

14



# City of West Allis

## Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
R-2004-0148	Resolution	In Committee
Resolution approving Financial Assistance Advance (Loan) to the West Allis-West Milwaukee Family Resource Center located at 6213 W. Lapham Street (Horace Mann School) in an amount not to exceed \$10,000		
Introduced: 5/4/2004		Controlling Body: Administration & Finance Committee

### COMMITTEE RECOMMENDATION

*adopt*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
			Barczak	✓			
			Czaplewski	✓			
			Dobrowski				
			Kopplin				
			Lajsic	✓			
			Narlock				
			Reinke	✓			
			Sengstock				
			Vitale				
			Weigel	✓			
			TOTAL	5	0		

### SIGNATURE OF COMMITTEE MEMBER

Chair

Vice-Chair

Member

### COMMON COUNCIL ACTION

**ADOPT**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
	✓		Barczak	✓			
			Czaplewski	✓			
			Dobrowski	✓			
			Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
		✓	Reinke	✓			
			Sengstock	✓			
			Vitale	✓			
			Weigel	✓			
			TOTAL	10	0		

*C: Dev. Dept. Gary Schmid*

**STANDING COMMITTEES OF THE  
CITY OF WEST ALLIS COMMON COUNCIL  
2004**

**ADMINISTRATION & FINANCE**

Chair: Michael J. Czaplewski  
Vice-Chair: Martin J. Weigel  
Gary T. Barczak  
Thomas G. Lajsic  
Rosalie L. Reinke

**PUBLIC WORKS**

Chair: Richard F. Narlock  
Vice-Chair: Linda A. Dobrowski  
Kurt E. Kopplin  
Vincent Vitale  
James W. Sengstock

**SAFETY & DEVELOPMENT**

Chair: Thomas G. Lajsic  
Vice-Chair: Vincent Vitale  
Gary T. Barczak  
Martin J. Weigel  
Rosalie L. Reinke

**LICENSE & HEALTH**

Chair: Kurt E. Kopplin  
Vice-Chair: James W. Sengstock  
Linda A. Dobrowski  
Richard F. Narlock  
Michael J. Czaplewski

**ADVISORY**

Chair: Rosalie L. Reinke  
Vice-Chair: Gary T. Barczak  
Linda A. Dobrowski  
Vincent Vitale  
Martin J. Weigel



# City of West Allis

## Resolution

7525 W. Greenfield Ave.  
West Allis, WI 53214

**File Number: R-2004-0148**

**Final Action:**

**MAY 04 2004**

Resolution approving Financial Assistance Advance (Loan) to the West Allis-West Milwaukee Family Resource Center located at 6213 W. Lapham Street (Horace Mann School) in an amount not to exceed \$10,000

WHEREAS, the West Allis-West Milwaukee Family Resource Center is supported by the City of West Allis through the Community Development Block Grant Program (CDBG) to provide parenting counseling to low/moderate-income residents of West Allis; and,

WHEREAS, the City of West Allis is committed to the program goals of the West Allis-West Milwaukee Family Resource Center and recognizes the importance of educating parents and children about the importance of family and a healthy home; and,

WHEREAS, the West Allis-West Milwaukee Family Resource Center has recently changed operating policies resulting in a cash flow dilemma that could result in possible closure of the center; and,

WHEREAS, the City has a contract with the West Allis-West Milwaukee Family Resource Center for activities that are eligible for reimbursement through the CDBG Program, however, HUD, on an annual basis, is continually slow to approve the Funding Contract that releases CDBG Funds to the City of West Allis; and,

WHEREAS, under this resolution, the Director of Development is authorized to enter into a Memorandum of Agreement for the terms and conditions of repayment of the Financial Assistance Advance (Loan).

NOW, THEREFORE, BE IT RESOLVED that the Common Council approves a Financial Assistance Advance (Loan) to the West Allis-West Milwaukee Family Resource Center in an amount not to exceed \$10,000, to be allocated from the City of West Allis Contingency Account.

