

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): **Liberty Heights Program** (see Exhibit A)
TIME OF PERFORMANCE: January 1, 2017 to December 31, 2017
TOTAL AMOUNT OF CONTRACT: Seven Thousand and 00/100 Dollars (\$7,000)

THIS AGREEMENT, entered into by and between West Allis-West Milwaukee School District, et al., (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 hereby 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:
- Ms. Michele Strasser
Instructional Services Department
West Allis/West Milwaukee School District
1205 S. 70 St.
West Allis, WI 53214
- 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

CONTRACTOR
West Allis-West Milwaukee School District, et al.

By: Dan Devine
Dan Devine, Mayor

By: Melley Strasser
Director, WAWM RCS

Date: 8/1/17

Date: 8/2/17

Countersigned:

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

Date: 7/24/17

COMPTROLLER'S CERTIFICATE
Countersigned this 24th 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 or 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 describing instructions accompanying instructions form)	Number of Employees (report Employees in only one category)														Total of Columns A-N
	Hispanic or Latino		Race/Ethnicity												
			Not Hispanic or Latino						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	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Executive/Senior Level Officials and Managers															
Mid-Level Officials and Managers															
Professionals															
Technicians															
Sales Workers															
Administrative Support Workers															
Craft Workers															
Laborers and Helpers															
Service Workers															
TOTAL															

Agency/Organization _____ Name of Certifying Official _____ Phone _____

Signature of Certifying Official _____ Title _____ Date _____

**City of West Allis
CDBG Project Application
Funding Year 2017**

Section A: Primary Information

1. Applicant/Organization: West Allis-West Milwaukee Recreation and Community Services Department
Address: 1205 S. 70th St. West Allis, WI 53214
Email: stram@wawmsd.org Telephone: (414) 604-4937
CDBG Project Number (*obtain from Development if you don't know*): C17214
Project Title: Liberty Heights Program

*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.**

05

3. Amount of CDBG Funds Requested \$7,000

4. Person to Contact about this Application:

Name: Shelly Strasser

Address: 1205 S. 70th St. West Allis, WI 53214

Email: stram@wawmsd.org

Telephone: (414) 604-4937

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:** Provide service to 3,455 people by providing lifeguard supervision at the wading pool and bathroom access during pool hours at Liberty Heights Park.
- **National Objective:** The Liberty Heights Park program addresses the low/moderate area national objective.
- **Beneficiaries:** 73.3% of the residents within the Liberty Heights Park area are LMI.
 - **CT1001 BG3** **Population 1,130** **66.37% LMI**
 - **CT1001 BG4** **Population 1,165** **70.82% LMI**
 - **CT1002 BG2** **Population 1,160** **82.76% LMI**
- **Measure of Success:** Daily attendance will be tracked to ensure that an average of 90 people per day participate in the Liberty Heights Park pool program.

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):

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.

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.

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?

Liberty Heights Park is located at 1540 S. 62nd St. West Allis, WI 53214

Census Tract 1001 Block Group 4

Census Tract 1001 Block Group 3

Census Tract 1002 Block Group 2

B) How many residents live in this area?

3,455

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

An average of 73.32% are LMI beneficiaries

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? _____

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	0	<\$24,600	0	<\$39,350	0	\$39,351+	0	0
2	\$ 16,850	0	\$ 28,100	0	\$ 44,950	0	\$44,951+	0	0
3	\$ 20,160	0	\$ 31,600	0	\$ 50,550	0	\$50,551+	0	0
4	\$ 24,300	0	\$ 35,100	0	\$ 56,150	0	\$56,151+	0	0
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		0		0		0		0	0
Percent of Low to Moderate Income Beneficiaries						#DIV/0! %			

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

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? _____
- How many will have improved access to a service or benefit? _____
- How many will receive a service or benefit that is no longer substandard? _____

TOTAL _____

White, Hispanic/Latino	_____
White, Non-Hispanic/Latino	_____
Black/African American, Hispanic/Latino	_____
Black/African American, Non-Hispanic/Latino	_____
Asian, Hispanic/Latino	_____
Asian, Non-Hispanic/Latino	_____
American Indian/Alaskan Native, Hispanic/Latino	_____
American Indian/Alaskan Native, Non-Hispanic/Latino	_____
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	_____
Amer. Indian/Alaskan Native & Black/African Amer., Hispanic/Latino	_____
Amer. Indian/Alaskan Native & Black/African Amer., Non-Hispanic/Latino	_____
Total	0

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

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

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

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"/>	3,455 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.

The Liberty Heights Park services provided by the CDBG funds are available to the public, but would likely be utilized by the surrounding neighborhoods in Census Tract 1001 BG4, Census Tract 1001 BG3, and Census Tract 1002 BG2, as this is a “neighborhood park.” 73.32% of population for these 3 block groups are LMI.

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

The West Allis-West Milwaukee Recreation and Community Services Department will provide lifeguard supervision for the Liberty Heights Park pool program. This proposal seeks funding for the staffing and that the pool and that supports the summer programming in the park during pool operation hours which will operate for 8 weeks between June 12th and August 4th, 2017 from 10:00am-12:00pm, 1:00-4:00pm and 5:00-7:00pm. Of the 3,455 residents that live in the Liberty Heights Park neighborhood, 73.32% are LMI. Supervised and structured activities will be provided for children, including outdoor games, arts & crafts, dance, baseball and softball, special events and pool activities. Lunch and Supper are provided as part of the Summer Food Service Program through the Department of Public Instruction, the USDA and Hunger Task Force.

