



# City of West Allis

## Meeting Agenda

### Block Grant Committee

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Thursday, November 21, 2024

6:00 PM

West Allis Public Library, Constitution Room  
7421 W. National Ave.

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#### REGULAR MEETING

##### A. CALL TO ORDER

##### B. ROLL CALL

##### C. APPROVAL OF MINUTES

1. [24-0657](#) October 10, 2024 (draft) Minutes

**Attachments:** [October 10, 2024 \(draft\) Minutes](#)

##### D. NEW AND PREVIOUS MATTERS

2. [24-0662](#) Consideration of amounts listed for projects within the FY 2025 Community Development Block Grant (CDBG) Annual Action Plan with city departments and public service organizations representation reporting on CDBG funds impact and anticipated beneficiaries served.
3. [24-0658](#) Public Hearing on the consideration of anticipated spending in relation to public goals and projects of the Community Development Block Grant Program fiscal years 2025-2029 Consolidated Plan and FY 2025 Annual Action Plan funding.

**Attachments:** [Block Grant Committee Meeting FY24 AAP](#)  
[Public Hearing Notice - Proof of Publication](#)  
[CDBG Notice of Public Hearing 11-21-24](#)  
[2025- Budget CDBG Block Grant Committee Budget 11-21-24](#)

4. [24-0663](#) Recommendation to the Common Council on the consideration of requests for projects for the FY 2025 Community Development Block Grant (CDBG) Annual Action Plan.
5. [24-0664](#) Next Scheduled Meeting Date

##### E. ADJOURNMENT



All meetings of the Block Grant Committee are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

**NOTICE OF POSSIBLE QUORUM**

It is possible that members of, and possibly a quorum of, members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

**NON-DISCRIMINATION STATEMENT**

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

**AMERICANS WITH DISABILITIES ACT NOTICE**

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

**LIMITED ENGLISH PROFICIENCY STATEMENT**

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.



# City of West Allis

## Meeting Minutes

### Block Grant Committee

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Thursday, October 10, 2024

6:00 PM

West Allis Public Library, Constitution Room  
7421 W. National Ave.

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#### REGULAR MEETING (draft minutes)

#### A. CALL TO ORDER

*The meeting was called or order at 6:13 p.m.*

#### B. ROLL CALL

- Present** 9 - Dawn Groshek, Tasha Cowap, Mikaya Clark, Marian French, Steven Hook, Marcia Lawson, Ray Turner, Suzanne Resl Okruhlica, Jennifer Brindley Ubl
- Excused** 6 - Alfred Sumrall, Hollis Patzer, Carrie Morreau (Dlougy), Shelly Strasser, Amanda Nowak, Martin J. Weigel

#### C. APPROVAL OF MINUTES

1. [24-0546](#) March 7, 2024 (draft) Minutes

**Attachments:** [March 7, 2024 \(draft\) Minutes](#)

**Ald. Turner moved to approve this matter, Cowap seconded, motion carried.**

#### D. NEW AND PREVIOUS MATTERS

2. [24-0580](#) Review of National Objectives and Goals within the Five-Year Consolidated Plan for the Community Development Block Grant (CDBG) Program.

*Discussion ensued with questions being answered by staff.*

**This matter was Discussed.**

3. [24-0581](#) Review of CDBG Funding requests for FY 2025 in preparation of the annual action plan.

**Attachments:** [V2 CDBG Block Grant Committee Budget 10.10.24](#)

*Discussion ensued with questions being answered by staff.*

**This matter was Discussed.**

4. [24-0582](#) Consideration of mid-year Performance Report for 2024 and expenditures for the period covering January 1, 2024 through June 30, 2024
- Report on Program Administration
  - Report on Public Service Activities
  - Report on Housing Rehabilitation activities
  - Report on Economic Development activities
  - Report on Public Facilities activities

*Discussion ensued with questions being answered by staff.*

motion carried. , motion carried.

5. [24-0583](#)

Next Scheduled Meeting scheduled for November 21, 2024, at 6:00 p.m.

This matter was Discussed.

E. ADJOURNMENT

A motion was made by Ald. Kuehn, seconded by Tasha Cowap to adjourn the meeting at 7:18 p.m.



