

Subgrantee Agreement - Part 1

CONTRACT FOR SERVICES
City of West Allis
COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM

CDBG – FY2017
DATE OF AWARD- 1/1/2017

Distribution:
Original – Department of Development
Original - Contractor

SERVICE DESCRIPTION (General): **WRTP/BIG STEP** (see **Exhibit A**)
TIME OF PERFORMANCE: January 1, 2017 to December 31, 2017
TOTAL AMOUNT OF CONTRACT: Fifteen Thousand and 00/100 Dollars (\$15,000)

THIS AGREEMENT, entered into by and between WRTP/BIG STEP, (hereinafter referred to as the "CONTRACTOR"), and the City of West Allis, a municipal corporation of the State of Wisconsin (hereinafter referred to as the "CITY").

Performance and schedules will be approved by John F. Stibal, Director, Department of Development, (or his designee), of the City of West Allis, Department of Development.

Work may commence in accordance with the terms and conditions of this Contract on January 1, 2017, provided the grant agreement for the Community Development Block Grant (CDBG) program from the U.S. Department of Housing and Urban Development has been executed by the City of West Allis or the Common Council of the City of West Allis has established other temporary appropriation authority for the City's CDBG Program.

WHEREAS, The CONTRACTOR represents itself as being capable, experienced and qualified to undertake and perform those certain services, as hereinafter set forth, as are required in accomplishing fulfillment of the obligations under the terms and conditions of this Contract as an independent contractor and not as an employee of the CITY.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

- I. **RETENTION OF SERVICES AND REQUIREMENTS.** The CITY hereby agrees to engage the CONTRACTOR and the CONTRACTOR hereby agrees to personally perform, the services hereinafter set forth, all in accordance with the terms and conditions of this Contract. CONTRACTOR, agrees time is of the essence and will meet all deadlines, any schedules as herein set forth, and is required to:
 - A. Do, perform, and carry out in a satisfactory, timely, and proper manner, the services delineated in this Contract.
 - B. Comply with requirements listed with respect to reporting on progress of the services, additional approvals required, and other matters relating to the performance of the services.
 - C. Comply with time schedules and payment terms.

D. Since the CONTRACTOR is being funded, in whole or in part, with Community Development Block Grant funds, it is necessary to comply with the Section Two – Statutory Requirements herby incorporated and attached to this contract.

II. SCOPE OF SERVICES. In accordance with the CITY's Final Statement of Community Development Objectives and projected use of funds for the Community Development Block Grant Program as approved under Resolution No. R-2017-0192, incorporated herein by reference, and all applicable Community Development Program Regulations promulgated by the U.S. Department of Housing and Urban Development (hereinafter referred to as "HUD") under Title I of the Housing and Community Development Act of 1974 (as amended), the CONTRACTOR shall in a satisfactory, timely and proper manner, undertake and complete the following activities eligible under the Community Development Block Grant Program as set forth in the attached Exhibit A Activity Plan, which is attached hereto and made a part hereof. The CONTRACTOR certifies that the activities carried out in Exhibit A with funds provided under this Agreement will meet one or more of the CDBG program's National Objectives – 1) benefit low/moderate income persons, 2) aid in the prevention or elimination of slums or blight, 3) meet community development needs having a particular urgency – as defined in 24 CFR Part 570-208. Any Budget Amendment or Activity Report Amendment to be considered by the CITY from the CONTRACTOR must be submitted no later than ninety (90) days prior to the expiration of this Contract.

III. Availability of Funds

A. This contract award is 100% funded under the Community Development Block Grant Program. Thus, should the availability of federal funds be reduced, the CITY and the CONTRACTOR agree that the City of West Allis's Department of Development can modify and reduce either the CONTRACTOR's compensation (as listed on Page 1 as the "Total Amount of Contract") or the CONTRACTOR's program year or both. (The Department of Development will notify the CONTRACTOR of such reduction).

B. In the event of such modification or reduction, the parties shall agree upon the portions of the contract to be reduced or modified.

IV. NOTICES. Any and all notices shall be in writing and deemed served upon depositing same with the United States Postal Services as "Certified Mail, Return Receipt Requested," addressed to the CONTRACTOR at:

Matt Waltz
WRTP/BIG STEP
3841 W. Wisconsin Ave.
Milwaukee, WI 53208

and to the CITY at:

Department of Development
West Allis City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214
Attention: John Stibal, Director

All other correspondence shall be addressed as above, but may be sent "Regular Mail" and deemed delivered upon receipt by the addressee.

V. TIME OF PERFORMANCE. The services to be performed under the terms and conditions of this Contract shall be in force and shall commence on January 1, 2017, and shall be undertaken and completed in such sequence as to assure its expeditious completion in the light of the purposes of this Contract, but in any event all of the services required hereunder shall be completed as indicated on Page 1 under "Time of Performance", which is the termination date of this Contract. In addition to all other remedies inuring to the CITY should the Contract not be completed by the date specified in accordance with all of its terms, requirements and conditions therein set forth, the CONTRACTOR shall continue to be obligated thereafter to fulfill CONTRACTOR's responsibility to amend, modify, change, correct or expand thereon until the Contract is fully completed.

VI. CONDITIONS OF PERFORMANCE AND COMPENSATION.

- A. Performance. The CONTRACTOR agrees that the performance of CONTRACTOR's work, services and the results therefore, pursuant to the terms, conditions and agreements of this Contract, shall conform to such recognized high professional standards as are prevalent in this field of endeavor and like services.
- B. Place of Performance. The CONTRACTOR shall conduct CONTRACTOR's services in accordance with the approved application and designated eligible areas within the City of West Allis. Services must be provided to West Allis residents only.
- C. Compensation. The CITY agrees to pay, subject to the contingencies herein, and the CONTRACTOR agrees to accept for the satisfactory performance of the services under this Contract the maximum as indicated on page 1 under "Total Amount of Contract" inclusive of all expenses, it being expressly understood and agreed that in no event will the total compensation to be paid hereunder exceed said maximum sum for all of the services required.
- D. Taxes, Social Security, and Government Reporting. Personal income tax payments social security contributions, insurance and all other governmental reporting and contributions required as a consequence of the CONTRACTOR receiving payment under this Contract shall be the sole responsibility of the CONTRACTOR.
- E. Reports. CONTRACTOR agrees to submit to the City a Semi-Annual report within 30 days of July 1st and December 31st of the program year. The report should include a narrative activity report and a financial report detailing the expenditure of funds provided to CONTRACTOR hereunder. The report should also include Beneficiary Reporting with Low/Moderate Income-Ethnicity Reports detailing the income and ethnicity for all individuals who benefited from project activities. At least 51 percent of these benefited by project activities, must be from low-to moderate-income households. Such report shall be a format acceptable to the Department of Development.
- F. Program Income. Program Income means gross income received by CONTRACTOR directly generated from the use of CDBG funds. When such income is generated by an

activity that is only partially assisted with CDBG funds, the income shall be prorated to reflect the percentage of CDBG funds used. Program income shall be reported on the quarterly financial statement and shall be used only for activities included in the statement of work made part of this Agreement.

