



**CITY OF WEST ALLIS**  
**DEPARTMENT OF DEVELOPMENT**  
7525 W. Greenfield Ave.  
West Allis, WI 53214  
Phone: (414) 302-8468  
Fax: (414) 302-8401  
Email: pschloss@westalliswi.gov

August 30, 2017

Ms. Yvonne Duemke  
West Allis Health Department  
7120 West National Avenue  
West Allis, WI 53214

**Inter-Departmental Agreement Fiscal Year 2017 Community Development Block Grant (CDBG) Program**

Dear Ms. Duemke:

The City of West Allis will provide Community Development Block Grant (CDBG) funding to the West Allis Health Department in the amount of \$13,680 to cover both project and administrative-related costs of facilitating the **Healthy Homes Program**.

Based on the application submitted, the Scope of Work for this agreement and program is as follows:

- Increase access to healthy food and promote physical activity with raised garden beds to LMI individuals.
- Provide Safe Home Clean up Buckets complete with supplies and asthma-reducing mattress/pillow protectors to LMI individuals.
- Provide smoke detectors in eligible homes with installation through the Fire Department to LMI individuals.

Per the attached budget, the award will be allotted as follows:

- |   |          |
|---|----------|
| • Program Administration (Salary/Fringes) | \$3,060  |
| • Support Costs                           | \$10,620 |

Unless otherwise approved by the Grants Administrator, all of the aforementioned funds must be used as stated above.

By signing this Inter-Departmental Agreement, the West Allis Health Department acknowledges understanding of and agreement to the following items:

(1) **Grant Term**

CDBG funds will be available on or about January 1, 2017 and should be drawn down by December 31, 2017. Any funds remaining after the program has been completed will be addressed in a manner deemed appropriate by the Department of Development and Common Council.

(2) **Environmental Review Requirement**

The Department of Development will assume responsibility for satisfying the environmental review compliance.

(3) **Compliance with Federal and Local Regulations**

The West Allis Health Department will work with the Department of Development to ensure that any and all federal and local regulations, including those outlined in the Davis Bacon Act, are met. If applicable, all necessary permits to ensure proper construction in accordance with the City of West Allis zoning ordinances and building codes must be obtained. The West Allis Health Department shall follow all federal requirements of Super Circular 2 CFR Part 200 and OMB Circular A-133 and OMB Circular A-87 as they apply to the CDBG Program.

(4) **Record-Keeping/Monitoring**

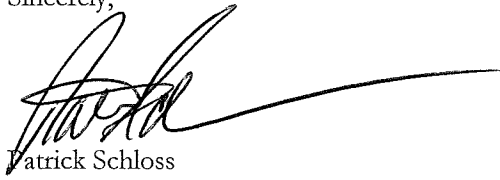
The City of West Allis Department of Development, its authorized representative and agents, and the Representatives for the Secretary of HUD or the Comptroller General of the United States shall, at all times, have access to and be permitted to observe and review all work, materials, equipment, payrolls, personnel records, employment conditions, and other relevant data and records pertaining to this Project. Furthermore, all required records shall be maintained for three years after final payments were made and all other pending matters are closed.

(5) **Reporting Responsibilities**

The West Allis Health Department agrees to submit the Semi-Annual Activity Report on or before July 31, 2017, to the Department of Development. An Annual Activity Report, which is a comprehensive report covering the agreed upon objectives, activities and expenditures for the entire contract period, shall also be submitted on January 31, 2018.

To acknowledge understanding of and agreement to the aforementioned items, **please sign in the box located on the next page and return entire document to me. Also, please be sure to maintain a copy for your files.**

Sincerely,



Patrick Schloss  
Community Development Manager

PS:bjb

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*In accordance with C.F.R. 570.503 (4) and (5), the West Allis Health Department agrees to comply with all Federal laws, regulations and requirements applicable to Community Development Block Grant (CDBG) grants and/or loans. The Department of Development also agrees to comply with any and all changes in HUD regulations and requirements applicable to CDBG grants and/or loans.*

Yvonne Duemke  
Name

Director of Community Health Services  
Title

Yvonne Duemke  
Signature

9-12-2017  
Date

*In accordance with C.F.R. 570.503 (4) and (5), the West Allis Health Department agrees to comply with all Federal laws, regulations and requirements applicable to Community Development Block Grant (CDBG) grants and/or loans. The Department of Development also agrees to comply with any and all changes in HUD regulations and requirements applicable to CDBG grants and/or loans.*

Patrick Schloss  
Patrick Schloss

Community Development Manager

[Signature]  
Signature

8/30/17  
Date

**BUDGET PER COMMON COUNCIL APPROVAL  
HEALTHY HOMES PROGRAM**

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

A	B	C	D	E
Line Items (Salary, supplies, improvments, etc.)	Source of Funds (Identify Source)	Amount of Non CDBG Funds	CDBG Funds Requested	Total Amount (B+C)
Salary and Fringe (Schedule 1A)			3060	3060
Support Costs (Schedule 1B)			10620	10620
Consultant Costs (Schedule 1C)				0
Capital Costs (Schedule 1D)				0
				0
<b>Total</b>		<b>0</b>	<b>13680</b>	<b>13680</b>

**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
Public Health Nurse	Existing	68,000	68,000	3%	2,040.00
<b>Total</b>					<b>2040</b>

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	\$ 2,040.00
2. Fringe Benefit Costs	\$ 1,020.00
<b>3. Total Salary and Benefits Costs</b>	<b>\$ 3,060.00</b>

**Schedule 1B: Support Costs**

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

Line Items		
4	Rent	
5	Maintenance Services	
6	Telephone/Communications	
7	Office Materials/Supplies	\$ 200.00
8	Postage	\$ 100.00
9	Printing	\$ 200.00
10	Books and Periodicals	
11	Mileage (____@ \$__ per mile)	
12	Office Furniture/Business Equipment	
13	Travel	
14	Other: Victory Gardens and Supplies X15	\$3,000.00
15	Other: Asthma Teaching materials and supplies	\$1,000.00
16	Other: Translation costs (\$20/hr x 16 hr)	\$320.00
17	Other: Community Health Worker Stipend (\$20/hr x 30 hr)	\$600.00
18	Other: Home/Lead cleaning buckets (100 x \$12)	\$1,200.00
19	Other: Smoke/Carbon Detectors (140 x \$25)	\$3,500.00
20	Other: Healthy Homes conference	\$500.00
21	<b>Total Support Costs</b>	<b>\$ 10,620.00</b>

**Schedule 1C: Consultant Costs**

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

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

**Schedule 1D: Capital Costs**

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

Line Items		
23	Acquisition of Land or Structures	
24	Capital Equipment	
25	Construction, rehabilitation, road repairs, etc.	
26	<b>Total Capital Costs</b>	<b>\$ -</b>

