

## Subgrantee Agreement - Part 1

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

CDBG – FY2018

DATE OF AWARD- 1/1/2018

Distribution:

Original – Department of Development  
Original - Contractor

SERVICE DESCRIPTION (General): **Crimson Community Homework Center** (see **Exhibit A**)  
TIME OF PERFORMANCE: January 1, 2018 to December 31, 2018  
TOTAL AMOUNT OF CONTRACT: Seven Thousand Five Hundred and 00/100 Dollars (\$7,500)

THIS AGREEMENT, entered into by and between Crimson Charities, Inc., (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, 2018, 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-2018-0525**, 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:

Jessica Gonzalez  
Crimson Charities, Inc.  
6125 W. National Ave.  
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, 2018, and shall be undertaken and completed in such sequence as to assure its expeditious completion in the light of the purposes of this Contract, but in any event all of the services required hereunder shall be completed as indicated on Page 1 under "Time of Performance", which is the termination date of this Contract. In addition to all other remedies inuring to the CITY should the Contract not be completed by the date specified in accordance with all of its terms, requirements and conditions therein set forth, the CONTRACTOR shall continue to be obligated thereafter to fulfill CONTRACTOR's responsibility to amend, modify, change, correct or expand thereon until the Contract is fully completed.

VI. CONDITIONS OF PERFORMANCE AND COMPENSATION.

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

- F. Program Income. Program Income means gross income received by CONTRACTOR directly generated from the use of CDBG funds. When such income is generated by an activity that is only partially assisted with CDBG funds, the income shall be prorated to reflect the percentage of CDBG funds used. Program income shall be reported on the quarterly financial statement and shall be used only for activities included in the statement of work made part of this Agreement.

(Signatures on next page)

CITY OF WEST ALLIS,  
A Municipal Corporation

By: Dan Devine  
Dan Devine, Mayor

Date: 8/23/18

Countersigned:

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

Date: 8/24/18

CONTRACTOR  
**Crimson Charities, Inc.**

By: Jenica Bronzels

Date: 9/10/18

COMPTROLLER'S CERTIFICATE

Countersigned this 24<sup>th</sup> day of August, 2018  
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 27<sup>th</sup> day of  
August, 2018.

Sheryl Kuhary  
Sheryl Kuhary, Interim 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 2018 - EQUAL EMPLOYMENT OPPORTUNITY (EEO-4) Form

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

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

JOB CATEGORIES (see descriptions the accompanying instructions form)	Number of Employees (report Employees in only one category)														
	Race/Ethnicity														Total of Columns A-N
	Hispanic or Latino		Not Hispanic or Latino												
	Male	Female	Male						Female						
			White	Black or African American	Native Hawaiian or other Pacific Islander	Asian	American Indian or Alaska native	Two or More races	White	Black or African American	Native Hawaiian or other Pacific Islander	Asian	American Indian or Alaska native	Two or More races	
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															
<b>TOTAL</b>															

Agency/Organization \_\_\_\_\_ Name of Certifying Official \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Certifying Official \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

# Exhibit A

## City of West Allis CDBG Project Application Funding Year 2018

### Section A: Primary Information

1. Applicant/Organization: Crimson Charities, Inc.  
Address: 6125 W. National Avenue, West Allis, WI 53214  
Email: jgonzalez@crimsoncharities.org Telephone: (262) 289-1828  
CDBG Project Number (*obtain from Development if you don't know*): \_\_\_\_\_  
Project Title: Crimson Community Homework Center

\*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: 05L**

3. Amount of CDBG Funds Requested \$7,500

4. Person to Contact about this Application:

Name: Jessica Gonzalez

Address: 6125 W. National Avenue, West Allis, 53214

Email: jgonzalez@crimsoncharities.org Telephone: (262) 289-1828

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

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? Use quantifiable numbers.
- ▶ *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):**

**Crimson Charities operates a domestic violence support group. The Crimson Community Homework Center will provide educational assistance to kids of domestic violence victims and other kids in West Allis. Kids of the moms from the domestic violence support group lack adequate resources for tutors and do not have a support system. Due to the trauma that the moms have been through, the moms are without income or have limited income.**

**The primary focus of the homework center is for students to understand their classroom material, homework and be able to complete any projects on-time. Success will be measured by follow-up with students, parents and the school report card. The goal of the homework center is to help students perform at or above grade level.**

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):

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**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?

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---

B) How many residents live in this area?

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

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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? 20

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 2017 Income Limit	# of Persons or Households at 0-30% of Median Income	FY 2017 Income Limit	# of Persons or Households at 30-50% of Median Income	FY 2017 Income Limit	# of Persons or Households at 50-80% of Median Income	FY 2017 Income Limit	# of Persons/Households over 80% of Median Income	
1	<\$15,200	0	<\$25,350	0	<\$40,550	0	\$40,551+	0	0
2	\$ 17,400	0	\$ 29,000	2	\$ 46,350	0	\$45,351+	0	2
3	\$ 20,420	0	\$ 32,600	10	\$ 52,150	0	\$52,151+	0	10
4	\$ 24,600	0	\$ 36,200	3	\$ 57,900	0	\$57,901+	0	3
5	\$ 28,780	0	\$ 39,100	3	\$ 62,550	0	\$62,551+	0	3
6	\$ 32,960	0	\$ 42,000	2	\$ 67,200	0	\$67,201+	0	2
7	\$ 37,140	0	\$ 44,900	0	\$ 71,800	0	\$71,801+	0	0
8	\$ 41,320	0	\$ 47,800	0	\$ 76,450	0	\$76,451+	0	0
TOTAL		0		20		0		0	20
Percent of Low to Moderate Income Beneficiaries							1 %		

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

95%

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.

