

Agenda
Community Development Block Grant Meeting
Municipal Building, 625 52nd Street - *Room 204*, Kenosha, WI
Tuesday, October 25, 2016
6:30pm

Aldersperson Anthony Kennedy, Chairperson
Aldersperson Dave Paff, Vice-Chairperson
Aldersperson Curt Wilson

Committee Member Anita Faraone
Committee Member Ron Frederick
Committee Member Scott Haraty

Call to Order
Roll Call

Citizens Comments

Approval of the Minutes of the Meeting Held August 31, and September 13, 2016

1. Consideration of Proposals for Funding under the *2017 Community Development Block Grant Program*

Committee Member's Comments

*IF YOU ARE DISABLED AND NEED ASSISTANCE, PLEASE CALL 653-4030 BY NOON
OF THIS MEETING DATE TO MAKE ARRANGEMENTS FOR REASONABLE ON-SITE ACCOMMODATIONS.*

2017 COMMUNITY DEVELOPMENT BLOCK GRANT

Interview Schedule

Tuesday, October 25, 2016

Room 204

<i>Tab #</i>	<i>Time</i>	<i>Applicant/Project Title</i>	<i>Category</i>
1	6:30	Kenosha Human Development Services, Inc. Juvenile Shelter Care - Flooring	Housing, Neighborhood Improvement/Economic Development
2	6:45	Urban League of Racine and Kenosha, Inc. Roof Replacement Project	Housing, Neighborhood Improvement/Economic Development
3	7:00	Urban League of Racine and Kenosha, Inc. Kenosha Hispanic Center Program	Public Service
4	7:15	WI Women's Business Initiative Corporation Job Title: Business Owner	Housing, Neighborhood Improvement/Economic Development
5	7:30	Shalom Center of the InterFaith Network of Kenosha County Food Pantry Energy Efficiency Update and Capacity Building	Housing, Neighborhood Improvement/Economic Development
6	7:45	Shalom Center - Kenosha County Interfaith Human Concerns Network Case Manager for Homeless Shelter Clients	Public Service
7	8:00	Women & Children's Horizons IT Infrastructure Improvements	Public Service
8	8:15	Women & Children's Horizons Legal Program Manager	Public Service
15	8:30	Kenosha Literacy Council Literacy at Work	Public Service
9	8:45	City of Kenosha Elimination of Blighted Structures	Housing, Neighborhood Improvement/Economic Development
		City of Kenosha Section 108 Loan Repayment	Housing, Neighborhood Improvement/Economic Development
		City of Kenosha Street Improvements	Housing, Neighborhood Improvement/Economic Development
		City of Kenosha Program Administration/Comprehensive Planning	Planning/Management

**City of Kenosha
Community Development Block Grant Application
Fiscal Year 2017**

Applicant Kenosha Human Development Services, Inc.

Project Title Juvenile Shelter Care - Flooring

Category HOUSING, NEIGHBORHOOD
IMPROVEMENT/ ECONOMIC
DEVELOPMENT
(This line will be completed by Community Development & Inspections Staff)

Application Addresses Consolidated Plan Priorities	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
(To be completed by Community Development & Inspections Staff)		

Amount of CDBG Funds Requested \$ \$18,400.00

Person to Contact about this Application and Notify of Date, Time, and Location of Interview.

Name and Title Lester Byron Wright, Executive Director

Address 5407 8th Avenue
Kenosha, WI 53140

Phone Number 262-657-7188

Cell Number _____

E-Mail Address bwright@khds.org



Section 1: Project Description

Project Goal/Problem

Our goal is to replace the carpeted floors at Juvenile Shelter with laminate flooring.

Objective Evidence

Kenosha Human Development Services (KHDS) has provided a juvenile shelter for adolescents since 1975. It is located in an older home located at 6012 8th Avenue in the Library Park district of Kenosha. After providing shelter to over 4,400 adolescents, we are proposing replacing the carpets throughout the house with laminate flooring. Carpet at Shelter Care has a short life and is difficult to keep clean and sanitary. It will also eliminate some of the risk of bedbugs since it will give them fewer places to hide. We would note that we replaced the carpeted floors at Columbus House (a 14-bed community based residential facility) with laminate flooring nine years ago and it is in as good a shape as the year we installed it.

For over 40 years, Kenosha has provided a shelter for adolescents (12-17 years old) who benefit from a safe, secure place to live while making decisions that will affect the course of their future and their adjustment in the community. KHDS has provided that shelter since 1975. Most of the children who enter the shelter come from difficult circumstances. Those circumstances include parents who are separated, poverty, substance abusing caretakers, a history of physical or sexual abuse, frequent moves and a life where chaos is the norm.

When children enter the shelter, they are often runaways from such circumstances or are in conflict with their families that lead to physical violence and emotional abuse. What children need in these times of crisis is a stable place to live with committed, caring people who can give them support and guidance.

Shelter Care meets that need by providing temporary shelter for up to eight adolescents in a large well kept home on Library Park. The youth who come into shelter often have difficult behaviors that include temper outbursts, physical aggression, lots of swearing, a lack of trust and limited social skills. Shelter Care addresses these issues by having well-trained staff who are positive, nurturing teachers that treat the youth with dignity and respect in a structured environment. Our staff are trained in the Teaching Family Model, a treatment approach that emphasizes teaching skills and targeting behaviors in a positive environment.

Who Benefits from this Project/How Project Benefits Low to Moderate Income People

There is no other shelter facility for adolescents who are runaway or homeless in Kenosha County. Their need is for a structured environment that focuses on short-term problem solving and skill teaching. Such needs are hard to address in other residential settings (like foster care) due to the youth's behavior issues and the short term of the service. Ninety percent of our youth are from low income families.

Measurable Outcomes

The floors will be successfully replaced.

Project Location

Juvenile Shelter Care is located at 6012 8th Avenue.

4. Facilities Project:

- a) Have you obtained at least three written **estimates** (not bids)? Yes No
If Yes, attach.
If No, please explain why not obtained.

We have two estimates attached; the third one was not received.

- b) Have you retained the services of a consultant?
If yes, check appropriate box:

Engineer
Architect

Landscape Architect
Planner

- c) Do you have completed plans?
d) Do you have completed bid documents?
e) Will a review of your project be required by:
Community Development & Inspections
City Plan Commission
Zoning Board of Appeals
Other (specify) _____

- f) Who will be responsible for the oversight of this project?

Brian Taylor, KHDS Maintenance

- g) Why are improvements necessary to the organization and the program services?

We have worked consistently for over 40 years to have a juvenile shelter that is welcoming, well maintained and home like for children in crisis. Replacing these floors will help us in that effort.

NOTE:

A LIEN WILL BE PLACED ON REAL PROPERTY THAT IS IMPROVED WITH THE USE OF CDBG FUNDS. SUCH LIEN SHALL REMAIN UNTIL THE PROPERTY IS SOLD BY THE AGENCY RECEIVING CDBG ASSISTANCE.

Go to and complete pages 9-16

Section 3: Historic Preservation Considerations

Listed below are historic preservation questions relevant to all **construction projects** for which CDBG funds are requested and received. Check the boxes applicable to your project.

1. Is the proposed project adjacent to or will it involve or impact buildings or districts eligible for or listed in the National or State Register of Historic Places?

Yes No

a) If yes, which buildings or districts?

Juvenile Shelter Care, Allen Home at 6012 8th Avenue

b) Describe the impact of the proposed project on these buildings or districts.

No exterior or structural modifications.

2. Are any of the buildings adjacent to, involved in, or affected by, the proposed project locally designated as individual landmarks, or as part of a local historic district?

Yes No

a) If yes, which buildings?

b) Describe the impact of the proposed project on the locally designated buildings.

Section 4: Budget

Please complete the entire project budget and demonstrate the ability to cover the cost of implementing the entire project.

(NOTE: THE ENTIRE BUDGET MUST BE SHOWN FOR THE ENTIRE PROJECT)

REVENUE:	
<i>Funding Sources: (List all Funding Sources for the Project)</i>	<i>Amount</i>
Source: CDBG ENTER CDBG AMOUNT HERE	\$18,400.00
Source: Kenosha Human Development Services	
Source:	
TOTAL REVENUE:	\$18,400.00

EXPENSES:			
<i>Type of Expense (Salaries, Program Supplies, Utilities, etc.)</i>	<i>CDBG Funds</i>	<i>Other Funds</i>	<i>Total Amount</i>
Expense: Overall floor expense	\$18,400.00	\$4,600.00	\$23,000.00
Expense:			\$0.00
TOTAL EXPENSES:	\$18,400.00	\$4,600.00	\$18,400.00

REVENUE MUST EQUAL EXPENSES

TOTAL REVENUE MUST EQUAL TOTAL EXPENSES

*** COST ESTIMATES REQUIRE A MINIMUM OF **THREE (3)** ESTIMATES ***

NOTE: CDBG WILL NOT FUND 100% OF PROJECT COSTS

Section 4: Budget Continued

1. If full funding is not received, please describe what can be accomplished with less funding.

We will replace the floors if less than the full amount is received.

2. If full funding is not received, will less service be provided?
If yes, please describe in detail.

Yes No

3. If full funding is not received, will additional funding from other sources be utilized?
If yes, please list the source and amount.

Yes No

Source	Amount
KHDS	\$4,600.00

Section 5: Mission Statement Compliance

For Not-for-Profit Applicants:

Is the proposed project consistent with your Mission Statement?

Yes

No

(Please attach a copy of your Mission Statement. This attachment is labeled Attachment 2.)

Briefly explain how the proposed project is or is not consistent with the Agency's Mission Statement.

Part of the agency's mission is to provide group care and this helps us in that effort.

Section 7: Outcome Performance Measurement

This section must be completed in order to be considered for funding.

HUD is now requiring recipients of federal funding to assess the outcomes of the program in question. In 2007, the City of Kenosha initiated a new Performance Measurement System to establish and track measurable goals and objectives for the CDBG and HOME programs. All approved applicants are required to comply with the Performance Measurement System.

I. GOALS

The proposed activity meets which of the following goals: (Select only one)

Goal #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.

Goal #2 – Provides decent 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.

Goal #3 – Creates economic opportunities

This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

II. OBJECTIVES

Select the most appropriate objective for the proposed activity.

Improve availability/accessibility

This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

Improve affordability

This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Improve sustainability

This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

III. OUTCOMES
(Goals and Objectives of Proposed Activity)

Check all outcome statements that apply to the proposed activity.

AVAILABILITY/ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
<input checked="" type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility
<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability
<input type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved accessibility

IV. PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

Examples: 52 households will have new access to public sewer for the purpose of creating a suitable living environment.

7 households have affordable housing through a down payment assistance program for the purpose of creating decent affordable housing.

50 persons have access to new jobs through extension of a water line to a business for the purpose of creating economic development.

One hundred youth annually will have continued access to well maintained, short-term shelter.

Section 8: Application Submission Checklist

The following items are required. Please make sure all attachments are labeled:

- Completed application (including budget and signed checklist)
- Outcome Performance Measurement Document
- Map with geographic location and service area (if necessary)
- Latest audited financial statements
- Endorsing resolution
- List of Board of Directors
- Current Agency Plan; date of Plan 10/16
- Non-Profit's most recent Annual Report

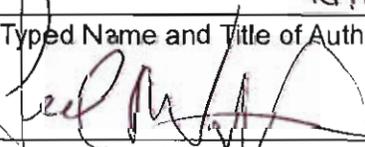
The following items are also required unless submitted as part of the 2015 Application Process. Please make sure all attachments are labeled.

- Non-Profit Certificate of Incorporation and By-Laws
- Non-Profit 501C(3) Certification
- Non-Profit Mission Statement; date of Mission Statement _____

The following items may be applicable to your application. Please submit if appropriate. Please make sure all attachments are labeled.

- Low to Moderate Income Surveys
- Funding Sources Support Letters and/or Documentation of Application for Other Funding
- Site Plan/Schematic Design
- Cost Estimates

We certify the application submitted is accurate and complete: **(Two signatures are required.)**

	10/12/16
Signature of Authorizing Official	Date
Mark Johnson KHDS Board Chair	262-657-7188
Typed Name and Title of Authorizing Official	Phone
	10/12/16
Signature of Authorizing Official	Date
Lester Byron Wright, Executive Director	262-657-7188
Typed Name and Title of Authorizing Official	Phone

Agency Mission

The mission of the agency is to provide public, individual, and group care for the citizens of Kenosha County in cooperation with the social, health, and family service branches of county, state, and federal government. Care shall be in the least restrictive manner and will include group type treatment facilities, as well as other services to enable the public in need to learn new skills and adapt to acceptable community living standards and practices.



*A Private, Non-Profit
Community Social
Services Agency*

24-Hour Crisis Intervention

Endorsing Resolution

October 10, 2016

This resolution endorses Kenosha Human Development Services' request for Community Development Block Grant funds for laminate flooring at 6012 8th Avenue.

Kenosha Human Development Services has additional funding of \$10,000.

A handwritten signature in brown ink, appearing to read "Mark Johnson", is written over a horizontal line. The signature is fluid and cursive.

Mark Johnson, Chairperson
Board of Directors
Kenosha Human Development Services, Inc.



**KENOSHA HUMAN DEVELOPMENT SERVICES, INC.
BOARD OF DIRECTORS**

Mark Johnson
Insurance Consultant
Schlax, Christensen, & Lee
5915 Sixth Avenue "A"
Kenosha, WI 53140
658-4888
markjohnsonemail@gmail.com
Start Date: 01/01/95
Term Up 01/16
Chairperson

Michael Pollocoff
Village Administrator
Pleasant Prairie
9915 39th Avenue
Pleasant Prairie, WI 53158-6501
Office: 694-1400
Home: 697-3564
Other: 925-6721
villageadmin@plprairie.com
Start Date: 05/01/01
Term Up 01/17
Vice Chairperson

Virginia Fobart
Family Ties Advocate
2216 75th Street
Kenosha, WI 53143
Work/Home: 652-3031
gfo bart@wi.rr.com
Start Date: 02/01/95
Term Up 01/16
Secretary

Jean Werbie-Harris
Community Develop. Director
Village of Pleasant Prairie
9915 39th Avenue (work)
11186 44th Avenue (home)
Pleasant Prairie, WI 53158
Office: 925-6717
Home: 694-0686
jwerbie-harris@plprairiewi.com
Start Date: 04/01/07
Term Up 01/16
Treasurer

Greg Bates
Attorney
P.O. Box 70 (53141)
2300 63rd Street
Kenosha, WI 53143
Office: 657-3082
Home: 652-1138
Cell: 705-2577
Greg007@ix.netcom.com
Start Date: 04/01/00
Term Up 01/18

Tom Reiherzer
Retired
11107 79th Street
Pleasant Prairie, WI 53158
Home: 694-3658
Cell: 960-1024
treiherzer@hotmail.com
Start Date: 01/01/96
Term Up 01/16

Lisa Chilsen
Marketing Professional
1173 Sheridan Road
Kenosha, WI 53140
Home: 262-552-9300
Cell: 262-308-4654
lisa.chilsen@earthlink.net
Start Date: 06/01/09
Term Up 01/17

Roma Hanson
VP of Programs & Human Resources
AIDS Resource Center of WI
4610 Taft Road
Kenosha, WI 53142
Work: 414-225-1548
Roma.hanson@arcw.org
Start Date: 03/01/13
Term Up 01/16

Lt. Joseph Riesselmann
KPD - Detective Division
1000 55th Street
Kenosha, WI 53140
Work: 605-5220
Cell: 262-945-2177
jriesselmann@kenosha.org
Start Date: 05/01/15
Term Up 01/18

Ted McMahon
7321 Pershing Boulevard
Kenosha, WI 53142
Cell: 914-1559
Work: 598-0290
ted.mcmahon@hospicealliance.org
Start Date: 01/01/11
Term Up 01/16

Ruth Fangmeier
Professor
Carthage College
2001 Alford Drive, LH 323
Kenosha, WI 53140
262-552-5482 (office)
rfangmeier@carthage.edu
Start Date: 01/01/11
Term Up 01/16

Pam Drummond
Retired
8324 25th Avenue
Kenosha, WI 53143
Home: 694-0991
Cell: 496-1386
Pdrumm3687@aol.com
Start Date: 07/01/12
Term Up 01/17

John Milisauskas
Retired
4518 42nd Street
Kenosha, WI 53144
Home: 262-652-0479
jmilisauskas@wi.rr.com
Start Date: 08/01/15
Term Up 01/18

Plan for Maintaining Facilities

For over 40 years, KHDS has operated residential and office facilities in Kenosha. Our current facilities are well kept and in good physical condition. We employ a full-time maintenance person and members of the Kenosha County work crew to keep up with on-going maintenance. The executive director makes monthly inspections of all facilities to insure they are in good shape. We spend over \$50,000 per year to maintain our three facilities and our office.

Keeping facilities in good repair is important in maintaining good relationships with our neighbors and it also demonstrates care and concern for our clients. We have received CDBG funds in the past to help maintain our facilities.



RJ's CUSTOM REMODELING
 7216 45th Ave
 KENOSHA, WI 53142
 Robert Jeranek
 Remodeling • (262) 605-8327 • Cleaning
 • Fully Insured •

**PROPOSAL AND
ACCEPTANCE**

PROPOSAL SUBMITTED TO KHDS ATTN: Byron Wright		PHONE 262 657-7188	DATE 10-6-2016
STREET Kenosha, WI		JOB NAME Laminate Floor	
CITY, STATE AND ZIP CODE 5407-8 Ave		JOB LOCATION 6012-8th Ave	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby submit specifications and estimates for:

Remove carpet and install Approx 2400'sq of Rustic Mountain Hickory laminated flooring. Life time wear resistant OR Golden Sunrise Teak. 5 bedrooms and hallway upstairs, down the stairs and landing, library, living room, down stairs half way and office. Add quarter round to match floor. Cut doors as needed. Haul away debris

Add \$2400 to reflect Doug's Back wages.

\$29,300

We Propose hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:

twenty six thousand nine hundred dollars (\$ *26,900.00*).

Payment to be made as follows:

\$13,450.00 down *\$6,725.00* due upon completion of 1700'sq installed *\$6,725.00* due upon completion

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____

CARPETS PLUS OUTLET

1241 22nd Avenue
Kenosha WI 53140
Voice 262 883-9494
Fax 262 883-9495

Kenosha Human Development
6012 8th Ave
Kenosha, WI

Attn:
Lester Byron Wright

InHaus Laminate (12mm) installed

Includes labor, underlayment, remove and replace base shoe, tear out existing carpet and tack strip, move furniture, and transition moldings. \$17,032.00

*Additional prep may be necessary, this will be determined once existing carpet is removed.

**City of Kenosha
Community Development Block Grant Application
Fiscal Year 2017**

Applicant Urban League of Racine and Kenosha, Inc.

Project Title Roof Replacement Project

Category HOUSING, NEIGHBORHOOD
IMPROVEMENT/ ECONOMIC
DEVELOPMENT
(This line will be completed by Community Development & Inspections Staff)

Application Addresses Consolidated Plan Priorities	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

(To be completed by Community Development & Inspections Staff)

Amount of CDBG Funds Requested \$

Person to Contact about this Application and Notify of Date, Time, and Location of Interview.

Name and Title Yolanda Adams, President and Chief Executive Officer

Address Headquarters address: 718 N Memorial Drive, Racine WI 53404
Site address: 1418-68th Street, Kenosha WI 53143

Phone Number (262) 652-2111 or 637-8532

Cell Number (262) 7056-4734

E-Mail Address yadams2013@gmail.com (cc: urbanleagueracine2014@gmail.com)

Section 1: 2017 Project Description – Kenosha Roof Project

Narrative:

The Kenosha agency building roof system is a build up smooth roof over ½” of wood fiberboard insulation. The roof deck is plywood. Due to leaking at the perimeter edge, rubber membrane has been draped over the perimeter walls and glued to the existing built-up roof flashings. It appears this was a former stopgap repair since a contractor has informed us the rubber based flashings are not compatible with built-up flashings.

The contractor gave us two options for reroofing: 1) have a new roof installed over the top of the existing roof, or 2) do a complete roof tear off.

If the project is fully funded, the project plan will be to select Option 1: Install a fully adhered EPDM roof system with a 20 year manufacturer’s warranty at the cost of \$15,000.00. CDBG funds requested will be \$13,350 and the agency will contribute \$1,650.00.

The contractor selected in the bid process will be required to do the following:

1. Remove the existing perimeter metal fascia, perimeter flashings and field roofing and dispose of them.
2. Mechanically attach with screws and fasteners one layer of 1.5” polyisocyanurate insulation.
3. A new base termination RTS strip will be installed at the base of all perimeter walls to ensure a proper base termination.
4. A new 60-mil EPDM membrane will be fully adhered to the new polyisocyanurate insulation.
5. A new membrane will be run up and over all perimeter walls to ensure there is no possibility of future leaks at walls.
6. All penetrations will be properly flashed in per manufacturer’s specifications.
7. A new custom fabricated metal fascia will be installed around the entire perimeter. The new fascia will be constructed from pre-finished 24 gauge metal in a color chosen by the owner from a standard manufacturer’s color chart.
8. A new perimeter fascia will be stripped in with cover strip membrane.

If the project is partially funded, Option 2 will be selected to install a mechanically attached TPO roof system (rather than fully adhered EPDM roof system) at a lower cost of \$11,974.00 with possibly a 10 or 15 year warranty instead of a 20 year warranty.

4. Facilities Project:

- a) Have you obtained at least three written *estimates* (not bids)? Yes No
If Yes, attach.
If No, please explain why not obtained.

- b) Have you retained the services of a consultant?
If yes, check appropriate box:

Engineer
Architect

Landscape Architect
Planner

- c) Do you have completed plans?
d) Do you have completed bid documents?

- e) Will a review of your project be required by:
- | | | |
|-------------------------------------|-------------------------------------|--------------------------|
| Community Development & Inspections | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| City Plan Commission | <input type="checkbox"/> | <input type="checkbox"/> |
| Zoning Board of Appeals | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (specify) _____ | <input type="checkbox"/> | <input type="checkbox"/> |

- f) Who will be responsible for the oversight of this project?

Yolanda Adams, Chief Executive Officer.