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COMMUNITY DEVELOPMENT BLOCK GRANT – YR 2025  
ONE-YEAR ANNUAL ACTION PLAN  
B-25-MC-55-0011  
CITY OF WEST ALLIS  
SUMMARY OF THE FY2025 ANNUAL ACTION PLAN

**Program Administration Projects:**

Community Development Administrative Costs	\$ 310,230
Fair Housing Administrative Costs	7,109

**TOTAL ADMINISTRATION: \$ 317,339**

**Public Service Projects:**

Community Service Officer	\$ 40,000
Graffiti Removal	6,021
Frail Elderly Home Services/West Central Interfaith	25,000
Gang Prevention	11,820
Liberty Heights Pool Program	10,000
West Allis Health Dept. Safe Home Initiative	41,893
Family Resource Center	10,000
WISH Program (Domestic Violence Support Group)	10,270
New Hope Ministries	20,000
WRTP/Big Step	25,000
West Allis Homeless Veterans Initiative	20,000
West Allis Downtown BID Security Cameras	3,000
WAFD Safe Home Program	5,000
Vermin Abatement Service Program	10,000

**TOTAL PUBLIC SERVICE PROJECTS: \$ 238,004**

**Housing Rehabilitation Projects:**

Housing Rehabilitation Management	\$28,750
Housing Rehabilitation Single-Family Loan Program	115,581
Housing Rehabilitation Multi-Unit Loan Program	14,651

**TOTAL HOUSING REHABILITATION PROJECTS: \$ 158,982**

**Economic Development Projects:**

Economic Development Loan and Delivery Program	\$ 229,905
Micro Enterprise Technical Assistance (WWBIC)	65,000
Commercial Façade Improvement and Delivery Program	70,000

**TOTAL ECONOMIC DEVELOPMENT PROJECTS: \$ 364,905**

**Public Facilities Projects:**

City of West Allis Water Utility Dept.	\$ 197,466
Exterior Code Enforcement Program	200,000
City of West Allis Engineering 65 <sup>th</sup> National Ped. Improvements	110,000

**TOTAL PUBLIC FACILITIES PROJECTS: \$ 507,466**

**TOTAL PROJECTS: \$ 1,586,696**

In accordance with regulations of the United States Department of Housing and Urban Development (HUD) the City of West Allis has prepared and will submit an Annual Action Plan (AAP) reflecting the City’s Community Development Block Grant (CDBG) Program from January 1, 2025 through December 31, 2025.

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<b>Purchase Order #:</b>	
<b>Insertion Order #:</b>	2666020
<b>Placement:</b>	The Daily Reporter
<b>Index:</b>	Government
<b>Category:</b>	Hearings and Minutes
<b>First Issue:</b>	11/08/2024
<b>Last Issue:</b>	11/08/2024
<b># of Insertions:</b>	1
<b>Net Charge:</b>	\$48.73
<b>Payments/Credits:</b>	\$0.00
<b>Amount Due:</b>	\$48.73
<b>Affidavit Reference:</b>	Public Hearing Publishing Request-CDBG Program

## Ad Proof

### NOTICE OF PUBLIC HEARING IN-PERSON MEETING COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE THURSDAY, NOVEMBER 21, 2024, 6:00 P.M., WEST ALLIS PUBLIC LIBRARY-CONSTITUTION ROOM, 7421 W. NATIONAL AVE., WEST ALLIS, WI GRANT #B25-MC-55-0011 ANTICIPATED AVAILABLE FUNDING

Please take notice that on Thursday, November 21, 2024, in the Constitution Room-West Allis Public Library, the Office of Planning and Zoning and members of the CDBG Block Grant Committee will host an in-person public hearing meeting of anticipated spending in relation to public goals and projects of the Community Development Block Grant Program fiscal years 2025-2029 Consolidated Plan and FY 2025 Annual Action Plan funding. The Office of Planning and Zoning will outline for CDBG Block Grant Committee members goals and projections in the Five-Year Consolidated Plan and Annual Action Plan. The Department expects \$7.5 million in 2025-2029 Community Development Block Grant funding through the Consolidated Plan and approximately \$1.5 million of available funding through the Annual Action Plan, both plans comprised of entitlement and program-generated income. For further information contact the Planning and Zoning Program, City Hall, 7525 West Greenfield Avenue, West Allis, Wisconsin 53214 or submit your email inquiries to: [planning@westalliswi.gov](mailto:planning@westalliswi.gov).