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

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).

Supervised structured activities and lifeguard services are funded by CDBG funds at Liberty Heights neighborhood park. The pool at Liberty Heights is the only pool on the City's low-income east side and these services would be available if not funded with CDBG funds. The West Allis-West Milwaukee Recreation and Community Services Department does not have the available funding to pay for lifeguard and building supervision services at Liberty Heights Park, and if CDBG funding were to be removed from this activity, the city would have to shut the pool down.

In the past the West Allis-West Milwaukee Recreation and Community Services Department has absorbed the cost of this program, with a small amount of funding from the City of West Allis CDBG program helping to underwrite the cost of staffing the pool. Due to substantial budget allocation shortfalls, the department is again requesting CDBG fund assistance to continue to provide the Liberty Heights summer programs to at no charge to families. Typically, over 100 youth per day participate in programming. Additional funding is being requested this year to off-set the cost of building supervision and the administrative oversight of the staff for the pool and the summer program at Liberty Heights Park.

Without funding to support the program, it will no longer be sustainable at no charge for families. All requested funding will be directed to cover staffing and supervision costs. This will enable the continuation of a full scale summer program at Liberty Heights Park during the summer of 2017. At the request of the city of West Allis, the program could operate for an additional two weeks from August 14th – August 25, 2017.

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?

Attendance will be taken daily and per each shift of pool operation hours. Attendance monitoring will take place daily to ensure appropriate staffing ratios.

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?

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 checked="" type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input checked="" 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 type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved accessibility

Section E: Project Location

1. **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): 1540 S. 62nd St., West Allis, WI 53214

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

Census Tract	Block Group
<input checked="" type="checkbox"/> 1001	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4
<input checked="" type="checkbox"/> 1002	<input type="checkbox"/> 1 <input checked="" 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
<input type="checkbox"/> 1015	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<input type="checkbox"/> 1016	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
<input type="checkbox"/> 1017	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<input type="checkbox"/> 1018	<input type="checkbox"/> 1
<input type="checkbox"/> All LMA-eligible Block Groups	

Section F: Activity Development

Public Service

A) What service does your agency provide?

The West Allis-West Milwaukee Recreation Department provides recreation programs and community services. The department functions under the auspices of the West Allis-West Milwaukee School District which provides educational services.

B) How will this project relate to these services?

The West Allis-West Milwaukee Recreation and Community Services Department will provide staff supervision and administrative oversight for the Liberty Heights Park pool and summer recreation programs.

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

Is the activity a continuation of a current activity?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the activity an expansion of a current activity	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has your organization received funding previously to operate this service?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

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

Year	\$Award	Year	\$Award	Year	\$Award
<u>2016</u>	<u>\$6,700</u>	<u>2015</u>	<u>\$6,700</u>	<u>2014</u>	<u>\$6,700</u>

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

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.

The Liberty Heights summer pool hours and summer recreation programs are advertised in the West Allis-West Milwaukee Recreation and Community Services activity guide that is distributed to all West Allis and West Milwaukee residents. Additionally the program is promoted on our department website and Facebook page.

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

CDBG funding is necessary to support this activity and avoid program discontinuation due to budgetary limitations. In response to numerous requests, there will be an extended two weeks of operation and the possibility of added weekend hours (weather dependent). Funding is more necessary than ever to frozen budgets.

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 \$ _____ 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: 2007 = \$5,000; 2008 = \$4,638; 2009 = \$4,475; 2010 = \$5,000; 2011 = \$5,000; 2012 = \$5,000; 2013 = \$5,000; 2014 = \$6,700; 2015 = \$6,700; 2016 = \$6,700

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

A	B	C	D	E
Line Items (Salary, supplies, improvements, etc.)	Source of Funds (Identify Source)	Amount of Non CDBG Funds	CDBG Funds Requested	Total Amount (B+C)
Salary and Fringe (Schedule 1A)	WAWM & HTF	\$17,000	\$7,000	\$24,000.00
Support Costs (Schedule 1B)				\$0.00
Consultant Costs (Schedule 1C)				0
Capital Costs (Schedule 1D)				0
				0
Total		17000	7000	24000

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
Administrative Oversight	Existing	\$40,000	\$1,000	3.00%	\$1,000
Pool and Park Staff	Existing	\$6,000	\$6,000	100%	\$6,000
Total					7000

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	\$6,700
2. Fringe Benefit Costs	\$300.00
3. Total Salary and Benefits Costs	\$ 7,000.00

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	_____
8	Postage	_____
9	Printing	_____
10	Books and Periodicals	_____
11	Mileage (____@ \$__ per mile)	_____
12	Office Furniture/Business Equipment	_____
13	Travel	_____
14	Other:	_____
15	Other:	_____
16	Total Support Costs	\$ -

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	Total Consultant Costs	\$ -

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	Total Capital Costs	\$ -

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
Hunger Task Force	\$2,000
WAWM Recreation and Community Services Department	\$15,000
Total	\$17,000

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.

Section I: Certification

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

I, Shelly Strasser, Director
(Chief Elected Officer of Board of Directors) (Your Title)
of WestAllis-West Milw. Recreation and Community Services
(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 09/01/16, 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.