- g) Why are improvements necessary to the organization and the program services?

The second floor of the agency (upper west unit) was remodeled several years ago using CDBG funding. Over the past two years, heavy snowfalls on the flat roof have caused water leaks through the ceiling onto the newly renovated space. Roof replacement, rather than roof repairs and patch jobs, are needed to maintain this unit for use as a large classroom with two staff offices.

NOTE:

A LIEN WILL BE PLACED ON REAL PROPERTY THAT IS IMPROVED WITH THE USE OF CDBG FUNDS. SUCH LIEN SHALL REMAIN UNTIL THE PROPERTY IS SOLD BY THE AGENCY RECEIVING CDBG ASSISTANCE.

Go to and complete pages 9-16

Section 3: Historic Preservation Considerations

Listed below are historic preservation questions relevant to all construction projects for which CDBG funds are requested and received. Check the boxes applicable to your project.

1. Is the proposed project adjacent to or will it involve or impact buildings or districts eligible for or listed in the National or State Register of Historic Places? Yes No
-

a) If yes, which buildings or districts?

b) Describe the impact of the proposed project on these buildings or districts.

2. Are any of the buildings adjacent to, involved in, or affected by, the proposed project locally designated as individual landmarks, or as part of a local historic district? Yes No
-

a) If yes, which buildings?

b) Describe the impact of the proposed project on the locally designated buildings.

Section 4: Budget

Please complete the entire project budget and demonstrate the ability to cover the cost of implementing the entire project.

(NOTE: THE ENTIRE BUDGET MUST BE SHOWN FOR THE ENTIRE PROJECT)

REVENUE:	
<i>Funding Sources: (List all Funding Sources for the Project)</i>	Amount
Source: CDBG ENTER CDBG AMOUNT HERE	\$13,350.00
Source: Urban League rental income (unrestricted funds)	\$700.00
Source: Board of Directors' capital campaign fundraiser	\$950.00
Source:	
TOTAL REVENUE:	\$15,000.00

EXPENSES:			
<i>Type of Expense (Salaries, Program Supplies, Utilities, etc.)</i>	CDBG Funds	Other Funds	Total Amount
Expense: Roof contractor labor/materials	\$13,350.00	\$950.00	\$14,300.00
Expense: 20 year warranty		\$700.00	\$700.00
Expense:			\$0.00
TOTAL EXPENSES:	\$13,350.00	\$1,650.00	\$15,000.00

REVENUE MUST EQUAL EXPENSES

TOTAL REVENUE MUST EQUAL TOTAL EXPENSES

*** COST ESTIMATES REQUIRE A MINIMUM OF THREE (3) ESTIMATES ***

NOTE: CDBG WILL NOT FUND 100% OF PROJECT COSTS

Section 4: Budget Continued

1. If full funding is not received, please describe what can be accomplished with less funding.

If full funding is not received we will proceed with the other recommendation of a new roof installed "over the top" of the existing roof instead of a tear-off and replacement roof. The cost difference is estimated to be approximately \$2,300.

2. If full funding is not received, will less service be provided?
If yes, please describe in detail.

Yes No

N/A

3. If full funding is not received, will additional funding from other sources be utilized?
If yes, please list the source and amount.

Yes No

Source	Amount
Rental income (unrestricted funds)	\$700.00
Board of Directors' capital fund	\$950.00

Section 5: Mission Statement Compliance

For Not-for-Profit Applicants:

Is the proposed project consistent with your Mission Statement?

Yes

No

(Please attach a copy of your Mission Statement. This attachment is labeled Attachment _____.)

Briefly explain how the proposed project is or is not consistent with the Agency's Mission Statement.

The Mission of the Urban League of Racine and Kenosha, Inc. is to enable African Americans, Hispanics and disadvantaged residents of Racine and Kenosha to secure economic self-reliance through training, education, health initiatives and advocacy.

Facility improvement is necessary to ensure the agency space is kept in good order for use by the public we serve.

Section 7: Outcome Performance Measurement

This section must be completed in order to be considered for funding.

HUD is now requiring recipients of federal funding to assess the outcomes of the program in question. In 2007, the City of Kenosha initiated a new Performance Measurement System to establish and track measurable goals and objectives for the CDBG and HOME programs. All approved applicants are required to comply with the Performance Measurement System.

I. GOALS

The proposed activity meets which of the following goals: (Select only one)

- Goal #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.
- Goal #2 – Provides decent 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.
- Goal #3 – Creates economic opportunities**
This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

II. OBJECTIVES

Select the most appropriate objective for the proposed activity.

- 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 type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility
<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability
<input checked="" type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input checked="" type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input checked="" type="checkbox"/> Provide economic opportunity through new/improved accessibility

IV. PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

Examples: 52 households will have new access to public sewer for the purpose of creating a suitable living environment.

7 households have affordable housing through a down payment assistance program for the purpose of creating decent affordable housing.

50 persons have access to new jobs through extension of a water line to a business for the purpose of creating economic development.

Approximately 1,900 Lincoln Neighborhood residents and their school-age youth living within walking distance of the Urban League building will have access to programs and services in a building that is clean and safe. Maintaining both the interior and exterior of the building, including the roof, in good condition will attract visitors, clients, workshop participants and donors who may have a preconceived notion that the neighborhood is a high-crime area and the buildings are old, deteriorated and unsafe. Maintaining the agency building, a nonprofit community center operated by the Urban League of Racine and Kenosha, will help the City's effort to revitalize the Lincoln Neighborhood while reducing blighted areas and neighborhoods in the inner city.

Section 8: Application Submission Checklist

The following items are required. Please make sure all attachments are labeled:

- Completed application (including budget and signed checklist)
- Outcome Performance Measurement Document
- Map with geographic location and service area (if necessary)
- Latest audited financial statements (ATTACH. 4)
- Endorsing resolution (ATTACH. 2)
- List of Board of Directors (ATTACH 3)
- Current Agency Plan; date of Plan _____
- Non-Profit's most recent Annual Report

The following items are also required unless submitted as part of the 2015 Application Process. Please make sure all attachments are labeled.

- Non-Profit Certificate of Incorporation and By-Laws
- Non-Profit 501C(3) Certification
- Non-Profit Mission Statement; date of Mission Statement 06/16 (ATTACH. 1)

The following items may be applicable to your application. Please submit if appropriate. Please make sure all attachments are labeled.

- Low to Moderate Income Surveys
- Funding Sources Support Letters and/or Documentation of Application for Other Funding
- Site Plan/Schematic Design
- Cost Estimates (ATTACH. 5)

We certify the application submitted is accurate and complete: (Two signatures are required)



Signature of Authorizing Official
Yolanda Adams, Chief Executive Officer

Typed Name and Title of Authorizing Official

10/13/2016

Date
262-705-4734 cellular

Phone



Signature of Authorizing Official
Rodney Ivy, Board Chairman

Typed Name and Title of Authorizing Official

10/13/2016

Date
262-498-8706 cellular

Phone



**National
Urban League**

*Empowering Communities
Changing Lives.*

URBAN LEAGUE of Racine and Kenosha, Inc.

An affiliate of the National Urban League

718 N. Memorial Dr., Racine, WI 53404 * Ph 262-637-8532 * Fax 262-637-8634

1418-68th St., Kenosha WI 53143 * Ph 262-652-2111

MISSION STATEMENT as revised and affirmed on June 4, 2016

The Mission of the Urban League of Racine and Kenosha, Inc. is to enable African Americans, Hispanics and disadvantaged residents of Racine and Kenosha to secure economic self-reliance through training, education, health initiatives and advocacy.

ATTACHMENT(1)



Urban League

Empowering Communities.
Changing Lives

URBAN LEAGUE of Racine and Kenosha, Inc.

An affiliate of the National Urban League www.nul.org

718 N. Memorial Dr., Racine, WI 53404 * Ph 262-637-8532 * Fax 262-637-8634
1418-68th St., Kenosha, WI 53143 * Ph 262-652-2111 * Fax 262-652-7044

ATTACHMENT 2

Resolution

Endorsement of 2017 Proposal

Be it resolved that the Board of Directors of the Urban League of Racine and Kenosha, Inc. does hereby endorse the submission of the 2017 Kenosha CDBG application for the "Kenosha Roof Project", applying for Facility Project funds in the amount of \$13,350.00 as contained herein.

Be it further resolved that an additional \$3,500.00 towards the project cost will be contributed by the organization from capital fundraising and unrestricted revenues.

Endorsed this Date:

October 13, 2016

Authorizing Signatures

Yolanda Adams,
President and CEO

Rodney Ivy
Chairman of

ATTACHMENT 2



Urban League

URBAN LEAGUE of Racine and Kenosha, Inc.

718 N. Memorial Dr., Racine, WI 53404 * Ph 262-637-8532 * Fax 262-637-8634

1418-68th St., Kenosha, WI 53143 * Ph 262-652-2111 * Fax 262-652-7044

Email: urbanleagueracine2014@gmail.com

2016 Board of Directors List (rev. 09/24/16)

*Executive Committee

Rodney Ivy
1900 Linden Ave.
Racine WI 53403
262-498-8706 cell
rivy1995@yahoo.com
Ethnicity: African American
Term 2 Board Chair
Exp. 12/31/18 (05/31/14)

Norris L. Jones, Sr.
9627-70th St.
Kenosha WI 53142
262-960-2642 cell
262-657-7574 home
njones6395@aol.com
Ethnicity: African American
Term 3 Board Member
Exp. 12/31/17 (01/01/09)

Inactive - Leave of Absence effective 09/24/16
Eric Santos
262-758-4279 cellular

TOTAL: 9 (Quorum = 5)
16 available positions open

Nakeisha "Nikki" Payne
2714-48th St.
Kenosha WI 53140
312-235-6342 home
847-922-9619 cell
nikkidennard@yahoo.com
Ethnicity: African American
Term 2 Vice Chair and Fundraising Chair
Exp. 12/31/18 (05/31/14)

Jacqueline V. McRae
5020 Old Green Bay Rd.
Mt. Pleasant WI 53403
262-412-7054 cell
262-554-1634 fax
jmcrae1964@yahoo.com
Ethnicity: African American
Term 3 Nominating Chair
Exp. 12/31/17 (07/21/12)

Board members elected shall be no less than 9; no more than 25. Terms of service shall be 3 years from date of appointment.

Any vacancies among the directors by reason of death, resignation or inability to act or any other circumstances shall be filled for the unexpired portion of the term by the Board of Directors at any meeting of the board.

Heather D. Schooler
39226 N Aberdeen Ct.
Beach Park IL 60083
847-899-8924 cell
hdenease2@hotmail.com
Ethnicity: African American
Term 1 Acting Treasurer
Exp. 12/31/18 (01/01/16)

Maria Morales
952 N Memorial Dr.
Racine WI 53404
262-898-9322
vocesderacine@sbcglobal.net
Ethnicity: Hispanic
Term 2 Board Member
Exp. 12/31/17 (01/01/12)

Rosa Salinas-Hultman
1905 Ehlert St.
Racine WI 53405
262-497-1495 Cellular
Rsalinas_hultman@hotmail.com
Ethnicity: Hispanic
Term 1 Secretary
Exp. 04/30/19 (04/30/16)

Jose "Joey" Charo Jr.
5900 Wildwood Dr.
Racine WI 53403
gorillaman62@gmail.com
262-456-8656 Cellular
Ethnicity: Hispanic
Term 1 Board Member
Exp. 08/30/19 (08/27/16)

Yolanda Adams, President & CEO
5717-35th Ave, Kenosha WI 53144
262-652-2111 Kenosha (mornings)
262-637-8532 Racine (afternoons)
262-705-4734 cell
yadams2013@gmail.com
urbanleagueracine2014@gmail.com

ATTACHMENT (3)

Site:
Urban League of Racine and
Kenosha
1418 68th Street
Kenosha, WI

Client:
Urban League of Racine and
Kenosha
Attn: Yolanda Adams
1418 68th Street
Kenosha, WI

Inspected By:
Tom Rentmeester

Inspection Date:
September 13, 2016



Findings:

The existing roof system is a built up smooth roof over ½" of wood fiberboard insulation. The roof deck is plywood. Due to leaking at the perimeter edge, rubber membrane has been draped over the perimeter walls and glued to the existing built up roof flashings. Clearly this was a stopgap repair since rubber based flashings are not compatible with built up flashings.

Recommendations:

Per your request we offer two options for reroofing, a new roof installed over the top of the existing and a complete tear-off.

Over the top:

- 1) We will remove the existing perimeter metal fascia and perimeter flashings and dispose of them.
- 2) We will mechanically attach with screws and fasteners a layer of ½" thick wood fiberboard insulation. The new fiberboard will be installed over the top of the existing built up asphalt roof.
- 3) New base termination RTS strip will be installed at the base of all perimeter walls to ensure a proper base termination.
- 4) New 60-mil TPO membrane will be mechanically attached to the new wood fiberboard.
- 5) New membrane will be run up and over all perimeter walls to ensure there is no possibility of future leaks at walls.

829 S. 11th Street
Milwaukee, WI 53204
414-439-9563

ATTACHMENT 5

- 6) All penetrations will be properly flashed in per manufacturer's specifications.
- 7) New custom fabricated metal fascia will be installed around the entire perimeter. New fascia will be constructed from pre-finished 24 gauge metal in a color chosen by the owner from a standard manufacturer's color chart.
- 8) New perimeter fascia will be stripped in with coverstrip membrane.

Cost to install a mechanically attached TPO roof system: \$11,974.00

Add \$350 for a 10 year manufacturer's warranty, \$500 for a 15 year manufacturer's warranty or \$700 for a 20 year manufacturer's warranty

Approved _____ Date _____

Tear off and replacement:

- 1) We will remove the existing perimeter metal fascia, perimeter flashings and field roofing and dispose of them.
- 2) We will mechanically attach with screws and fasteners one layer of 1.5" polyisocyanurate insulation.
- 3) New base termination RTS strip be will installed at the base of all perimeter walls to ensure a proper base termination.
- 4) New 60-mil EPDM membrane will be fully adhered to the new polyisocyanurate insulation.
- 5) New membrane will be run up and over all perimeter walls to ensure there is no possibility of future leaks at walls.
- 6) All penetrations will be properly flashed in per manufacturer's specifications.
- 7) New custom fabricated metal fascia will be installed around the entire perimeter. New fascia will be constructed from pre-finished 24 gauge metal in a color chosen by the owner from a standard manufacturer's color chart.
- 8) New perimeter fascia will be stripped in with coverstrip membrane.

Cost to install a fully adhered EPDM roof system: \$14,306.00

Add \$350 for a 10 year manufacturer's warranty, \$500 for a 15 year manufacturer's warranty or \$700 for a 20 year manufacturer's warranty.

Approved _____ Date _____

Urban League of Racine and Kenosha



Roof overview



Built up roof and EPDM flashings are not compatible with each other



New perimeter metal will be installed



Core sample reveals 1/2" wood fiberboard over plywood

**City of Kenosha
Community Development Block Grant Application
Fiscal Year 2017**

Applicant Urban League of Racine and Kenosha, Inc.

Project Title Kenosha Hispanic Center Program

Category PUBLIC SERVICE
(This line will be completed by Community Development & Inspections Staff)

Application Addresses Consolidated Plan Priorities	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

(To be completed by Community Development & Inspections Staff)

Amount of CDBG Funds Requested \$ \$30,000.00

Person to Contact about this Application and Notify of Date, Time, and Location of Interview.

Name and Title Yolanda Adams, President and Chief Executive Officer

Address Headquarters address: 718 N Memorial Drive, Racine WI 53404
Site address: 1418-68th Street, Kenosha WI 53143

Phone Number (262) 652-2111 or 637-8532

Cell Number (262) 7056-4734

E-Mail Address yadams2013@gmail.com (cc: urbanleagueracine2014@gmail.com)

Section 1: 2017 CDBG Kenosha - Project Description

Narrative:

The Urban League of Racine and Kenosha, Inc. submits a 2017 application requesting funding to provide a “**Kenosha Hispanic Center Program**” at our agency. This is a continuing program, funded the past three years by CDBG funding (2014, 2015 and 2016). However, we are proposing to expand services from providing only emergency English/Spanish translation, interpretation and internet services to a broader range of support services outside the agency. A full time Bilingual Advocate would be allowed to accompany clients to municipal court hearings, tenant/landlord meetings, parent, teacher, and principal conferences or to other places outside the agency.

Staff: A full time, Bilingual Advocate will provide program services utilizing the first floor conference room and one staff office. In addition, computer and internet assistance will be provided in the 10-station computer lab with internet access on the first floor. If additional space is needed, expanded space is available on the second floor of the agency which has an additional 8-station computer lab. The Bilingual Advocate will be directly supervised by the agency CEO who will also serve as his/her backup, when needed. Up to two college interns from Gateway Technical College or UW-Parkside will support the Bilingual Advocate with enrollment, case management and clerical duties.

Target group: Our primary target group will be low-income, monolingual Spanish speakers or individuals with limited English proficiency who are U.S. citizens and residents of District 12 (block groups 1 – 4) in the Lincoln Neighborhood within the City of Kenosha. Non-citizens, who are often referred to our program for assistance, will be referred to the St. Mark’s Latin American Center if they are found to be ineligible for our program during the intake interview.

Problem: The Spanish Center organization officially closed its doors on June 30, 2012 after dissolving its board of directors and forfeiting its IRS 501(c) (3) tax exempt status. As a result, former clients of the Spanish Center and others with a Spanish language barrier are going without much needed services. Our organization, the Urban League, has received many overflow clients from Kenosha organizations and provides them assistance, but with limited resources. The St. Mark’s Latin American Center also serves the Hispanic population; however, this center is faith-based, has limited space and does not have enough paid staff nor sufficient funds to handle the hundreds of people in need of services in our community. Made possible by three years of continuous CDBG funding, our agency has been successful at closing the gap for this group by providing families with services in their native language of Spanish. Serving disadvantaged, emerging ethnic populations falls within the mission of our organization.

Project goal: The primary goal is to assist a minimum of 100 eligible participants who are English language deficient with advocate representation and translation/interpretation services needed to understand written correspondence, school policies, creditor letters, child support correspondence, legal notices, and other important documents. Further, to

respond or act within required deadlines, if necessary, as it may involve school issues, traffic citations, legal notices, etc. The secondary goal is to provide computers and internet access to low-income participants who do not have computers and cannot afford the cost of internet services due to their limited household budget. These individuals will benefit from our program because they can apply for jobs on-line to gain meaningful employment. Our staff has decades of experience serving disadvantaged adults who find themselves a part of the digital divide.

How project benefits low to moderate persons: The support services offered will help participants avoid problems resulting from not understanding or responding to letters or notices requiring action. Our program will also provide a place for eligible participants to use computers with internet access to apply for jobs. Bilingual services provided will be at no cost to eligible program participants.

Who will benefit from this project: Beneficiaries will be eligible persons determined to be low income citizens or legal residents according to HUD guidelines and who provide proof of residency in the City of Kenosha. We regret enrollment cannot be offered to sex-offenders due to our agency having a youth program within the building.

How success of the project will be measured and evaluated: Case files will be maintained on all program participants. Case notes will document action taken to achieve the desired result. A minimum of 50% of eligible clients will complete program evaluation forms prior to exiting and their files being closed. Timely data reports will be submitted to the City's Community Development Department, as required.

Where is the project located? One-on-one sessions will occur in staff offices. Group sessions will be held in the conference room. The 10-station computer lab on the first floor will be available to participants needing to submit on-line applications. If enrollment exceeds expectations, additional space is available on the second floor (upper west) of the Kenosha building. The building address is 1418-68th Street, Kenosha, Wisconsin 53143. Regular hours are Monday through Friday from 9:00 a.m. to 5:30 p.m.; however, winter hours from November 1st until March 1st are 9:00 am to 5:00 pm, Tuesday through Friday.

3. Public Service Project:

a) What services does your Agency provide?

We have a computer lab with internet access, an after-school youth literacy program, financial workshops and translation/interpretation services.

b) How will this project relate to these services?

Participants with limited or no English proficiency will attend workshops to improve financial literacy and children can receive homework assistance.

Yes No

- c) Is your project a continuation of a current activity? Yes No
- d) Is your project an expansion of a current activity? Yes No
- e) Have you received CDBG funding previously to operate this service? Yes No

If yes, please note year and amount awarded for the past six years:

Year	\$ Award	Year	\$ Award	Year	\$ Award
2016	\$7,800.00	2015	\$8,143.00	2014	\$1,945.00

- f) If this project is not currently in operation, do you have staff to implement the project? Yes No
- g) Do you have office space to accommodate the proposed service? Yes No
- h) If funds are for non-administrative expenses, have you obtained three written estimates? Yes No
- i) Have you identified other funding sources?
(Please attach award letters and/or documentation you have applied for other funding. This attachment is labeled Attachment _____.) Yes No
- j) When will the project be implemented? 06/17 (mm/yy)
- k) Please explain your plan to identify clients for this service.

The Lincoln neighborhood residents have been identified as majority low-income. Program will be advertised and intake interview will determine eligibility. Schools, nonprofits and faith-based organizations (public schools, UMOS and St. Marks) will refer adults and families to our program.

l) Number of (UNDUPLICATED) clients to be served by this activity. 100

m) Other information you wish to provide regarding the status of the project:

The support services we offer will help persons with a language barrier to communicate and better understand correspondence written in English.

Go to and complete pages 9-16

Section 4: Budget

Please complete the entire project budget and demonstrate the ability to cover the cost of implementing the entire project.