2666020/11-8

\* Changes to this order may result in pricing changes \*

NOTICE OF PUBLIC HEARING IN-PERSON MEETING COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE THURSDAY, NOVEMBER 21, 2024, 6:00 P.M., WEST ALLIS PUBLIC LIBRARY-CONSTITUTION ROOM, 7421 W. NATIONAL AVE., WEST ALLIS, WI GRANT #B25-MC-55-0011 ANTICIPATED AVAILABLE FUNDING

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Publish: November 8, 2024

Budget for the FY 2025 Action Plan Community Development Block Grant Program	HUD Matrix Code	HUD Matrix Code Description	Funded FY 2024	2024 Project Expenditures (to date)	Total Requested for 2025	Recommended FY 2025	As Amended by Block Grant Committee
<b>I. ADMINISTRATION (20% Cap of total budget or \$317,339 limit)</b>							
1. Community Development Administrative Costs	21A	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. These activities, along with planning activities, are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).	\$ 311,100		\$ 310,230	\$ 310,230	
2. NEW-Marketing & Engagement Resident Mailing (CDBG-2024-4)	21C	Printing services for residents who reside in the City of West Allis. Information shared is public and delivery of covers individuals who are lack access to broadband services, elderly, and live below the poverty line.			\$ 36,000	\$ -	
3. Fair Housing Administrative Costs	21D	Fair housing activities carried out as part of general program administration rather than as a public service. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).	\$ 6,239		\$ 7,109	\$ 7,109	
<b>TOTAL PROGRAM ADMINISTRATION FUNDING REQUESTS:</b>			<b>\$ 317,339</b>		<b>\$ 353,339</b>	<b>\$ 317,339</b>	<b>\$ -</b>
<b>II. PUBLIC SERVICE REQUESTS (15% Cap of total budget or \$238,004 limit)</b>							
4. Community Service Officer (CDBG-24-10)	05I	Promotion of crime awareness and prevention, including crime prevention education programs, community-oriented policing programs above and beyond normal staffing levels, installation of security cameras, and paying for security guards serving residents in CT 1001 & 1002 (blocks 1-4).	\$ 40,403	\$ 28,654	\$ 40,000	\$ 40,000	
5. Graffiti Removal/Abatement (CDBG-24-11)	5V	One-time or short-term efforts to remove trash and debris from neighborhoods. All residents in the LMI will benefit from this program (53,345 persons total). Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.	\$ 6,021	\$ 3,090	\$ 6,021	\$ 6,021	\$ -
6. ERAS (West Central Neighborhood Outreach Program, CDBG-24-21)	05A	Senior Services for 51% of elderly persons (age 60+) LMI limited clientele. 05A may be used for an activity that serves both the elderly and persons with disabilities provided it is intended primarily to serve elderly.	\$ 29,500		\$ 25,000	\$ 25,000	
7. Gang Prevention (CDBG-24-12)	05I	Promotion of crime awareness and prevention, including identification of organized crime members & associates orienting policing investigations above and beyond normal staffing levels, available to all West Allis residents in LMA (53,345 persons).	\$ 17,709	\$ 948	\$ 11,820	\$ 11,820	
8. Liberty Heights Pool Program (CDBG-24-25)	05Z	Multiple groups benefit - funds lifeguard	\$ 10,000		\$ 10,000	\$ 10,000	
9. NEW-WAHD Healthy/Safe Homes Initiative (CDBG-24-24)	05M	This is a new program to be run by the Health Department. The City of West Allis Health Department staff to provide in-home services: lead screening, radon screening, water testing, mold/moisture inspection, assessment of asthma triggers, falls prevention assessment and health education, and assessment of human services needs.	\$ -		\$ 77,214	\$ 41,893	
10. Family Resource Center Supporting Families Strengthening Communities (CDBG-24-23)	05L	Services that will benefit children (generally under age 13), including parenting skills classes.	\$ 16,000	\$ -	\$ 16,000	\$ 10,000	
11. WISH Program (Domestic Violence Support Group, CDBG-24-16)	05G	Services for victims of domestic violence, dating violence, sexual assault or stalking.	\$ 12,270	\$ 5,751	\$ 10,270	\$ 10,270	