Shelly Strasser
(Signature)

09/01/16
(Date)

Appendix

I. Project Category Reference (HUD Matrix Codes)

CDBG Matrix Codes

MATRIX CODE DEFINITIONS

Matrix codes are used to indicate—but do not establish—activity eligibility. An activity must be eligible in accordance with the regulations at 570.201–570.207. Grantees need to refer to the regulations to determine an activity’s eligibility; the codes defined below are used in IDIS OnLine chiefly to categorize activities for reporting purposes.

Code	Definition
01	<p>Acquisition of Real Property</p> <p>Acquisition of real property that will be developed for a public purpose. Use code 01 for the CDBG-funded purchase of real property on which, for example, a public facility or housing will be constructed.</p> <p><i>When CDBG funds are used to:</i></p> <ul style="list-style-type: none"> • <i>acquire a public facility that will be rehabilitated with CDBG funds and continue to be used as a public facility, assign the appropriate 03* code.</i> • <i>acquire housing that will be rehabilitated, use code 14G.</i>
02	<p>Disposition of Real Property</p> <p>Costs related to the sale, lease, or donation of real property acquired with CDBG funds or under urban renewal. These include the costs of temporarily maintaining property pending disposition and costs incidental to disposition of the property.</p>
03A	<p>Senior Centers</p> <p>Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors.</p> <p>03A may be used for a facility serving both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 03B instead.</p> <p><i>For the construction of permanent housing for the elderly, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>
03B	<p>Handicapped Centers</p> <p>Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for the handicapped.</p> <p>03B may be used for a facility serving both the handicapped and the elderly provided it is not intended primarily to serve the elderly. If it is, use 03A instead.</p> <p><i>For the construction of permanent housing for the handicapped, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>
03C	<p>Homeless Facilities (not operating costs)</p> <p>Acquisition, construction, or rehabilitation of temporary shelters and transitional housing for the homeless, including battered spouses, disaster victims, runaway children, drug offenders, and parolees.</p> <p><i>For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>

Code	Definition
03D	<p>Youth Centers</p> <p>Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center.</p> <p><i>For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.</i></p>
03E	<p>Neighborhood Facilities</p> <p>Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.</p>
03F	<p>Parks, Recreational Facilities</p> <p>Development of open space areas or facilities intended primarily for recreational use.</p>
03G	<p>Parking Facilities</p> <p>Acquisition, construction, or rehabilitation of parking lots and parking garages. Also use 03G if the primary purpose of rehabilitating a public facility or carrying out a street improvement activity is to improve parking.</p> <p><i>If parking improvements are only part of a larger street improvement activity, use 03K.</i></p>
03H	<p>Solid Waste Disposal Improvements</p> <p>Acquisition, construction or rehabilitation of solid waste disposal facilities.</p>
03I	<p>Flood Drainage Improvements</p> <p>Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds or catch basins. Do not use 03I for construction/rehabilitation of storm sewers, street drains, or storm drains.</p> <p><i>Use 03J for storm sewers and 03K for street and storm drains.</i></p>
03J	<p>Water/Sewer Improvements</p> <p>Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included under 03J.</p> <p><i>For water/sewer improvements that are part of:</i></p> <ul style="list-style-type: none"> • <i>more extensive street improvements, use 03K (assign 03K, for example, to an activity that involves paving six blocks of Main Street and installing 100 feet of new water lines in one of those blocks).</i> • <i>a housing rehabilitation activity, use the appropriate 14* matrix code.</i> <p><i>For construction or rehabilitation of flood drainage facilities, use 03I.</i></p>

Code	Definition
03K	<p>Street Improvements</p> <p>Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K:</p> <ul style="list-style-type: none"> • for improvements that include landscaping, street lighting, and/or street signs (commonly referred to as "streetscaping"). • if sidewalk improvements (see code 03L) are part of more extensive street improvements.
03L	<p>Sidewalks</p> <p>Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.</p>
03M	<p>Child Care Centers</p> <p>Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers.</p> <p><i>For the construction or rehabilitation of facilities for abused and neglected children, use 03Q; for the construction or rehabilitation of facilities for teenagers, use 03D.</i></p>
03N	<p>Tree Planting</p> <p>Activities limited to tree planting (sometimes referred to as "beautification").</p> <p><i>For streetscape activities that include tree planting, use 03K; for sidewalk improvement activities that include tree planting, use 03L.</i></p>
03O	<p>Fire Stations/Equipment</p> <p>Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.</p>
03P	<p>Health Facilities</p> <p>Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes.</p> <p><i>Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.</i></p>
03Q	<p>Facilities for Abused and Neglected Children</p> <p>Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.</p>
03R	<p>Asbestos Removal</p> <p>Rehabilitation of any public facility undertaken primarily to remove asbestos.</p>
03S	<p>Facilities for AIDS Patients (not operating costs)</p> <p>Acquisition, construction, or rehabilitation of facilities for the treatment or temporary housing of people who are HIV positive or who have AIDS.</p> <p><i>For the construction or rehabilitation of facilities for AIDS education and prevention, use 03P.</i></p>