BE IT FURTHER RESOLVED that the City Attorney be and is hereby authorized to make such non-substantive changes, modifications, additions and deletions to and from the various provisions of the Memorandum of Agreement, including any and all attachments, exhibits, addendums and amendments, as may be necessary and proper to correct inconsistencies, eliminate ambiguity and otherwise clarify and supplement said provisions to preserve and maintain the general intent thereof, and to prepare and deliver such other and further documents as may be reasonably necessary to complete the transactions contemplated therein.


BE IT FURTHER RESOLVED, that the Director of Development, or his designee, is hereby directed to enter into a Memorandum of Agreement for the terms and conditions of repayment of the

Financial Assistance Advance (Loan) to the City of West Allis.

cc: Department of Development  
CFO-Manager, Finance/Comptroller

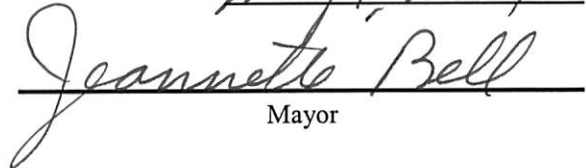
Dev-R346\jmg\5-4-04

ADOPTED

May 4, 2004  


Paul M. Ziehler, City Admin. Officer, Clerk/Treas.

APPROVED

May 7, 2004  


Mayor

**MEMORANDUM OF AGREEMENT**

by and between the City of West Allis and  
the West Allis-West Milwaukee Family Resource Center

WHEREAS, this agreement is entered into by and between the City of West Allis, a municipal corporation of the State of Wisconsin (the "City") located at 7525 W. Greenfield Avenue, West Allis, WI, and the West Allis-West Milwaukee Family Resource Center, a Wisconsin nonprofit corporation, (the "Center") located at Horace Mann Elementary School, 6213 W. Lapham, West Allis, WI. In this agreement all the above entities are jointly referred to as the parties; and,

WHEREAS, the Center provides parenting counseling and educational services relating to the importance of family and the benefits of a healthy home environment to low/moderate income residents of West Allis; and,

WHEREAS, the Common Council of the City of West Allis approved, under **Resolution No. R-2004-0148** herein incorporated by reference and attached hereto as **Exhibit "A"**, to provide a Financial Assistance Advance (Loan) to the West Allis-West Milwaukee Family Resource Center in an amount not to exceed \$10,000 to be allocated from the City of West Allis Contingency Account of the General Fund; and,

WHEREAS, said funds are to be used for the services approved under **Resolution No. R-2003-0247**, incorporated herein by reference and attached hereto as **Exhibit "B"**; and,

WHEREAS, this agreement incorporates all applicable Community Development Block Grant (CDBG) regulations promulgated by the U.S. Department of Housing and Urban Development; and,

WHEREAS, the Center understands and agrees that this agreement does not circumvent, change, or modify the terms and conditions of the Subgrantee Agreement, incorporated herein by reference and attached as **Exhibit "C"**, signed and entered into between the City and the Center on January 29, 2004; and,

WHEREAS, under this agreement, the Center fully recognizes that the funds provided by the City are in the form of an interest-free, short-term loan to assist the operations of the Center and that the said funds will be reimbursed to the City from approved CDBG funds within one-year from the date of this agreement; and,

WHEREAS, the Center represents itself as being capable, experienced, and qualified to undertake and perform the services outlined and described under Exhibit C; and,

WHEREAS, the performance and schedules as incorporated and indicated in Exhibit C will be approved by John F. Stibal, Director, Department of Development, (or his designee), of the City of West Allis, Department of Development.

NOW, THEREFORE, BE IT RESOLVED that each party represents and warrants that all necessary approvals for this agreement have been obtained, and the persons whose signatures appear below have the authority necessary to execute this agreement on behalf of the parties indicated.