Budget for the FY 2025 Action Plan Community Development Block Grant Program	HUD Matrix Code	HUD Matrix Code Description	Funded FY 2024	2024 Project Expenditures (to date)	Total Requested for 2025	Recommended FY 2025	As Amended by Block Grant Committee
12. NEW - Hope Ministries (CDBG-24-27)	05Z	This is a new request from Hope Ministries. Services provided to homeless individuals in the form of food, clothes, and hygiene items. Referrals made by West Allis-West Milwaukee School District.	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -
13. WRTP/Big Step (CDBG-24-14)	05H	Assistance to increase self-sufficiency, including literacy, independent living skills, resume writing, job coaching, "how to get and keep a job" training, or training students in a particular field on skill when there is no tie to a specific position or business.	\$ 25,000	\$ 500	\$ 25,000	\$ 25,000	\$ -
14. No Applc. - Milwaukee County Homeless Outreach (CDBG-)	03T	MKE Co. Homeless did not apply for CDBG funds this year. Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance. 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.	\$ 23,574	\$ 429	\$ -	\$ -	\$ -
15. No Applc.-WAFD Community Care Coordinator (CDBG-)	05F	The WAFD did not apply for CDBG funding. This project will provide low/moderate income residents education and resources required for them to better manage their healthcare and improve their social determinants of health (SDOH). If the services are provided for a specific client group, the matrix code for that client group may be used instead.	\$ 32,000		\$ -	\$ -	\$ -
16. NEW-West Allis Homeless Veterans Initiative (CDBG-24-19)	05Z	Milwaukee Homeless Veteran Inc. (MHVI) is based in West Allis and serves homeless, at risk verterans and famliles who are at or below the poverty leveling living within Southeastern Wisconsin and West Allis area.	\$ -		\$ 25,000	\$ 20,000	\$ -
17. RETURNING- BID Sercurity Cameras (CDBG-24-8)	05I	To assist in funding security cameras in the downtown business district of West Allis providing additional surveillance in conjunction with the police department.	\$ -		\$ 3,000	\$ 3,000	\$ -
18. WAFD Safe Home Program (CDBG-24-15)	21C	Pairs existing services of the West Allis Fire Department to provide proactive campaigns driven by data and trends of inherent risks within the community.	\$ 8,731		\$ 10,000	\$ 5,000	\$ -
19. No Applc.-Liberty Heights Park Neighborhood Association	05Z	Neighborhood group conducting social programs to engage community members in public activities in LMI area.	\$ 1,426		\$ -	\$ -	\$ -
20. Vermin Abatement (CDBG-24-22)	05M	Task force created and is conducting educational campaigns and has contracted pest control services (LMI area).	\$ 16,000	\$ 5,105	\$ 16,000	\$ 10,000	\$ -
<b>TOTAL PUBLIC SERVICE FUNDING REQUESTS:</b>			<b>\$ 238,004</b>	<b>\$ 44,477</b>	<b>\$ 295,325</b>	<b>\$ 238,004</b>	<b>\$ -</b>

Budget for the FY 2025 Action Plan Community Development Block Grant Program	HUD Matrix Code	HUD Matrix Code Description	Funded FY2024	2024 Project Expenditures (to date)	Total Requested for 2025	Recommemded FY 2025	As Amended by Block Grant Committee
<b>III. HOUSING REHABILITATION</b>							
21. Housing Rehabilitation Management (CDBG-)	14H	Rehabilitation: Administration - 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 and underwriting; survey, site and utility plans; application processing.	\$ 28,750		\$ 28,750	\$ 28,750	\$ -
22. Housing Rehabilitation Single Family Loan Program (CDBG-24-6)	14A	Rehabilitation: Single-Unit Residential - Rehabilitation of privately owned, single-unit homes.	\$ 115,581	\$ 112,736	\$ 115,000	\$ 115,581	\$ -
23. Housing Rehabilitation Multi-Unit Loan Program (CDBG-24-7)	14B	Rehabilitation: Multi-Unit Residential - Rehabilitation of privately owned buildings with two or more permanent residential units.	\$ 14,651	\$ 25,000	\$ 14,651	\$ 14,651	\$ -
<b>TOTAL REHABILITATION FUNDING REQUESTS:</b>			\$ 158,982		\$ 158,401	\$ 158,982	\$ -

Budget for the FY 2025 Action Plan	HUD Matrix Code	HUD Matrix Code Description	Funded FY2024	2024 Project Expenditures (to date)	Total Requested for 2025	Recommemded FY 2025	As Amended by Block Grant Committee
<b>IV. ECONOMIC DEVELOPMENT REQUESTS</b>							
24. Economic Development Loan Program (CDBG-)	18A	Financial assistance to private 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.	\$ 229,905		\$ 250,000	\$ 229,905	\$ -
25. Micro Enterprise Technical Assistance-WWBIC (CDBG-24-20)	18C	Financial assistance, technical assistance, or general support services to owners and developers of microenterprises. A microenterprise is a business with five or fewer employees, including the owner(s). The activity must be designed to exclusively serve microenterprises.	\$ 65,000	\$ -	\$ 65,000	\$ 65,000	\$ -
26. Commercial Façade Improvement Program (CDBG-24-9)	14E	Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to: Exterior improvements (generally referred to as "façade improvements"). Correction of code violations.	\$ 70,000		\$ 70,000	\$ 70,000	\$ -
<b>TOTAL ECONOMIC DEVELOPMENT FUNDING REQUESTS:</b>			\$ 364,905		\$ 385,000	\$ 364,905	\$ -