(NOTE: THE ENTIRE BUDGET MUST BE SHOWN FOR THE ENTIRE PROJECT)

REVENUE:	
<i>Funding Sources: (List all Funding Sources for the Project)</i>	<i>Amount</i>
Source: CDBG ENTER CDBG AMOUNT HERE ➔	\$30,000.00
Source: Urban League fundraising revenue (summer festival proceeds)	\$2,000.00
Source: Urban League rental income (unrestricted funds)	\$1,500.00
Source:	
TOTAL REVENUE:	\$33,500.00

EXPENSES:			
<i>Type of Expense (Salaries, Program Supplies, Utilities, etc.)</i>	<i>CDBG Funds</i>	<i>Other Funds</i>	<i>Total Amount</i>
Expense: Salaries, payroll taxes & benefits	\$26,000.00		\$26,000.00
Expense: Supplies(toner and ink cartridges)	\$300.00	\$500.00	\$800.00
Expense: Telephone/internet allocation	\$700.00	\$800.00	\$1,500.00
Expense: Occupancy allocation (utilities)	\$3,000.00	\$1,500.00	\$4,500.00
Expense: Liability insurance allocation		\$500.00	\$500.00
Expense: Printing and postage		\$200.00	\$200.00
Expense:			\$0.00
TOTAL EXPENSES:	\$30,000.00	\$3,500.00	\$33,500.00

TOTAL REVENUE MUST EQUAL TOTAL EXPENSES

*** COST ESTIMATES REQUIRE A MINIMUM OF THREE (3) ESTIMATES ***

NOTE: CDBG WILL NOT FUND 100% OF PROJECT COSTS

Section 4: Budget Continued

1. If full funding is not received, please describe what can be accomplished with less funding.

The proposed budget allows for a full time position at \$11 per hour, 40 hours per week for 12 months (52 weeks). The annual pay will be \$22,880. Partial funding would result in a reduced FTE Bilingual Advocate position (part-time) and wage decrease to \$10 per hour. If funding is significantly reduced, the agency will support the advocate by holding quarterly fundraisers to raise unrestricted funds for program-related expenses.

2. If full funding is not received, will less service be provided?
If yes, please describe in detail.

Yes No

The number of unduplicated clients to be served and the budget will be reduced proportionate to the percent of reduced funding. The same services will be provided however, reduced funding would result in a program offered less than full time. The program would be offered half days and four days per week rather than full time, five days per week.

3. If full funding is not received, will additional funding from other sources be utilized?
If yes, please list the source and amount.

Yes No

Source	Amount
Juneteenth festival in summer 2017	\$700.00
La Fiesta Mexicana in summer 2017	\$1,300.00
Rental income (unrestricted funds)	\$1,500.00

Section 5: Mission Statement Compliance

For Not-for-Profit Applicants:

Is the proposed project consistent with your Mission Statement?

Yes

No

(Please attach a copy of your Mission Statement. This attachment is labeled Attachment 1.)

Briefly explain how the proposed project is or is not consistent with the Agency's Mission Statement.

The Mission of the Urban League of Racine and Kenosha, Inc. is to enable African Americans, Hispanics and disadvantaged residents of Racine and Kenosha to secure economic self-reliance through training, education, health initiatives and advocacy. Many City of Kenosha residents, who are U.S. citizens, have the barrier of limited or no English language proficiency and fit into the "disadvantaged" category. The Hispanic population continues to increase in the neighborhoods surrounding the Urban League building located within District 12. Our agency serves former clients and families of the Spanish Center that closed on June 30, 2012. Our staff has been successful in closing the gap in services to the Spanish-speaking residents of the City of Kenosha, many of whom live in the Lincoln neighborhood. Most of the 2015 and 2016 clients were referred to us from the UMOS Energy Assistance Program staff at the Boys and Girls Club, and the St. Mark's Latin American Center that does not have a budget large enough to serve the many people in need of services and assistance. It should be noted that UMOS only offers Energy Assistance and no advocacy or bilingual programs for the Spanish-speaking. UMOS has referred an average of 75% of the clients we've seen at our agency since 2013.

Section 7: Outcome Performance Measurement

This section must be completed in order to be considered for funding.

HUD is now requiring recipients of federal funding to assess the outcomes of the program in question. In 2007, the City of Kenosha initiated a new Performance Measurement System to establish and track measurable goals and objectives for the CDBG and HOME programs. All approved applicants are required to comply with the Performance Measurement System.

I. GOALS

The proposed activity meets which of the following goals: (Select only one)

- Goal #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.
- Goal #2 – Provides decent 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.
- Goal #3 – Creates economic opportunities**
This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

II. OBJECTIVES

Select the most appropriate objective for the proposed activity.

- 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 type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility
<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability
<input checked="" type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input checked="" type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input checked="" type="checkbox"/> Provide economic opportunity through new/improved accessibility

IV. PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

Examples: 52 households will have new access to public sewer for the purpose of creating a suitable living environment.

7 households have affordable housing through a down payment assistance program for the purpose of creating decent affordable housing.

50 persons have access to new jobs through extension of a water line to a business for the purpose of creating economic development.

- 1) A minimum of 125 persons will receive an intake interview verifying income, residency and citizenship to determine program eligibility.
- 2) 100 Unduplicated persons over the contract year will enroll in our program and have a case file documenting what type of assistance they received.
- 3) A minimum of 25% of clients will perform job search and/or complete on-line applications improving employment opportunities.
- 4) A minimum of 25% of clients will attend monthly classes or workshops.
- 5) A minimum of 50% of clients will complete evaluations measuring program success.

Section 8: Application Submission Checklist

The following items are required. Please make sure all attachments are labeled:

- Completed application (including budget and signed checklist)
- Outcome Performance Measurement Document
- Map with geographic location and service area (if necessary)
- Latest audited financial statements (ATTACH. 4)
- Endorsing resolution (ATTACH. 2)
- List of Board of Directors (ATTACH. 3)
- Current Agency Plan; date of Plan _____
- Non-Profit's most recent Annual Report

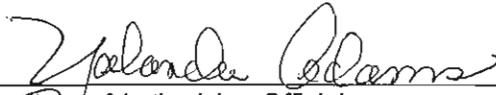
The following items are also required unless submitted as part of the 2015 Application Process. Please make sure all attachments are labeled.

- Non-Profit Certificate of Incorporation and By-Laws (ATTACH. 5)
- Non-Profit 501C(3) Certification (ATTACH. 6)
- Non-Profit Mission Statement; date of Mission Statement 06/16 (ATTACH 1)

The following items may be applicable to your application. Please submit if appropriate. Please make sure all attachments are labeled.

- Low to Moderate Income Surveys
- Funding Sources Support Letters and/or Documentation of Application for Other Funding
- Site Plan/Schematic Design
- Cost Estimates
- Agency Brochure (ATTACH. 7)

We certify the application submitted is accurate and complete: (Two signatures are required.)

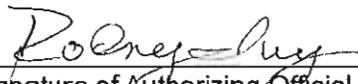

 Signature of Authorizing Official
 Yelanda Adams, Chief Executive Officer

 Typed Name and Title of Authorizing Official

10/13/2016

 Date
262-705-4734 cellular

 Phone


 Signature of Authorizing Official
 Rodney Ivy, Board Chairman

 Typed Name and Title of Authorizing Official

10/13/2016

 Date
262-498-8706 cellular

 Phone



National
Urban League

*Empowering Communities.
Changing Lives.*

URBAN LEAGUE of Racine and Kenosha, Inc.

An affiliate of the National Urban League

718 N. Memorial Dr., Racine, WI 53404 * Ph 262-637-8532 * Fax 262-637-8634
1418-68th St., Kenosha WI 53143 * Ph 262-652-2111

MISSION STATEMENT as revised and affirmed on June 4, 2016

The Mission of the Urban League of Racine and Kenosha, Inc. is to enable African Americans, Hispanics and disadvantaged residents of Racine and Kenosha to secure economic self-reliance through training, education, health initiatives and advocacy.

ATTACHMENT (1)



National
Urban League

Empowering Communities.
Changing Lives.

URBAN LEAGUE of Racine and Kenosha, Inc.

An affiliate of the National Urban League

718 N. Memorial Dr., Racine, WI 53404 * Ph 262-637-8532 * Fax 262-637-8634

1418-68th St., Kenosha WI 53143 * Ph 262-652-2111

ATTACHMENT 2

Resolution
Endorsement of Proposal

Be it resolved that the Board of Directors of the Urban League of Racine and Kenosha, Inc. does hereby endorse the submission of the 2017 Kenosha CDBG application for the "Kenosha Hispanic Center Program", applying for Public Service funds in the amount of \$30,000.00 as contained herein.

Be it further resolved that \$3,500.00 towards the project cost will be contributed by the organization from fundraising events and unrestricted revenues.

Endorsed this date: October 13, 2016

Authorizing Signatures:

Yolanda Adams
President and Chief Executive Officer

Rodney Ivy
Chairman of the Board

ATTACHMENT 2



Empowering Communities.
Changing Lives

URBAN LEAGUE of Racine and Kenosha, Inc.
718 N. Memorial Dr., Racine, WI 53404 * Ph 262-637-8532 * Fax 262-637-8634
1418-68th St., Kenosha, WI 53143 * Ph 262-652-2111 * Fax 262-652-7044
Email: *urbanleagueracine2014@gmail.com*

2016 Board of Directors List (rev. 09/24/16)

*Executive Committee

Rodney Ivy
1900 Linden Ave.
Racine WI 53403
262-498-8706 cell
rivy1995@yahoo.com
Ethnicity: African American
Term 2 Board Chair
Exp. 12/31/18 (05/31/14)

Norris L. Jones, Sr.
9627-70th St.
Kenosha WI 53142
262-960-2642 cell
262-657-7574 home
njones6395@aol.com
Ethnicity: African American
Term 3 Board Member
Exp. 12/31/17 (01/01/09)

**Inactive - Leave of Absence
effective 09/24/16**
Eric Santos
262-758-4279 cellular

TOTAL: 9 (Quorum = 5)
16 available positions open



Nakeisha "Nikki" Payne
2714-48th St.
Kenosha WI 53140
312-235-6342 home
847-922-9619 cell
nikkidennard@yahoo.com
Ethnicity: African American
**Term 2 Vice Chair and
Fundraising Chair**
Exp. 12/31/18 (05/31/14)

Jacqueline V. McRae
5020 Old Green Bay Rd.
Mt. Pleasant WI 53403
262-412-7054 cell
262-554-1634 fax
Jmcrac1964@yahoo.com
Ethnicity: African American
Term 3 Nominating Chair
Exp. 12/31/17 (07/21/12)

Board members elected shall be
no less than 9; no more than 25.
Terms of service shall be 3
years from date of appointment.

Any vacancies among the directors
by reason of death, resignation or
inability to act or any other
circumstances shall be filled for
the unexpired portion of the term
by the Board of Directors at any
meeting of the board.



Heather D. Schooler
39226 N Aberdeen Ct.
Beach Park IL 60083
847-899-8924 cell
hdenease2@hotmail.com
Ethnicity: African American
Term 1 Acting Treasurer
Exp. 12/31/18 (01/01/16)

Maria Morales
952 N Memorial Dr.
Racine WI 53404
262-898-9322
vocesderacine@sbcglobal.net
Ethnicity: Hispanic
Term 2 Board Member
Exp. 12/31/17 (01/01/12)

Rosa Salinas-Hultman
1905 Ehlert St.
Racine WI 53405
262-497-1495 Cellular
Rsalinas_hultman@hotmail.com
Ethnicity: Hispanic
Term 1 Secretary
Exp. 04/30/19 (04/30/16)

Jose "Joey" Charo Jr.
5900 Wildwood Dr.
Racine WI 53403
gorillaman62@gmail.com
262-456-8656 Cellular
Ethnicity: Hispanic
Term 1 Board Member
Exp. 08/30/19 (08/27/16)

Yolanda Adams, President & CEO
5717-35th Ave, Kenosha WI 53144
262-652-2111 Kenosha (mornings)
262-637-8532 Racine (afternoons)
262-705-4734 cell
yadams2013@gmail.com
urbanleagueracine2014@gmail.com

ATTACHMENT 3

**City of Kenosha
Community Development Block Grant Application
Fiscal Year 2017**

Applicant Wisconsin Women's Business Initiative Corporation (WWBIC)

Project Title Job Title: BUSINESS OWNER

Category HOUSING, NEIGHBORHOOD
IMPROVEMENT/ ECONOMIC
DEVELOPMENT

(This line will be completed by Community Development & Inspections Staff)

Application Addresses Consolidated Plan Priorities

Yes

No

(To be completed by Community Development & Inspections Staff)

Amount of CDBG Funds Requested \$ \$85,000.00

Person to Contact about this Application and Notify of Date, Time, and Location of Interview.

Name and Title Heather S. Lux

Address 600-52nd St., Suite 1130
Kenosha, WI 53140

Phone Number (262) 925-2850

Cell Number _____

E-Mail Address heather.lux@wwbic.com



Section 1: Project Description

"WWBIC has given my family the opportunity to expand Little Europa. WWBIC's staff members are very friendly and guided us through the whole process. They do a wonderful job in making people's dreams come through. Even though we had been in business for many years, circumstances have given us this opportunity that we did not know existed. We are very appreciative of WWBIC's services."

Bozko and Miro Gono, Owners & WWBIC Clients, Little Europa, Kenosha

➤ What the problem is that our application will address:

WWBIC is requesting \$85,000 to serve 135 low-to-moderate income entrepreneurs. While micro enterprise is not a solution for every displaced worker unemployed, it is a lifesaver for many. Self-employment, even part-time, can offer increased income and flexibility for working families. WWBIC's small and micro business development services can be part of the solution. National studies show, and WWBIC's experience has borne out, that the intensive one-on-one technical assistance that WWBIC provides is critical to strengthening microenterprise businesses. Businesses that receive support like ours are more likely to be successful.

Technical assistance takes many forms. WWBIC assigns a Small Business Consultant (SBC) staff member to each loan client for the life of his or her loan. Each of the 18 businesses in WWBIC's City of Kenosha CDBG Revolving Loan Fund has an SBC. The SBC meets with the business owner on a regular basis reviews financial statements monthly, and constantly reviews and revises the business plan alongside the owner. These services help the owner manage the business successfully and maintain timely loan payments.

But WWBIC also provides much more. We offer pre-loan support and coaching, and walk clients through the loan application process. We serve those who aren't ready to request a loan, or those with businesses not requiring a loan. We offer business plan review and a wide variety of business education classes in English, Spanish, and online "on demand." We coordinate with volunteers who also provide clients with technical assistance. We also offer personal financial capability education, because personal and microbusiness finances tend to be intertwined.

With this application, WWBIC will add additional focused outreach capacity to reach our targeted markets of women, minorities, low-income individuals, people with disabilities, veterans, and other disadvantaged groups. We are familiar with the issues they are more likely to face, such as difficulty in getting business financing, lower levels of formal education, and lack of access to business networks. Leveraging of CDBG funds allows us to serve this broader audience.

In 2016 to date, our team has provided an estimated 284 training and counseling hours to 227 people, 78% of whom have been low-to-moderate income, with a quarter still to go. Job creation and retention through both loan and education clients -

➤ Objective evidence to illustrate the problem:

This will be WWBIC's ninth CDBG application. We know our market well. The City of Kenosha experiences significant economic disparity by race. While minorities still aren't fully represented in business owners (in proportion to population) they are rapidly gaining ground. While the overall number of firms in Wisconsin decreased slightly between 2007 and 2012 (years when the U.S. Census conducts its Survey of Business Owners) the proportional of minority business ownership has increased dramatically.

With 2017 CDBG funds, WWBIC will increase our capacity for outreach to our target markets. We need to find the intersection of low-income individuals who are also entrepreneurs with the desire, drive and talent to start and run a successful small business. Once we identify this unique subset, we often need to educate them about what WWBIC can do for them. In doing so, we often awaken a new sense of what is possible. People can become discouraged about their prospects. They may have been unsuccessful in the past in applying for bank financing, or may not understand why their business model is not working for them. They may know a lot about their product – but nothing about marketing. They may need guidance in developing a viable business idea. WWBIC truly opens doors of opportunity that breathe new life into the hopes and dreams of women and men who are striving to make their lives and their enterprises work.

WWBIC takes a grassroots approach to identifying these entrepreneurs who are poised to grow. Our entire team have “feet on the ground” daily. They call in person on business owners in lower-income business districts and talk with them one-on-one about their needs.

➤ **The goal of the project:**

Job Title: Business Owner has two goals: one is to provide necessary support for the 18 clients in WWBIC’s City of Kenosha CDBG Revolving Loan Fund. The other is to provide technical assistance to other entrepreneurs who are in the process of creating and sustaining jobs, or who have the potential to do so.

Top needs expressed by entrepreneurs in our outreach areas include:

- Access to Capital
- Understanding their business financial statements – cash flow, projections, balance sheets
- Business Planning Assistance
- Personal Financial Assistance – Budgeting, Credit Repair
- Other Business Education – QuickBooks, Marketing, Social Media, Exploring Entrepreneurship

Every CDBG dollar will be leveraged with additional funds from state, federal, and local private sources.

In addition to the 18 loan clients in the City of Kenosha CDBG loan funds, WWBIC has nine other Kenosha businesses in our portfolio whose loans were funded through other sources. The combined total of these businesses have created and retained 82 jobs since 2011.

WWBIC has leveraged CDBG funds to support our work in Kenosha with three federal sources since 2008: the U.S. Small Business Administration Office of Women’s Business Ownership, the SBA Microloan program, and the Wisconsin Department of Economic Development. Private funders such as the Kenosha Community Foundation also help us maintain our level and accessibility of services. As our attached budget indicates, we expect total City of Kenosha programming to cost \$341,817. Thus the \$85,000 in CDBG funds will be leveraged more than four times.

➤ **How does this project benefit low-to-moderate income persons?**

Following are some of WWBIC top outreach efforts to find those interested in starting a business. We have held *What Can WWBIC Do For You?* Sessions at locations targeting specific markets:

Low-to-moderate income/minorities:

- Kenosha Senior Centers
- HarborPark Market
- Uptown Businesses Networking Group

- Christ the King Church

Hispanic business owners:

- Agave Restaurant

African American community:

- Papa's Off Da Bone
- Second Baptist Church
- Christ the King Church

We continue to work with our ongoing outreach partners, including:

- Kenosha Correctional Facility
- Shalom Center
- City of Kenosha Libraries (Southwest and Northside)
- Rely Local Kenosha/Racine
- Gateway Technical College
- UW-Parkside
- Carthage College
- The Urban League
- Downtown Main Street
- Kenosha Area Business Alliance
- Kenosha Area Chamber of Commerce
- Wisconsin Housing Resource Inc. – financial capability classes as well as introducing WWBIC's entrepreneurial services
- Small Business Development Center
- AARP
- SCORE

WWBIC is reaching out to other groups including:

- Continuing to work with Pastor William Harris (a WWBIC Small Biz graduate and owner of a consulting business). He is working with the Kenosha YMCA, Kenosha County Sheriff's Department, and the Frank Elementary School to strengthen inner-city families through programs and activities designed to address their physical, emotional, educational, and spiritual needs. WWBIC has held sessions through the Frank Neighborhood Project for Families and also meets one on one with interested parents.
- Christ The King Church – WWBIC has planned a 4 part series of Exploring Entrepreneurship. We are looking forward to holding these workshops and a furthering our reach with this partner.
- Women and Children's Horizons
- Strait Way Ministries Church
- Kenosha Correctional Facility – WWBIC is currently holding monthly workshops here for those getting ready to re-enter society. We are currently working on ways to expand on this partnership and the participants for this program.
- Women's Leadership Task Force participation this past year has lead WWBIC's involvement with the Inclusive Leadership Committee. This is being organized by UW Parkside.

➤ **Who will benefit from this project:**

The project will benefit City residents, primarily those whose incomes are less than 80% of the area median income. Based on our experience with CDBG funds, lower-wealth individuals are disproportionately minorities and female heads-of-households.

The project will address some of the economic disparities of Kenosha and focus on the strengthening emerging businesses throughout the City. As individuals improve their economic situation for themselves and their families through business ownership, there is a net result of crime reduction, increased property values, increased economic vitality and improved neighborhood quality of life.

Cumulatively, through our CDBG loan funds:

- \$450,784 has been infused into the City's economy
- 1,035 low-to-moderate income individuals have received business education or counseling services
- More than 50 new full-time jobs have been created

➤ **How the project's success will be measured:**

WWBIC will report on the number of low-to-moderate income individuals served in the City of Kenosha each quarter. A total of 135 individuals will be served. WWBIC will continue to make loans to low-income individuals in the City of Kenosha; these will be made either through Program Income Dollars (repaid fund from our prior Kenosha CDBG loan fund awards) or through our own Revolving Loan Fund if the client does not qualify as low-income. We will share information with City of Kenosha CDBG on the progress of these loans and jobs created and retained; but they will not be part of the formal outcomes.

As with prior awards, WWBIC will report on participant demographics – race, ethnicity, household income level, female head-of-household, etc. Every participant will complete a WWBIC Client Information Form, and when appropriate, a Business Information Form. Business owners and employees also complete WWBIC's Employee Information Forms which include not only demographics (race, income level, etc.) but also homelessness, disability, past employment, referral source (TANF, etc.) and benefits. Information tracked on businesses includes DUNS number, date of business creation, and job creation and retention. Reports are run from our cloud-based Outcome Tracker database.

Measurable outcomes will include:

- Number of individuals receiving technical assistance (business education, counseling, personal financial awareness counseling)
- Number of jobs created, rates-of-pay
- Number of jobs retained
- Demographic information on employees
- Number of Loans

WWBIC will also report on outreach activities, which include working through many partnerships throughout the City, and conducting outreach through electronic and print media, word-of-mouth, door-to-door "business blitzes," direct mail and intensive leafletting throughout the City at small businesses, libraries, and other locations. WWBIC has a successful track record of exceeding goals for all prior CDBG awards, and in advancing Consolidated Plan objectives of economic development and job creation.

The key to engage entrepreneurs to benefit from engaging with WWBIC is building client trust early on. Every small business owner faces a myriad of challenges, and with WWBIC as a resource these challenges far more likely to be overcome.

➤ **Where the project is located:**

The project continues to be based in the City of Kenosha Downtown, in our offices within the Kenosha Area Chamber of Commerce at 600 52nd Street, Suite 130, under the direction of Heather Lux. We hold classes throughout the community in accessible locations such as the Kenosha County Job Center, Urban Outreach, and the Shalom Center (just to name a very few examples.)



Section 4: Budget

Please complete the entire project budget and demonstrate the ability to cover the cost of implementing the entire project.