(Signatures on Next Page)

**CITY OF WEST ALLIS**

By: Jeannette Bell (SEAL)  
Jeannette Bell, Mayor

Countersigned:

By: Gary A. Schmid (SEAL)  
Gary A. Schmid  
Manager of Finance/Comptroller

**WEST ALLIS-WEST MILWAUKEE  
FAMILY RESOURCE CENTER**

By: Joan M. Luedke (SEAL)

Title: Program Director

Approved as to form  
this 18<sup>th</sup> day of MAY 2004

Jeffrey Warchol  
Jeffrey Warchol  
Assistant City Attorney

q:\c\04\frf\ma\jmg



# City of West Allis

## Resolution

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number: R-2004-0032

Final Action:  
FEB 03 2004

Resolution approving Subgrantee Agreement by and between the City of West Allis and the West Allis-West Milwaukee Family Resource Center, a family counseling project, funded by 2004 Community Development Block Grant Funds in the sum of approximately \$42,000.

WHEREAS, funding has been reserved for the West Allis-West Milwaukee Family Resource Center from Community Development Block Grant Funds for support activities that provide services to merchants and property owners to create or retain employment opportunities and to remove conditions of blight from the District; and,

WHEREAS, the aforesaid Project is eligible for Community Development Block Grant funds.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that the Subgrantee Agreement, a copy of which is attached hereto and incorporated herein by reference, by and between the Family Resource Center, a family counseling project, is hereby approved.

BE IT FURTHER RESOLVED that the sum of approximately Forty-two Thousand Dollars (\$42,000) be and is hereby appropriated from the Community Development Block Grant Funds to pay the liability that will be incurred under the aforesaid Agreement by the City.

BE IT FURTHER RESOLVED that the Director of Development, or his designee, be and is hereby authorized to execute and deliver the aforesaid Subgrantee Agreement on behalf of the City.

BE IT FURTHER RESOLVED that the City Attorney be and is hereby authorized to make such non-substantive changes, modifications, additions and deletions to and from the various provisions of the Agreement, including any and all attachments, exhibits, addendums and amendments, as may be necessary and proper to correct inconsistencies, eliminate ambiguity and otherwise clarify and supplement said provisions to preserve and maintain the general intent thereof, and to prepare and deliver such other and further documents as may be reasonably necessary to complete the transactions contemplated therein.

cc: Department of Development  
Chris Phinney, Grant Accounting Specialist

h:\Dev-R-326-2-3-04\jmg

ADOPTED February 3, 2004

Paul M. Ziehler

Paul M. Ziehler, City Admin. Officer, Clerk/Treas.

APPROVED February 10, 2004

Jeannette Bell

Jeannette Bell, Mayor

**Subgrantee Agreement - Part 1**

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

CONTRACT NO. 20449

DATE OF AWARD: \_\_\_\_\_

**Distribution:**

Original – City Clerk

Original – Contractor

Copy 1 - Department of Development

**SERVICE DESCRIPTION (General):** Family Resource Center (see Exhibit "B")

**TIME OF PERFORMANCE:** January 1, 2004 to December 31, 2004

**TOTAL AMOUNT OF CONTRACT:** Forty Two Thousand Dollars (\$42,000)

THIS AGREEMENT, entered into by and between West Allis-West Milwaukee Family Resource Center, (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").

The Common Council of the City of West Allis authorized the Agreement under Resolution No. R-2004-0032 as set forth in the attached Exhibit A.

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, 2004 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.

**WITNESSETH THAT:**

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, as an independent contractor and not as an employee of the CITY, 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.
- 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. 27179, 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 B which is attached hereto and made a part hereof. The CONTRACTOR certifies that the activities carried out in Exhibit B 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 Federal-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:

Name \_\_\_\_\_ Address \_\_\_\_\_

and to the CITY at:

Department of Development  
West Allis City Hall  
7525 West Greenfield Avenue  
West Allis, Wisconsin 53214

Attention: John F. 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, 2004, 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 the following areas: Refer to Section H of the attached Exhibit A.
- 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. Additional Fringe or Employee Benefits. The CONTRACTOR's fringe benefits shall not exceed the fringe benefits to which CITY salaried employees are entitled to or are

receiving.