(Signatures on next page)

CITY OF WEST ALLIS,
A Municipal Corporation

By: Dan Devine
Dan Devine, Mayor

Date: 8/1/17

CONTRACTOR
WRTP/BIG STEP

By: Mel S.

Date: 8-9-17

Countersigned:

By: Rebecca N. Grill
Rebecca N. Grill, City Administrator

Date: 7/24/17

COMPTROLLER'S CERTIFICATE

Countersigned this 29th day of July, 2017
and I certify that the necessary funds have been provided to
pay the liability that may be incurred by the Community
Development Block Grant of the City of West Allis under
this Subgrantee Agreement.

Peggy Steeno
Peggy Steeno, Finance Director

Examined and approved as to form
and execution this 20 day of
July, 2017.

Scott Post
Scott Post, City Attorney

SECTION TWO-STATUTORY REQUIREMENTS

This agreement is funded, in whole or in part, with Federal Community Development Block Grant Funds. The Sub-Recipient will fully comply with the following statutes, laws, rules, regulations and other requirements during the term of the Agreement.

I. Non-Discrimination.

A. Title VI of the Civil Rights Act of 1964 (Pub. L. 86-352), and implementing regulations issued at 24 CFR Part 1, which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, denied the benefits of or otherwise subjected to discrimination under any program or activity for which the person receives federal financial assistance and will immediately take measures necessary to effectuate this assurance.

B. Section 109 of the Housing and Community Development Act of 1974, as amended, and the regulations issued at 24 CFR 570.601, which provide that no person in the United States shall, on the grounds of race, color, national origin or sex, be excluded from participation in, denied the benefits of or subject to discrimination under any program or activity funded in whole or in part with funds provided under 24 CFR Part 570.

C. Section 504 of the Rehabilitation Act of 1973, as amended (Pub. L. 93-112), and implementing regulations of 24 CFR Part 8. Section 504 provides that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, denied the benefits of or otherwise subjected to discrimination under any program or activity which received or benefits from federal financial assistance.

D. The Fair Housing Act (42 U.S.C. 3601-3619), the Fair Housing Act implementation regulations, Executive Order 11063 and implementing regulations issued at 24 CFR Part 107.

II. Equal Employment Opportunity. (All Projects exceeding \$10,000). Executive Order 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41 CFR Part 60).

A. The Sub-Recipient will not, in carrying out the Project, discriminate against any employee because of race, color, religion, sex, handicap or national origin. It will take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment without regard to their race, color, religion, sex, handicap or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Sub-recipient shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by HUD setting forth the provisions of this non-discrimination clause.

B. The Sub-recipient will, in all solicitations or advertisements for employees placed by or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, handicap or national origin.

C. The Sub-recipient will incorporate the foregoing requirements of this section in all of its contracts for Project work, except contracts for standard commercial supplies or raw materials or contracts covered under 24 CFR Part 570 and will require all of its contracts for such work to incorporate such requirements in all subcontracts for work done with funds provided under 24 CFR Part 570.

III. Employment Opportunities For Low Income Residents. Section 3 of the Housing and Urban Development Act of 1968, as amended, and implementing regulations at 24 CFR Part 135, requiring that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the Project area and contracts for work in connection with the Project be awarded to eligible business concerns which are located in or owned in substantial part by

persons residing in the area of the Project.

IV. Age Discrimination Prohibited. The Age Discrimination Act of 1975, as amended, (Pub. L. 94-135), and implementing regulations (when published for effect).

V. Drug-Free Work Place. Sub-recipient certifies that it will provide a drug-free work place and will otherwise comply with the Drug-Free Work Place Act of 1988, as amended, and the regulations promulgated thereunder.

VI. Federal Management and Budget Requirements and Procurement Standards.

A. The regulations, policies, guidelines and requirements of OMB Circular Nos. A-102, Revised, and A-87, as they relate to the acceptance and use of federal funds under 24 CFR Part 570.

B. All requirements imposed by HUD concerning special requirements of law, program requirements and other administrative requirements approved in accordance with OMB No. A-102, Revised.

C. OMB Circular A-110.

VII. Environmental Review. Sub-recipient's chief executive officer or other officer of the Sub-recipient will cooperate with the City in carrying out the following:

A. Consents to assume the status of a responsible federal official for environmental review, decision making and action pursuant to the National Environmental Policy Act of 1969, and the other authorities listed in Part 58, insofar as the provisions of such act or other authorities apply to 24 CFR Part 570.

B. Is authorized and consents on behalf of the Borrower and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibilities as such official.

C. Prohibition against the use of Lead-Based Paint.

VIII. Historic Preservation. Sub-recipient will comply with the requirements for historic preservation, identification and review set forth in section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a, et seq.), regulations of the Advisory Council on Historic Preservation at 36 CFR 801, and any other regulations promulgated pursuant to section 21 of the Housing and Community Development Act of 1974, as amended.

IX. Relocation. The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, implementing regulations at 24 CFR Part 42, and the special provisions of section 570.457, concerning the relocation of residential tenants not covered by the Uniform Act.

X. Labor Standards. The labor standards requirements as set forth in section 570.605 and HUD regulations issued to implement such requirements.

XI. Flood Insurance. The flood insurance purchase requirements of section 102(a) or the Flood Disaster Protection Act of 1973 (Pub. L. 93-234).

XII. Facilities. The Sub-recipient will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities, and that it will notify HUD of the receipt of any communication from the Director of the EPA Office of Federal Activities, indicating that a facility to be used in the Project is under consideration for listing by the EPA.