(NOTE: THE ENTIRE BUDGET MUST BE SHOWN FOR THE ENTIRE PROJECT)

REVENUE:	
<i>Funding Sources: (List all Funding Sources for the Project)</i>	<i>Amount</i>
Source: CDBG ENTER CDBG AMOUNT HERE	\$85,000.00
Source: SBA - OWBO (SE)	\$50,688.00
Source: SBA Microloan	\$76,963.00
Source: USER Fees	\$31,007.00
Source: Fundraising	\$64,367.00
Source: WEDC-State of Wisconsin	\$33,792.00
Source:	
TOTAL REVENUE:	\$341,817.00

EXPENSES:			
<i>Type of Expense (Salaries, Program Supplies, Utilities, etc.)</i>	<i>CDBG Funds</i>	<i>Other Funds</i>	<i>Total Amount</i>
Expense: Salaries	\$52,770.00	\$148,771.00	\$201,541.00
Expense: Payroll Taxes	\$4,037.00	\$11,381.00	\$15,418.00
Expense: Employee Benefits	\$13,193.00	\$37,195.00	\$50,388.00
Expense: Consultants-Clients	\$15,000.00	\$4,448.00	\$19,448.00
Expense: Conference, Meetings Etc.	\$0.00	\$4,007.00	\$4,007.00
Expense: Audit Fees	\$0.00	\$2,226.00	\$2,226.00
Expense: Insurance Expense	\$0.00	\$1,074.00	\$1,074.00
Expense: Maintenance-Office	\$0.00	\$7,295.00	\$7,295.00
Expense: Office Supplies	\$0.00	\$3,708.00	\$3,708.00
Expense: Postage	\$0.00	\$3,708.00	\$3,708.00
Expense: Printing	\$0.00	\$5,190.00	\$5,190.00
Expense: Rent-Office & Operational	\$0.00	\$8,551.00	\$8,551.00
Expense: Other Expenses	\$0.00	\$19,263.00	\$19,263.00
TOTAL EXPENSES:	\$85,000.00	\$256,817.00	\$341,817.00

REVENUE MUST EQUAL EXPENSES

TOTAL REVENUE MUST EQUAL TOTAL EXPENSES

*** COST ESTIMATES REQUIRE A MINIMUM OF **THREE (3)** ESTIMATES ***

NOTE: CDBG WILL NOT FUND 100% OF PROJECT COSTS

Section 4: Budget Continued

1. If full funding is not received, please describe what can be accomplished with less funding.

We have based our request on our track record along with ongoing demand for our services. WWBIC has always successfully met or exceeded CDBG goals.

2. If full funding is not received, will less service be provided?
If yes, please describe in detail.

Yes No

WWBIC is proposing service at \$629.00 per client...for every \$629.00 funding is reduced, we will serve one less entrepreneur. Without access to critical, ongoing technical assistance, fewer businesses will be started, expanded or strengthened, fewer jobs will be created and retained, and businesses may even be closed and jobs lost.

3. If full funding is not received, will additional funding from other sources be utilized?
If yes, please list the source and amount.

Yes No

Source	Amount
SBA Office of Women's Business Ownership	\$50,688.00
SBA Microloan	\$76,963.00
Wisconsin Economic Development Corporation	\$33,792.00

Section 5: Mission Statement Compliance

For Not-for-Profit Applicants:

Is the proposed project consistent with your Mission Statement? Yes No

(Please attach a copy of your Mission Statement. This attachment is labeled Attachment A.)

Briefly explain how the proposed project is or is not consistent with the Agency's Mission Statement.

This request aligns perfectly with WWBIC's Mission and as well as our 2014-2017 Strategic Plan. Our mission states that WWBIC is a leading innovative statewide economic development corporation "Putting Dreams To Work" and our commitment to the Kenosha Area is symbolized by the location of our offices since 2007. Our mission focus is individuals who face barriers in accessing traditional financing or resources in pursuit of their dreams and economic well-being. WWBIC provides targeted individuals in the City of Kenosha with quality financial and business education, and responsible financial products, to help them start, strengthen and expand businesses. WWBIC improves the economic well-being of individuals in Kenosha , particularly women, people of color, and lower-income individuals, providing direct lending and access to fair and responsible capital, quality business education, one-on-one technical business assistance and education, to increase their financial capacity.



*Education • Lending • Coaching
Entrepreneurship
Financial Impact*

**BOARD OF DIRECTORS MEETING
THE WISCONSIN WOMEN'S BUSINESS INITIATIVE CORPORATION**

**Thursday, December 10, 2015
4:30pm – 6:00pm**

Resolution:

To authorize the President of WWBIC, Wendy K. Baumann, to execute and deliver all documents, and to take all actions necessary and advisable, for WWBIC to apply and submit applications and proposals for grants from foundations and other similar funding sources for the period of December 10, 2015 through December 31, 2016.

Resolution:

To authorize the President of WWBIC, Wendy K. Baumann, to execute and deliver all documents, and to take all actions necessary and advisable, for WWBIC to apply and submit an application for a City of Kenosha CDBG grant in 2016 or 2017, in an amount, including WWBIC's matching amount, yet to be determined.

Section 7: Outcome Performance Measurement

This section must be completed in order to be considered for funding.

HUD is now requiring recipients of federal funding to assess the outcomes of the program in question. In 2007, the City of Kenosha initiated a new Performance Measurement System to establish and track measurable goals and objectives for the CDBG and HOME programs. All approved applicants are required to comply with the Performance Measurement System.

I. GOALS

The proposed activity meets which of the following goals: (Select only one)

Goal #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.

Goal #2 – Provides decent 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.

Goal #3 – Creates economic opportunities

This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

II. OBJECTIVES

Select the most appropriate objective for the proposed activity.

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

IV. PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

Examples: 52 households will have new access to public sewer for the purpose of creating a suitable living environment.

7 households have affordable housing through a down payment assistance program for the purpose of creating decent affordable housing.

50 persons have access to new jobs through extension of a water line to a business for the purpose of creating economic development.

The requested \$85,000 will directly benefit 135 low-to-moderate income individuals with technical business assistance including business education and one-on-one business counseling providing both by WWBIC staff and volunteer coaches and mentors. This technical assistance will directly assist entrepreneurs with starting, growing and strengthening their businesses while creating jobs for themselves and others, and will include critical ongoing technical assistance to the 18 current clients in WWBIC's City of Kenosha CDBG revolving loan fund and other Kenosha businesses in our portfolio whose loans are funded through other sources.

Section 8: Application Submission Checklist

The following items are required. Please make sure all attachments are labeled:

- Completed application (including budget and signed checklist)
- Outcome Performance Measurement Document
- Map with geographic location and service area (if necessary)
- Latest audited financial statements
- Endorsing resolution
- List of Board of Directors
- Current Agency Plan; date of Plan 9/2014
- Non-Profit's most recent Annual Report

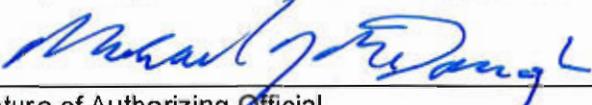
The following items are also required unless submitted as part of the 2015 Application Process. Please make sure all attachments are labeled.

- Non-Profit Certificate of Incorporation and By-Laws
- Non-Profit 501C(3) Certification
- Non-Profit Mission Statement; date of Mission Statement _____

The following items may be applicable to your application. Please submit if appropriate. Please make sure all attachments are labeled.

- Low to Moderate Income Surveys
- Funding Sources Support Letters and/or Documentation of Application for Other Funding
- Site Plan/Schematic Design
- Cost Estimates

We certify the application submitted is accurate and complete: *(Two signatures are required.)*



Signature of Authorizing Official

Michael McDonagh, Vice Chair

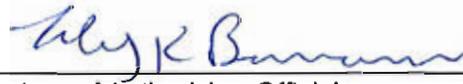
Typed Name and Title of Authorizing Official

10-10-16

Date

(414) 727-6266

Phone



Signature of Authorizing Official

Wendy K. Baumann, President/CVO

Typed Name and Title of Authorizing Official

10/10/16

Date

(414) 395-4530

Phone



Attachment A.

*Education • Lending • Coaching
Entrepreneurship
Financial Impact*

The Wisconsin Women's Business Initiative Corporation

Mission Statement

WWBIC is a leading innovative statewide economic development corporation "Putting Dreams to Work." We focus on individuals who face barriers in accessing traditional financing or resources in pursuit of their dreams and economic well-being. We provide targeted individuals interested in starting, strengthening or expanding businesses with access to vital resources and tools such as quality financial and business education and responsible financial products. We improve the economic well-being of targeted low income individuals by building assets and advancing economic self-sufficiency. We particularly focus on women, people of color, and low-income individuals, providing direct lending and access to fair and responsible capital, quality business education, one-on-one technical business assistance and education to increase financial capability.



WWBIC 2016 Board of Directors Roster

Revised 8/22/2016

William Coleman, Chairman President, Coleman and Williams, LTD 7127 N. Green Bay Road Milwaukee, WI 53209	Work Phone: 414-278-0170 Cell Phone: 414-803-8942 Email Address: wbc@candwmlw.com	1991
Michael McDonagh, Vice Chairman Attorney, Mallery & Zimmerman 731 N. Jackson Street, Suite 90 Milwaukee, WI 53202	Work Phone: 414-727-6266 Cell Phone: 414-336-5951 Email Address: mcdonagh@mzmilw.com	1994
Karin Gale, C.P.A., Treasurer Shareholder, Schenck SC 11414 W Park Place, Suite 200 Milwaukee, WI 53224	Work Phone: 414-465-5533 Cell Phone: 414-791-6216 Email Address: karin.gale@schencksolutions.com	2001
Wendy K. Baumann President/CVO, Wisconsin Women's Business Initiative Corporation 1533 N. RiverCenter Drive Milwaukee, WI 53212	Work Phone: 414-263-5450 Cell Phone: 414-331-4663 Email Address: wendy.baumann@wwbic.com	1994
Kathryn Andrea, CPA Partner, Andrea & Orendorff 6300 76 th Street, Suite 200 Kenosha, WI 53142	Work Phone: 262-657-7716 Cell Phone: 262-496-3917 Email Address: kathya@aocpa.net	2011
Laurie Benson CEO, LSB Unlimited 508 Frost Wood Road Monona, WI 53716	Work Phone: 608-215-4425 Cell Phone: 608-215-4425 Email Address: laurie.benson@lbunlimited.com	2009
Johnny L. Moutry Jr. Executive Director, New Covenant Housing Corporation, Inc. 2331 N. 39 th Street Milwaukee, WI 53210	Work Phone: 414-445-7661 Cell Phone: 414-349-9265 Email Address: nchc@bizwi.rr.com	2009
Kip Ritchie President, Greenfire Management Services, LLC 3215 W State Street., Suite 300 Milwaukee, WI 53208	Work Phone: 414-290-9491 Cell Phone: 262-366-8272 Email Address: kritchie@greenfirellc.net	2015

Steve SaLoutos

EVP | Metropolitan Banking Midwest, US Bank
777 East Wisconsin Avenue
Milwaukee, WI 53202

Work Phone: 414-765-5073 2011
Cell Phone: 414-336-5855
Email Address: steve.saloutos@usbank.com

Beth Wnuk

EVP Administrative Services | Mount Mary University
2900 North Menomonee River Parkway
Milwaukee, WI 53222

Work Phone: 414-443-3606 2009
Cell Phone: 262-402-8062
Email Address: wnukb@mtmary.edu



WWBIC 2016 Southeast Ambassadorial Advisory Council Roster

Revised 2/2/2016

Ms. Wendy K. Baumann

Wisconsin Women's Business Initiative Corporation
1533 N. RiverCenter Drive
Milwaukee, WI 53212

Work Phone: 414-395-4530

Fax Phone: 414-263-5456

wendy.baumann@wwbic.com

Mr. Jay Cashmore

Johnson Bank
7401 144th Avenue
Kenosha, WI 53142

Work Phone: 262-857-6115

Fax Phone: 262-857-6130

jcashmore@johnsonbank.com

Mr. Phillip Devlin

Wells Fargo
1700 Dr. Martin Luther King Jr. Drive
Racine, WI 53404

Work Phone: 262-631-1389

Fax Phone: 262-637-0823

phillip.r.devlin@wellsfargo.com

Mr. Steven J. Donovan

US Bank
4701 Washington Avenue
Racine, WI 53406

Work Phone: 262-638-8014

Fax Phone: 262-638-8020

steven.donovan@usbank.com

Ms. Carolyn Engel

Racine County Economic Development Corporation
2320 Renaissance Blvd.
Sturtevant, WI 53177

Work Phone: 262-898-7420

Fax Phone: 262-898-7401

cengel@businesslendingpartners.org

Ms. Joyce Erickson

420 57th Street, Unit 311
Kenosha, WI 53140

Work/Fax Phone: 262-694-6300 (call first for fax)

Cell Phone: 262-945-1675

joyerickson@wi.rr.com

Mr. Ray Forgianni

Harbor Market
8731 45th Avenue
Kenosha, WI 53142

Work Phone: 262-914-1252

Fax Phone: na

forgianniray@hotmail.com

Mr. Victor Frasher

Educators Credit Union
1400 N Newman Road
Racine, WI 53406

Work Phone: 262-884-6630

Fax Phone: 262-886-9423

victorf@ecu.com

Ms. Adelene Greene

Kenosha County Job Center
8600 Sheridan Road, Suite 122
Kenosha, WI 53143-6507

Work Phone: 262-697-4580

Fax Phone: na

adelene.greene@kenoshacounty.org**Irina Kwiatkowski**

Associated Bank
850 N. Wisconsin Ave
Elkhorn, WI 53121

Work Phone: na

Fax Phone: na

Irina.kwiatkowski@associatedbank.com**Ms. Heather Lux**

Wisconsin Women's Business Initiative Corporation
600 52nd Street, Suite 130
Kenosha, WI 53140

Work Phone: 262-925-2840

Fax Phone: 262-925-2855

heather.lux@wwbic.com**Ms. Arlene Martin**

Martin Financial Resources, LLC
130 N Genessee Street
Waukegan, IL

Work Phone: 262-909-7899

Fax Phone: na

arlenemartin5@outlook.com**Mr. Lou Molitor**

Kenosha Area Chamber of Commerce
600 52nd Street, Suite 130
Kenosha, WI 53140

Work Phone: 262-654-1234 x 113

Fax Phone: 262-654-4555

lou@kenoshaareachamber.com**Mr. Brent Oglesby**

Economic Development Investor
1427 Thurston Avenue
Racine, WI 53403

Work Phone: 262-880-9244

Fax Phone: na

bkoglesby@drosecapital.com**Ms. Kim Plache**

WHEDA
201 W Washington Avenue, Suite 700
Madison, WI 53703-1728

Work Phone: 800-334-6873 x621

Fax Phone: 414-227-4704

kim.plache@wheda.com**Ms. Mary Plunkett**

Cleopatra's Pearls
7411 2nd Avenue
Kenosha, WI 53143

Work Phone: 262-657-4719

Fax Phone: na

plunkettmary2@gmail.com**Ms. Rachelle Poteracki**

-
-
-

Work Phone: 262-716-4250

Fax Phone: na

rachellepoteracki@gmail.com**Mr. Wally Rendon**

Hispanic Business and Professional Association
1400 N Newman Road
Racine, WI 53406

Work Phone: 262-321-4446

Fax Phone: 262-886-1195

hbparacine@att.net

Ms. Deborah Ross-Corbett

Mary Kay, Inc/Design & Conquer
10820 36th Court
Pleasant Prairie, WI 53158

Cell Phone: 262-515-6742
Fax Phone: na
drossmryka@yahoo.com

Mr. G. John Ruffolo

Kenosha Alderman
3508 13th Place
Kenosha, WI 53144

Work Phone: 262-552-7833
Fax Phone: na
gjohnruffolo@kenosha.org

Ms. Lisa Sanders

Shalom Center
1713 62nd Street
Kenosha, WI 53143

Work Phone: 262-658-1713
Fax Phone: 262-657-6914
sandersl@shalomcenter.org

Ms. Kristi Schaeffer

Schaeffer Group
2315 30th Avenue
Kenosha, WI 53140

Work Phone: 262-551-8900
Fax Phone: na
schaefferkristi@hotmail.com

Ms. Roseann Shales

Imaginative Consulting
18410 119th Street
Bristol, WI 53104

Work Phone: 262-997-0693
Fax Phone: na
ro@shales.com



Greater Milwaukee
1533 N. RiverCenter Drive
Milwaukee, WI 53212
Phone: 414.263.5450

South Central
2300 S. Park Street, Suite 103
Madison, WI 53713
Phone: 608.2575450

Southeast
600 52nd Street, Suite 130
Kenosha, WI 53140
Phone: 262.925.2850

245 Main Street, Suite 102
Racine, WI 53403
Phone 262.898.5000

info@wwbic.com
wwbic.com

THIRTY YEARS
OF IMPACT

October 17, 2016

CDBG Committee
c/o Anthony Geliche
Department of Community Development
625-52nd St., Room 308
Kenosha, WI 53140

Dear CDBG Committee Members:

“Actually we are new immigrants. By starting this business we spent all our savings from back home, we were refused by various creditors to have a loan for expansion. We met WWBIC criteria terms, and the staff members have been very helpful in completing the forms and getting all the required documents. Moreover, they gave us excellent consultation and business opportunity. This loan will help buying new kitchen equipment and advertising. WWBIC is an organization that we are proud to work with!”

Rania Khoury, WWBIC Loan Client & Owner, Dino's, Kenosha

In 2017, The Wisconsin Women's Business Initiative Corporation (WWBIC) will celebrate 30 years of Impact! In partnership with the City of Kenosha CDBG program in the past eight years, we have achieved great impact with more than \$450,000 infused into the City's small businesses, with the creation of 50 new jobs. More than 985 low-income individuals have taken business education classes or received on-on-one business counseling.

In 2016, WWBIC requests \$85,000 to expand our outreach capacity and provide critical technical assistance – not only to the 18 loan recipients in our City of Kenosha CDBG current portfolio, but to many other low-to-moderate income entrepreneurs and potential entrepreneurs throughout the City. Technical assistance takes many forms including business education, one-on-one support for the life of the loan as well as pre-loan support and coaching, and assistance with the loan application itself.

Every CDBG dollar will leverage additional funds from state, federal, and local private sources. WWBIC has leveraged CDBG funds to support our work in Kenosha since 2008 with three federal sources: the U.S. Small Business Administration Office of Women's Business Ownership, the SBA Microloan program, and the Wisconsin Department of Economic Development. Private funders such as the Kenosha Community Foundation also help us maintain our level and accessibility of services.

Thank you again for your past support, and present consideration. If we may answer any questions, provide additional information, please contact me directly at 262-925-2840, or at heather.lux@wwbic.com.

“WWBIC’s has been great! I believe they are true to their mission in assistang and educating women who are starting a business or are already in business. I love the assistance I received which helped me tremendously with my business plan, my financial projections and my loan preparation.”

--Adrienne Farmer, WWBIC Client & Owner, Apple Eye Child Care Center, Kenosha

With my best,



Heather Lux
Project Director, WWBIC Southeast

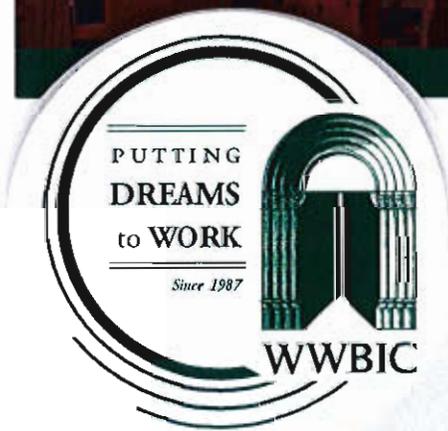
Enclosures

cc: Wendy K. Baumann



"Thanks to WWBIC, today, I am living my dream!"

SMALL BUSINESS SUCCESS:



NOVELTEA

Kenosha, Wisconsin

OWNERS: Sandra Reynolds

★

WWBIC CONNECTION: Education, Coaching, Lending **WEB:** novelteabookstore.com

WWBIC INVESTMENT: \$76,000 **EMPLOYEES:** 2 **PHONE:** 262.605.1114

QUICK FACTS: Woman & Minority Owned Business; Veteran Owned Business

Sandra Reynolds, a veteran of the United States Navy, decided to follow her dream of business ownership after 10 years of service. She started NovelTea Bookstore in 2011. Noveltea's vast selection of used books for adults and children is supplemented by a variety of loose and packaged teas, as well as organic herbs, from Fair-Trade organizations. Since connecting with WWBIC in 2014, Sandra has tapped into many of WWBIC's resources, receiving a small business loan along with technical assistance regarding marketing and growing her business.

Sandra hopes that NovelTea Bookstore will become Kenosha's destination for both book and tea lovers alike. It is the perfect place for reading, research and relaxation! Sandra hopes to grow the business even further and create additional jobs in the community.

WWBIC SOCIAL PERFORMANCE IMPACT AND 2015 HIGHLIGHTS

WWBIC is a leading innovative statewide economic development corporation that has been "Putting Dreams to Work" since 1987. WWBIC focuses on individuals who face barriers in accessing traditional financing or resources. We open the doors of opportunity by providing the access to necessary resources and tools such as quality financial and business education, and responsible financial products.

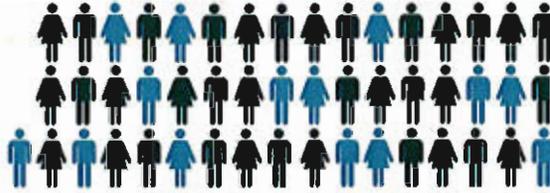
In 2015 alone, WWBIC provided **20,000** counseling hours and **1,090** training hours to more than **3,684** clients, and closed nearly **\$7,000,000** in small business loans. These WWBIC clients started, strengthened, or expanded **1,041** businesses creating and retaining **2,940** Wisconsin jobs!