Budget for the FY 2025 Action Plan	HUD Matrix Code	HUD Matrix Code Description	Funded FY2024	2024 Project Expenditures (to date)	Requested for 2025	Recommended FY 2025	As Amended by Block Grant Committee
<b>V. PUBLIC FACILITIES</b>							
27. New - COWA Water Utility Department (CDBG-24-5)	03J	Installation or repair of waterlines, sanitary sewers, storm sewers and private lead service line replacements to assist in removing all private lead service lines that will mandate EPA operational requirements of owners who are low/moderate income to afford the upgrade cost.	\$ -	\$ -	\$ 500,000	\$ 197,466	\$ -
28. NO APPLY-Street Beautification (Tree & Shrub Planting)	03N	Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K: For improvements that include landscaping, street lighting, and/or street signs (commonly referred to as "streetscaping").	\$ 30,000		\$ -	\$ -	\$ -
29. Pedestrian Improvements	03K	Rapid implementation project to improve West Allis walkability and traffic safety by installing shortened cross-walk distances and deliniator post/improving paint markings.	\$ 77,466		\$ -	\$ -	\$ -
29. Park Improvements - Liberty Heights	03F/03K/03E	Park and Rec facilities (ice rink). Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Additional funds may be applied from prior years unspent funding.	\$ 75,000		\$ -	\$ -	\$ -
29. Rodgers Park ADA Upgrades	03F	Installation of new ADA pathways equipment, park amenities, shelter, etc.	\$ 125,000		\$ -	\$ -	\$ -
30. Exterior Code Enforcement Program (CDBG-24-13)	15	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.	\$ 200,000	\$ 79,741	\$ 200,000	\$ 200,000	\$ -
31. New - COWA Engineering 65th & National Ped Improvements (CDBG-24-17)	03K	Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs.	\$ -	\$ -	\$ 110,000	\$ 110,000	\$ -
32. New - COWA Engineering 70th & National Ped Improvements (CDBG-24-18)	03K	Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs.	\$ -	\$ -	\$ 155,000	\$ -	\$ -
<b>TOTAL PUBLIC FACILITIES REQUESTS:</b>			\$ 507,466		\$ 965,000	\$ 507,466	\$ -

TOTAL ALL FUNDING REQUESTS:		Funded FY2024	PI 2024	Requested for 2025	Recommended 2025	As Amended by Block Grant Committee
		\$ 1,205,745	\$ 380,951	\$ 2,157,065	\$ 1,586,696	\$ -
Total HUD award (+PI)		\$ 1,586,696		\$ 1,586,696	\$ 1,586,696	\$ -
Total Requests Under/(Over)				\$ (570,369)	0	0.00
A. ADMINISTRATION CAP CALCULATION	Total Funds Available		CAP		Maximum \$ Allowed	Balance
	\$ 1,586,696		20%		\$ 317,339	\$ (0)
B. PUBLIC SERVICE CAP CALCULATION	Total Funds Available		CAP		Maximum \$ Allowed	Balance
	\$ 1,586,696		15%		\$ 238,004	\$ 0
C. FY 2024 ALLOCATION/AVAILABLE FUNDS		Estimate FY 2025	TBD HUD Actual Award FY 2025	Difference +/-		
Projected Entitlement Amount		\$ 1,205,745	\$ 1,205,745	\$ -		
Estimated Housing Rehabilitation Repayments (Program Income)		\$ 75,000	\$ 75,000			
Estimated Economic Development Repayments (Program Income)		\$ 305,951	\$ 305,951			
Total		\$ 1,586,696	\$ 1,586,696	\$ -		

D. National Objective Test

Total Available Funds (excluding Administration)	At least 70% funds to be allocated to LMI beneficiaries	Amount Allocated	%
\$ 1,269,357	70%	\$ 1,193,336	94%
Funds (excluding Administration and Contingency)	A Maximum of 30% may be allocated to Slum & Blight removal	Amount Allocated	%
\$ 1,269,357	30%	\$ 76,021	6%

Slum & blight projects like Commercial façade program & graffiti abatement