 2023 at the top of each list.

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

NRSA	
	Employment training / Job readiness education
	Neighborhood revitalization housing efforts (rehab or new construction)
	Crime prevention
	Job creation
	Transportation to jobs
	Job retention programs
	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)
	Housing counseling
	Acquisition / site preparation of land for housing purposes (not construction)
	Downpayment assistance
	Residential historic preservation
	Other (list)

Public Facilities and Improvements (Rehab/construction costs--not operating costs) *the rehab may be for ADA compliance OR to benefit low-moderate income people for each activity	
	Homeless facilities
	Youth / Abused children facilities
	Senior / Disabled facilities
	Neighborhood / Community centers
	Parks / Playgrounds / Recreational facilities
	Water / Sewer improvements
	Streets / Sidewalks improvements
	Flood drainage improvements
	Parking lots
	Other (list)

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

Administration and Planning	
	Housing rehab program administration
	Revolving Loan Fund administration
	Planning for communities or NRSA's
	Fair Housing activities
	Other (list)

**24.** 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Develop fair housing ordinance to affirmatively state desire to provide equal access to housing. A fair housing ordinance typically includes: a. A definition of the protected classes b. Types of real estate transactions that are subject to



the ordinance c. Identification of the entity responsible for receiving fair housing complaints

2. Support fair housing enforcement. Consider financially supporting agencies that further fair housing efforts. Host fair housing training in your community. Create and distribute materials on fair housing to landlords and Realtors.

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

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

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

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

# PROJECT BUDGET (15 points)

**Guidance:** The following sheet should be used to present a proposed line item budget for Capital projects. In column A, list the items for which CDBG funding is requested. In Column B provide the calculation for estimated costs explaining how this costs was determined. In Column C provide the proposed amount of CDBG funding that will be required in order to complete the project. In Column D indicate the total amount of CDBG funding requested for the project.

A Budget Item	B Calculation	C Total Project Costs	D Total amount of CDBG Requested
PROJECT COSTS	Provide a description of how estimated costs were reached		
<b>Acquisition</b>	_____	\$ _____	\$ _____
a. Cost of Building or Land	_____	\$ _____	\$ _____
b. Settlement Costs			
Hard Construction Costs			
a. Cost of Construction	_____	\$ _____	\$ _____
b. Contingency	_____	\$ _____	\$ _____
Relocation Costs	_____	\$ _____	\$ _____
Holding Costs	_____	\$ _____	\$ _____
Architecture and Engineering	_____	\$ _____	\$ _____
Construction Administration	_____	\$ _____	\$ _____
Application Fee	_____	\$ _____	\$ _____
Environmental/Lead Survey	_____	\$ _____	\$ _____
Marketing	_____	\$ _____	\$ _____
Permits & Fees	_____	\$ _____	\$ _____
Appraisals	_____	\$ _____	\$ _____
Hazard & Builders Risk	_____	\$ _____	\$ _____
Taxes (Property)	_____	\$ _____	\$ _____
Accounting	_____	\$ _____	\$ _____
Legal	_____	\$ _____	\$ _____
Title/Recording	_____	\$ _____	\$ _____
Inspection Fees	_____	\$ _____	\$ _____
<b>Other:</b> _____	_____	\$ _____	\$ _____
	<b>TOTAL DELIVERY COST</b>	\$ _____	\$ _____
<b>TOTAL AMOUNT OF CDBG FUNDS REQUESTED</b>			\$ _____

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

25. Was your agency able to spend the CDBG allocation awarded within the calendar year? (Provide explanation for any extensions into the next year for 2019, 2020 and 2021)

26. Has your agency had any CDBG funds reprogrammed (taken back) by the CDBG Board? (Explain for 2019, 2020 and 2021)

An officer of the organization’s governing body must sign this application:

The undersigned, an authorized officer of the organization, does hereby certify that the information set forth in this grant application is true and correct, that the Federal tax exemption determination letter provided as part of this application has not been revoked and the present operation of the organization and its current sources of support are not inconsistent with the organization’s continuing tax exempt classification as set forth in such determination letter.

Name \_\_\_\_\_ Date: \_\_\_\_\_

Title \_\_\_\_\_

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**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 “2023 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 (rename it to something like “Final 2023 CDBG Application w/date”), print and sign it, and email it as an attachment to [mgudynowski@waukeshacounty.gov](mailto:mgudynowski@waukeshacounty.gov), or mail the original to the Waukesha County Department of Parks and Land – Community Development before the deadline submission date of **March 11, 2022** by 4:30 pm.