Code	Definition
03T	<p>Operating Costs of Homeless/AIDS Patients Programs</p> <p>Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance.</p> <p>Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.</p>
03	<p>Other Public Facilities and Improvements</p> <p>Do not use this code unless an activity does not fall under a more specific 03* code. Also, do not use one activity for multiple facilities and then assign it an 03 because the types of facilities are different.</p> <p>One legitimate use of 03 is for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding).</p>
04	<p>Clearance and Demolition</p> <p>Clearance or demolition of buildings/improvements, or the movement of buildings to other sites.</p>
04A	<p>Cleanup of Contaminated Sites</p> <p>Activities undertaken primarily to clean toxic/environmental waste or contamination from a site.</p>
05A	<p>Senior Services</p> <p>Services for the elderly. 05A may be used for an activity that serves both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 05B instead.</p>
05B	<p>Handicapped Services</p> <p>Services for the handicapped, regardless of age.</p>
05C	<p>Legal Services</p> <p>Services providing legal aid to low- and moderate-income (LMI) persons.</p> <p><i>If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K.</i></p>
05D	<p>Youth Services</p> <p>Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well.</p> <p><i>For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.</i></p>
05E	<p>Transportation Services</p> <p>General transportation services.</p> <p><i>Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.</i></p>

Code	Definition
05F	<p>Substance Abuse Services</p> <p>Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.</p>
05G	<p>Services for Battered and Abused Spouses</p> <p>Services for battered and abused spouses and their families.</p> <p><i>For services limited to abused and neglected children, use 05N.</i></p>
05H	<p>Employment Training</p> <p>Assistance to increase self-sufficiency, including literacy, independent living skills, and job training.</p> <p><i>For activities providing training for permanent jobs with specific businesses, use 18A.</i></p>
05I	<p>Crime Awareness/Prevention</p> <p>Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards.</p>
05J	<p>Fair Housing Activities (subject to Public Services cap)</p> <p>Fair housing services (e.g. counseling on housing discrimination) that meet a national objective.</p> <p><i>For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.</i></p>
05K	<p>Tenant/Landlord Counseling</p> <p>Counseling to help prevent or settle disputes between tenants and landlords.</p>
05L	<p>Child Care Services</p> <p>Services that will benefit children (generally under age 13), including parenting skills classes.</p> <p><i>For services exclusively for abused and neglected children, use 05N.</i></p>
05M	<p>Health Services</p> <p>Services addressing the physical health needs of residents of the community.</p> <p><i>For mental health services, use 05O.</i></p>
05N	<p>Services for Abused and Neglected Children</p> <p>Daycare and other services exclusively for abused and neglected children.</p>
05O	<p>Mental Health Services</p> <p>Services addressing the mental health needs of residents of the community.</p>
05P	<p>Screening for Lead Poisoning</p> <p>Activities undertaken primarily to provide screening for lead poisoning.</p> <p><i>For lead poisoning testing/abatement activities, use 14I.</i></p>

Code	Definition
05Q	<p>Subsistence Payments</p> <p>One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction.</p>
05R	<p>Homeownership Assistance (not direct)</p> <p>Homeowner downpayment assistance provided as a public service. If housing counseling is provided to those applying for downpayment assistance, the counseling is considered part of the 05R activity.</p> <p>Assistance provided under 05R must meet the low/mod housing national objective. Therefore, unless the assistance is provided by a CBDO in an NRSA, it is subject to the public service cap and only low/mod households may be assisted. If the assistance is provided by a CBDO in an NRSA, the housing units for which CDBG funds are obligated in a program year may be aggregated and treated as a single structure for purposes of meeting the housing national objective (that is, only 51% of the units must be occupied by LMI households).</p> <p><i>For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13.</i></p>
05S	<p>Rental Housing Subsidies</p> <p>Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs.</p>
05T	<p>Security Deposits</p> <p>Tenant subsidies exclusively for payment of security deposits.</p>
05U	<p>Housing Counseling</p> <p>Housing counseling for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).</p>
05V	<p>Neighborhood Cleanups</p> <p>One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.</p>
05W	<p>Food Banks</p> <p>Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.</p>
05	<p>Other Public Services</p> <p>Do not use this code for public services activities unless an activity does not fall under a more specific 05* code.</p> <p>An example of a legitimate use of this code is referrals to social services.</p>

Code	Definition
06	<p>Interim Assistance</p> <p>Only for activities undertaken either to:</p> <ul style="list-style-type: none"> • Make limited improvements (e.g., repair of streets, sidewalks, or public buildings) intended solely to arrest further deterioration of physically deteriorated areas prior to making permanent improvements. • Alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm.
07	<p>Urban Renewal Completion</p> <p>Completion of urban renewal projects funded under Title I of the Housing Act of 1949.</p> <p>Do not use code 07 for a downtown renewal, downtown development, or urban renewal activity unless the activity will result in the closing out of a federally-approved urban renewal project.</p>
08	<p>Relocation</p> <p>Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, non-profit organizations, and farms.</p>
09	<p>Loss of Rental Income</p> <p>Payments to owners of housing for loss of rental income due to temporarily holding rental units for persons displaced by CDBG-assisted activities.</p>
11	<p>Privately Owned Utilities</p> <p>Acquisition, reconstruction, rehabilitation, or installation of distribution lines and facilities of federally regulated, privately owned utilities. This includes placing new or existing distribution lines/facilities underground.</p>
12	<p>Construction of Housing</p> <p>Construction of housing with CDBG funds must be carried out by CBDOs, in accordance with the regulations at 570.204(a).</p>
13	<p>Direct Homeownership Assistance</p> <p>Homeownership assistance to LMI households as authorized under 105(a)(24).</p> <p>Forms of assistance include subsidizing interest rates and mortgage principal, paying up to 50% of downpayment costs, paying reasonable closing costs, acquiring guarantees for mortgage financing from private lenders, and financing the acquisition by LMI households of the housing they already occupy.</p> <p>If housing counseling is provided to households receiving direct homeownership assistance, the counseling is considered part of the code 13 activity.</p> <p>All recipients of assistance provided under matrix code 13 must be LMI.</p>
14A	<p>Rehab: Single-Unit Residential</p> <p>Rehabilitation of privately owned, single-unit homes.</p>