XIII. Davis-Bacon. The Project may be subject, in whole or in part, to Federal Fair Labor Standards provisions

in accordance with the Davis-Bacon Act (as amended at 40 U.S.C. section 276a-276a-5), the Copeland Anti-Kickback Act, and the Contract Work Hours and Safety Standards Act, implementing regulations issued at 29 CFR Parts 1,3,5, and 7 and 24 CFR Part 570.603, and HUD Form 4010 Federal Labor Standards Provisions, incorporated herein by reference. The Sub-recipient will agree that any such work will be done in accordance with such laws, regulations, and provisions.

XIV. As a general rule, per CFR 24, Part 570.200(j)(3), CDBG funds may be used for eligible public services to be provided through a primarily religious entity, where the religious entity enters into an agreement with the recipient or subrecipient from which the CDBG funds are derived that, in connection with the provision of such services:

- (i) It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;
- (ii) It will not discriminate against any person applying for such public services on the basis of religion and will not limit such services or give preference to persons on the basis of religion;
- (iii) It will provide no religious instruction or counseling, conduct no religious worship or services, engage in to religious proselytizing, and exert no other religious influence in the provision of such public services.

XV. Fraud. The Sub-recipient has not knowingly and willingly made or used a document or writing containing any false, fictitious or fraudulent statement or entry. It is provided in 18 U.S.C. 1001 that whoever does so within the jurisdiction of any department or agency of the United States shall be fined not more than Ten Thousand Dollars (\$10,000) or imprisoned for not more than five (5) years, or both.

XVI. Remedies for Noncompliance. In the event of Sub-recipient's noncompliance with any of the provisions of these General Conditions, the City shall impose such sanctions as it may determine to be appropriate, including, but not limited to:

- A. Withholding of payment of funding under the Agreement until Sub-recipient complies; and/or
- B. Immediate cancellation, termination or suspension of the Agreement, in whole or in part.
- C. Other remedies that may be legally available.

XVII. Section 3 Clause.

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the

notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Severability Clause. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

XVIII. Reversion of Assets. Contractor agrees that upon termination or expiration of the Agreement, Contractor shall transfer to City all Community Development Block Grant funds on hand at that time as well as any accounts receivable attributable to the use of Community Development Grant funds. Contractor also agrees that any real property under Contractor's control that was acquired or improved in whole or in part with Community Development Block Grant funds is:

A. With written permission of City, retained by Contractor and used to meet the Community Development Block Grant objectives for such a period of time as agreed to between City and Contractor; or

B. Transferred to City for disposition in accordance with Community Development Block Grant Program regulations; or

C. Disposed of in a manner which results in City being reimbursed in the amount of the current fair market value of the property less any portion thereof attributable to expenditures of non-Community Development Block Grant funds for acquisition of, or improvement to, the property. Contractor agrees that upon expiration or termination of the agreement, Contractor shall transfer to City all C.D.B.G. funds on hand at the time of expiration.

XIX. Access to Books. Contractor agrees to maintain, make available and provide access to all books, documents, papers and records relating to this agreement to City, the U.S. Department of Housing and Urban Development, Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of making audits, examinations, excerpts and transcriptions therefrom.

XX. The Contractor shall maintain all records required by the Federal regulations specified in 24 CFR Part 570.506, that are pertinent to the activities to be funded under this Agreement. Such records shall include but not limited to:

A. Records providing a full description of each activity undertaken;

- B. Records demonstrating that each activity undertaken meets on the National Objectives of the CDBG program;
- C. Records required to determine the eligibility of activities;
- D. Records required to document that acquisition, improvement, use of disposition of real property acquired or improved with CDBG assistance:
- E. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- F. Final records as required by 24 CFR Part 570.502, and OMB Circular A-110; and
- G. Other records necessary to document compliance with Subpart K of 24 CFR 570.

XXI. Retention of Records. Contractor agrees to retain all records relating to this Agreement for no less than three years after the termination of all activities funded under this agreement. Records for non-expendable property acquired with funds under this contract shall be retained for three (3) years after final disposition of such property. Records for any displaced person must be kept for three (3) years after he/she has received final payment. Notwithstanding the above, if there is litigation claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the three-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later.

City of West Allis - Community Development Block Grant Program

YEAR 2017 - EQUAL EMPLOYMENT OPPORTUNITY (EEO-4) Form

Employment data required for agencies receiving CDBG funds with greater than 15 employees.

Agencies with 15 or fewer employees are NOT required to complete the data table below. Our agency has 15 or fewer employees (circle): YES NO

JOB CATEGORIES (see descriptions the accompanying instructions form)	Number of Employees (report Employees in only one category)														Total of Columns A-N
	Hispanic or Latino		Race/Ethnicity												
			Male						Female						
	Male	Female	White	Black or African American	Native Hawaiian or other Pacific Islander	Asian	American Indian or Alaska native	Two or More races	White	Black or African American	Native Hawaiian or other Pacific Islander	Asian	American Indian or Alaska native	Two or More races	
Executive/Senior Level Officials and Managers	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Mid-Level Officials and Managers															
Professionals															
Technicians															
Sales Workers															
Administrative Support Workers															
Craft Workers															
Labors and Helpers															
Service Workers															
TOTAL															

Agency/Organization _____ Name of Certifying Official _____ Phone _____

Signature of Certifying Official _____ Title _____ Date _____

Exhibit A



City of West Allis CDBG Project Application Funding Year 2017

Section A: Primary Information

1. Applicant/Organization: WRTP/BIG STEP
Address: 3841 W Wisconsin Avenue, Milwaukee, WI 53208
Email: wrtp.org Telephone: 414-342-9787
CDBG Project Number (*obtain from Development if you don't know*): _____
Project Title: Middle Skills Employment Readiness Training and Placement Project

*Double left click to check box

- City Department
 Non-Profit Organization
 Religious Organization
 Educational Institution
 Special Governmental District (School District, etc.)
 Economic Development Corporation
 Other (describe) _____

2. HUD Matrix Code Category : **PLEASE CONTACT STAFF REGARDING HUD MATRIX CODE (OR SEE ATTACHED APPENDIX). DO NOT GUESS OR ASSUME THAT THE PREVIOUS YEAR'S CODE WAS CORRECT.**

05H

3. Amount of CDBG Funds Requested \$21,400

4. Person to Contact about this Application:

Name: Matt Waltz
Address: 3841 W Wisconsin Ave, Milwaukee, WI 53208
Email: mwaltz@wrtp.org Telephone: 414-937-3621

5. **National Objective** addressed by project (Check only one). Please refer to the descriptions of National Objectives provided in the **Appendix** to determine the appropriate National Objective for your proposed project.

