



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

City of Waukesha Cover Sheet

Committee:	Meeting Date:
ID Number:	Ordinance/Resolution Number (if applicable):
Department Submitting:	Submission Date:
Agenda Item Title:	

Issue Before the Council:
Options & Alternatives:
Additional Details:



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What is the Strategic Plan Priority this item relates to:

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

Financial Remarks:

Executive Recommendation:

Suggested Motion:

Reviewed By:

Finance Director	Date Reviewed
City Attorney	Date Reviewed
City Administrator	Date Reviewed

**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

Project	Department	Amount
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
Facilities, Housing, & Economic Development Total Allocation:		\$209,911

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
Programs Total Allocation: \$37,043		

Passed the day of 2025.

Shawn N. Reilly, Mayor

Katie Panella, City Clerk

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

Needs and Outcomes (30 points)

12. Describe the need for your program or project.

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

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

Capacity and Experience (30 points)

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

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.?

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?

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

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

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				
Total Funding				

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

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

Housing	
	Homeowner rehabilitation program /loans
	Rental rehabilitation (multi-family projects, general low-income population)
	Rental rehabilitation (special needs / transitional housing)
	Housing counseling
	Downpayment assistance
	Acquisition only
	Residential historic preservation
	Other (list)

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

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

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

Analysis of Impediments to Fair Housing Choice (5 points)

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 NIMBYism

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

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

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

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

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

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

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

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

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

Appendix A: LMI Qualification

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

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

- b. **Presumed Benefit** (all individuals served in the program qualify as low income because of the type of population served, i.e.: Elderly, Severely Disabled Adults , Abused Children, Battered Spouses, Homeless Persons, Illiterate Adults , Persons with AIDS, Migrant Farm Workers. Income information does not have to be collected.)

- c. Benefit to an **area** that is primarily residential and is located in an eligible census tract (at least 36% of residents are LMI). See instructions for a list of eligible census tracts. Define area and provide list of census tracts and applicable block groups Please list entire census tract number:

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

- e. Jobs created to benefit LMI individuals (1 job must be created for every \$35,000 of CDBG funds invested in project; 51% of all jobs created must be for LMI individuals).

- f. Project serves residents of a **NRSA** and agency is a certified CBDO. Provide name of NRSA. In addition, NRSA activities should be projects and programs that stimulate revitalization of the area, with a particular focus on economic development and housing. Public services are allowed, as long as they correlate with revitalization efforts. _____

- g. Project addresses conditions of **Slum and Blight** on an Area or Spot Basis. Must provide designation of Slum and Blighted area from jurisdiction when contract is signed, and addresses of affected properties.

- h. ADA Rehabilitation of a public facility or public improvement.

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

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

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

Name _____ Date: _____

Title _____

Signature

Save Instructions:

Once you download the PDF application file from the Waukesha County website, save it to a file on your computer and rename it (suggestion "2026 CDBG Application"). You may now open the saved, renamed PDF file and fill in the application. You may save your changes and come back to the application at another time to complete it. Once it is complete, save the file (we suggest rename it to something like "Final 2026 CDBG Application w/date"), print 1 copy, sign it, and submit it electronically, by mail or in person, to lmjohnson@waukeshacounty.gov, or the Waukesha County Department of Parks and Land – Community Development before the deadline submission date of **March 28, 2025 by 4:30 pm**.

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

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

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

CDBG Application Number:
CATEGORY:

For Office Use Only



WAUKESHA COUNTY

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7. Unique Entity Identifier (UEI) Number (Required): _____
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	Other (list)

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	Employment training / Job readiness education
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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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix A: LMI Qualification

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

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

- b. **Presumed Benefit** (all individuals served in the program qualify as low income because of the type of population served, i.e.: Elderly, Severely Disabled Adults , Abused Children, Battered Spouses, Homeless Persons, Illiterate Adults , Persons with AIDS, Migrant Farm Workers. Income information does not have to be collected.)