- E. 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.
- F. Reports. Contractor agrees to submit to City, within 30 days following the each quarter, a quarterly report narrative activity report and a financial report detailing the expenditure of funds provided to Contractor hereunder. Such report shall be a format acceptable to the Department of Development.
- G. Program Income. Program Income means gross income received by Contractor directly generated from the use of C.D.B.G. funds. When such income is generated by an activity that is only partially assisted with C.D.B.G. funds, the income shall be prorated to reflect the percentage of C.D.B.G. 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

By: Jeannette Bell  
Jeannette Bell, Mayor  
Date: February 10, 2004

By: Joan M. Luedke  
Title: Program Director  
Date: March 2, 2004

Countersigned:

By: Paul M. Ziehler  
Paul M. Ziehler, City Administrative Officer  
Date: 2/10/04

Witness:

Hermine Couturier

Examined and approved as to form  
and execution this 22 day of  
Feb., 2004.

Scott Post  
Scott Post, City Attorney

CERTIFICATE RE: CORPORATION

I, \_\_\_\_\_ certify that I am the \_\_\_\_\_ (Official Capacity)  
of the above CONTRACTOR named herein; that \_\_\_\_\_, who executed this  
Contract on behalf of the CONTRACTOR was then \_\_\_\_\_ (Official  
Capacity of Signatory) of said corporation, and in said capacity, duly signed said Contract for  
and on behalf of said corporation, being duly authorized so to do under its bylaws or is authorized so to do by  
action of its duly constituted board, all of which is within the scope of its corporate powers.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature and/or Seal  
(Signature MUST accompany if seal is used)

Project No.

## City of West Allis CDBG Project Application Funding Year 2004

### Section A: Primary Information

1. Applicant/Organization: West Allis/West Milwaukee Family Resource Center
2. Project Title: Family Resource Center
3. Project Description: (Limit 180 characters. Please note that this description will be used in all reports)  
The Family Resource Center is a place for families to come together with other families to learn, play, and  
Interact. It empowers families to enhance their existing strengths to support our communities greatest  
Resource - Our children.
4. Applicant/Organization Mailing Address: 6213 West Lapham Street, West Allis, WI 53214
5. Primary Contact Person: Joan M. Luedke
6. Phone Number: 604-3900 x1816 or 690-8258 (cell)
7. E-mail: jluedke@earthlink.net

### Section B: Summary Budget

Please complete Section G before completing this section.

- |  |                     |
|--|---------------------|
| 1. Total Salary & Fringe Benefits Costs (Form 1, Line 3) | \$ <u>32,000.00</u> |
| 2. Total Staff Support Costs (Form 1, Line 16)           | \$ <u>10,000.00</u> |
| 3. Total Consultant Costs (Form 1, Line 21)              | \$ <u>-0-</u>       |
| 4. Total Capital Costs (Form 1, Line 25)                 | \$ <u>-0-</u>       |
| 5. Total Request (Must Equal Sum of Lines 1-4)           | \$ <u>42,000.00</u> |

Will prior year funds be spent on this project?        Y        NO        N \$                      Amount

Did this project previously receive funding through the City of West Allis CDBG Program? If yes,  
please include years and amount funded: 1999-\$30,000; 2000-\$40,000; 2001-\$42,000; 2002-\$42,000; 2003-\$42,000

Do you anticipate this funding request to be:

- One Time Only  
  X   Indefinite, future City CDBG funding may be sought

**Section C: Type of Applicant: (Please Check One)**

- ☐ City Department  
☐ Non-Profit Organization  
☐ Religious Organization  
☐ Educational Institution  
☒ Special Governmental District (School District, etc.)  
☐ Economic Development Corporation  
☐ Other (describe) \_\_\_\_\_

**Section D: Project Category:** Public Services

Please refer to the Appendix (pages 13-16) if help is needed in determining your project category.

**Section E: National Objective to be Met and Project Eligibility**

**Justification:** Low/Moderate Income Area Benefit

Please refer to the descriptions of National Objectives provided in the Appendix (pages 13-16) to determine the appropriate National Objective for your proposed project.