Code	Definition
14B	<p>Rehab: Multi-Unit Residential</p> <p>Rehabilitation of privately owned buildings with two or more permanent residential units.</p> <p><i>For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C.</i></p>
14C	<p>Rehab: Public Housing Modernization</p> <p>Rehabilitation of housing units owned/operated by a public housing authority (PHA).</p>
14D	<p>Rehab: Other Publicly Owned Residential Buildings</p> <p>Rehabilitation of permanent housing owned by a public entity other than a PHA.</p> <p><i>For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C.</i></p>
14E	<p>Rehab: Publicly or Privately Owned Commercial/Industrial</p> <p>Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to:</p> <ul style="list-style-type: none"> • Exterior improvements (generally referred to as "facade improvements"). • Correction of code violations <p><i>For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.</i></p>
14F	<p>Rehab: Energy Efficiency Improvements</p> <p>Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program).</p> <p><i>For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.</i></p>
14G	<p>Rehab: Acquisition</p> <p>Acquisition of property to be rehabilitated for housing. 14G may be used whether CDBG funds will pay only for acquisition or for both acquisition and rehabilitation.</p>
14H	<p>Rehab: Administration</p> <p>All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing; survey, site and utility plans; application processing; and other fees.</p> <p>Do not use 14H for the costs of actual rehabilitation and do not use it for costs unrelated to running a rehab program (e.g., tenant/landlord counseling).</p> <p><i>For housing rehabilitation administration activities carried out as part of general program administration (and thus not required to meet a national objective), use code 21.</i></p>
14I	<p>Lead-Based Paint/Lead Hazards Testing/Abatement</p> <p>Housing rehabilitation activities with the primary goal of evaluating and reducing lead-based paint/lead hazards.</p> <p><i>For lead-based paint/lead hazards screening, use 05P.</i></p>

Code	Definition
14J	Housing Services Housing services in support of the HOME Program, eligible under 570.201(k).
15	Code Enforcement Salaries and overhead costs associated with property inspections and follow-up actions (such as legal proceedings) directly related to the enforcement (not correction) of state and local codes. <i>For the correction of code violations, use the appropriate rehabilitation code.</i>
16A	Residential Historic Preservation Rehabilitation of historic buildings for residential use.
16B	Non-Residential Historic Preservation Rehabilitation of historic buildings for non-residential use. Examples include the renovation of an historic building for use as a neighborhood facility, as a museum, or by an historic preservation society.
17A	Commercial/Industrial: Acquisition/Disposition Land acquisition, clearance of structures, or packaging of land for the purpose of creating industrial parks or promoting commercial/industrial development. 17A activities must be carried out by the grantee or by non-profits.
17B	Commercial/Industrial: Infrastructure Development Street, water, parking, rail transport, or other improvements to commercial/industrial sites. 17B also includes the installation of public improvements, such as the construction of streets to and through commercial/industrial areas. 17B activities must be carried out by the grantee or by non-profits.
17C	Commercial/Industrial: Building Acquisition, Construction, Rehabilitation Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by non-profits.
17D	Commercial/Industrial: Other Improvements Commercial/industrial improvements not covered by other 17* codes. 17D activities must be carried out by the grantee or by non-profits.
18A	Economic Development: Direct Financial Assistance to For-Profits Financial assistance to for-profit businesses to (for example) acquire property, clear structures, build, expand or rehabilitate a building, purchase equipment, or provide operating capital. Forms of assistance include loans, loan guarantees, and grants. With one exception, a separate 18A activity must be set up for each business assisted. The exception is an activity carried out under 570.208(a)(4)(vi), for which job aggregation is allowed.
18B	Economic Development: Technical Assistance Technical assistance to for-profit businesses, including workshops, marketing, and referrals. Also use 18B for activity delivery costs eligible under 570.203(c).

Code	Definition
18C	<p>Economic Development: Micro-Enterprise Assistance</p> <p>Financial assistance, technical assistance, or general support services to owners and developers of micro-enterprises. A micro-enterprise is a business with five or fewer employees, including the owner(s).</p> <p>With one exception, a separate activity must be set up for each micro-enterprise assisted. The exception is an activity carried out under 570.208(a)(4)(vi), for which job aggregation is allowed.</p>
19A	Obsolete – use code 21H.
19B	Obsolete – use code 21H.
19C	<p>CDBG Non-Profit Organization Capacity Building</p> <p>Activities specifically designed to increase the capacity of non-profit organizations to carry out eligible neighborhood revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff.</p>
19D	<p>CDBG Assistance to Institutes of Higher Education</p> <p>Obsolete. Instead of using this matrix code, set the INSTITUTION OF HIGHER EDUCATION field to "yes" on the Add/Edit Subordinate Organization screen to indicate that the activity will be carried out by an institution of higher education. Then assign the appropriate matrix code based on the nature of the activity to be undertaken by the institution.</p>
19E	<p>CDBG Operation and Repair of Foreclosed Property</p> <p>Activities to prevent the abandonment and deterioration of housing acquired through tax foreclosure. These include making essential repairs to the housing and paying operating expenses to maintain its habitability.</p>
19F	<p>Planned Repayments of Section 108 Loans</p> <p>Repayments of principal for Section 108 loan guarantees.</p>
19G	<p>Unplanned Repayments of Section 108 Loans</p> <p>Unplanned repayments of principal for Section 108 loan guarantees.</p>
20	<p>Planning</p> <p>Program planning activities, including the development of comprehensive plans (e.g., a consolidated plan), community development plans, energy strategies, capacity building, environmental studies, area neighborhood plans, and functional plans.</p>
20A	<p>Program planning activities for when states award grants to units of general local government in which planning is the only activity, or in which planning activities are unrelated to any other activity funded as part of the grant. These are often referred to as "planning only grants" or "planning-only activities."</p>