Continue on to Section B for more National Objective details.

*Double left click to check box

- | | |
|--|---|
| <input checked="" type="checkbox"/> Benefits Low and Moderate Income People | <input type="checkbox"/> Eliminates Slums and Blight |
| <input type="checkbox"/> Low/Moderate Income Jobs Benefit | <input type="checkbox"/> Administration |
| <input type="checkbox"/> Low/Moderate Income Household Benefit | |

6. **Activity Purpose. Does your activity primarily conduct the following?**

- | | | |
|------------------------------------|------------------------------|--|
| a. Help prevent homelessness? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| b. Help the homeless? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| c. Help those with HIV/AIDS? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| d. Help persons with disabilities? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

7. **Project Description:** (Used in all reports) Please provide a narrative (**100 words or less**) describing your project. Include the following information:

- ▶ What is the *goal* of the project?
- ▶ How does this program satisfy the *national objectives* of the CDBG program?
- ▶ *Who will benefit* from this project?
- ▶ *How do you expect to measure the success of this project* (Are you surveying beneficiaries' incomes? Is this an LMA activity?)? For public service and economic development activities, list the measurable outcomes of the project.

Project Description – 100 words or less (use guidelines above):

Goal - to assist low-income, unemployed, underemployed individuals find high-quality employment that offers economic advancement in manufacturing and construction by helping them link to skills and access to middle skill jobs/careers.

National Objectives - will benefit LMI persons by linking them to higher paying jobs and family-sustaining careers. Last year our average entry wage was \$19.22 per hour for our program participants.

Who - West Allis participants, with an emphasis on those with the highest % LMI population.

Measurement – Collect outcome data on residency, demographics, number enrolled, numbered trained, number placed and wage information. Key data and outcomes are kept in paper files and a digital data recording system- Efforts to Outcomes (ETO) to track program outcomes such as number enrolled, demographics, placement and follow-up placement information.

8. **Project Type:** Please select the type of project you are requesting funding for. Check all that apply.

Public Services: Includes labor, supplies and materials, including, but not limited to, those concerned with:

- Employment
- Education
- Crime prevention
- Recreational needs
- Drug abuse
- Energy conservation
- Fair housing counseling
- Senior services
- Youth services
- Homebuyer down payment assistance
- Other eligible activity (list below):

Code Enforcement: Costs incurred for inspection for code violations and enforcement of codes in deteriorating or deteriorated areas.

Commercial or Industrial Rehabilitation: The acquisition, construction, rehabilitation or installation of commercial or industrial buildings, structures and other real property, equipment, or improvements, including railroad spurs or similar extensions.

Micro-enterprise Assistance: The provision of assistance to businesses having five or fewer employees.

Planning: Costs of data gathering, studies, analysis, and preparation of plans, and the identification of actions that will implement such plans.

Public Facilities and Improvements: Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements.

Special Economic Development Activities: Provision of assistance to a private for-profit business and economic development services related to the provision of assistance.

Fair Housing: Provision of fair housing service and fair housing enforcement, education and outreach.

CDBG Administration: Administration of the CDBG Program.

Housing Rehabilitation: This includes labor, materials and other costs related to rehabilitating houses.

Property Acquisition: Acquisition of property for any public purpose which meets one of the national objectives

Demolition: Clearance, demolition or removal of buildings or improvements, including movement of structures to other sites.

Section B: National Objective

Programs classified under the national objective to assist low-to-moderate income persons must either serve:

Area Benefit - an activity that serves residents of an area that is primarily residential and where 51% of the residents are low to moderate income; or

Limited Clientele - an activity which provides benefits for a specific group of persons, where 51% of the beneficiaries of the activity must be low to moderate income persons.

1. **National Objective: Area Benefit (LMA) Project – ALL LMA ACTIVITIES MUST COMPLETE QUESTIONS A – C below.**

Please use the attached Census Tract and Block Group Maps and the Tables found in the Appendix (starting on page 37).

- A) In what Census Tract(s) and Block Group(s) is your project located?

We will provide services to Census Tract # 100100 through 100600, 100900, 101000 (blk grp 1 & 3), 101200 (blk grp 1 & 2), 101300, 100400 (blk grp 1), and 1010-500-1011800.

Our organization is located on Census Tract 133. _____

- B) How many residents live in this area?

For the Project target area, there are 42,960 overall residents of which 23,885 are moderate/ low income residents

- C) What is the percentage of Low and Moderate Income Beneficiaries?

51.97% _____

2. **National Objective: Limited Clientele (LMC) Project – ALL LMC ACTIVITIES MUST COMPLETE QUESTIONS A – E below.**

- A) How many (UNDUPLICATED) people will use and benefit from your project? 35 will use and 20 placed

- B) Does this project primarily benefit any specialized population (*presumed benefit*) such as:

* Excel Chart – double click to enter information, chart is formatted to add

Check	Category	Male	Female	Total
	Abused Children			0
	Battered Spouses			0
	Elderly			0
	Severely Disabled Adults			0
	Homeless			0
	Illiterate Adults			0
	Persons Living with AIDS			0

C) Estimate the number of persons or households by the income level that will benefit from this activity.

