

CDBG Application Number:
CATEGORY:

For Office Use Only



WAUKESHA COUNTY
PROGRAM YEAR 2024 (January 1 – December 31, 2024)
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FORM
FOR MUNICIPALITIES
DEADLINE FOR SUBMISSION: March 10, 2023, 4:30 pm
Room 320, Waukesha County Administration Building

GENERAL INFORMATION

- 1. Project Title/Address: Adaptive Inclusion Specialist
- 2. Applicant's Legal Name: City of Waukesha Parks, 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: 2625243715 E-Mail: gevers@waukesha-wi.gov
- 6. Federal Identification Number (Required): 39-6005642
- 7. Unique Entity Identifier (UEI) Number (Required): UEIL8JDE6AJ83L9
- 8. Amount of CDBG 2024 Funds Requested: \$15,312.00 Total Project Costs: \$29,120.00
- 9. Amount of CDBG Project Funds Received in **2023**: \$5,380.00

10. Check One:
- New Project Continuing previously funded project

11. Provide a concise description of the proposed project.

To reduce barriers in recreation programs, this project would provide partial funding for a Adaptive Inclusion Specialist with the City of Waukesha Parks, Recreation and Forestry Department (WPRF). Currently WPRF, serves the community by offering a variety of recreation programs to meet community need. To better serve all individuals we are seeking the Adaptive Inclusion Specialist position to provide additional support. This position would facilitate positive socialization with peers, improved communication skills, increased leisure activities, appropriate behavior development, enhanced self-esteem and self-confidence, increased autonomy, and a feeling of community and acceptance for all. This position will focus on providing participants and WPRF staff support in developing, coordinating, and leading evaluation of current practices and accommodations for individuals with special needs of all ages. The specialist would work closely with WPRF staff to coordinate and implement services. Additional responsibilities would include meeting with participants and their families to determine support needs and resources available throughout the community.

Needs and Outcomes (30 points)

12. Describe the need for your program or project.

Currently 30% of participants have identified special needs or unidentified needs with both learning disabilities and behavioral challenges that often result in unsuccessful transition into programming. To meet the needs of this growing demand, maintain inclusive practices, and a successful environment, WPRF seeks to employ a Inclusion Adaptive Specialist. The needs vary and include, Attention Deficit Hyperactive Disorder (ADHD), Autism Spectrum, Oppositional Defiance, Diabetes, Hearing Impaired, Prader Willi, Anxiety and Trauma. To meet everyone ' s needs, WPRF would like to hire an inclusion specialist trained in Special Education and or Adaptive Inclusion. The field of adaptive inclusion is always evolving and access to the tools, research and learning to make participants successful takes great time and dedication. We are seeking support with a dedicated staff to preserve best practices and maintain inclusion for all.

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

Winter/Spring of 2024, after assessing programs, observing participants, and looking over special accommodations, the Adaptive Inclusion Specialist will hold a training for WPRF staff to offer resources, tools, and strategies for participants with Identified special needs. To monitor progress and success, the Adaptive Inclusion Specialist will provide additional follow up meetings and trainings as needs dictate.

Spring/Summer of 2024, the Adaptive Inclusion Specialist will establish at least two additional partners in the community. These partnerships will provide additional resources and supports along with their expertise to the WPRF staff team for community benefit.

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

- a. By Fall of 2024, the Adaptive Inclusion Specialist will hold at least 1 all staff training to support staff working with participants with identified special needs, as measured by attendance records.
- b. By Summer of 2024, will have established at least 2 additional partnerships with other community agencies to provide additional resources and supports for staff and the community.
- c. By Fall of 2024, at least 75 participants with identified special needs will be successfully enrolled and actively participating in programs 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.

The City of Waukesha Parks, Recreation and Forestry Department mission is to be responsive and committed in providing essential park, recreation, and urban forestry services, making our community a desirable place to live, work and play. WPRF has years of experience as it relates to Community Development Block Grants with a wide variety of programs supported in part by these funds such as neighborhood playground programs, adaptive recreation programs and senior/older adult programs. Over the past 27 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. As inclusion and adaptive needs have changed (community provider, changes with child waivers, covid, WPRF expanded reach to underserved, etc.) in our community, WPRF has continued to be responsive and modify CDBG request to meet community needs.

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 the WPRF Recreation Leadership team comprised of: Recreation Services Manager, Recreation Supervisors (2), Recreation Programmer, Special Events Coordinator, Volunteer Coordinator, Sports Coordinator, CLC Coordinator and Facility Coordinator, in addition to our 350+ part time staff. These team members receive training in ADA compliance, face to face resolution and behavior management.

The direct supervisor of this program, Recreation Supervisor, Gala Evers has over 25 years' experience as a teacher, and program operations director. Gala will directly supervise the implementation and management of the project. This includes supervising the Adaptive Inclusion Specialist, gathering, and collecting data for outcomes and ensuring all aspects of the program. Recreation Services Manager, Mary Berg, will provide ongoing support to Gala and will be involved in the administrative section of the project.

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?

We are proposing that this would be an hourly position, 20 hours per week at \$28/ hour. Approximately 45% of the funding to be provided through CDBG funds and the remaining 55% \$15, 808 to be funded through WPRF program special revenue. If less money is granted, then the position would not be offered at 20 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	\$ 15,312.00	
Operating/Admin		
Pass through to clients		
Materials		
Construction cost		
Other		
Total	\$ 15,312.00	

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	\$ 15,312.00			
Total Funding	\$ 15,312.00			

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 2024 at the top of each list.

Public Services	
<input type="radio"/>	Homeless shelter and services
<input type="radio"/>	Youth / Childcare / Abused and neglected children
<input type="radio"/>	Seniors and disabled
<input type="radio"/>	Substance abuse / Mental health / Healthcare
<input type="radio"/>	Domestic abuse
<input type="radio"/>	Meals /Nutrition
<input type="radio"/>	Employment training
<input type="radio"/>	Education
<input type="radio"/>	Transportation
<input type="radio"/>	Other (list) Recreation Programs Inclusion

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 creation
<input type="radio"/>	Transportation to jobs
<input type="radio"/>	Job retention programs
<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 (special needs / transitional or permanent housing for very low income / supportive services and case management attached to units)
<input type="radio"/>	Rental rehabilitation (multi-family projects, general low-income population)
<input type="radio"/>	Housing counseling
<input type="radio"/>	Acquisition / site preparation of land for housing purposes (not construction)
<input type="radio"/>	Downpayment assistance
<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"/>	Water / Sewer improvements
<input type="radio"/>	Streets / Sidewalks 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"/>	Revolving Loan Fund administration
<input type="radio"/>	Planning for communities or NRSA's
<input type="radio"/>	Fair Housing activities
<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.

- 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 32.34% 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: 03/07/2023

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 "2024 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 2024 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 10, 2023** 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.**