Code	Definition
21A	<p>General Program Administration</p> <p>Overall program administration, including (but not limited to) salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring, and evaluation.</p> <p>Also use 21A to report the use of CDBG funds to administer federally-designated Empowerment Zones or Enterprise Communities.</p> <p><i>For CDBG funding of HOME admin costs, use 21H; for CDBG funding of HOME CHDO operating expenses, use 21I.</i></p>
21B	<p>Indirect Costs</p> <p>Costs charged under an indirect cost allocation plan.</p>
21C	<p>Public Information</p> <p>Providing information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of CDBG-assisted activities.</p>
21D	<p>Fair Housing Activities (subject to Admin cap)</p> <p>Fair housing activities carried out as part of general program administration rather than as a public service. They are subject to the Admin cap, but do not have to meet a national objective.</p> <p><i>For fair housing activities carried out as a public service, use 05J.</i></p>
21E	<p>Submission of Applications for Federal Programs</p> <p>Preparation of (1) documents that must be submitted to HUD to receive CDBG funds or (2) applications to other federal programs for community development assistance.</p>
21H	<p>CDBG Funding of HOME Admin</p> <p>CDBG funding of administrative costs for HOME Program activities eligible under 570.206(i)(2).</p>
21I	<p>CDBG Funding of HOME CHDO Operating Expenses</p> <p>CDBG funding of CHDO operating expenses for HOME Program activities eligible under 570.206(i)(2).</p>
21J	<p>State Program administration, including (but not limited to) salaries, wages, and related costs required for overall program management, coordination, monitoring, reporting, and evaluation. This category includes both the state's costs of administering the CDBG program, as well as units of general local governments' (and their subrecipients') costs of administering grants awarded to them by the state.</p>
22	<p>Unprogrammed Funds</p> <p>Identification of funds that are not yet programmed for use—e.g., reserve or contingency funds.</p>
23	<p>Tornado Shelters Serving Private Mobile Home Parks</p> <p>Construction or improvement of tornado-safe shelters for residents of manufactured housing and the provision of assistance (including loans and grants) to nonprofit and for-profit entities, in accordance with Section 105(a)(24). {Note that two pars. 24 have been enacted.}</p>

II. National Objective Descriptions

Low/Moderate Income Area Benefit - If an activity whose benefits are available to a specifically defined geographic area (service area) where 51% of the residents are of low and moderate income, you must provide evidence that this is, in fact, the case. Justification could be census data or some other reliable income information that is generally available. If a survey has been conducted as justification, submit a copy of the methodology used and the results with the application. The survey must be approved by HUD. If using census information, list the census tracts, block groups and corresponding populations to justify the qualification. (Census data is located in the appendix).

Low/Moderate Income Clientele Benefit - If you indicate that the specific clients or beneficiaries of your project will be 100% low and moderate income you must explain how you will restrict the participation and verify the income of persons participating. If the activity benefits a limited, identifiable clientele, at least 51% of whom can be shown to be low or moderate persons describe why you believe this will be the case by nature/location of the project indicate how you will assure sufficient low and moderate income participation if your project is funded in 840 characters or less. In order to meet this national objective your organization must limit activity exclusively to low and moderate income persons, require information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the low and moderate income limit. If you intend to exclusively serve a clientele which is a presumed to be low and moderate income, indicate that client group and state that they will comprise 100% of the clients funded through your proposed project. (If your project will serve two types of presumed benefit clientele, such as homeless and battered spouses, use only the single category that best describes the objectives of your proposed project.) The presumed benefit categories are: abused children, handicapped persons, battered spouses, elderly persons (62 & over), homeless persons, illiterate persons, and migrant farm workers.

Low/Moderate Income Household Benefit - If your activity provides or improves permanent residential housing indicate how you will assure that at least 51% of the housing units will be occupied by low and moderate income households and how income will be verified. (If the structure in question contains two dwelling units, at least one must be occupied by a low and moderate income household).

Low/Moderate Income Jobs Benefit - If your activity is eligible because it creates jobs for low and moderate income persons explain how the job qualifications will not require special skills, work experience, training or education and how you will assure that at least 51% of the jobs created, computed on a full-time equivalent basis, will be filled by or available to low to moderate income persons. How will incomes be verified? What actions will you, the applicant, take to assure that low to moderate income persons receive first consideration for filling created jobs?