SOCIAL PERFORMANCE SINCE 1987

Unduplicated Clients

55,317

INDIVIDUALS SERVED



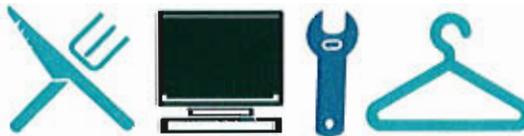
3,947

BUSINESSES STARTED, STRENGTHENED OR EXPANDED



8,939

JOBS CREATED & RETAINED



\$46,100,000

LOANED TO SMALL BUSINESS OWNERS



WHO WE SERVE

LOW-TO-MODERATE HOUSEHOLD INCOME **67%**

GENDER **69%** **31%**

Statewide RACIAL/ETHNIC MINORITIES **54%**

Milwaukee RACIAL/ETHNIC MINORITIES **84%**

PORTFOLIO GROWTH

\$12.9 MILLION

SOCIAL ENTERPRISE

20 YEARS

WWBIC'S SOCIAL ENTERPRISE: **COFFEE WITH A CONSCIENCE**® HAS SUPPORTED SMALL BUSINESSES FOR 20 YEARS
www.coffeewithaconscience.net

STATEWIDE IMPACT GOAL

72 COUNTIES

OUR GOAL IS TO EXTEND WWBIC'S REACH TO ALL 72 WISCONSIN COUNTIES BY 2017

FINANCIAL COACHING AND INDIVIDUAL DEVELOPMENT ACCOUNTS (IDA) ASSIST LOW-WEALTH INDIVIDUALS TO SAVE AND BUILD A BETTER FUTURE.

Impact Since 1999

152

FIRST-TIME HOME OWNERS

89

BUSINESSES STARTED OR EXPANDED

94

INDIVIDUALS ATTENDED COLLEGE

FUNDING SOURCES

30%

EARNED REVENUE

26%

FEDERAL GOV'T

24%

STATE & LOCAL GOV'T

20%

DONATED REVENUE

AERIS RATED

GREATER MILWAUKEE | MADISON | KENOSHA | RACINE | STATEWIDE
info@wwbic.com | wwbic.com | 414.263.5450



**City of Kenosha
Community Development Block Grant Application
Fiscal Year 2017**

Applicant Shalom Center of the InterFaith Network of Kenosha County

Project Title Food Pantry Energy Efficiency Update and Capacity Building

Category HOUSING, NEIGHBORHOOD
IMPROVEMENT/ ECONOMIC
DEVELOPMENT
(This line will be completed by Community Development & Inspections Staff)

Application Addresses Consolidated Plan Priorities	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
(To be completed by Community Development & Inspections Staff)		

Amount of CDBG Funds Requested \$ \$82,000.00

Person to Contact about this Application and Notify of Date, Time, and Location of Interview.

Name and Title Lynn Biese-Carroll, Executive Director

Address 1713 62nd. St.
Kenosha, WI 53143

Phone Number 262-658-1713, ext. 123

Cell Number _____

E-Mail Address biesel@shalomcenter.org



Board of
Directors

October 14, 2016

Tom Aiello
Denis Wikel

CDBG 2017 Application: Updating Energy Efficiency of Shalom Center Food Pantry While Increasing Capacity of the Food Pantry to Provide Food to Additional Low-income Families.

Vice-Chair
John Collins

Define The Problem:

Treasurer
Wes Ricchio

1. Energy Efficiency: The current walk-in cold storage units in the Shalom Center Food Pantry warehouse are terribly energy inefficient. These units were already used in prior food pantries when they were donated to the current site in 2009. Not only do the compressors throw off excessive heat, but also the walk-in cold storage units themselves are severely energy inefficient, due to age, damage, and lack of general integrity of the units (See support statements from Eckhart Refrigeration and SCD Plans, LLC). The current units are having to be repaired almost monthly in order to maintain appropriate temperature settings (for safe food handling), at a cost not included in our budget. The current compressors and condensers are sometimes running continuously, operating inappropriately, in order maintain cold temperatures.

Secretary
Judy Juliana

An energy audit was done and the following was recommended:

Member(s) at
Large
Wayne Koessl

- i.) Replace existing cold storage walk-in units with energy efficient units
- ii.) Place compressors and condenser units outside, if possible
- iii.) Improve the ventilation within the warehouse
- iv.) Install cold/heat barriers between the un-air conditioned warehouse and the air conditioned pantry
- v.) Replace all existing overhead lights with energy efficient lighting

Members
Pamela Acerbi
Gail Gentz
Karen Johnson
Richard
Kauffman
Mark Modory
Ardis Mahone-
Mosley
Beth Ormseth
Richard
Selsberg
Wilson Shierk
Ken Winius

2. Unsafe Working Conditions in the Pantry Warehouse: The current heating/cooling issues, are causing serious problems with employees and work crew passing out from heat exhaustion in the summer and experiencing extreme cold conditions in the winter. We are dependent on this group of workers to perform most of the Pantry Warehouse operations. The warm weather problem has been identified as inappropriate ventilation in an un-air-conditioned warehouse compounded by excessive heat production from the old walk-in cooler/freezer compressors in the warm months and insufficient heating units for the space size in the cold months.

Honorary
Board
Members
Terry
Backmann
Ellie
Chemerow
Greta Hansen

(1933-2014)
Founder
Lon Knoedler
Bob Riley
Brad
Weinstock

Executive
Director
Lynn Biese-
Carroll

3. Unmet Need (Food Insecurity)/Underserved Low-income Families, City of Kenosha. The Shalom Center food Pantry is the only food pantry in the City of Kenosha that is committed to and capable of providing large quantities of nutritious (50% of all food given/monthly is perishable meats, dairy, fish, fruits and vegetables) on a regular basis in a manner that is safe and operates under acceptable food handling conditions. Currently, Shalom Center Food Pantry provides (125-150# of food/family of 4) to 9,696 UNDUPLICATED, income qualified (130% of the Federal Poverty level) clients. 93% of whom are from the City of Kenosha. That is equal to 10% of the population of the City of Kenosha that get emergency food from Shalom Center Food Pantry. We know that the Census shows at least 12.8% of City of Kenosha residents live below 100% of the Federal Poverty level; therefore there exists a gap of at least 4.5% of City residents who are below the Federal Poverty level or the adjusted poverty level (130% of the Federal Poverty level) that are eligible but not accessing good quality, nutritious food from our food pantry. We have almost unlimited access to nutritious food, but are at the maximum storage capacity of perishable foods due to the capacity and condition of our existing walk-in cold storage units. It is assumed that those not utilizing the Shalom Pantry are not doing so due to limited hours or transportation issues associated with the current Shalom Food Pantry location and a simple solution to that would be to add nutritious, perishable food and small size cold storage to remote distribution sites in existing pantries, who do not have access to this quality of food or the ability to safely handle and store the perishable foods for extended periods.

Provide Objective Evidence to Illustrate the Problem:

1. See the evaluation of the current facilities from Eckhart Refrigeration, Kueney Architects, and SCD Plans, LLC. regarding the energy efficiency of the current Food Pantry Warehouse.
2. Reports were made by KCC (Kenosha Correction Center) regarding Work Crew heat overexertion this summer.
3. Comments about Poverty in Kenosha: *"We examine poverty rates across regions within the state, revealing deep poverty in some areas, especially central Milwaukee and Kenosha..."*

Our analysis of substate areas reveals that the overall statewide poverty rates hide substantial variations in poverty across Wisconsin regions. Employment numbers have gone down, but poverty rates have not gone down at the same rate. As shown, Milwaukee County and several southeast counties 14 Institute for Research on Poverty (Kenosha, Walworth, and Dane) were the places with poverty rates

significantly higher than the state average of 10.8 percent.

The sometimes fragile labor market recovery underscores the importance of a safety net that enhances low earnings for families with children, putting food on the table, and encourages self-reliance makes a big difference in combatting poverty". Wisconsin Poverty Report, June 2016

Shalom Center has access to almost unlimited amounts of free, high quality perishable food resources, enough to combat food scarcity in the City of Kenosha and is committed to providing this high quality, nutritious food to low-income residents as part of the safety net in the City of Kenosha because we feel that if people do not experience food scarcity and have nutritious food available, they will have more of their monthly income resources to spend on housing, thus reducing the risk of homelessness. Access to this high quality food is not the issue, the issue is the safe transportation, safe storage, and safe delivery of these precious food resources to those who actually need it.

To that end, Carthage College Sociology Dept. and Geography Depts., with GSI technology, have taken the address and income data from our Food Pantry clients and superimposed it onto the poverty map of the City of Kenosha, in order to determine where the pockets of low income families remain that are not utilizing the Shalom Food Pantry, (the only regular, reliable source of free nutritious emergency food/groceries). From this information, Shalom can place new food pantries, or support certain existing pantries with additional cold storage and additional perishable food from the Shalom Center, in order to serve those low income residents who not currently utilizing the Shalom Food Pantry, in the areas that they live and at times that are convenient for them.

4. Hunger Task Force 2016 review of the local food pantries, capacity and quality of food distribution that shows the Shalom Center as the ONLY food pantry in the City of Kenosha that provides regular access to quality, nutritious food and the expectation of need for additional access to this type of food.

Goal of The Project:

We feel that once new cold storage walk-in freezers/coolers are installed and the heating cooling conditions rectified, multiple benefits are possible:

1. We can decrease the energy expenses of the Food Pantry and Warehouse facility, putting that money toward additional drivers and

- refrigerated vehicles to facilitate pick up of food at the local distribution center, store it in the new cold storage units and deliver it in smaller quantities to other local food pantries, so more people get access to this high quality food.
2. Make safer, more reasonable work conditions. Shalom Center has access to free work force to run the Pantry Warehouse, via Corrections Work Crew and Volunteers. If the work conditions are more reasonable (not the extremes of temperatures that we are currently experiencing inside the warehouse) we could insure continued workforce from the Corrections facilities and volunteers.
 3. (and at the same time) Increase the capacity to safely handle and store perishable food which can then be re-distributed to our current clients and to pockets of the City where low-income families still experience a lack of quality, nutritious food.

Benefit To Low-Income People:

Shalom Center has access to fresh, nutritious perishable food of a higher quality than low-income residents of Kenosha could afford to buy, even if it was accessible to them. Emergency food is part of the community safety net that low-income people depend on in order to stretch their limited financial resources, allowing for the re-distribution of their limited assets to things like housing and health care costs. Better, healthier food is key to reducing the health related epidemics of diabetes, obesity, and heart disease, rampant in the low-income populations; exactly the group that can not afford health care.

Who Will Benefit: 96% of individuals and families served at the Shalom Center Food Pantry are City of Kenosha residents, 3% are from Kenosha County (outside of City of Kenosha) and 1% from outside of Kenosha County.

The Shalom Center Food Pantry also provides weekly food for Women's & Children's Horizons Shelter, AIDS Resource Center, Bridges Community Center, Genesis House (for Pregnant women, now the Trafficking Safe House), as well as intermittent distributions to other Food Pantries in Kenosha.

Measurable Outcomes:

1. The energy savings will be reflected in the utility bills.
2. Work conditions will improve and volunteers/corrections work crew numbers will increase.
3. Increased capacity to get and store quality , perishable food

resources. Carthage College, with GSI technology will, analyze the data from the increased clientele of the existing Shalom Food Pantry and the newly supported remote sites will be able to pinpoint increased utilization, compared to their initial findings, demonstrating more people in the City of Kenosha will have access to high quality, nutritious foods

Project Location: The Food Pantry is located at 8042 Sheridan Road, in the building provided to Shalom Center in 2009.

Respectfully submitted,



Lynn Biese-Carroll
Executive Director

Section 3: Historic Preservation Considerations

Listed below are historic preservation questions relevant to all **construction projects** for which CDBG funds are requested and received. Check the boxes applicable to your project.

1. Is the proposed project adjacent to or will it involve or impact buildings or districts eligible for or listed in the National or State Register of Historic Places? Yes No
-

a) If yes, which buildings or districts?

b) Describe the impact of the proposed project on these buildings or districts.

2. Are any of the buildings adjacent to, involved in, or affected by, the proposed project locally designated as individual landmarks, or as part of a local historic district? Yes No
-

a) If yes, which buildings?

b) Describe the impact of the proposed project on the locally designated buildings.

Section 4: Budget

Please complete the entire project budget and demonstrate the ability to cover the cost of implementing the entire project.

(NOTE: THE ENTIRE BUDGET MUST BE SHOWN FOR THE ENTIRE PROJECT)

REVENUE:	
<i>Funding Sources: (List all Funding Sources for the Project)</i>	<i>Amount</i>
Source: CDBG ENTER CDBG AMOUNT HERE	\$82,000.00
Source: Individual Donations	\$105,000.00
Source: Business Donations	\$50,000.00
Source: Federal / State / Local Grants	\$35,600.00
Source: Foundation Grants	\$25,000.00
Source: Fundraising	\$9,820.00
Source: *Budget does not include Inkind food donations of 2.2M	
Source:	
Source:	
Source:	
Source:	
TOTAL REVENUE:	\$307,420.00

EXPENSES:			
<i>Type of Expense (Salaries, Program Supplies, Utilities, etc.)</i>	<i>CDBG Funds</i>	<i>Other Funds</i>	<i>Total Amount</i>
Expense: Wages and Salaries		\$100,853.00	\$100,853.00
Expense: Payroll taxes		\$7,715.00	\$7,715.00
Expense: Employee Benefits		\$18,380.00	\$18,380.00
Expense: Equipment	\$77,000.00	\$3,000.00	\$80,000.00
Expense: Building Expenses		\$26,186.00	\$26,186.00
Expense: Office Expenses		\$14,459.00	\$14,459.00
Expense: Vehicle Expenses		\$17,744.00	\$17,744.00
Expense: Utilities Expense	\$5,000.00	\$17,200.00	\$22,200.00
Expense: Program Expense		\$8,470.00	\$8,470.00
Expense: Telephone Expense		\$5,000.00	\$5,000.00
Expense: Workers Compensation Insurance		\$2,564.00	\$2,564.00
Expense: Indirect Expenses		\$3,849.00	\$3,849.00
Expense: *Inkind Expense 2.2M not included			\$0.00
TOTAL EXPENSES:	\$82,000.00	\$225,420.00	\$307,420.00

REVENUE MUST EQUAL EXPENSES

TOTAL REVENUE MUST EQUAL TOTAL EXPENSES

*** COST ESTIMATES REQUIRE A MINIMUM OF **THREE (3)** ESTIMATES ***

NOTE: CDBG WILL NOT FUND 100% OF PROJECT COSTS

Section 4: Budget Continued

1. If full funding is not received, please describe what can be accomplished with less funding.

With less funding we would have to do the least expensive portion of the project which involves the improved ventilation portion, try to place the current condensers and compressors outside instead of on top of the units, unless this is cost prohibitive. We would also complete the clear flex barrier between the pantry and warehouse.

2. If full funding is not received, will less service be provided?
If yes, please describe in detail.

Yes No

Without the new walk-in cold storage units we could not increase the acquisition of more perishable food and therefore could not increase the portions we are able to re-distribute to individual clients and we would not be able to expand our distribution to those areas in town where low income residents are not utilizing our pantry.

If we had to limit perishable food acquisition, we may have to cut back on the redistribution of food to other agencies.

3. If full funding is not received, will additional funding from other sources be utilized?
If yes, please list the source and amount.

Yes No

Source	Amount
<u>We would look to other grant sources for the replacement of the cold storage units; possibly Walmart State Grant or a USDA competitive grant</u>	<u>\$62,000.00</u>

Food Pantry Warehouse Energy Efficiency and Capacity Update

Item	Unit	Price	Total
HVAC			\$ 14,000.00
10,000 CFM Sidewall Exhaust Fan (North Wall)	1	inc.	
48" intake Louvers (South Wall)	2	inc.	
250 MBH industrial Heater	1	inc.	
Industrial Ceiling Fans	2	inc.	
HVAC Engineering			\$ 1,000.00
HVAC Electrical Installation			\$ 5,000.00
Electrical Engineering			\$ 1,000.00
Walk-in Cold Storage Replacements.			\$ 53,970.00
Cold Storage Electrical and Refrigeration Installation			\$ 6,000.00
Clear-flex control , Enviropnmental Barriers	8'x9'		\$ 1,030.00
Total Project Cost			\$ 82,000.00

Section 5: Mission Statement Compliance

For Not-for-Profit Applicants:

Is the proposed project consistent with your Mission Statement?

Yes

No

(Please attach a copy of your Mission Statement. This attachment is labeled Attachment A.)

Briefly explain how the proposed project is or is not consistent with the Agency's Mission Statement.

Providing emergency food is straight in line with: "providing food, shelter, and guidance to those in need in a way that meets their immediate need..."

Providing a safe work environment that is compliant with basic work environments of similar type operations correlates with the part of the Mission Statement that refers to "maintains dignity". We should not expect workers to work in substandard environment, just because we are a non-profit organization and because the workers are primarily Corrections Work Crew or Volunteers.

Board of Directors

Co-Chairs

Tom Aiello
Denis Wikel

Vice-Chair

John Collins

Treasurer

Wes Riechio

Secretary

Judy Juliana

Member(s) at Large

Wayne Koessl

Members

Pamela Acerbi
Gail Gentz
Karen Johnson
Richard Kauffman
Mark Modory
Ardis Mahone-Mosley
Beth Ormseth
Richard Selsberg
Wilson Shierk
Ken Winius

**Honorary Board
Members**

Terry Backmann
Ellie Chenerow
Greta Hansen
(1933-2014)
Founder
Lon Knoedler
Bob Riley
Brad Weinstock

Executive Director

Lynn Biese-Carroll

Board Resolution 9-27-16

BOARD RESOLUTION

At the meeting of the Board of Directors of **Shalom Center of the Interfaith Network of Kenosha County** on 9-27-16, the following resolution was proposed and approved by the board:

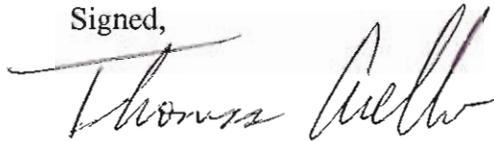
Resolved:

WHEREAS the mission of the Shalom Center is to provide Emergency Food, Shelter, and Guidance for those in need and

WHEREAS applying for financial assistance for increased food storage capacity and increased energy efficiency of our Food Pantry, supports the mission of Shalom Center

That the Shalom Center Board is in full support of a grant proposal to the 2017 CDBG Committee for **\$82,000 for new cold storage equipment, ventilation in pantry warehouse, for the purpose of energy efficiency and capacity building of the Food Pantry Warehouse.**

Signed,



Thomas Aiello
Board Co-Chairman



Section 7: Outcome Performance Measurement

This section must be completed in order to be considered for funding.

HUD is now requiring recipients of federal funding to assess the outcomes of the program in question. In 2007, the City of Kenosha initiated a new Performance Measurement System to establish and track measurable goals and objectives for the CDBG and HOME programs. All approved applicants are required to comply with the Performance Measurement System.

I. GOALS

The proposed activity meets which of the following goals: (Select only one)

Goal #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.

Goal #2 – Provides decent 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.

Goal #3 – Creates economic opportunities

This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

II. OBJECTIVES

Select the most appropriate objective for the proposed activity.

Improve availability/accessibility

This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

Improve affordability

This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Improve sustainability

This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

III. OUTCOMES
(Goals and Objectives of Proposed Activity)

Check all outcome statements that apply to the proposed activity.

AVAILABILITY/ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
<input checked="" type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input checked="" type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input checked="" type="checkbox"/> Enhance suitable living environment through new/improved accessibility
<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability
<input type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved accessibility

IV. PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

Examples: 52 households will have new access to public sewer for the purpose of creating a suitable living environment.

7 households have affordable housing through a down payment assistance program for the purpose of creating decent affordable housing.

50 persons have access to new jobs through extension of a water line to a business for the purpose of creating economic development.

1.2 Million pounds of food (all donated or reclaimed/gleemed) will be distributed to to at least 3, 573 Income qualified Kenosha Families through the Shalom Food Pantry to enhance suitable living.

5 other Kenosha area non-profit agencies will have weekly food provisions provided by Shalom Center Food Pantry for the purpose of improved accessibility to nutritious food.

3 new food pantry sites will be opened to serve an additional 1,000 families/month with high quality, nutritious food in neighborhood food pantries, where transportation and hours of operation are not a barrier to those in need of emergency food creating improved accessibility to healthy food.

Section 9: Application Submission Checklist

The following items are required. Please make sure all attachments are labeled:

- Completed application (including budget and signed checklist)
- Outcome Performance Measurement Document
- Map with geographic location and service area (if necessary)
- Latest audited financial statements
- Endorsing resolution
- List of Board of Directors
- Current Agency Plan; date of Plan 10/13
- Non-Profit's most recent Annual Report

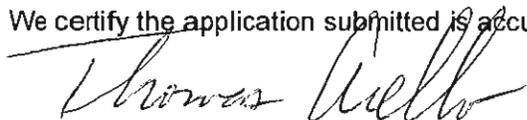
The following items are also required unless submitted as part of the 2015 Application Process. Please make sure all attachments are labeled.

- Non-Profit Certificate of Incorporation and By-Laws
- Non-Profit 501C(3) Certification
- Non-Profit Mission Statement; date of Mission Statement 06/16

The following items may be applicable to your application. Please submit if appropriate. Please make sure all attachments are labeled.