* Excel Chart – double click to enter information, chart is formatted to add

Family Size	A		B		C		D		Total
	Extremely Low Income		Very Low Income		Low Income		Exceeds		
	FY 2016 Income Limit	# of Persons or Households at 0-30% of Median Income	FY 2016 Income Limit	# of Persons or Households at 30-50% of Median Income	FY 2016 Income Limit	# of Persons or Households at 50-80% of Median Income	FY 2016 Income Limit	# of Persons/Households over 80% of Median Income	
1	< \$14,750	5	<\$24,600	5	<\$39,350	1	\$39,351+	0	11
2	\$ 16,850	2	\$ 28,100	2	\$ 44,950	0	\$44,951+	0	4
3	\$ 20,160	2	\$ 31,600	2	\$ 50,550	0	\$50,551+	0	4
4	\$ 24,300	1	\$ 35,100	0	\$ 56,150	0	\$56,151+	0	1
5	\$ 28,440	0	\$ 37,950	0	\$ 60,650	0	\$60,651+	0	0
6	\$ 32,580	0	\$ 40,750	0	\$ 65,150	0	\$65,151+	0	0
7	\$ 36,730	0	\$ 43,550	0	\$ 69,650	0	\$69,651+	0	0
8	\$ 40,890	0	\$ 46,350	0	\$ 74,150	0	\$74,151+	0	0
TOTAL		10		9		1		0	20
Percent of Low to Moderate Income Beneficiaries						100% %			

D) What percentage of low to moderate income users do you anticipate will be female-headed households?

10%

E) Race/Ethnicity of projected number of total beneficiaries described. The most recent U.S. Bureau of Census Data may be used.

* Excel Chart – double click to enter information, chart is formatted to add.

F) Of the total number of proposed beneficiaries:

- How many will have new or continuing access to a service or benefit? 20
 - How many will have improved access to a service or benefit? NA
 - How many will receive a service or benefit that is no longer substandard? NA
- TOTAL 20

3. **National Objective: Elimination of a Slum or Blight Condition.**

White, Hispanic/Latino	6
White, Non-Hispanic/Latino	5
Black/African American, Hispanic/Latino	1
Black/African American, Non-Hispanic/Latino	5
Asian, Hispanic/Latino	0
Asian, Non-Hispanic/Latino	1
American Indian/Alaskan Native, Hispanic/Latino	0
American Indian/Alaskan Native, Non-Hispanic/Latino	1
Native Hawaiian/Other Pacific Islander, Hispanic/Latino	
Native Hawaiian/Other Pacific Islander, Non-Hispanic/Latino	
American Indian/Alaskan Native & White, Hispanic/Latino	
American Indian/Alaskan Native & White, Non-Hispanic/Latino	
Asian & White, Hispanic/Latino	
Asian & White, Non-Hispanic/Latino	
Black/African American & White, Hispanic/Latino	
Black/African American & White, Non-Hispanic/Latino	1
Amer. Indian/Alaskan Native & Black/African Amer., Hispanic/Latino	
Amer. Indian/Alaskan Native & Black/African Amer., Non-Hispanic/Latino	
Total	20

A) What is the condition addressed by the activity? (i.e. Deteriorated buildings, lack of adequate infrastructure, etc.)

Unemployment/underemployment which propagates poverty including homelessness

B) Describe the strategy that will be implemented to address the conditions described above.

We will link participants to family-sustaining jobs/careers and provide them the supportive services he/she needs to succeed in that job.

Section C: Proposal Beneficiaries/Accomplishment Type

Accomplishment Type: Select the one type of accomplishment which your project will address **and indicate the number that would benefit from this activity**. For example, if you expect to serve 70 people with your project, put down “70” in front of “people”, or if you will rehabilitate 30 housing units, put down “30” in front of “housing units”.

*Double left click to check box

<input checked="" type="checkbox"/>	20 People	<input type="checkbox"/>	Households	<input type="checkbox"/>	Businesses
<input type="checkbox"/>	Organizations	<input type="checkbox"/>	Feet of Public Utilities	<input type="checkbox"/>	Housing Units
<input type="checkbox"/>	Jobs	<input type="checkbox"/>	Public Facilities (& Public Improvements)	<input type="checkbox"/>	Admin

A) Specify the population to be served by this proposal. Provide a brief description of the potential recipients including age, ethnicity, gender, income levels and any other relevant characteristics.

As a full-service organization, WRTP/BIG STEP offers a number of services to job seeking individuals to assist in obtaining employment. Program participants will be encouraged to attend our information and resource session to gain an inside perspective on the demands and employment opportunities available within the manufacturing, construction industry and other emerging sectors. Candidates will participate in an extensive testing and assessment process to explore goals, interests, abilities, work experience and potential barriers to participating in the program. Our local partners include industry organizations, employers and vocational training providers that have firmly committed to placing and retaining program graduates. In 2015, average rate at placement rate was \$19.22 per hour.

We will focus serving individuals of a wide range of ethnicity, gender and age (working age). As part of this application process, we ran a report on everyone we've served in the past 5 years from West Allis to see how many and who we had served. Even without the targeted recruitment funding our project will provide, In order of numbered served from West Allis, we enrolled: Latino, Caucasian and African American residents. We predominantly enrolled 21 to 31 year olds, however, we did serve anyone ranging from age 18 to late 50s. We have chiefly serve those whose family income is substantially below the poverty level. CDGB funding will permit more targeted outreach to those communities and residents in greatest need to make them aware of this portal to great paying jobs and careers.

B) What service will be provided? What is the plan of action to be carried out?

The table below outlines the plan of action to be carried out, and the planned accomplishments for that task/activity.

<i>Task/Activity</i>	<i>Description</i>
Recruit LMI individuals for program participation	Perform various outreach strategies to inform West Allis residents of employment opportunities and upcoming event (emphasis on the 5 highest poverty tracts); develop outreach contact database, sign-up potential participants for recruitment events to inform them regarding openings and careers with employers in manufacturing and construction industries.
Screen and assess individuals based on participant application, test scores, areas of career interest and employment history.	WRTP/BIG STEP staff review the participant application, test scores, areas of career interest and employment history. The questions asked will gauge the individual's attitude, aptitude, physical capabilities, and ability to pass a drug test, compatibility with the industry, and eligibility for program services.

<i>Task/Activity</i>	<i>Description</i>
Train/tutor individuals in skill sets necessary for job placement	Enroll participants in WRTP/BIG STEP Entry Level Construction Skills training program, or Entry Level Manufacturing Skills training
Assist individuals in preparing for interviews, other job placement requirements	Conduct interview preparation with industry professionals to help individuals prepare for interviews with employers, administer drug testing, etc.
Employment Retention	Maintain contact with employer and participant to monitor employment retention.

C) If your activity is an LMC activity, how will you track beneficiaries' data (income)?