**Please Provide the Appropriate Justification for Your Selected  
National Objective in the Space Provided Below:**

Approximately 80% of our clientele come from the targeted area represented in the chart on Attachment "A"

## Section F: Proposal Description

In the space provided below describe the specific activity for which City of West Allis CDBG funds are being sought. This should be described in some detail sighting the National Objective that will be met. If the activity is a service, describe the service, the intended beneficiaries, and the intended result. If the activity is a physical improvement, describe what it is that will be improved, how the improvement will be made, who will benefit from the improvement, and what will be the desired result. Finally, describe the need(s) in the community that your proposed project is designed to address. Include benchmarking techniques you will use to measure your project's progress toward its intended goals. The following will be presented to the Block Grant Committee for project selection.

The CDBG Funds are being sought to pay the salary of the Coordinator (30hrs per/wk at \$13.75 per/hr = \$21,000.00) and support staff (25hrs per/wk at \$10.70 per/hr = \$11,000.00). Coordinator will work approximately 50 weeks and support staff approximately 46 weeks per/year. We will use \$1,500.00 for travel and education of staff and volunteers. This will include attendance at the National Family Support Conference in Chicago, Illinois. The Center will put \$5,600.00 towards family activities, children workshops, parent education materials & workshops, playgroups, Dad/Child workshops, computer items and training, and teen parent materials and education. The remainder of funds (\$2,900.00) will go for operating costs of the Center (postage, printing, advertising, maintenance contracts, office supplies, cleaning supplies, parent resource materials, art supplies, and child learning materials).

The West Allis-West Milwaukee Family Resource Center is designed to provide a comprehensive, coordinated child and family centered plan that brings resources together to provide preventative services in a timely, effective, and user-friendly manner. What are the goals of the West Allis-West Milwaukee Family Resource Center? The focus of the Center is to provide assistance to families to:

- Promote the healthy growth and development of children by assisting families to identify and address any home or community barriers to a child's success in school;
- Assist families to develop parenting skills that can promote the optimal development of children;
- Ensure that families have access to and are connected with appropriate community resources and receive from those resources the help that they need;
- Encourage social support linkages and networks among families, thereby reducing isolation and promoting family involvement in community activities;
- Generating optimal parental and family involvement by offering learning and service opportunities that will enable parents and other family members to participate in center and community activities as providers, participants and volunteers.

The West Allis-West Milwaukee Family Resource Center offers the following programs and services:

- \* Play Groups (3x's per/wk)
- \* Monthly Family Activities
- \* Weekly Children's Events
- \* Parent/Child Workshops
- \* Parent Resource Center
- \* Information & Referral Services
- \* Lending Library (Toys, Books, Games, Videos, & Puzzles)
- \* We Grow Program (Fitness, Nutrition & Safety for Infants & Toddlers)
- \* Holiday Parties
- \* Parent Education Workshops
- \* Calling All Dads Workshops
- \* School-Age Parent Program
- \* "Mom's" Support Group
- \* Reading Buddies

The Family Resource Center has proven to be effective in our community. We have identified and referred families to the appropriate resources for situations involving eating disorders, stress management, possible domestic violence, A.D.D. in a child, post-partum depression, speech problems, reflex disease in an infant and depression. Families have indicated a positive change in family behavior and quality family time because of their involvement at the Center. The Center has also had a positive impact on school readiness for several children. We use a specific evaluation plan designed for families to assess the efficiency, effectiveness, and excellence with which the goals of this project are achieved and the impact of the service delivery and activities on the lives of the families of the community.

## Section G: Project Location

In the space below identify the specific location 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. If needed, please use the provided Census Tract and Block Group Maps as well as the tables found in the Appendix (pages 17-19).