IF YOU INTEND TO USE ANY OF THE NATIONAL OBJECTIVES LISTED BELOW, PLEASE CONSULT WITH DEVELOPMENT DEPARTMENT STAFF.

Prevention or Elimination of Slum or Blight on a Area Basis - Provide evidence that the project addresses prevention or elimination of slums or blight in an area by meeting the following three conditions:

- 1) the area is delineated as meeting the definitions of a slum, blighted, deteriorated or deteriorating area under state or local law;
- 2) throughout the area there is a substantial number of deteriorated or deteriorating buildings or the public improvements are in a general state of deterioration, and;
- 3) the activity addresses one or more of the conditions which contributed to the deterioration of the area.

Prevention or Elimination of Slum or Blight on a Spot Basis - This activity must address the elimination of blight or physical decay on a spot basis, through acquisition, clearance, relocation, historic preservation and/or blighting rehabilitation. Describe in detail those conditions that qualify this project. Include copies of cited building code violations or other official evidence of blight if available.

Community Urgent Need (requires CDBG Staff and HUD approval) - This activity must meet community development needs having a particular urgency. The activity must be designed to alleviate existing conditions, which pose a serious and immediate threat to the health and welfare of the community; it must be of recent origin or recently become urgent, and the organization must be unable to finance the activity on its own and demonstrate that other sources of funding are not available.

III. Low/Moderate Income Levels

A table of the current definition of low and moderate-income levels is provided in the table below. Please note that the income level is determined by family size. Any family where income can be shown to be at or below the level for the appropriate family size is considered to be a low and moderate-income family. Any individual in a low and moderate-income family is considered to be a low and moderate-income person. If the project is approved the participants must complete beneficiary forms stating that their income does not exceed 30%, 50% or 80% of the median family income for Milwaukee County (CMI).

Family Size and Income Levels: (Please mark one)

Below you will find a chart listing the various income levels. Find your family* size along the top of each column. Then circle the lowest income ** amount which exceeds your family income.

Income Level	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
≤0 % of CMI	\$14,750	\$16,850	\$18,950	\$21,050	\$22,750	\$24,450	\$26,150	\$27,800
Very Low-Income (31-50% CMI)	\$24,600	\$28,100	\$31,600	\$35,100	\$37,950	\$40,750	\$43,550	\$46,350
Low-Income (51-80% CMI)	\$39,350	\$44,950	\$50,550	\$56,150	\$60,650	\$65,150	\$69,650	\$74,150
Exceeds Indicated Income Levels (81%+ CMI)	\$39,351+	\$44,951+	\$50,551+	\$56,151+	\$60,651+	\$65,151+	\$69,651+	\$74,151+

IV. Maps Showing Concentrations of Low/Moderate Persons

Please see attached maps and charts:

Map 1 Low/Moderate Income Block Groups
(LMI population of each block group equals 51% or greater)

Map 2 Largest Service Area where aggregate LMI population is 51%

V. Census Data

Table 1

Low/Moderate Income Block Groups
(LMI population of each block group equals 51% or greater)

2006 ACS figures

Census Tract #	Block Group #	Low/Mod Population	Block Group Universal population	Low/Mod Percentage
100100	1	690	905	76.24%
100100	2	320	590	54.24%
100100	3	750	1,130	66.37%
100100	4	825	1,165	70.82%
100200	1	590	1,080	54.63%
100200	2	960	1,160	82.76%
100300	1	1,040	1,605	64.80%
100300	2	620	1,100	56.36%
100400	3	540	890	60.67%
100500	3	470	825	56.97%
100900	1	575	670	85.82%
100900	2	1,095	1,710	64.04%
101000	1	860	1,620	53.09%
101000	3	1,470	2,105	69.83%
101100	1	610	1,065	57.28%
101200	2	515	955	53.93%
101300	1	505	940	53.72%
101300	3	275	460	59.78%
101500	1	720	1,110	64.86%
101500	2	960	1,695	56.64%
101500	4	455	670	67.91%
101600	1	230	450	51.11%
101600	2	315	565	55.75%
101600	3	310	595	52.10%
101700	1	510	950	53.68%
TOTAL		16,210	26,010	62.32%