Upon entering the WRTP/BIG STEP program, participants are required to fill out paper work that inquires and records their personal, professional and socio-economic situations (this is a regular procedure and requirement of most of our funding). We have as a standard operating procedure collecting verified income data and assuring confidentiality. Key information is kept in paper files as well as a digital data recording system. WRTP/BIG STEP uses the Efforts to Outcomes (ETO) data collection system to track participant data throughout the program process including intake, training, placement and any follow-up activities. This software is a nationally recognized product that is specifically designed to track and measure the progress an organization makes with a participant, income information and key demographic data.

D) Describe what is unique about this program or activity. Explain how this does not duplicate services currently provided or fills a gap currently unavailable in the City of West Allis. Explain how this activity is not a “normal City function” (if you are a City department applicant).

WRTP/BIG STEP has a very special model of working directly with industry prior to placement. This helps low income disadvantaged gain positive outcomes to gaining a placement and career in a higher paid, more skilled situation. We have a long history in helping to recruit, prepare and funnel a diverse population of workers into family supporting manufacturing and construction jobs throughout Wisconsin. It is unique in the area in linking job seekers to apprenticeships and higher paying career pathways. There is currently no similar service provided in the area. It proactively addresses workforce needs using a dual customer approach — one that considers the needs of both jobseekers and employers. We also, conversely helped industry by helping them find qualified members of their workforce at no cost to them.

E) Will you provide on-going case management to the people served by your program or activity? If yes, how will you provide this on-going case management?

We do not provide case management in the traditional sense of the word, but we do continue to reach out to our graduates to assure continued job success and career development. We call our staff who work with

participants Career Coordinators. Our retention efforts include a detailed follow-up process to ensure both the worker and employers are satisfied with the placement outcome. Additionally, staff is in frequent contact with employers and receives regular feedback on the job placement procedure and results of the placements. Finally, WRTP/BIG STEP keeps in direct contact with graduates to confirm progress in their role and offer additional services to achieve success in the workplace. In and individual needs additional resources to succeed in that job, we link them to other funding and resources. For example, if they need specific safety equipment, tools or a uniform, we will enroll in another funding source to assure they have access to that equipment. Retention efforts will be documented through the Efforts to Outcomes data system used by WRTP/BIG STEP.

F) If your activity is an LMC activity, how will you verify and document City of West Allis residency and US legal status of your beneficiaries?

WRTP/BIG STEP receives its funding from a variety of governmental funding that requires verification and documentation of US legal status, residency requirements (defined by the funding source) as well as other requirements. We are audited on both obtaining and maintaining verification of these items and have built-in robust processes to assure compliance.

Section D: OUTCOME PERFORMANCE MEASUREMENT

This section must be completed in order to be considered for funding.

HUD requires recipients of federal funding to assess the outcomes of the program in question. All approved applicants are required to comply with the Performance Measurement System. Please complete the following:

I. PERFORMANCE OBJECTIVES

The proposed activity meets which of the following goals: (Select only one – double click to check box)

- #1 – Creates a suitable living environment**
This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- #2 – Provides decent affordable housing**
This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- #3 – Creates economic opportunities**
This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

II. PERFORMANCE OUTCOME

Select the most appropriate objective for the proposed activity. Select only one.

- Improve availability/accessibility**
This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Improve affordability**
This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Improve sustainability**
This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

III. OUTCOMES (Goals and Objectives of Proposed Activity)

Check all outcome statements that apply to the proposed activity

Availability/Accessibility	Affordability	Sustainability
<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility
<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability
<input checked="" type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input checked="" type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input checked="" type="checkbox"/> Provide economic opportunity through new/improved accessibility

Section E: Project Location

- ALL LMA ACTIVITIES MUST COMPLETE THIS SECTION** (*do not complete if you are an LMC activity*). Check off the specific Census Tract and Block Groups of the proposed project. If the activity is site-specific, provide the street address of the activity or some other readily recognizable description. If the activity is a service, provide the address of the site or sites from which the service will be provided. **Please use the attached Census Tract and Block Group Maps and the Tables found in the Appendix (starting on page 37).**

Site-specific project address (if applicable): _____

If this is an LMA project, all Tracts and Block Groups need to be checked off.

Census Tract	Block Group
<input type="checkbox"/> 1001	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<input type="checkbox"/> 1002	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<input type="checkbox"/> 1003	<input type="checkbox"/> 1 <input type="checkbox"/> 2
<input type="checkbox"/> 1004	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> 1005	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<input type="checkbox"/> 1006	<input type="checkbox"/> 1 <input type="checkbox"/> 2
<input type="checkbox"/> 1009	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> 1010	<input type="checkbox"/> 1 <input type="checkbox"/> 3
<input type="checkbox"/> 1011	<input type="checkbox"/> 1
<input type="checkbox"/> 1012	<input type="checkbox"/> 1 <input type="checkbox"/> 2
<input type="checkbox"/> 1013	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<input type="checkbox"/> 1014	<input type="checkbox"/> 1

- 1015 1 2 3 4
- 1016 1 2 3 4 5
- 1017 1 2 3 4
- 1018 1

All LMA-eligible Block Groups

Section F: Activity Development

Public Service

A) What service does your agency provide?

WRTP/BIG STEP assists low-income, unemployed, underemployed individuals find high-quality employment opportunities that offer the chance at economic advancement by providing clear pathways to family-sustaining careers. We provide individualized assessment, training that has been designed by employers who are ready to hire, preparation for apprenticeship testing and apprenticeship preparation process and expanded pre and post job placement services.

B) How will this project relate to these services?

Recruit and assess 20 LMI enrolled participants: develop career pathway plans for each individual leading to family sustaining jobs, provide extensive short-term, state and employer certified training opportunities within the construction, green infrastructure or manufacturing sectors, assist with certifications (such as Section 3 HUD) and assist the placement of eligible program participants into jobs in the construction, manufacturing and related industries.

C) How does the proposed activity comply with the consolidate plan

- Is the activity a continuation of a current activity? Yes No
- Is the activity an expansion of a current activity Yes No
- Has your organization received funding previously to operate this service? Yes No

If yes, enter the year and amount awarded for the past three years:

Year	\$Award	Year	\$Award	Year	\$Award
_____	_____	_____	_____	_____	_____

D) Does your organization receive CDBG funding from other communities? Yes No
If so, from where? City of Milwaukee

E) If this project is not currently in operation, do you have staff to implement the project? Yes No

F) Do you have office space to accommodate the proposed service? Yes No

G) Please explain the plan to identify clients for this service.