WA/WM Family Resource Center  
6213 W. Lapham Street  
West Allis, WI 53214

## Section H: Project Service Area

In the space below specifically describe the service area of the project. You may use street boundaries, census tract information, or other recognizable boundaries of the service area. A service area may differ substantially from the project's specific location as reported above. A service area is where the project beneficiaries come from, where residents using the facility live, or that area a planning study covers. If a proposed project will provide a service that is available to residents throughout West Allis simply state that the project is City-wide. Please use the provided Census Tract and Block Group Maps as well as the tables found in the Appendix (pages 17-19).

**\*\*We have concentrated our efforts in the areas represented in the graph on Attachment "B".**  
We also service other areas of the community with additional grants and miscellaneous donations from other sources.

## Section I: Proposal Beneficiaries

**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 youth with your project, put down "70" in front of "youth", or if you will rehabilitate 30 housing units, put down "30" in front of "housing units".

<u>250</u> People (general)	<u>          </u> Households (general)	<u>          </u> Organizations	<u>          </u> Businesses
<u>          </u> Housing Units	<u>          </u> Public Facilities	<u>          </u> Feet of Public Utilities	<u>          </u> Jobs

You do not have to complete this next portion if you selected **Prevention or Elimination of Slum or Blight** or **Community Urgent Need** as National Objective that will be met by your project. However, all projects using **Low/Moderate Income** as the National Objective must complete the following section.

1. Please provide the projected number of total beneficiaries. (use only one category)

Persons	<u>          300          </u>	(or)
Households	<u>                          </u>	

2. Please provide the projected percentage of total beneficiaries that are of low/moderate income status. Low/Moderate income persons or households must comprise 51 % of the total beneficiaries for the project to qualify for CDBG funding. Please refer to the Tables listing current low to moderate income levels that has been included in the Appendix (pages 17-19).

% Low/Moderate Income Persons                      80 % (or)  
 % Low/Moderate Income Households                                          

3. Ethnicity of projected number of total beneficiaries described.  
 The most recent U.S. Bureau of Census Data may be used.

Category	Percent per 2000 Census Data		Total
White, non-Hispanic	94 %		76.1
Black, non-Hispanic	1.3 %		.04
American Indian or Alaskan Native	less than 1 %		.01
Hispanic	3.5 %		.18
Asian	1.3 %		.11
Pacific Islander	less than 1 %		0
Female Head of Household	10.6 %		.6

4. Fill in the data that applies to the one "presumed benefit" clientele your project will serve. The total of these categories should be the same amount indicated on the prior page in the accomplishment area. Complete Male and Female data only if figures are available. If your project does not serve a "presumed benefit" you do not have to fill in any data.

N/A

Category	Male	Female	Total
Abused Children			
Battered Spouses			
Elderly			
Severely Disabled Adults			
Homeless			
Illiterate Adults			
Persons Living with AIDS			

## Section J: Proposed Use of Funds

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

Position Title	Existing or New Position?	Average Annual Salary	Total Salary	% Effort	Cost to Project
Coordinator	Existing	\$24,000.00	\$24,000.00		\$21,000.00
Support Staff	Existing	\$15,000.00	\$15,000.00		\$11,000.00

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.

#### TOTAL:

1. Salaries	\$ 32,000.00
2. Fringe Benefit Costs	\$ -
3. Total Salary and Benefits	\$ 32,000.00

Schedule 1B: Support Costs

LINE ITEMS

4.	Rent	\$ 0
5.	Maintenance Service	\$ 300.00
6.	Telephone/telecommunications	\$ 0
7.	Office materials/supplies	\$ 2000.00
8.	Postage	\$ 300.00
9.	Duplicating/printing	\$ 300.00
10.	Books/periodicals	\$ 300.00
11.	Mileage (____ miles @ \$.____ mile)	\$ 0
12.	<u>Playgroups, Lending Library, Activity &amp; Workshop Expenses,</u>	<u>\$ 5300.00</u>
<b>EXPLAINED/IDENTIFIED ITEMS (Describe Each)</b>		
13.	Office Furniture/business equipment	\$ 0
14.	Travel	\$ 1500.00
15.	Total Support Costs	<u>\$ 10,000.00</u>