- Low to Moderate Income Surveys
- Funding Sources Support Letters and/or Documentation of Application for Other Funding
- Site Plan/Schematic Design
- Cost Estimates

We certify the application submitted is accurate and complete: **(Two signatures are required.)**



Signature of Authorizing Official

Thomas Aiello, Board Co-Chair

Typed Name and Title of Authorizing Official

10/13/2016

Date

262-657-2000

Phone



Signature of Authorizing Official

Lynn A. Biese-Carroll, Executive Director

Typed Name and Title of Authorizing Official

10/13/2016

Date

262-658-1713

Phone

**Shalom Center of Interfaith Network of Kenosha County, Inc.
Board of Directors 2016-2017**

Member	Affiliation	Kauffman, Richard	KHDS
Officers		Member since 2011	5407 8th Avenue
Co-Chairs			Kenosha, WI 53140
Aiello, Tom	Madrigano, Aiello &	Modory, Mark	Retired
Member since 2007	Santarelli	Member since 2013	
	1108 56th Street		
	Kenosha, WI 53140		
Wikel, Denis	Retired	Mahone-Mosley,	Kenosha Unified
Member since 2007		Ardis	School District
		Member since 2014	Lincoln Middle School
			6729 18th Avenue
			Kenosha, WI 53143
Vice-Chair		Ormseth, Beth	Kenosha Unified
Collins, John	Retired	Member since 2014	School District
Member since 2013			3600 52nd Street
			Kenosha, WI 53140
Secretary		Selsberg, Dick	Retired
Jullana, Judith	Retired	Member since	
Member since 2013		1995+	
Treasurer		Shierk, Wilson	Retired
Ricchio, Wesley	First Business Bank	Member since	
Member since 2015	6633 Green Bay Rd	1994+	
	Kenosha, WI 53142		
Member-at-Large		Ken Winius	Print Center
Koessl, Wayne	Retired	Member Since 2016	4211 43rd Street
Member since 2005			Kenosha, WI 53144
Active Members		Honorary Members	
Acerbi, Pamela	Snap-on Incorporated	Backmann, Terry	Jordan Financial
Member since 2016	2801 80th Street	Member since 2010	6123 Green Bay Rd
	Kenosha, WI 53143		Suite 260
			Kenosha, WI 53142
Gentz, Gail	Retired	Chemerow, Elle	Retired
Member since 2007		Knaedler, Lan	Sparks Insurance
			6303 75th Street
			Kenosha, WI 53142
Karen Johnson		Riley, Bob	Riley Management
Member since 2014		Member since 2007	Associates
		Brad Weinstack	Retired
		Member since 1992	

Board of Directors

Co-Chairs

Tom Aiello
Denis Wikel

Vice-Chair

John Collins

Treasurer

Wes Ricchio

Secretary

Judy Juliana

Member(s) at Large

Wayne Koessl

Members

Pamela Acerbi
Gail Gentz
Karen Johnson
Richard Kauffman
Mark Modory
Ardis Mahone-Mosley
Beth Ormseth
Richard Selsberg
Wilson Shierk
Ken Winius

Honorary Board

Members

Terry Backmann
Ellie Chemerow
Greta Hansen
(1933-2014)
Founder
Lon Knoedler
Bob Riley
Brad Weinstock

Executive Director

Lynn Biese-Carroll

The Shalom Center's mission: To serve our community by providing emergency food, shelter, and support in ways that meet immediate needs and respect human dignity.





8030 – 128th Ave.
Bristol, WI 53104
262-818-9341 Cell
scdplans@yahoo.com

August 29, 2016

Re: Shalom Center Food Pantry - Warehouse
8043 Sheridan Road
Kenosha, WI

To Whom It May Concern:

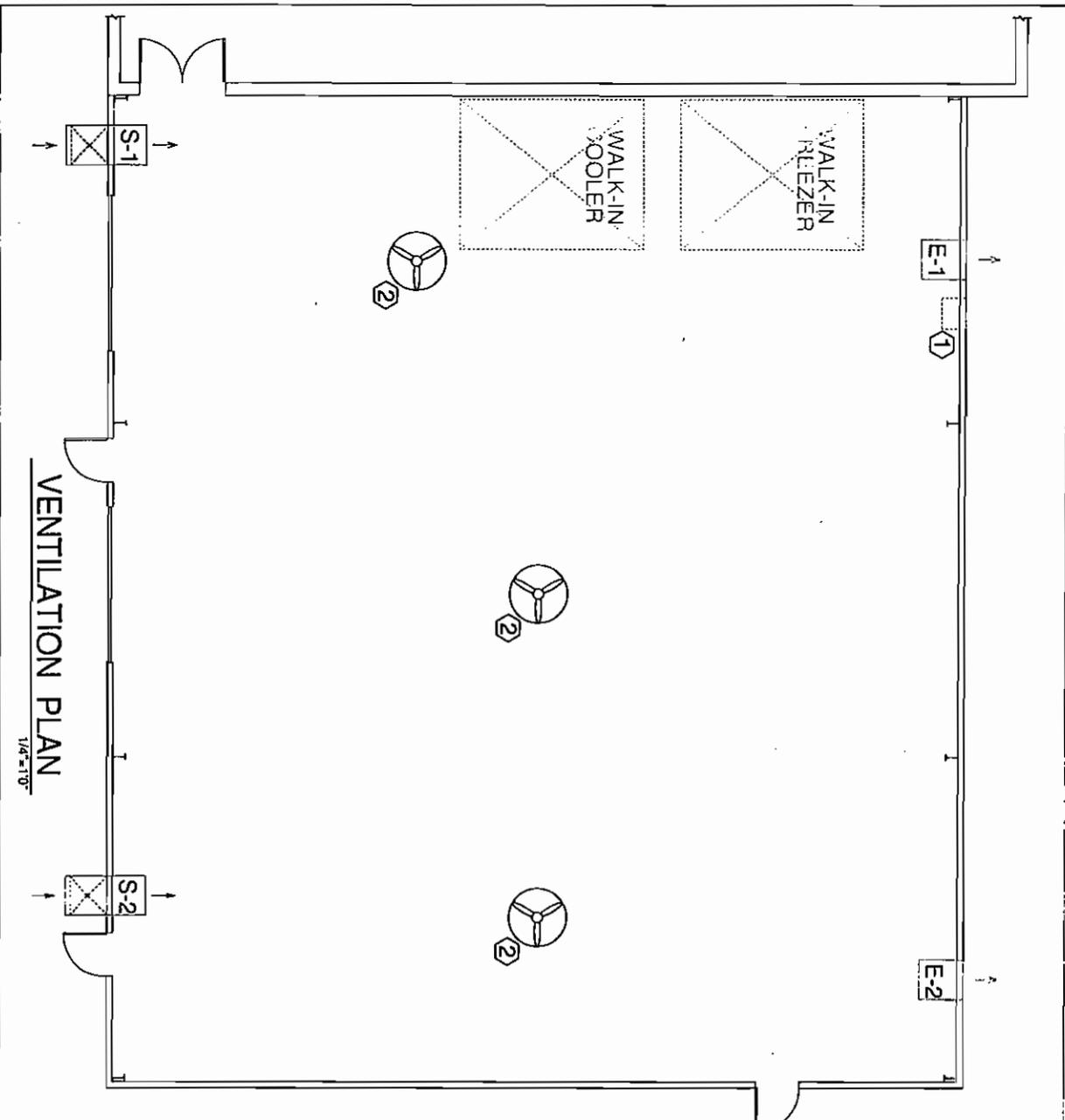
After reviewing the Warehouse and the existing equipment, I feel it would be in everyone's best interest for the following upgrades in the Food Pantry Warehouse. This is due the inefficiency of the existing coolers and freezers, outdated refrigerants used in them, excess heat given off within the warehouse causing a stagnant and an excessively warm working environment:

1. The proposed V-1 plan for the ventilation improvements at the facility and improved working environment.
2. Replacement of the existing Freezers and Coolers with new, more efficient units using the environmentally responsible refrigerants as commonly used in current refrigeration equipment.

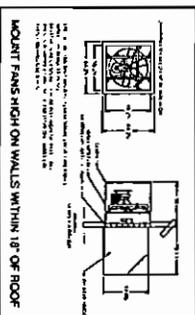
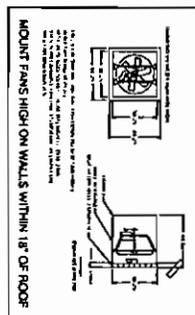
Sincerely,

A handwritten signature in black ink, appearing to read 'Scott C. Davis', written in a cursive style.

Scott C. Davis



DATE: 07/25/18
 DRAWN BY: JCD
 CHECKED BY: JCD
 PROJECT: SHALLOO CENTER - FOOD PANTRY
 SHEET: 18-117
 SCALE: 1/4\"/>



- PLAN KEYS**
- ① EXISTING FAN TO REMAIN
 - ② REPLACE EXISTING CEILING FANS WITH 60" ENVIROFAN 190A-7-18 OR EQUAL WITH SPEED CONTROL

JCD PLANS, LLC.
 SHALLOO CENTER - FOOD PANTRY
 8000 SHERIDAN ROAD
 KENOSHA, WI

DATE: 07/25/18
 JOB NO: 18-055
 DRAWN BY: JCD
 CHECKED BY: JCD
 SCALE: 1/4\"/>

NOTES:

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF KENOSHA BUILDING DEPARTMENT ORDINANCES AND THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL MECHANICAL CODE (NMC).
2. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF KENOSHA BUILDING DEPARTMENT ORDINANCES AND THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL MECHANICAL CODE (NMC).
3. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF KENOSHA BUILDING DEPARTMENT ORDINANCES AND THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL MECHANICAL CODE (NMC).
4. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF KENOSHA BUILDING DEPARTMENT ORDINANCES AND THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL MECHANICAL CODE (NMC).
5. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF KENOSHA BUILDING DEPARTMENT ORDINANCES AND THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL MECHANICAL CODE (NMC).
6. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF KENOSHA BUILDING DEPARTMENT ORDINANCES AND THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL MECHANICAL CODE (NMC).
7. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF KENOSHA BUILDING DEPARTMENT ORDINANCES AND THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL MECHANICAL CODE (NMC).
8. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF KENOSHA BUILDING DEPARTMENT ORDINANCES AND THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL MECHANICAL CODE (NMC).
9. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF KENOSHA BUILDING DEPARTMENT ORDINANCES AND THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL MECHANICAL CODE (NMC).
10. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF KENOSHA BUILDING DEPARTMENT ORDINANCES AND THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL MECHANICAL CODE (NMC).

From: Scott Davis [<mailto:scdplans@yahoo.com>]
Sent: Tuesday, July 26, 2016 7:59 PM
To: Barbara J. Madrigano
Cc: Lynn Biese
Subject: Ventilation Drawing for Warehouse

I have attached a copy of the plan in pdf format, for the ventilation of the Warehouse for your building.

I felt it was best to leave the existing fan as is for the cooler ventilation.

For the summer ventilation, I have added 4 fans, 2 - exhaust venting out the North wall and 2 intake drawing air in on the South wall. This will provide 6.7 air changes per hour in the Warehouse, which is equal to replacing the air every 9 minutes.

I also recommend replacing the 3 ceiling fans with new larger fans and a speed control. This will benefit you both summer and winter. During the summer turning them on at the higher speeds will mix the air throughout the space to avoid stagnate spots and areas with little circulation. In the winter keeping them on low speed helps keep the air from stratifying, thereby keep the temperature even from floor to ceiling. This will avoid wasting heat at the ceiling and having the floor too cold.

Please let me know if you have any questions.

Sincerely,
Scott C. Davis

SCD Plans, LLC
Specializing in HVAC Design
8030 - 128th Ave.
Bristol, WI 53104
262-818-9341

Lynn Biese

Subject: FW: new archit. drawings

From: John Schmidbauer [<mailto:johns@kuenvarch.com>]

Sent: Monday, August 22, 2016 11:31 AM

To: Lynn Biese

Subject: FW: new archit. drawings

Lynn:

Below is the information on the ventilation of the unconditioned space at the pantry. If you add \$1,000 for electrical engineering, total budget would be around \$20,000.

Let me know if you have any questions.

John F. Schmidbauer, PE

Kueny Architects, LLC

Phone: (262) 857-8101

From: Tim Pann [<mailto:tpann@southportengsys.com>]

Sent: Monday, August 22, 2016 11:06 AM

To: Bob Novak

Cc: John Schmidbauer

Subject: Re: new archit. drawings

John,

HVAC engineering will be \$1000. Construction HVAC budget will be \$14,000 with probably \$3000-\$5000 for electrical. Scope for the HVAC is as follows

1. New 10,000CFM sidewall exhaust fan on North wall
2. 2 new 48"x48" intake louvers on the south wall
3. new 250MBH unit heater
4. 2 new industrial ceiling fans over assembly space.

Timothy Pann PE LEED AP BD+C

Southport Engineered Systems

P: 262.824.2675

F: 262.835.9750

D: 262.824.2603

1343 S 27th Street

Caledonia, WI 53108

Lynn Biese

From: Jim Eckhart <jim@ekrefrig.com>
Sent: Friday, September 23, 2016 9:06 AM
To: Lynn Biese
Subject: Walk-in cooler/freezers

Good Morning Lynn,

On July 26, 2016 I did a walk-through of the refrigeration equipment at the Shalom Center Food Pantry at 8043 Sheridan Road Kenosha, WI. I found the refrigeration walk-in coolers and freezers to be in terrible condition. The insulation is breaking down on both units and the seams are separating on the panels. The bottom of the panels are also rusting. Because of these conditions the energy cost is very high. By installing new equipment you would increase the energy efficiency and reduce the amount of heat released into the building. Most of the walk-ins were purchased as used equipment when installed and the age of this equipment is unknown. The cost of repair to keep this equipment running is more than normal.

There is a Nor-Lake 6' x 8' walk-in freezer with a floor, that is only 2 to 3 years old. That could be reused some were.

Sincerely

Jim
Eckhart Kenosha Refrigeration LLC
8404 196th ave
Bristol, WI 53104
Ph 262-857-2888
Fax 262-857-4114
jim@ekrefrig.com

CLEAR-FLEX II -

ENERGY SAVINGS

Clear-Flex II® Strip Door saves energy costs by reducing the amount of heated or cooled air lost through unprotected opening. design promotes tight sealing, assure maximum efficiency and safety.

The Clear-Flex II® Strip Door's sealing properties prevent the movement of dust, dirt and other contaminants from one area to another.

NOISE CONTROL

Strip doors and curtains provide a virtually unbreakable sound barrier. Tests by an independent testing laboratory have confirmed that Clear-Flex II® Strip Doors significantly reduce the transmission of sound.

SPECIAL SAFETY STRIPS

Clear-Flex II® Strip Doors are supplied with special bright orange safety strips. These strips, when hung at the extreme right and left of the Clear-Flex II® Strip Door, clearly mark the throughways to help prevent accidents.



BADGER CORPORATION

Auctioneers • Appraisers • Liquidators

990 Richard Street • Lomira, WI 53048 • Phone: (920) 269-8686 • Fax: (920) 488-2047
www.badgerauction.com • manager@badgerauction.com

Dear Lynn,

Badger Corporation has received your request for a quote regarding the purchase of a walk-in cooler & freezer. We evaluated the information provided and concluded on the following proposal:

20'0" x 40'0" H O.D Nominal

Cooler-Freezer Combination

With Smooth Aluminum Floor in Freezer Only*Floor Screeds Included For Cooler Section*

Divided As Follows:

Cooler Without Floor **Floor Screeds Included** 20'0" x 20'0"

Cooler Door:

34" x 76" Flush Mounted Door, With Self Closing Hinges, Automatic Door Closer, Keyed Entry Latch With Interior Safety Release, Vapor Proof Light Fixture, Pilot Light Switch and Dial Thermometer.

Cooler Insulation:

4" Thermal Resistant Panel*

Flame Spread and Smoke Development 5/190 ASTM Test E84.

Freezer With Smooth aluminum Floor 20'0" x 20'0"

With ¾" Plywood Reinforced.

Freezer Door:

34" x 76" Flush Mounted Door, With Self Closing Hinges, Automatic Door Closer, Keyed Entry Latch With Int Safety Release, Vapor Proof Light Fixture, Pilot Light Switch, Dial Thermometer, Anti Condensate Heater Wire & Pressure Relief Vent.

20'0" x 20'0" x 10'0" H O.D Nominal

Freezer With Smooth Aluminum Floor

With ¾ Plywood Reinforced

Freezer Door:

34" x 76" Flush Mounted Door, With Self Closing Hinges, Automatic Door Closer, Keyed Entry Latch With Int Safety Release, Vapor Proof Light Fixture, Pilot Light Switch, Dial Thermometer, Anti Condensate heater Wire & Pressure Relief Vent.

Freezer Insulation:

4" Thermal Resistant Panel*

Flame Spread and Smoke Development 15/250 ASTM Test E84

Finish:

Standard 26 Gauge Stucco Embossed Galvalume Finish With A Weather Protective Aluminum And Zinc Alloy

5 HP Low Temp. Remote System 208/230/60 R-404 Outdoor Pre-Assembled Three Phase With (2) Evaporators

Quote does not include electric or refrigeration hook up.

Total: \$53,970.00. **This quote does include the box installation.**

Once we get a confirmation from you, we could get this started.

Thank you, and I look forward to hearing from you.

Sincerely,

Rayce Fleisner

Recovery Specialist/Green Initiative

Badger Corporation

raycef@badgerauciton.com

990 Richard Street, Lomira, WI 54048

499 Plaza Dr., College Park, GA 30349

201 South Central Ave., Locust, NC 28097

920.269.8686 (office)

920.960.6805 (cell)

**City of Kenosha
Community Development Block Grant Application
Fiscal Year 2017**

Applicant Shalom Center

Project Title Case Manager for Homeless Shelter Clients

Category PUBLIC SERVICE
(This line will be completed by Community Development & Inspections Staff)

Application Addresses Consolidated Plan Priorities	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
(To be completed by Community Development & Inspections Staff)		

Amount of CDBG Funds Requested \$ \$35,000.00

Person to Contact about this Application and Notify of Date, Time, and Location of Interview.

Name and Title Lynn Biese-Carroll

Address 1713 62nd St.
Kenosha, WI 53143

Phone Number 262-658-1713 ext.123

Cell Number _____

E-Mail Address biesel@shalomcenter.org



Board of Directors

Co-Chairs

Tom Aiello
Denis Wikel

Vice-Chair

John Collins

Treasurer

Wes Ricchio

Secretary

Judy Juliana

Member(s) at Large

Wayne Koesl

Members

Pamela Acerbi
Gail Gentz
Karen Johnson
Richard Kauffman
Mark Modory
Ardis Mahone-Mosley
Beth Ormseth
Richard Selsberg
Wilson Shierk
Ken Winius

Honorary Board

Members
Terry Backmann
Ellie Chemerow
Greta Hansen
(1933-2014)
Founder
Lon Knoedler
Bob Riley
Brad Weinstock

Executive Director

Lynn Biese-Carroll

CDBG 2017 Narrative

Request: \$35,000 for Homeless Shelter Case Manager Position, with partial emphasis on outreach through Shalom Soup Kitchens.

Define The Problem That This Application Will Address: The Shalom Center serves some of the most vulnerable populations in Kenosha County and surrounding areas including low-income families, children, the homeless, and people with mental health issues. The Shalom Center currently operates four major programs to address the basic needs of food and shelter and hope for the poor in our Community:

- Emergency Family Shelter
- Nightly Shelter (INNS Program)
- The Food Pantry
- Nightly Soup Kitchen

The Shalom Center, as one of the primary portals of entry for the homeless, works collaboratively with other members of the local Continuum of Care (COC)* through the Coordinated Entry Process.

All individuals looking for assistance through any of the Homeless Service Providers go through the same entry process. This process includes a Prescreen, Intake and Assessment. The Wisconsin Balance of State COC uses the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) to assist in determining an individual’s or family’s level of need.

This is one of the primary responsibilities of Shalom’s Case Managers. Once, the intake process is complete the client’s meet individually with the case manager who conducts a mental health and alcohol and drug assessment. This information is used to determine if client’s need to be referred for further assessment through KHDS or for treatment through AMRI, KCHC or another facility or their choice. Case Manager’s work with client’s to establish an Individualized Service Plan with goals. The goal of our program is to provide a safe, fair and effective environment, guidance and support to the homeless, assistance with obtaining and/or increasing income, referrals to mainstream resources (including ADOA, MI, basic needs, and counseling/parenting support) and assistance with obtaining permanent housing. **These services are ONLY provided if the people/individual are in the Homeless Shelters.**



In 2015, Shalom Center:

- **Provided shelter in the Shalom Center for:**
695 (unduplicated individuals)
- 233 were children
- 105 had severe mental illness (self reported)
- 28 were chronically homeless
- 152 involved in Domestic Violence
- Drug and alcohol numbers are significantly under reported for fear of being denied shelter.

Again, counseling, case management, and referrals are ONLY made if the person is HOMELESS.

There exists another group of Kenosha residents who desperately need the services of Case Managers and Out Reach Coordinators. For 33 years the Shalom Center has held a nightly Soup Kitchen, open to anyone in the community in need of food. Last year we served over 31,000 nightly meals in the Public Soup Kitchen. The current climate, with its lack of access to mental health care, epidemic drug and alcohol addiction (especially heroine) and the alarming increase in Human Trafficking makes our Soup Kitchen a potential site for very dangerous activity and at the same time could offer the opportunity for community outreach to bring to light these very issues and to offer assistance, protection, and prevention.

Currently, we serve 90-170 people /night, numbers we have not seen since the 2009 recession. The vast majority of people utilizing the nightly Soup Kitchen are the homeless and extremely low income, many with untreated drug, alcohol, and mental health issues, who may not be participating in other facets of the “security net” of social services. It is evident by their conduct, presentation, and social skills that many of the Soup Kitchen participants could use an Outreach Support Person to be their point of contact and entry into the greater support system that the Community offers, in hopes of removing some of the impediments to healthier lives. A trained Outreach Support person could also deter unwanted activity in the Soup Kitchen Open Dining Room.

With this grant we could add part-time on-site Outreach Worker to all Soup Kitchen Sites and that person would double as a part-time case manager for people entering the Shelters, building on the relationships built in the Soup Kitchen.

***Kenosha County COC agency's, include the Shalom Center, KHDS, WCH, Legal Action, Veterans Service Providers. Other agencies providing mainstream resources include Kenosha County Job Center, KUSD, Community Action, ResCare, Prevention Services Network, Department of Vocational Resources and ELCA Outreach Center**



Objective Evidence:

“The recent epidemic resurgence of opiate-related problems has increased emergency room visits, crime, homicides, high school drop-outs and loss of employment and has public health, criminal justice and public policy officials concerned. Cost-benefit estimates show that effective school-based substance abuse prevention programs save \$18 for every \$1 spent on these programs¹¹ The Community Anti-Drug Coalitions of America (CADCA) identify seven strategies for enacting community change:

1. Providing Information
2. Enhancing Skills
3. Providing Support
4. Enhancing Access/Reducing Barriers
5. Changing Consequences (Incentives/Disincentives)
6. Physical Design
7. Modifying/Changing Policy

In order to affect change, the community needs to be aware of the risks and consequences of substance abuse as well as positive proactive support systems which can reduce the likelihood of initiating substance use in the first place. The goal of community awareness and mobilization is to galvanize and sustain support for comprehensive efforts from community members and partners in order to reduce the impact of heroin use on individuals and the community as a whole.” **Wisconsin State Council on Alcohol and Other Drug Abuse**

This grant addresses the first 4 items in the above strategies.