WRTP/BIG STEP will market its program, services and excellent outcomes to residents in the defined LMI areas. It will utilize targeted social media such as Facebook to target ads (which permit very targeted outreach efforts) to job seekers/ job upgraders in the relevant municipalities to advertise its programs, orientation sessions and exciting new job opportunities. It will also provide information through local access points such as the library, community organizations and others.

H) Other information you wish to provide regarding the status of the activity:

The participant is placed in the training program that is the best match to individual's goals and capabilities. Training currently provided through WRTP/ BIG STEP includes: TrANS Road Building, Entry Level Construction Skills Certification, Entry Level Manufacturing Skills Certification and a wide variety of industry recognized certifications such as CDL Truck Driving, OSHA 10 or 40, Basic Welding and other trainings as designed and recognized by employers and linked to specific jobs. In addition, should the participant wish to apply for an apprenticeship in a construction trade, specific tutoring is provided targeted to passing the trade-specific test as well as performing well in the Joint Apprenticeship Training Committee interview. This training can be provided through WRTP/BIG STEP's utilization of multiple resources. All training, supplies and needed equipment for success are included as part of program participation. Paying for these services draws from various funding sources to fully support the individual and guarantee their success. We also provide follow-up services to assure the individual is succeeding in that placement.

Our 2015 Outcomes speak to the status of the proposed activity:

Of those served

- Household Income Below \$14,000 - 41%
- 41% of those served had self-reported felony conviction

Of those Placed

- Placed in Employment - 586
- Average Leading Industry Wage - \$19.22/hour
- 101 first time Registered Apprentice
- Aged 18-24 - 25%
- # of Employers - 192

Examples of WRTP/BIG STEPS' Capacity and Responsiveness

An example of the training and the recognition it has received both in terms of quality and impact for our community is the TrANS training. Since 2005 WRTP/BIG STEP has been the provider of the road building training program for Southeastern Wisconsin under the State of Wisconsin DOT "Transportation Alliance for New Solutions" (TrANS) program. In 2013, WRTP/BIG STEP was awarded the Construction User's Roundtable (CURT) National Workforce Development Award for best Workforce Development program nationally. The CURT serves as the national voice of the construction industry owners' association. It is designed to provide significant national and international recognition for extraordinary, exemplary, and innovative training and education programs which encourage individuals to pursue a career in the construction industry and/or enhance an individual's construction skills.

WRTP/BIG STEP's partnership with Harley-Davidson Motor Company is connecting area residents to employment and career pathways in manufacturing. We are their first source entry-level employment resource for their manufacturing positions. Strong partnerships like this provide the training and employment opportunities needed to help build strong families and communities. In September 2015, we held a major recruitment event for the community to get residents into well-paying jobs with Harley-Davidson. Today, we have over a dozen local residents from a range of neighborhoods in Milwaukee county with high rates of poverty and unemployment working full-time at Harley-Davidson as assemblers and machine operators where they earn great wages for themselves and their families.

Another example of the links we provide between industry and job seekers is our partnership with the Milwaukee Metropolitan Sewerage District. The MMSD, through its Workforce and Business Development Resource Program, works to achieve social responsibility goals to utilize consultants, contractors, vendors, and local workers reflective of the diversity of the District's Sewer Service Area. WRTP/BIG STEP offers apprentice preparation training, internships and other workforce efforts. Through its Apprenticeship Preparation Program, MMSD recruits, trains, and helps to place minorities and women in the construction trades.

Housing Project

A) Describe the benefit the project will bring to the area:

B) What are the long-term plans for the area where this project is located:

C) Describe projects undertaken during the past three years (i.e. location, impact on the neighborhood, who has benefited, etc)

Is the activity consistent with the consolidated plan? Yes No

Has your organization received funding previously to operate this service? Yes No

D) Who will be responsible for the oversight of this project?

Other information you wish to provide regarding the status of the activity:

Public Improvement Project

A) Have you retained the services of a consultant? Yes No

B) When will the project be bid and completed?

C) Are you aware of any other current or proposed projects funded with other resources that may effect the timing of the project covered under this application?

D) Is the activity consistent with the consolidated plan? Yes No

E) Who will be responsible for the implementation of the project?

F) Other information you wish to provide regarding the status of the activity:

G) List the time frame for the project.

Redevelopment Project

A) Describe the benefit the project will bring to the area:

B) What are the long-term plans for the area where this project is located?

C) Describe projects undertaken during the past three years (i.e. location, impact on the neighborhood, who has benefited, etc)

Is the activity consistent with the consolidated plan? Yes No

Has your organization received funding previously to
operate this service? Yes No

D) Who will be responsible for the oversight of this project?

E) Other information you wish to provide regarding the status of the activity:

Economic Development Project

A) Describe the benefit the project will bring to the area:

B) What are the long-term plans for the area where this project is located:

C) Describe projects undertaken during the past three years (i.e. location, impact on the neighborhood, who has benefited, etc)

Is the activity consistent with the consolidated plan? Yes No

Has your organization received funding previously to
operate this service? Yes No

D) Who will be responsible for the oversight of the project?

E) Other information you wish to provide regarding the status of the activity:

Administration Project

A) Describe the benefit the project will bring to the City:

B) Is the activity consistent with the consolidated plan? Yes No

C) Has your organization received funding previously to operate this service? Yes No

D) Who will be responsible for the oversight of this project?

E) Other information you wish to provide regarding the status of the activity:

Section G: Summary Budget

1. Will prior year funds be remaining to be spent on this project? Yes No \$ NA Amount
*Double left click to check box
2. Did this project previously receive funding through the City of West Allis CDBG Program? If yes, please include years and amount funded: NA
3. Do you anticipate this funding request to be:
*Double left click to check box
 One Time Only Indefinite, future City CDBG funding may be sought

Please complete the entire budget for the activity. * Excel Chart – double click to enter information, chart is formatted to add

Kellogg Foundation, Milw. CDBG, DOT TrANS	\$ 118,972	\$ 13,293	\$ 132,265	\$ 145,558
BIG STEP, WIOA, others	\$ 294,000	\$ 7,857	\$ 301,857	\$ 309,714
DOL American Appr.	\$ 50,000	\$ 250	\$ 50,250	\$ 50,500
Foundations, private contributions	\$ 160,000	\$ -	\$ 160,000	\$ 160,000
			\$ -	0
	\$ 622,972	\$ 21,400	\$ 644,372	\$ 665,772

Schedule 1A: Staff Positions and Payroll Costs

Position Title	Existing or New Position	Average Annual Salary	Total Salary Funded by CDBG	% Funded by CDBG	CDBG Cost to Project
Program Coordinator	Existing	\$ 50,264	\$ 7,540	1500%	\$ 7,540
Reporting Specialist	Existing	\$ 44,805	\$ 2,240	5	\$ 2,240
Total					\$ 9,780

Fringe benefits can include Social Security Tax (employer's share), pension, employer's share of employee's annuity payments, worker's compensation, and health, life, and unemployment insurance.