- c. Benefit to an **area** that is primarily residential and is located in an eligible census tract (at least 36% of residents are LMI). See instructions for a list of eligible census tracts. Define area and provide list of census tracts and applicable block groups Please list entire census tract number:

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

- e. Jobs created to benefit LMI individuals (1 job must be created for every \$35,000 of CDBG funds invested in project; 51% of all jobs created must be for LMI individuals).

- f. Project serves residents of a **NRSA** and agency is a certified CBDO. Provide name of NRSA. In addition, NRSA activities should be projects and programs that stimulate revitalization of the area, with a particular focus on economic development and housing. Public services are allowed, as long as they correlate with revitalization efforts. _____

- g. Project addresses conditions of **Slum and Blight** on an Area or Spot Basis. Must provide designation of Slum and Blighted area from jurisdiction when contract is signed, and addresses of affected properties.

- h. ADA Rehabilitation of a public facility or public improvement.

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

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

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

Name _____ Date: _____

Title _____

Signature

Save Instructions:

Once you download the PDF application file from the Waukesha County website, save it to a file on your computer and rename it (suggestion "2026 CDBG Application"). You may now open the saved, renamed PDF file and fill in the application. You may save your changes and come back to the application at another time to complete it. Once it is complete, save the file (we suggest rename it to something like "Final 2026 CDBG Application w/date"), print 1 copy, sign it, and submit it electronically, by mail or in person, to lmjohnson@waukeshacounty.gov, or the Waukesha County Department of Parks and Land – Community Development before the deadline submission date of **March 28, 2025 by 4:30 pm**.

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

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

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

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

Needs and Outcomes (30 points)

12. Describe the need for your program or project.

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

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

Capacity and Experience (30 points)

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

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.?

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?

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

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

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				
Total Funding				

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

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

Housing	
	Homeowner rehabilitation program /loans
	Rental rehabilitation (multi-family projects, general low-income population)
	Rental rehabilitation (special needs / transitional housing)
	Housing counseling
	Downpayment assistance
	Acquisition only
	Residential historic preservation
	Other (list)

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

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

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

Analysis of Impediments to Fair Housing Choice (5 points)

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 NIMBYism

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

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

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

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

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

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

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

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

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

Appendix A: LMI Qualification

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

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

- b. **Presumed Benefit** (all individuals served in the program qualify as low income because of the type of population served, i.e.: Elderly, Severely Disabled Adults , Abused Children, Battered Spouses, Homeless Persons, Illiterate Adults , Persons with AIDS, Migrant Farm Workers. Income information does not have to be collected.)

- c. Benefit to an **area** that is primarily residential and is located in an eligible census tract (at least 36% of residents are LMI). See instructions for a list of eligible census tracts. Define area and provide list of census tracts and applicable block groups Please list entire census tract number:

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

- e. Jobs created to benefit LMI individuals (1 job must be created for every \$35,000 of CDBG funds invested in project; 51% of all jobs created must be for LMI individuals).

- f. Project serves residents of a **NRSA** and agency is a certified CBDO. Provide name of NRSA. In addition, NRSA activities should be projects and programs that stimulate revitalization of the area, with a particular focus on economic development and housing. Public services are allowed, as long as they correlate with revitalization efforts. _____

- g. Project addresses conditions of **Slum and Blight** on an Area or Spot Basis. Must provide designation of Slum and Blighted area from jurisdiction when contract is signed, and addresses of affected properties.

- h. ADA Rehabilitation of a public facility or public improvement.

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

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

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

Name _____ Date: _____

Title _____

Signature

Save Instructions:

Once you download the PDF application file from the Waukesha County website, save it to a file on your computer and rename it (suggestion "2026 CDBG Application"). You may now open the saved, renamed PDF file and fill in the application. You may save your changes and come back to the application at another time to complete it. Once it is complete, save the file (we suggest rename it to something like "Final 2026 CDBG Application w/date"), print 1 copy, sign it, and submit it electronically, by mail or in person, to lmjohnson@waukeshacounty.gov, or the Waukesha County Department of Parks and Land – Community Development before the deadline submission date of **March 28, 2025 by 4:30 pm**.

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

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

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

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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.

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
	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 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.

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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 125th 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)

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 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**

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
*	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 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.