“Research suggests that there is a strong association between poverty, social exclusion and problematic drug use. Those who are unemployed, particularly long term unemployed, in poor or insecure housing and are early school leavers have a higher rate of substance abuse than those who do not fit into these categories.

There are many risk factors associated with drug and alcohol abuse. These include childhood experiences, genes, mental illness and psychological factors. In some cases, people who are poor also are in high risk factors.”

Drug&alcoholtx.com, 2015

Who will benefit:

- The individual clients who frequent the Soup Kitchen will have access to community support programs to assist them with referrals for support with their addictions, Mental Health issues, Issues from ACE (Adverse Childhood Experiences) and other issues that impede their progress toward healthy living, and for which they might not have information about or access to.



- The Community –at-Large will benefit from increased awareness of potential dangerous situations and having the homeless and every low-income person who participates in the Soup Kitchen equipped with the awareness of trafficking issues and the references for local drug/alcohol/MI/and associated programs.

Goals of the Program:

1. Increased Distribution of Information about At-Risk Behaviors to people actively involved in the behaviors. (untreated Alcohol, Drugs, MI, human trafficking, unsheltered homelessness, Violence)
2. Offer safe refuge options for the unsheltered homeless and trafficking victims
3. Increased information about positive programing available (parenting classes, AA/NA?ADOA prevention and support, community support programs, community activities)
4. Safer community for everyone.

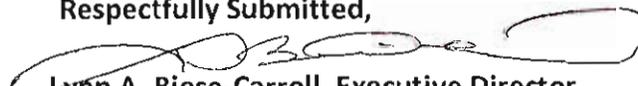
How do you expect to measure the success of the project? List the measurable outcomes of the project:

The Soup Kitchen Outreach Case Manager will be required to provide at least 2 contacts/each night with specific referral information(with printed information on services in the community)/ during soup kitchen hours, with an emphasis on drug and alcohol addiction, human trafficking, at-risk behaviors each night during soup kitchen hours (730 specific referrals/year), general information to all soup kitchen clients (with printed information on general community information) at least one time/month (1400 general information contacts/year) .These activities will be recorded by the outreach worker and followed up with the select referral resources monthly to determine utilization of the referrals.

As the additional Case Manager, all case management activities will be monitored in Service Point (Federal Data Base for recording services to Homeless Population) and internally monitored as part of the Shalom Homeless Shelter Activities Log.

Where will this take place: The Outreach Worker portion will take place in the main Shalom Soup Kitchen and in the mobile Soup Kitchen locations. The Case Manager portion of this request will take place within the new Shalom Center Shelter locations.

Respectfully Submitted,



Lynn A. Biese-Carroll, Executive Director



3. Public Service Project:

a) What services does your Agency provide?

Emergency food and shelter for homeless families and individuals and Food Pantry and Soup Kitchen services for the low-income and homeless.

b) How will this project relate to these services?

Case Manger will do Outreach Services in the Community Soup Kitchen & participate in direct case management of homeless residents residents.

Yes No

- c) Is your project a continuation of a current activity? Yes No
- d) Is your project an expansion of a current activity? Yes No
- e) Have you received CDBG funding previously to operate this service? Yes No

If yes, please note year and amount awarded for the past six years:

Year	\$ Award	Year	\$ Award	Year	\$ Award
2016	\$165,000.00	2014	\$22,365.00	2012	\$25,000.00
2015	\$24,527.00	2013	\$23,600.00	2011	\$16,615.00

- f) If this project is not currently in operation, do you have staff to implement the project? Yes No
- g) Do you have office space to accommodate the proposed service? Yes No
- h) If funds are for non-administrative expenses, have you obtained three written estimates? Yes No
- i) Have you identified other funding sources?
(Please attach award letters and/or documentation you have applied for other funding. This attachment is labeled Attachment _____.) Yes No
- j) When will the project be implemented? 07/01 (mm/yy)

k) Please explain your plan to identify clients for this service.

The Case Manager will be available on-site at Shalom's free soup kitchen sites as a liason between homeless & low-income people not currently receiving services & the agencies that can help. In addition to direct client case mngt. for clients already engaged in our homeless shelter program

l) Number of (UNDUPLICATED) clients to be served by this activity. 950

m) Other information you wish to provide regarding the status of the project:

This position provides for a skilled outreach worker in the Soup Kitchen where thousands of people may not have information or access to services

Go to and complete pages 9-16

Section 4: Budget

Please complete the entire project budget and demonstrate the ability to cover the cost of implementing the entire project.

(NOTE: THE ENTIRE BUDGET MUST BE SHOWN FOR THE ENTIRE PROJECT)

REVENUE:	
<i>Funding Sources: (List all Funding Sources for the Project)</i>	<i>Amount</i>
Source: CDBG ENTER CDBG AMOUNT HERE	\$35,000.00
Source: Individual Donations	\$170,000.00
Source: Business Donations	\$110,000.00
Source: Federal /State / Local Grants	\$170,000.00
Source: Foundation Grants	\$16,000.00
Source: United Way	\$35,500.00
Source: Fundraising	\$21,503.00
Source:	
Source:	
Source:	
Source:	
TOTAL REVENUE:	\$558,003.00

EXPENSES:			
<i>Type of Expense (Salaries, Program Supplies, Utilities, etc.)</i>	<i>CDBG Funds</i>	<i>Other Funds</i>	<i>Total Amount</i>
Expense: Wages and Salaries	\$35,000.00	\$347,541.00	\$382,541.00
Expense: Payroll Taxes		\$26,587.00	\$26,587.00
Expense: Employee Benefits		\$31,741.00	\$31,741.00
Expense: Program Expenses		\$14,390.00	\$14,390.00
Expense: Building Expenses		\$17,654.00	\$17,654.00
Expense: Office Expenses		\$29,371.00	\$29,371.00
Expense: Vehicle Expenses		\$11,250.00	\$11,250.00
Expense: Equipment		\$2,000.00	\$2,000.00
Expense: Utilities		\$20,652.00	\$20,652.00
Expense: Telephone		\$3,733.00	\$3,733.00
Expense: Workers Compensation Insurance		\$10,099.00	\$10,099.00
Expense: Indirect Expenses		\$7,985.00	\$7,985.00
Expense:			\$0.00
TOTAL EXPENSES:	\$35,000.00	\$523,003.00	\$558,003.00

REVENUE MUST EQUAL EXPENSES

TOTAL REVENUE MUST EQUAL TOTAL EXPENSES

*** COST ESTIMATES REQUIRE A MINIMUM OF **THREE (3)** ESTIMATES ***

NOTE: CDBG WILL NOT FUND 100% OF PROJECT COSTS

Section 4: Budget Continued

1. If full funding is not received, please describe what can be accomplished with less funding.

We would be able to continue with the regular case managers hours, but may have to decrease the Case Managers//Outreach Worker's hours designated for the Soup Kitchens or we might have to divert funds from other programs, particularly those associated with our food programs, to cover the hours we think are so important to Community safety and resource access as described in this Soup Kitchen Case Manager's position.

2. If full funding is not received, will less service be provided?
If yes, please describe in detail.

Yes No

We believe the Soup Kitchen dining room, which is open to the public, poses great risk for human trafficking & could be the information on programs for people not currently enrolled in social service programs. We may not be able to have the Soup Kitchen covered by a case manager/Out Reach Worker. the Community residents that frequent our Soup Kitchen may not have access to the information about local drug and alcohol programs, such as Narcan (heroin overdose drugs) Public Service Information, resources available here at the Shalom Center (showers, toiletries, personal hygiene items) & other agencies.

3. If full funding is not received, will additional funding from other sources be utilized?
If yes, please list the source and amount.

Yes No

Source	Amount
<u>General Revenues from Individual/general appeals</u>	<u>\$35,000.00</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

Section 5: Mission Statement Compliance

For Not-for-Profit Applicants:

Is the proposed project consistent with your Mission Statement?

Yes

No

(Please attach a copy of your Mission Statement. This attachment is labeled Attachment **A**.)

Briefly explain how the proposed project is or is not consistent with the Agency's Mission Statement.

The Mission is to provide emergency food and shelter to those in need in a way that meets the immediate need and maintains their dignity. If we could have a case manager present in the non-confrontational environment of our Soup Kitchen dining room, we believe we will be able to approach more people about the resources available to deal with their drug/alcohol issues, spot potential domestic violence, abuse, trafficking situations and give advice or be able to direct these people directly to an appropriate safe shelter facility or programs specific to their immediate need. These people already have a relationship with Shalom Center and feel safe in our facility, so they may be more receptive to assistance than through other means, ie: law enforcement encounters or having to seek assistance, but not knowing where to turn. This would allow us to honor our mission and provide guidance and hope in a very significant, direct, non-threatening way to a sector of the population that may not be getting the help they need.

Board of Directors

Co-Chairs

Tom Aiello
Denis Wikel

Vice-Chair
John Collins

Treasurer
Wes Ricchio

Secretary
Judy Juliana

Member(s) at Large
Wayne Koessl

Members
Pamela Acerbi
Gail Gentz
Karen Johnson
Richard Kauffman
Mark Modory
Ardis Mahone-Mosley
Beth Ormseth
Richard Selsberg
Wilson Shierk
Ken Winius

**Honorary Board
Members**
Terry Backmann
Ellie Chemerow
Grcta Hansen
(1933-2014)
Founder
Lon Knoedler
Bob Riley
Brad Weinstock

Executive Director
Lynn Biese-Carroll

Board Resolution 9-27-16

BOARD RESOLUTION

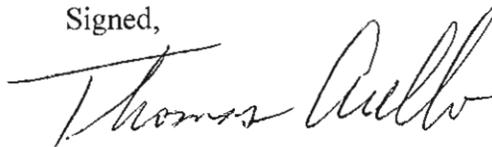
At the meeting of the Board of Directors of **Shalom Center of the Interfaith Network of Kenosha County** on 9-27-16, the following resolution was proposed and approved by the board:
Resolved:

WHEREAS the mission of the Shalom Center is to provide Emergency Food, Shelter, and Guidance for those in need and

WHEREAS applying for financial assistance for salaries of a Case Manager, supports the mission of Shalom Center

That the Shalom Center Board is in full support of a grant proposal to the 2017 CDBG Committee for \$35,000 to be applied toward a Case Manager's salary.

Signed,



Thomas Aiello
Board Co-Chairman



Section 7: Outcome Performance Measurement

This section must be completed in order to be considered for funding.

HUD is now requiring recipients of federal funding to assess the outcomes of the program in question. In 2007, the City of Kenosha initiated a new Performance Measurement System to establish and track measurable goals and objectives for the CDBG and HOME programs. All approved applicants are required to comply with the Performance Measurement System.

I. GOALS

The proposed activity meets which of the following goals: (Select only one)

Goal #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.

Goal #2 – Provides decent 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.

Goal #3 – Creates economic opportunities

This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

II. OBJECTIVES

Select the most appropriate objective for the proposed activity.

Improve availability/accessibility

This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

Improve affordability

This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Improve sustainability

This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

III. OUTCOMES
(Goals and Objectives of Proposed Activity)

Check all outcome statements that apply to the proposed activity.

AVAILABILITY/ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
<input checked="" type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input checked="" type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input checked="" type="checkbox"/> Enhance suitable living environment through new/improved accessibility
<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability
<input type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved accessibility

IV. PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

Examples: 52 households will have new access to public sewer for the purpose of creating a suitable living environment.

7 households have affordable housing through a down payment assistance program for the purpose of creating decent affordable housing.

50 persons have access to new jobs through extension of a water line to a business for the purpose of creating economic development.

Est. 700 (unduplicated) homeless clients will have the increased individual services of the in-house case managers and programs for the purpose of creating creating plans for suitable living environments.

Additionally ,730 low income and at risk people /annually (minimum 2/day) in our public Soup Kitchen dining room will be given information for referrals,direct services, intervention, information on prevention of high risk behaviors, etc that are available in the community, who may not have knowledge of or access to these resources.

Section 9: Application Submission Checklist

The following items are required. Please make sure all attachments are labeled:

- Completed application (including budget and signed checklist)
- Outcome Performance Measurement Document
- Map with geographic location and service area (if necessary)
- Latest audited financial statements
- Endorsing resolution
- List of Board of Directors
- Current Agency Plan; date of Plan 10/13
- Non-Profit's most recent Annual Report

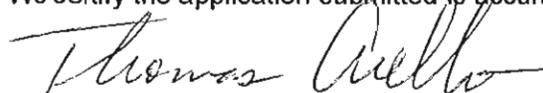
The following items are also required unless submitted as part of the 2015 Application Process. Please make sure all attachments are labeled.

- Non-Profit Certificate of Incorporation and By-Laws
- Non-Profit 501C(3) Certification
- Non-Profit Mission Statement; date of Mission Statement 06/16

The following items may be applicable to your application. Please submit if appropriate. Please make sure all attachments are labeled.

- Low to Moderate Income Surveys
- Funding Sources Support Letters and/or Documentation of Application for Other Funding
- Site Plan/Schematic Design
- Cost Estimates

We certify the application submitted is accurate and complete: **(Two signatures are required.)**



Signature of Authorizing Official
 Thomas Aiello, Board Co-Chair
 Typed Name and Title of Authorizing Official

10/13/2016

Date

262-657-2000

Phone



Signature of Authorizing Official
 Lynn A. Biese-Carroll, Executive Director
 Typed Name and Title of Authorizing Official

10/13/2016

Date

262-658-1713

Phone

**Shalom Center of Interfaith Network of Kenosha County, Inc.
Board of Directors 2016-2017**

Member	Affiliation	Member since	Affiliation
Officers			
Co-Chairs			
Aiello, Tom Member since 2007	Madrigrano, Aiello & Santarelli 1108 56 th Street Kenosha, WI 53140		Kauffman, Richard Member since 2011 KHDS 5407 8 th Avenue Kenosha, WI 53140
			Modory, Mark Member since 2013 Retired
Wikel, Denis Member since 2007	Retired		Mahone-Mosley, Ardis Member since 2014 Kenosha Unified School District Lincoln Middle School 6729 18 th Avenue Kenosha, WI 53143
Vice-Chair			
Collins, John Member since 2013	Retired		Ormseth, Beth Member since 2014 Kenosha Unified School District 3600 52 nd Street Kenosha, WI 53140
Secretary			
Juliana, Judith Member since 2013	Retired		Selsberg, Dick Member since 1995+ Retired
Treasurer			
Ricchio, Wesley Member since 2015	First Business Bank 6633 Green Bay Rd Kenosha, WI 53142		Shierk, Wilson Member since 1994+ Retired
Member-at-Large			
Koessl, Wayne Member since 2005	Retired		Ken Winlus Member Since 2016 Print Center 4211 43 rd Street Kenosha, WI 53144
Active Members			Honorary Members
Acerbi, Pamela Member since 2016	Snap-on Incorporated 2801 80 th Street Kenosha, WI 53143		Backmann, Terry Member since 2010 Jordan Financial 6123 Green Bay Rd Suite 260 Kenosha, WI 53142
Gentz, Gail Member since 2007	Retired		Chemerow, Elle Knoedler, Lon Retired Sparks Insurance 6303 75 th Street Kenosha, WI 53142
Karen Johnson Member since 2014			Riley, Bob Member since 2007 Riley Management Associates Brad Weinstock Member since 1992 Retired

Board of Directors

Co-Chairs

Tom Aiello
Denis Wikel

Vice-Chair

John Collins

Treasurer

Wes Ricchio

Secretary

Judy Juliana

Member(s) at Large

Wayne Koessl

Members

Pamela Acerbi
Gail Gentz
Karen Johnson
Richard Kauffman
Mark Modory
Ardis Mahone-Mosley
Beth Ormseth
Richard Selsberg
Wilson Shierk
Ken Winius

Honorary Board

Members

Terry Backmann
Ellie Chemerow
Greta Hansen
(1933-2014)
Founder
Lon Knoedler
Bob Riley
Brad Weinstock

Executive Director

Lynn Biese-Carroll

The Shalom Center's mission: To serve our community by providing emergency food, shelter, and support in ways that meet immediate needs and respect human dignity.



**City of Kenosha
Community Development Block Grant Application
Fiscal Year 2017**

Applicant Women and Children's Horizons, Inc.

Project Title IT Infrastructure Improvements

Category PUBLIC SERVICE
(This line will be completed by Community Development & Inspections Staff)

Application Addresses Consolidated Plan Priorities	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

(To be completed by Community Development & Inspections Staff)

Amount of CDBG Funds Requested \$ \$30,000.00

Person to Contact about this Application and Notify of Date, Time, and Location of Interview.

Name and Title Beth Ballo, Executive Director

Address 2525-63rd St.
Kenosha, WI 53143

Phone Number 262-656-3500

Cell Number n/a

E-Mail Address bballo@wchkenosha.org



9:39 A.M.

Section 1: Project Description

➤ Define what the problem is that your application will address.

The problem the application will address is the need to upgrade the information technology (IT) infrastructure at Women and Children's Horizons' (WCH's) two buildings, the administrative office and shelter.

➤ Provide objective evidence to illustrate the problem. (i.e., How many homeless individuals are there and how long have they been homeless.)

WCH staff has been noticing problems with the phone lines and internet connections for approximately 2 years. The problems were thought to be related to the installation of a new phone system and server hosting provider. However, multiple calls to the phone system provider, server host, and Time Warner Cable (the internet service provider) did not yield a permanent fix. WCH has tried to follow the recommendations of various service providers by increasing the internet speed (bandwidth), having the bandwidth speeds tested to make sure the system has optimal performance, and having techs conduct site visits to make sure systems are properly set up. As the agency does not have an onsite IT manager or employee who specializes in overseeing IT issues it is difficult to resolve internet and phone problems quickly and efficiently.

In October 2015 WCH asked Impact Networking to conduct an IT assessment for the agency. The main problem identified during this assessment was that the equipment that is central to the agency's IT infrastructure is better suited to a home-based small network, not a business setting. The equipment has also reached the end of its lifespan and needs to be replaced. The existing infrastructure is not capable of handling the bandwidth that is now necessary to power the internet and the phones. Attempts to increase bandwidth are unsuccessful because the outdated equipment is already operating at maximum capacity.

The IT infrastructure problems cause a great deal of stress for staff and have a negative impact on victims in the community. WCH uses Time Warner to provide voice over IP (VoIP) phone service at both buildings. When the IT equipment is overtaxed, the phone lines begin to crackle, cut in and out (parts of conversations are lost), and drop calls. There are times when the phones will not receive calls. This is concerning because the 24-hour hotline is answered at the shelter. WCH has tried to address this issue by having a back up cell phone available and forwarding calls to the cell phone.

At the administration building, there are fewer problems with the phones but more problems with internet connectivity. WCH uses an offsite terminal server to house the client services database, email, and electronic documents. An internet connection is required to access the server. There are days when the internet cuts

out for a few minutes, then back on, then back off multiple times. This is very disruptive to the work process for staff. As staff working offsite, even those using Time Warner internet in the same area as the WCH buildings, do not run into these issues, this is believed to be another symptom of the failing IT infrastructure.

As the IT equipment continues to deteriorate due to age and increased traffic, these problems are becoming more and more common.

➤ What is the goal of this project?

The goal of this project is to complete necessary IT infrastructure upgrades by replacing the current equipment with components that are suited for a business environment and can handle the bandwidth speeds required to meet WCH's IT needs.

➤ How does this project benefit low to moderate income persons or eliminate slum and blight?

While WCH's victim advocacy services are free for victims of domestic violence, sexual assault, and/or stalking regardless of household income, the majority of those served are low income. In 2015, 95.8% of women who stayed at the shelter had household incomes under \$15,000 per year. The average household income was \$2517. 65% had no income. 77.1% of outreach (non-residential/shelter) clients had incomes under \$15,000 per year, with 59.3% reporting no income. The average household income for outreach clients was \$9659.

IT is a critical component of any business. Staff need access to functioning phones and internet service in order to serve the community.

➤ Who will benefit from this project?

WCH clients, staff, and the community will benefit from this project. WCH provides support and services for members of the community for which the ability to reach out for help and support can literally be the difference between life and death. The agency has made a commitment to the community to provide 24/7 access to a trained advocate via the hotline. Fixing the IT infrastructure will help WCH fulfill this responsibility.

➤ How do you expect to measure the success of the project? List the measurable outcomes of the project. (Required for Public Service and Economic Development activities.)

The primary measurable outcome of the project will be the completion of necessary IT infrastructure upgrades.

➤ **Where is the project located or where will the project take place?**

The project is located at the WCH administrative and shelter buildings in the City of Kenosha.

4. Facilities Project:

- a) Have you obtained at least three written **estimates** (not bids)? Yes No
 If Yes, attach.
 If No, please explain why not obtained.

Two written estimates have been obtained and are attached. Two additional contractors were contacted regarding the project but were not able to complete an estimate in time. WCH will provide a third estimate as soon as it is received.

- b) Have you retained the services of a consultant?
 If yes, check appropriate box:

<input type="checkbox"/> <input type="checkbox"/>	Engineer Architect	<input type="checkbox"/> <input type="checkbox"/>	Landscape Architect Planner
--	-----------------------	--	--------------------------------

- c) Do you have completed plans?
- d) Do you have completed bid documents?
- e) Will a review of your project be required by:
- | | | |
|-------------------------------------|--------------------------|-------------------------------------|
| Community Development & Inspections | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| City Plan Commission | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Zoning Board of Appeals | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other (specify) _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

- f) Who will be responsible for the oversight of this project?
- WCH's program development manager will oversee this project.**

- g) Why are improvements necessary to the organization and the program services?
- Internet access is necessary in order for WCH's voice over IP (VoIP) phones to function and for staff to be able to access the agency's terminal server that hosts the client services database, email, and electronic documents. Without this fundamental technology, WCH staff cannot provide services for members of the community affected by domestic violence, sexual assault, and stalking and 24/7 local hotline access will not be available.**

NOTE:

A LIEN WILL BE PLACED ON REAL PROPERTY THAT IS IMPROVED WITH THE USE OF CDBG FUNDS. SUCH LIEN SHALL REMAIN UNTIL THE PROPERTY IS SOLD BY THE AGENCY RECEIVING CDBG ASSISTANCE.