* Excel Chart – double click to enter information, chart is formatted to add

1. Salaries	\$ 9,780
2. Fringe Benefit Costs	\$ 3,912
3. Total Salary and Benefits Costs	\$ 13,692

Schedule 1B: Support Costs

* Excel Chart – double click to enter information, chart is formatted to add

4	Rent	
5	Maintenance Services	\$ 500
6	Telephone/Communications	\$ 400
7	Office Materials/Supplies	\$ 100
8	Postage	\$ 50
9	Printing	\$ 200
10	Books and Periodicals	\$ 1,700
11	Mileage (300@ \$0.54 per mile)	\$ 162
12	Office Furniture/Business Equipment	\$ 200
13	Travel	
14	Other: Facebook ads	\$ 100
15	Other: Training fees	\$ 3,750
16	Total Support Costs	\$ 7,162

Schedule 1C: Consultant Costs

* Excel Chart – double click to enter information, chart is formatted to add

Line Items		
17	Accounting/Audit Services	\$ 250.00
18	Architectural/Engineering Services	
19	Legal Services	
20	Other Professional Services	
21	Other:	
22	Total Consultant Costs	\$ 250.00

Schedule 1D: Capital Costs

* Excel Chart – double click to enter information, chart is formatted to add

0

Leveraging

Special Attention: HUD requests this information in all reports regarding activities. Please provided in the chart below information about additional funding other than CDBG funds that activity receives from other sources.

* Excel Chart – double click to enter information, chart is formatted to add

List any grants and amounts that this project is levied against as match:	
Name	Amount
Employ Milwaukee- WIB funds \$1,500 per enrollee	\$ 30,000
BIG STEP Industry funds	\$ 10,000
Total	\$ 40,000

Section H: Application Checklist

THE FOLLOWING ITEMS ARE REQUIRED. PLEASE MAKE SURE ALL ATTACHMENTS ARE LABELED:

- COMPLETED APPLICATION (INCLUDING BUDGET AND SIGNED CHECKLIST)
- OUTCOME PERFORMANCE MEASUREMENT DOCUMENT
- MAP WITH GEOGRAPHIC LOCATION AND SERVICE AREA
- TWO COPIES OF THE APPLICATION
- LATEST AUDITED FINANCIAL STATEMENTS (IF APPLICABLE)
- ENDORSING RESOLUTION (NON-CITY ORGANIZATION)

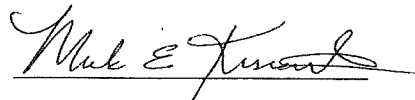
THE FOLLOWING ITEMS ARE ALSO REQUIRED FOR NON-PROFIT APPLICATION SUBMISSIONS. PLEASE MAKE SURE ALL ATTACHMENTS ARE LABELED.

- NON-PROFIT CERTIFICATE OF INCORPORATION AND BY-LAWS
- NON-PROFIT MISSION STATEMENT; DATE OF MISSION STATEMENT
- CURRENT AGENCY PLAN; DATE OF PLAN
- LIST OF BOARD OF DIRECTORS
- NON-PROFIT'S MOST RECENT ANNUAL REPORT
- NON-PROFIT 501C(3) CERTIFICATION

THE FOLLOWING ITEMS MAY BE APPLICABLE TO YOUR APPLICATION. PLEASE SUBMIT IF APPROPRIATE. PLEASE MAKE SURE ALL ATTACHMENTS ARE LABELED.

- FUNDING SOURCES SUPPORT LETTERS AND/OR DOCUMENTATION OF APPLICATION FOR OTHER FUNDING
- SITE PLAN/SCHEMATIC DESIGN
- COST ESTIMATES
- IF YOU ARE GOING TO USE FUNDS REQUESTED IN THIS APPLICATION FOR REHABILITATION OR OTHER PERMANENT IMPROVEMENTS TO A BUILDING, OR GROUNDS ADJACENT TO IT, AND THAT BUILDING IS LEASED, YOU MUST SUBMIT A COPY OF THE EXISTING LEASE WITH YOUR APPLICATION.

Authorized Signature:



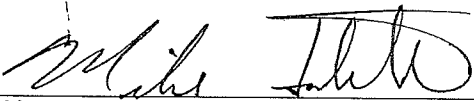
Section I: Certification

Applicants other than the City of West Allis Departments **MUST COMPLETE THE FOLLOWING:**

I, Mike Fabishak, Co-Chair
(Chief Elected Officer of Board of Directors) (Your Title)
of WRTP/BIG STEP
(Name of Your Organization)

do hereby attest to and certify the following:

1. This application has been considered by the Board of Directors of this organization, and the Board, in a meeting of its quorum on the date of 8/26/2016, authorized by a majority vote the submission of this Application to the City of West Allis Community Development Block Grant Program.
2. The Board of Directors has authorized this organization to accept any funds granted by the City for this Application, and to implement the purposes of this Application it is herein described.
3. The Board of Directors has been informed of this and recognizes that this Application shall be operated in accordance with all relevant Federal, State, County and municipal legislation, codes, ordinances, or other controlling regulations, and furthermore, the Board recognizes and accepts whatever directions the City makes to ensure compliance with these.
4. The Board of Directors of this organization has considered and recognizes that the primary objectives of the Community Development Block Grant Program is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. The Board of Directors shall ensure that this Application, if accepted, shall be implemented consistent with this object.
5. This organization has the administrative capacity, financial accounting capability, and legal authority to carry out the Application.


(Signature)

8/26/14
(Date)