White, Hispanic/Latino	6
White, Non-Hispanic/Latino	10
Black/African American, Hispanic/Latino	
Black/African American, Non-Hispanic/Latino	4
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	
Other multi-racial	
<b>Total</b>	<b>20</b>

F) Of the total number of proposed beneficiaries:

- How many will have new or continuing access to a service or benefit? 20
  - How many will have improved access to a service or benefit? 20
  - How many will receive a service or benefit that is no longer substandard? 0
- TOTAL 20

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.)

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

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**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"/>	<u>20</u> 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 students who will be served by the Crimson Community Homework Center are children from the domestic violence support group and other at-risk West Allis student residents who lack adequate access to resources. The children within the support group are primarily elementary students whose parents are separated due to domestic violence. All of the targeted children reside in a single-family household. A handful of the parents within the domestic violence support group are also receiving 1:1 job coaching since they have never worked and need to gain skills to become employable.**

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

**The Homework Center will be open Monday to Thursday from 4:30-6 pm every week. Students will be dropped off by their parents or walk from school to our center. Every student will be required to check-in with the Afterschool Program Coordinator when they arrive at the center. The staff will have**

interviewed parents, students and volunteers to understand each student's needs as well as the volunteer's skill set. As students arrive on-site the staff will match them with tutors based on their assignments.

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

Each student file will have an application that includes data on the household, which captures demographic information, family size income, and a signed program expectation sheet.

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).

The Homework Center is unique to the children in-group because they are in a trusted facility that they consider safe to learn and play. Transportation is a challenge for students because their parents do not have transportation, parents are working 2-3 jobs and do not have the time to study, and/or many of parents lack the education to help the students complete assignments.

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?

The Afterschool Program Coordinator will provide the on-going case management for students. The staff will work closely with students and their tutors to track progress in the program. The staff will be in contact with parents through onsite visits and phone calls. The long-term goal is to also have a partnership with the West Allis school district to ensure student success.

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?

Each student will have a file that includes their program application, copy of ID, and income verification.

## **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	<input checked="" type="checkbox"/> Enhance suitable living environment through	<input checked="" type="checkbox"/> Enhance suitable living environment through

new/improved accessibility	new/improved accessibility	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): \_\_\_\_\_

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

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

## Section F: Activity Development

### Public Service

A) What service does your agency provide?

As a 501(c)(3) social service organization, Crimson Charities offers programming for youth and adults. For youth, Crimson Charities offers the Homework Center and other afterschool clubs like music workshops, art classes, and a journalism club. The center also provides summer camps. Adult services provided at Crimson Charities are job counseling, homeownership education, a food pantry, support groups, sewing classes and volunteerism.

B) How will this project relate to these services?

The adult participants in the above services have requested the Homework Center for their children and are the primary target for the Homework Center.

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

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

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

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

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

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.

There are 60 children within the domestic violence support group and another 175 students who participated in our summer camp programs. Flyers will be distributed to West Allis elementary schools and PTO's.

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

Crimson Charities has been a volunteer run organization and relied on the assistance of 70+ volunteers to run programming. The Homework Center requires a paid staff person to provide case management and supervise, educate, and organize students consistently. The program supplies and space for the Homework Center are sponsored and donated by Crimson Way Church.

### Housing Project

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

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

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

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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?

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



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**Public Improvement Project**

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

B) When will the project be bid and completed?

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

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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:

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G) List the time frame for the project.

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**Redevelopment Project**

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

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

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

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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:

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**Economic Development Project**

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

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

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

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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?

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

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**Administration Project**

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

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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?

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

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**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: \_\_\_\_\_

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)	Grants	7500	7500	15000
Support Costs (Schedule 1B)				0
Consultant Costs (Schedule 1C)				0
Capital Costs (Schedule 1D)				0
				0
<b>Total</b>		<b>7500</b>	<b>7500</b>	<b>15000</b>

**Schedule 1A: Staff Positions and Payroll Costs**

Position Title	Existing or New Position	Average Annual Salary	Total Salary Funded by CDBG	% Funded by CDBG	CDBG Cost to Project
Afterschool Program Coordinator	New	15000	50%	50%	7500
<b>Total</b>					<b>7500</b>

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

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

1. Salaries	\$ 15,000.00
2. Fringe Benefit Costs	
<b>3. Total Salary and Benefits Costs</b>	<b>\$ 15,000.00</b>

**Schedule 1B: Support Costs**

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

Line Items		
4	Rent	
5	Maintenance Services	
6	Telephone/Communications	
7	Office Materials/Supplies	
8	Postage	
9	Printing	
10	Books and Periodicals	
11	Mileage ( ___ @ \$ ___ per mile)	
12	Office Furniture/Business Equipment	
13	Travel	
14	Other:	
15	Other:	
<b>16</b>	<b>Total Support Costs</b>	<b>\$ -</b>

**Schedule 1C: Consultant Costs**

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

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

**Schedule 1D: Capital Costs**

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

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

**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
Husco International Foundtation	7500
<b>Total</b>	<b>\$ 7,500.00</b>

**Section I: Certification**

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

I, Richard Manchester, President  
(Chief Elected Officer of Board of Directors) (Your Title)  
of WAWM Family Resource Center  
(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 9/14/17, 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.

Richard Manchester  
(Signature)

9/15/17  
(Date)