### Proposed Use of Funds Continued...

**Schedule 1C: Consultant Costs (Describe Each)**

16.	Accounting/audit services	\$	0
17.	Architectural/engineering services	\$	0
18.	Legal services	\$	0
19.	Other professional services or consultants	\$	0
20.	Total Consultant Costs	\$	0

**Schedule 1D: Capital Costs (Describe Each)**

21.	Acquisition of land or structures	
22.	Capital Equipment	\$ N/A
23.	Construction, rehabilitation, road repairs, etc.	\$ N/A
24.	Total Capital Costs	\$ N/A

**Please provide a brief description of each budget line item indicated in Schedule 1C & 1D:**

All items in 1C are provided as in-kind donations from Affeldt Law Office and the WA/WM School District.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.

List any grants and amounts that this project is levied against as match:  
Milwaukee Brighter Futures Grant

\$ 8,000.00

## Section K: Sources of Funds

Identify all of the anticipated funding (including CDBG) to complete the project.

### Project Year 1

<u>Sources</u>	<u>Tentative/Committed</u>	<u>Amount/Value</u>
1. CDBG	Tentative	\$ 42,000.00
2. Milwaukee Brighter Futures	Tentative	\$ 8,000.00
3. WA/WM Recreation Dept.	Committed (Rent)	\$ 7,200.00
4. WA/WM School District	Committed (In-Kind)	\$ 10,000.00
5. Foundation Grants & Donations	Tentative	\$ 10,000.00
6. WA Health Dept; WA Police & Fire Dept.	Committed (In-Kind)	\$ 10,000.00
Total Year 1 Project Budget		\$ 87,200.00

### Project Year 2

<u>Sources</u>	<u>Tentative/Committed</u>	<u>Amount/Value</u>
1. CDBG	Tentative	\$ 42,000.00
2. Milwaukee Brighter Futures	Tentative	\$ 8,000.00
3. WA/WM Recreation Dept.	Committed (Rent)	\$ 7,200.00
4. WA/WM School District	Committed (In-Kind)	\$ 5,000.00
5. Foundation Grants & Donations	Tentative	\$ 15,000.00
6. WA Health Dept; WA Police & Fire Dept.	Committed (In-Kind)	\$ 10,000.00
Total Year 2 Project Budget		\$ 87,200.00

### Project Year 3

<u>Sources</u>	<u>Tentative/Committed</u>	<u>Amount/Value</u>
1. _____		\$ _____
2. _____		\$ _____
3. _____		\$ _____
4. _____		\$ _____
5. _____		\$ _____
Total Year 3 Project Budget		\$ _____
Total Project Budget		\$ _____

## Section L: Certification

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

I, Joan M. Luedke, Program Coordinator  
(Chief Elected Officer of Board of Directors) (Your Title)  
of WA/WM Family Resource Centers  
(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 February 26, 2003, 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.

Joan M. Luedke  
(Signature)

8/6/03  
(Date)

## 2000 CENSUS INFORMATION

## CONCENTRATION OF LOW TO MODERATE INCOME

Project area consists of the largest continuous area with a Low/Mod population over 51%

Census Tract	Block Group	# Low/Mod	# in Low/Mod Universe	% Low/Mod
1001	1	318	722	44.0%
1001	2	483	802	60.2%
1001	3	623	1114	55.9%
1001	4	587	1023	57.4%
1002	1	653	1008	64.8%
1002	2	440	781	56.3%
1002	3	500	824	60.7%
1002	4	399	818	48.8%
1003	1	335	557	60.1%
1003	2	909	1493	60.9%
1003	3	533	1015	52.5%
1004	3	354	707	50.1%
1004	1	177	595	29.7%
1005	2	418	820	51.0%
1005	3	588	1088	54.0%
1009	1	1170	2245	52.1%
1009	2	881	1463	60.2%
1010	1	779	1572	49.6%
1015	1	614	1196	51.3%
1011	1	528	1030	51.3%
1013	3	316	573	55.1%
1014	1	521	1063	49.0%
1015	1	614	1196	51.3%
1015	2	574	1325	43.3%
1015	3	549	1243	44.2%
1015	4	330	831	39.7%
1017	1	430	708	60.7%
1018	1	551	1028	53.6%
1016	1	327	796	41.1%
1016	2	212	612	34.6%
1016	3	245	655	37.4%
1016	4	308	739	41.7%
1016	5	274	508	53.9%
1016	6	394	1029	38.3%
		16934	33179	51.0%