Table 2

Largest Service Area where aggregate LMI population is 51%

2006 ACS figures

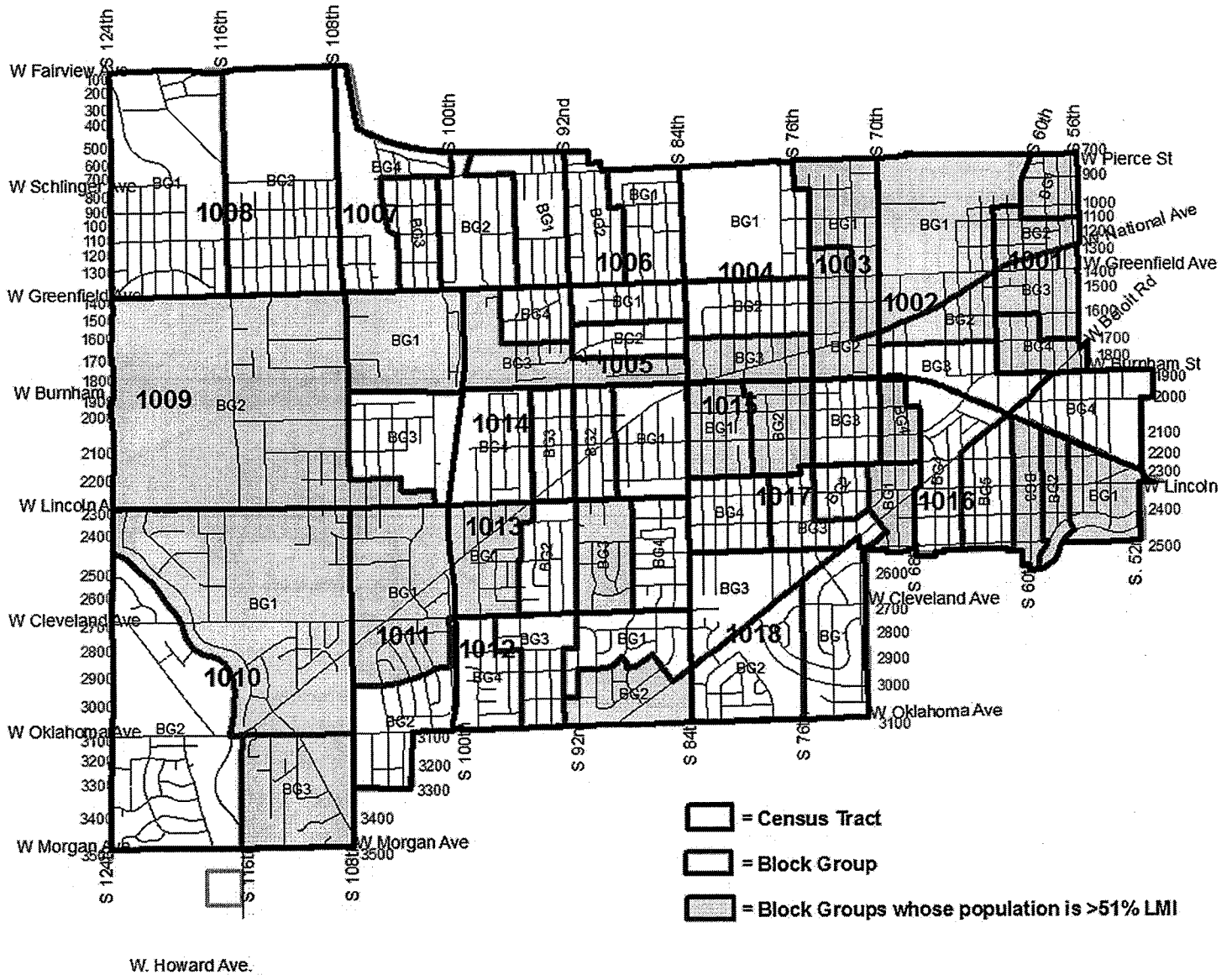
Census Tract #	Block Group #	Low/Mod Population	Block Group Universal population	Low/Mod Percentage
012700	1	400	1,145	34.93%
100100	1	690	905	76.24%
100100	2	320	590	54.24%
100100	3	750	1,130	66.37%
100100	4	825	1,165	70.82%
100200	1	590	1,080	54.63%
100200	2	960	1,160	82.76%
100200	3	425	840	50.60%
100200	4	300	885	33.90%
100300	1	1,040	1,605	64.80%
100300	2	620	1,100	56.36%
100400	1	405	895	45.25%
100400	2	405	935	43.32%
100400	3	540	890	60.67%
100500	1	265	875	30.29%
100500	2	360	750	48.00%
100500	3	470	825	56.97%
100500	4	255	770	33.12%
100600	1	400	1,020	39.22%
100600	2	365	1,010	36.14%
100700	1	280	890	31.46%
100700	2	125	580	21.55%
100700	3	150	520	28.85%
100700	4	265	765	34.64%
100800	1	275	1,225	22.45%
100800	2	395	1,525	25.90%
100900	1	575	670	85.82%
100900	2	1,095	1,710	64.04%
100900	3	465	1,255	37.05%
101000	1	860	1,620	53.09%
101000	2	350	1,885	18.57%
101000	3	1,470	2,105	69.83%
101100	1	610	1,065	57.28%
101100	2	260	800	32.50%
101200	1	145	755	19.21%
101200	2	515	955	53.93%
101200	3	135	410	32.93%
101200	4	300	630	47.62%
101300	1	505	940	53.72%
101300	2	355	755	47.02%
101300	3	275	460	59.78%
101300	4	200	830	24.10%
101400	1	415	965	43.01%
101400	2	350	800	43.75%

101400	3	395	790	50.00%
101400	4	220	865	25.43%
101500	1	720	1,110	64.86%
101500	2	960	1,695	56.64%
101500	3	570	1,185	48.10%
101500	4	455	670	67.91%
101600	1	230	450	51.11%
101600	2	315	565	55.75%
101600	3	310	595	52.10%
101600	4	450	1,230	36.59%
101600	5	595	1,350	44.07%
101700	1	510	950	53.68%
101700	2	290	570	50.88%
101700	3	370	930	39.78%
101700	4	310	1,120	27.68%
101800	1	330	1,025	32.20%
101800	2	145	940	15.43%
101800	3	220	735	29.93%
120102	2	400	1,665	24.02%
TOTAL		23,885	45,960	51.97%

LMA largest service area that equals 51% LMI population

Map 1

Low/Moderate Income Block Groups
 (LMI population of each block group equals 51% or greater)



Map 2

Largest Service Area where aggregate LMI population is 51%

