



**CITY OF WEST ALLIS
DEPARTMENT OF DEVELOPMENT**

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West Allis, WI 53214
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September 8, 2017

Captain Chad Evenson
West Allis Police Department
11301 West Lincoln Avenue
West Allis, WI 53227

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

Dear Captain Evenson:

The City of West Allis will provide Community Development Block Grant (CDBG) funding to the West Allis Police Department in the amount of \$10,000 to cover both project and administrative-related costs of facilitating the **Home Security Program** for Low/Moderate Income individuals.

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

- Home Security of LMI households through installation of the following: deadbolt locks, window security, burglar bars on windows, motion lights in exterior and garage areas, etc.
- Goal: 15 LMI households will benefit from this program.

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

- | | |
|---|----------|
| • Program Administration (Salary/Fringes) | \$ 5,250 |
| • Program Support Costs | \$ 4,750 |

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

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

- (1) **Grant Term**
CDBG funds will be available on or about January 1, 2017 and should be drawn down by December 31, 2017. Any funds remaining after the program has been completed will be addressed in a manner deemed appropriate by the Department of Development and Common Council.
- (2) **Environmental Review Requirement**
The Department of Development will assume responsibility for satisfying the environmental review compliance.
- (3) **Compliance with Federal and Local Regulations**
The West Allis Police Department will work with the Department of Development to ensure that any and all federal and local regulations, including those outlined in the Davis Bacon Act, are met. If applicable, all necessary permits to ensure proper construction in accordance with the City of West Allis zoning ordinances and building codes must be obtained. The West Allis Police Department shall follow all federal requirements of Super Circular 2 CFR Part 200 and OMB Circular A-133 and OMB Circular A-87 as they apply to the CDBG Program.
- (4) **Record-Keeping/Monitoring**
The City of West Allis Department of Development, its authorized representative and agents, and the Representatives for the Secretary of HUD or the Comptroller General of the United States shall, at all times, have access to and be permitted to observe and review all work, materials, equipment, payrolls, personnel records, employment conditions, and other relevant data and records pertaining to this Project. Furthermore, all required records shall be maintained for three years after final payments were made and all other pending matters are closed.
- (5) **Reporting Responsibilities**
The West Allis Police Department agrees to submit the Semi-Annual Activity Report on or before July 31, 2017 to the Department of Development. An Annual Activity Report, which is a comprehensive report covering the agreed upon objectives, activities and expenditures for the entire contract period, shall also be submitted on January 31, 2018.

To acknowledge understanding of and agreement to the aforementioned items, please sign below and return this letter to me. Also, please be sure to maintain a copy of this letter for your files.

Sincerely,



Patrick Schloss
Community Development Manager

PS:bjb

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

Chad Evenson

Captain, West Allis Police Department


Signature

9/13/2017
Date

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

Patrick Schloss

Community Development Manager


Signature

9-8-17
Date

**REVISED BUDGET PER COMMON COUNCIL APPROVAL
HOME SECURITY PROGRAM**

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

A	B	C	D	E
Line Items (Salary, supplies, improvements, etc.)	Source of Funds (Identify Source)	Amount of Non CDBG Funds	CDBG Funds Requested	Total Amount (B+C)
Salary and Fringe (Schedule 1A)			\$ 5,250	\$ 5,250
Support Costs (Schedule 1B)			\$ 4,750	\$ 4,750
Consultant Costs (Schedule 1C)				0
Capital Costs (Schedule 1D)				0
				0
Total		0	\$ 10,000	\$ 10,000

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
Security Installer (police)	Existing	\$2,250	\$2,250	100%	\$2,250
Application Processor (Housing)	Existing	\$3,000	\$3,000	100%	\$3,000
Total					\$ 5,250

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	\$5,250
2. Fringe Benefit Costs	
3. Total Salary and Benefits Costs	\$ 5,250.00

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	\$4,750
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	\$4,750

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	\$ -