Table 3

## **BUDGET 2004**

<u><b>BUDGET CATEGORY</b></u>	<u><b>CDBG</b></u>	<u><b>IN-KIND</b></u>	<u><b>OTHER</b></u>	<u><b>TOTAL</b></u>
Personnel (inc. volunteers)	\$32,000.00	\$4,000.00	\$4,000.00	\$40,000.00
Fringe Benefits	None	None	None	\$0.00
Consultant Services		\$1,500.00		\$1,500.00
Travel & Education (staff)	\$1,500.00	\$500.00	\$200.00	\$2,200.00
Consumable Supplies	\$2,000.00	\$1,000.00	\$500.00	\$3,500.00
Equipment Rental		\$2,500.00		\$2,500.00
Space (Rent)			\$7,200.00	\$7,200.00
Service Contracts	\$300.00	\$200.00		\$500.00
Computer Items & Training	\$100.00	\$500.00		\$600.00
Maintenance		\$2,000.00		\$2,000.00
Postage	\$300.00	\$100.00		\$400.00
Duplicating/Printing	\$300.00	\$3,000.00		\$3,300.00
Books/Periodicals	\$300.00	\$500.00	\$200.00	\$1,000.00
Playgroups/Lending Library	\$2,000.00	\$1,000.00	\$200.00	\$3,200.00
Activities/Workshops	\$2,000.00	\$1,000.00	\$200.00	\$3,200.00
Parent Workshops & Materials	\$600.00	\$1,500.00		\$2,100.00
We Grow Program	\$500.00	\$500.00	\$4,000.00	\$5,000.00
School-age Parent Activities	\$100.00	\$200.00		\$300.00
<b>TOTALS</b>	<b>\$42,000.00</b>	<b>\$20,000.00</b>	<b>\$16,500.00</b>	<b>\$78,500.00</b>

This budget itemizes all programs that are conducted in relation to the Family Resource Center. These amounts are estimates based on the current year expenses. These amounts may vary per program, but the total expenses will not exceed the grant award.

\*\* A complete 2003 audit /claim will be conducted by the WAWM School District at the end of December, 2003, when the current grant term ends.

**BOARD OF DIRECTORS  
WA/WM FAMILY RESOURCE CENTER  
2002-2003**

**DIRECTOR/COORDINATOR:** JOAN M. LUEDKE

**OFFICERS**

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301 North 73<sup>rd</sup> Street, Milwaukee, WI 53213  
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**VICE PRESIDENT:** Karie Pollard  
2148 So. 98<sup>th</sup> Street, West Allis, WI 53227  
(414) 543-5495

**SECRETARY:** Linda Grulke  
9131 West Walker, West Allis, WI 53214  
(414) 475-7139

**PARENT/VOLUNTEER COORDINATOR:** Peggy Miller  
11106 W. Madison Street, West Allis, WI 53227  
(414) 258-9636

**BOARD OF DIRECTORS**

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(414) 321-8258 or (414) 690-8258

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**CAROL KRECKLER** 2561 So. 97<sup>th</sup> Street, West Allis, WI 53227  
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Lunch Bunch Coordinator  
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(414) 546-2186 (GrandParent)

ROSE DETER 2337 So. 66<sup>th</sup> Street, West Allis, WI 53219  
(414) 321-9155 (Parent)

KALEEN MORKIN Coordinator of Pupil Services (WA/WM School District)  
(414) 604-3000

JIM MEJCHAR Chamber of Commerce- City of West Allis

\* The Board of Directors meets three times a year and holds elections for officers every two years. We have an annual meeting in February.