Go to and complete pages 9-16

Section 4: Budget

Please complete the entire project budget and demonstrate the ability to cover the cost of implementing the entire project.

(NOTE: THE ENTIRE BUDGET MUST BE SHOWN FOR THE ENTIRE PROJECT)

REVENUE:

<i>Funding Sources: (List all Funding Sources for the Project)</i>	<i>Amount</i>
Source: CDBG ENTER CDBG AMOUNT HERE	\$30,000.00
Source: VOCA	\$6,000.00
Source:	
TOTAL REVENUE:	\$36,000.00

EXPENSES:

<i>Type of Expense (Salaries, Program Supplies, Utilities, etc.)</i>	<i>CDBG Funds</i>	<i>Other Funds</i>	<i>Total Amount</i>
Expense: Infrastructure Hardware	\$25,000.00	\$5,000.00	\$30,000.00
Expense: Installation & Configuration	\$5,400.00	\$600.00	\$6,000.00
Expense:			\$0.00
TOTAL EXPENSES:	\$30,400.00	\$5,600.00	\$36,000.00

REVENUE MUST EQUAL EXPENSES

TOTAL REVENUE MUST EQUAL TOTAL EXPENSES

***** COST ESTIMATES REQUIRE A MINIMUM OF THREE (3) ESTIMATES *****

NOTE: CDBG WILL NOT FUND 100% OF PROJECT COSTS

Section 4: Budget Continued

1. If full funding is not received, please describe what can be accomplished with less funding.

WCH will work with potential vendors/contractors to identify existing needs and prioritize necessary upgrades and repairs based on available funding.

2. If full funding is not received, will less service be provided?
If yes, please describe in detail.

Yes No

This project proposes to improve WCH's IT infrastructure which does not have a significant impact on the quantity of services provided. It does potentially impact the quality of services as ongoing IT challenges have affected WCH's phone lines, including the hotline, leading to dropped calls and issues with calls breaking up and/or fading in and out mid conversation. When trying to help a person working through a crisis involving sensitive information and details, phones that do not work properly create unnecessary stress for both the victims we are trying to serve and the advocates trying to offer support.

3. If full funding is not received, will additional funding from other sources be utilized?
If yes, please list the source and amount.

Yes No

Source	Amount
_____	_____
_____	_____
_____	_____

Section 5: Mission Statement Compliance

For Not-for-Profit Applicants:

Is the proposed project consistent with your Mission Statement? Yes No

(Please attach a copy of your Mission Statement. This attachment is labeled Attachment B.)

Briefly explain how the proposed project is or is not consistent with the Agency's Mission Statement.

A basic summary of WCH's mission is serving people in the community who are affected by domestic and/or sexual abuse. In order to effectively carry out this mission, staff need access to fundamental resources such as functioning phones and internet access.

This mission consistent project proposes improvements to WCH's IT infrastructure, which includes the internet and phone lines. Functioning phone lines are a basic need for any business. Callers contact WCH to seek services, make referrals, request information, and schedule appointments and presentations. Staff call clients to offer services, check in, and contact other agencies, organizations, and businesses in order to advocate for victims/survivors. Internet access is required to access WCH's remote desktop/terminal server that houses the service database, email, word processing programs, and documents/forms.

WOMEN AND CHILDREN'S HORIZONS

Advocating for Victims of Domestic and Sexual Violence



Mission Statement

The mission of Women and Children's Horizons is to provide support, shelter, advocacy, education, training and healing services to victims of sexual and domestic abuse, their families and the community.

Women and Children's Horizons, Inc. 2525 63rd Street, Kenosha, WI 53143
Administrative and Support Services: (262) 656-3500 / Fax: (262) 656-3402
wchkenosha.org



Proud to be a United Way Agency

Women and Children's Horizons

Board of Directors - Monthly Meeting Minutes August 17, 2016

Attending: Diane Walton, Sandy Riese, Leo Schuch, Marcy Hufendick, Gwen Perry-Brye, Fran Wargolet , Terri Schmidt, Pam Seidl, Eva Hoey, David Zoerner, E.D. Beth Ballo, Lori Hanson, Marketing Manager, Robert Hallisy, Betsy Anderson, Clara Tappa,

Absent:Erik Guttormsen, Sarah Harris, John Plous, Robert Pieroni, Eric Larsen, Helene Sobin and Lou Molitor

Call to order at 5:34 pm by: President Diane Walton

Motion to approve June minutes made by Bob H. and second by David Z.

Motion Passed unanimously.

- WCH will ask for \$25,000.00 from CDBG for **WCH Legal Program Manager position.. A motion was made by Marcy with a second by Bob H. to apply for this grant.**
- **A second motion was made by Clara and a second by Sandy for seeking \$30,000.00 from CDBG for rewiring and IT service.**
- **Diane called for a vote on both, they were unanimously approved.**

Section 7: Outcome Performance Measurement

This section must be completed in order to be considered for funding.

HUD is now requiring recipients of federal funding to assess the outcomes of the program in question. In 2007, the City of Kenosha initiated a new Performance Measurement System to establish and track measurable goals and objectives for the CDBG and HOME programs. All approved applicants are required to comply with the Performance Measurement System.

I. GOALS

The proposed activity meets which of the following goals: (Select only one)

Goal #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.

Goal #2 – Provides decent 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.

Goal #3 – Creates economic opportunities

This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

II. OBJECTIVES

Select the most appropriate objective for the proposed activity.

Improve availability/accessibility

This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

Improve affordability

This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Improve sustainability

This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

III. OUTCOMES
(Goals and Objectives of Proposed Activity)

Check all outcome statements that apply to the proposed activity.

AVAILABILITY/ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
<input checked="" type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility
<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability
<input type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved accessibility

IV. PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

Examples: 52 households will have new access to public sewer for the purpose of creating a suitable living environment.

7 households have affordable housing through a down payment assistance program for the purpose of creating decent affordable housing.

50 persons have access to new jobs through extension of a water line to a business for the purpose of creating economic development.

950 callers seeking support and advocacy via the WCH 24 hour crisis hotline will be able to speak with an advocate without experiencing communication errors due to IT problems with WCH's phone lines.

Section 8: Application Submission Checklist

The following items are required. Please make sure all attachments are labeled:

- Completed application (including budget and signed checklist)
- Outcome Performance Measurement Document
- Map with geographic location and service area (if necessary)
- Latest audited financial statements
- Endorsing resolution
- List of Board of Directors
- Current Agency Plan; date of Plan 3/2013
- Non-Profit's most recent Annual Report

The following items are also required unless submitted as part of the 2015 Application Process. Please make sure all attachments are labeled.

- Non-Profit Certificate of Incorporation and By-Laws
- Non-Profit 501C(3) Certification
- Non-Profit Mission Statement; date of Mission Statement 1/2016

The following items may be applicable to your application. Please submit if appropriate. Please make sure all attachments are labeled.

- Low to Moderate Income Surveys
- Funding Sources Support Letters and/or Documentation of Application for Other Funding
- Site Plan/Schematic Design
- Cost Estimates

We certify the application submitted is accurate and complete: *(Two signatures are required.)*

Diane Walton
Signature of Authorizing Official

Diane Walton, Board President
Typed Name and Title of Authorizing Official

10/17/16
Date

262-656-3500
Phone

Beth Ballo
Signature of Authorizing Official

Beth Ballo, Executive Director
Typed Name and Title of Authorizing Official

10/17/16
Date

262-656-3500
Phone

WOMEN AND CHILDREN'S HORIZONS

Advocating for Victims of Domestic and Sexual Violence

2016 Board of Directors

Last Name	First Name	Position in Community
Anderson	Betsy	Community Volunteer
Ballo	Beth	Executive Director
Guttormsen	Erik	Attorney
Hallisy	Robert	Kenosha County Sheriff's Department
Harris	Sarah	Carthage College
Hoey	Eva	Kenosha Area Convention & Visitors Bureau
Hufendick	Marcy	UW-Parkside
Larsen	Eric	Kenosha Police Department
Molitor	Lou	Kenosha Area Chamber of Commerce
Perry-Brye	Gwendolyn	Kenosha County Department of Health
Pieroni	Robert	Banking
Plous	John	Retired Court Commissioner
Riese	Sandra	Retired Hospital Administrator
Schmidt	Terri	Certified Public Accountant
Schuch	Leo	Realtor
Seidl	Pam	Insurance Agent
Sobin	Helene	Marketing & Consulting
Tappa	Clara	Chief Administrative Officer-United Communications Corp.
Walton	Diane	Adult Protective Services
Wargolet	Fran	Retired Banker
Zoerner	David	Kenosha County Sheriff's Department

Officers

Diane Walton, President

John Plous, Vice President

Terri Schmidt, Treasurer

Eva Hoey, Secretary

Women and Children's Horizons, Inc. 2525 63rd Street, Kenosha, WI 53143
Administrative and Support Services / (262) 656-3500 / Fax: (262) 656-3402
wchkenosha.org



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

Attachment H
Other Funding Sources

BRAD D. SCHIMEL
ATTORNEY GENERAL

Andrew C. Cook
Deputy Attorney General

114 East, State Capitol
P.O. Box 7857
Madison, WI 53707-7857
608/266-1221
TTY 1-800-947-3529

October 5, 2016

Beth Ballo
Executive Director
Women & Children's Horizons, Inc.
2525 63rd Street
Kenosha, WI 53143-4333

RE: **VOCA Grant**
DOJ Grant Number: 2015-VO-01-11925

Dear Beth Ballo:

The Wisconsin Department of Justice (DOJ), Office of Crime Victim Services (OCVS) has approved a grant award to Women & Children's Horizons, Inc. in the amount of \$383,868. This amount incorporates the agency's continuation and competitive applications for VOCA. These funds are from DOJ's Victim of Crime Act (VOCA) grant available through the U.S. Department of Justice. This grant supports Women & Children's Horizons, Inc.'s VOCA Program.

To accept this award, have the authorized official sign the *Signatory Page, Certified Assurances, and Lobbying and Debarment Forms* (four separate forms) and initial the bottom right corner of Attachment A and B, if enclosed. The Project Director should sign the Acknowledgement Notice. **One of the two award packets enclosed should be returned to DOJ within 30 days.** The other should be maintained for your records. Funds cannot be released until all signed documents are received.

As project director, you will be responsible for reporting all requirements outlined in the grant award and ensuring that funds are administered according to the approved application materials and certifications. Please contact Amanda Powers at powersal@doj.state.wi.us or (608) 267-2251 with any questions regarding this grant. We look forward to a collaborative working relationship with you. I appreciate the valuable service that your agency provides to citizens in your community who have been victimized by crime. Congratulations on the receipt of this grant award.

Very truly yours,

Brad D. Schimel
Attorney General of Wisconsin

BDS:ap
Enclosures
cc: Diane Walton

impact

Create Distribute Manage Documents

Managed IT

Managed IT Services and Hardware

Prepared By: David Appel & Patrick Layton



Digital Office
Equipment



Production
Print Systems



Document
Management



Creative
Services



Managed
Print Services



Managed
IT Services

Managed IT

Proposal October 28, 15
Women and Children's Horizons

Page 2
Infrastructure Upgrade and PC Clean-up

Infrastructure Upgrade and PC Clean-up

Scope:

As part of the CompleteCare system assessment, Impact Networking is providing a quote and plan for the installation of a network firewall, network switch, UPS, wireless access and server migration. This document will provide the details about the proposed solution, cost of the solution and time for complete the projects.

Infrastructure Upgrade

Scope:

Impact Networking is recommending the replacement and installation of business class network switches, installation of a business class security firewall appliance, wireless access point.

Proposed solution

Install APC 750 UPS, HP 1920 ProCurve switches, Meraki MX80 firewall, and Meraki MR34 WAP's at both locations.

Stage 1: UPS installation

- Install network management card in new UPS.
- Power down equipment.
- Move equipment shelve down.
- Remove old UPS.
- Install new UPS on shelve.
- Prep all cable management.

Stage 2: Switch installation

- Unpack and verify all equipment.
- Register with HP switch in clients name and configure for NBD warranty support.
- Configure management IP address.
- Configure monitoring options.
- Configure VLAN and QoS
- Mount new switch to wall.

- Remove old networking equipment and recycle or stash for use in a failure.
- Install new patch cables and create switch to patch panel matrix.
- Review configuration and testing with client.

Stage 3: Network Infrastructure – Firewall and Wireless WAP

- Unpack and verify all equipment.
- Register with manufacturer (in client's name) and activate all services.
- Upgrade firmware on appliance and WAP.
- Configure all interface network settings (WAN, LAN, WLAN).
- Configure all security services (based on client interview).
- Configure Private and Guest wireless profiles.
- Connect access point and verify configuration and firmware are downloaded to device and SSID is broadcasting.
- Test wireless connectivity.
- Backup firewall configuration.
- Pack and prep for ship to client.
- Unpack and install firewall in rack. Make all necessary cable connections.
- Unpack and install WAP.
- Test all connectivity.
- Configure backup location and backup configuration.
- Review configuration and testing with client.

PC Clean-up, Optimization and Lock down project

Scope:

WCH has 22 PC's that are currently out of warranty but are being used for RDS access only. Impact Networking is providing a quote and plan for cleaning up and locking down the existing PC's

Proposed solution

Clean all third party applications off the PC's. i.e.... AVG, Ad-ware, Avast. Wild-tangent. Perform all PC updates as much as possible based on current operating systems. Perform Disk defrag and optimization.

Managed IT

Proposal October 28, 16
Women and Children's Horizons

Page 4
Infrastructure Upgrade and PC Clean-up

Stage 1: PC Clean-up

- Schedule minimum of 2 hours per machine with each user
- Remove all third party applications.
- Remove all toolbars.
- Update operating systems to current available Microsoft patch level.
- Install any locally required LOB software.
- Rename PC's to standard naming convention
- Copy any existing local user data to their RDS sessions.
- Verify workstation has correct printer connections.

Stage 2: PC Lock Down

- Configure PC's for printer and Remote Desktop only.
- Configure PC's to start RDS session on boot up.
- Lock down user access to only printers and RDS.

Pricing:

Infrastructure Upgrade Project

- Infrastructure hardware:
 - Meraki MX80 firewall w/5 year warranty and security subscription (2)
 - Meraki MR34 WAP w/5 year warranty and security subscription (2)
 - HP ProCurve 1920 48 port Gig switch (1)
 - HP ProCurve 1920 8 port Gig switch (1)
 - APC Smart-UPS 750 w/Network Management Card (2)

\$27,229.74

- Installation and configuration

\$6,000.00

Managed IT

Proposal 0000007816
Women and Children's Horizons

Infrastructure Upgrade and IT Support

Server Migration and RDS Configuration

- Register and Configure new Server
- Configure new remote desktops
- Migrate local user data to remote desktops
- Migrate current remote desktop data to new remote desktops
- Clean all third party applications
- Update systems to current Microsoft patch levels
- Lock Down machines

\$6,000.00

Total for all projects:

\$39,229.74

Managed IT

Proposal October 28, 15
Women and Children's Horizons

Page 6
Infrastructure Upgrade and PC Clean-up

Approval

If this Proposal meets with your expectations and is agreed upon, please sign and date as your approval to proceed.

Prepared by:

October 28, 15

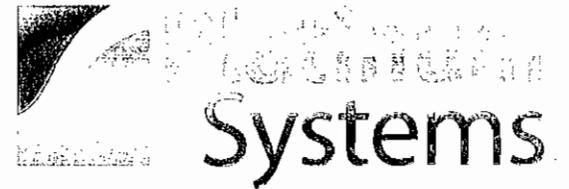
Person, Impact Networking, LLC

Date

Accepted by:

Client

Date



We have prepared a quote for you

**Network Equipment Proposal Estimate -
Community Development Block Grant**

Quote # 012699
Version 2

Prepared for:

Women and Children's Horizons, Inc.

Erin Davis
edavis@wchkenosha.org



Executive Summary

Platinum Systems, Inc. Overview

Established in 1997, Platinum Systems, Inc. has evolved from a Value-Added Reseller (VAR) with a product-driven focus into a leading IT business Infrastructure Solutions Provider, offering a full range of 24x7 services. Today our client base consists of hundreds of companies – small businesses as well as global enterprise organizations. Our growth is a result of the confidence we have instilled in our clients; Platinum Systems sets itself apart by applying best proactive and proven methodologies to each project, invariably providing reliable, scalable solutions and support.

We understand that every business has unique needs. Instead of simply analyzing a client's IT infrastructure, we take the time to partner with you and understand your business. Platinum Systems strives to do more than merely resolve "IT issues"; our objective is to improve business processes and increase efficiency throughout your entire organization.

Overview

Platinum Systems is a Kenosha based premier networking and IT solutions provider founded in 1997 with strategic partnerships with companies such as Microsoft, Cisco and AVG. Platinum Systems was engaged to provide Women and Children's Horizons, Inc. with an estimated Network Equipment Replacement Proposal for application and budgeting purposes through the City of Kenosha's Community Development Block Grant. The following proposal is a first phase estimate based upon current infrastructure. An on-site review is recommended for final proposal modifications.

This proposal is designed to upgrade and replace the aging IT infrastructure for Women and Children's Horizons, Inc at the shelter facility and administration building. New equipment such as Cisco Switches, Cisco Routers, Cisco Wireless Access Points, Uninterruptible Power Supplies, configuration and installation is needed to support essential program services. Secure Guest Wireless will be required for shelter residents and guest WiFi that is separate from the network for security purposes.

***ESTIMATE ONLY - ONSITE REVIEW RECOMMENDED FOR FINAL PROPOSAL**

Agreement Term

The term of this agreement is 12 months. The agreement will automatically renew for 12 months upon the anniversary date of the agreement start date unless written notice is given to Platinum Systems 30 days prior to the anniversary date.

Termination

This agreement can be terminated early by either party with 60 days notice.

Disclaimer

Platinum Systems, Inc. is not responsible for lost or corrupted data or equipment and Client agrees not to hold Platinum Systems liable for any indirect, special, incidental, or consequential damages arising out of service provided here-under, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, or other costs.

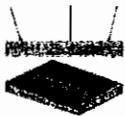


Server Resource Usage and Overages

PtMC vCPU, RAM, and data storage overage rates shall be as specified in the last agreement signed by you setting forth such rates. It will be the responsibility of Platinum Systems, Inc. to notify Customer should server resources require upgrade based on processor, memory and disk space utilization metrics. Increases in resources will be billed starting at Customer's next billing date.

309401

Network Equipment

Item	Description	Price	Qty	Ext. Price
	Cisco Catalyst 2960X-24TS-L Ethernet Switch - 24 Ports - Manageable - 4 x Expansion Slots - 10/100/1000Base-T - No - 4 x SFP Slots - 2 Layer Supported - Redundant Power Supply - 1U High - Desktop, Rack-mountableLifetime Limited Warranty	\$1,735.00	2	\$3,470.00
	Cisco SMARTnet Extended Service - Service - 8 x 5 Next Business Day - Exchange - Physical Service	\$138.00	2	\$276.00
	Cisco 891F Gigabit Ethernet Security Router with SFP	\$999.00	2	\$1,998.00
	Cisco SMARTnet Premium Extended Service - 24 x 7 x 4 Hour - Exchange - Physical Service	\$178.00	2	\$356.00
	Cisco Aironet 1702I IEEE 802.11ac 867 Mbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - Beamforming Technology - 2 x Network (RJ-45) - Power Supply, PoE	\$498.00	2	\$996.00
	Cisco SMARTnet Extended Service - 8 x 5 Next Business Day - Exchange - Physical Service	\$28.00	2	\$56.00
	Cisco AC Adapter - For Wireless Access Point - 380mA - 48V DC	\$28.00	2	\$56.00

Network Equipment

Item	Description	Price	Qty	Ext. Price
	APC Smart-UPS 750 VA Tower UP5 - 750VA/500W - 4.6 Minute Full Load - 6 x NEMA 5-15R	\$326.48	2	\$652.96

Subtotal: **\$7,860.96**

Computer Equipment

Item	Description	Price	Qty	Ext. Price
	HP Business Desktop ProDesk 400 G3 Desktop Computer - Intel Core i5 (6th Gen) i5-6500 3.20 GHz - Small Form Factor - 4 GB DDR4 SDRAM RAM - 500 GB HDD - DVD-Writer DVD-RAM/±R/±RW - Intel HD Graphics 530 - DDR4 SDRAM Graphics - Windows 10 Pro 64-b	\$625.00	23	\$14,375.00
	Microsoft Office 2016 Home & Business - License - 1 PC - PC - Electronic - All Languages Microsoft Excel , OneNote , Outlook , Powerpoint , Word	\$220.00	23	\$5,060.00
	HP Business E222 21.5" LED LCD Monitor - 16:9 - 7 ms - 1920 x 1080 - 16.7 Million Colors - 250 Nit - 5,000,000:1 - Full HD - HDMI - VGA - DisplayPort - USB - 3S W - Black, Silver - WEEE, SmartWay, TCO Certified Edge, CECP, EPEAT Silver, China Energy Label	\$320.00	23	\$7,360.00

Subtotal: **\$26,795.00**

Services

Item	Description	Price	Qty	Ext. Price
	Professional Services (Estimate) <small>12000 - 12000 - 12000 - 12000 - 12000</small>	\$6,200.00	1	\$6,200.00

Subtotal: **\$6,200.00**

Network Equipment Proposal Estimate - Community Development Block Grant



Prepared by:
Platinum Systems, Inc.
 Tess Carlson
 262-652-6671
 Fax 262-652-6647
 tcarlson@platinumsystems.net

Prepared for:
Women and Children's Horizons, Inc.
 2525 63rd Street
 Kenosha, WI 53143
 Erin Davis
 edavis@wchkenosha.org
 (262) 656-3500

Quote Information:
Quote #: 012699
 Version: 2
 Delivery Date: 10/14/2016
 Expiration Date: 11/30/2016

Quote Summary

Description	Amount
Network Equipment	\$7,860.96
Computer Equipment	\$26,795.00
Services	\$6,200.00
Total: \$40,855.96	
Lease Option- 36 Month \$1.00 Buyout Lease: \$0.00 Per Month	

Lease payments are calculated based on current rates provided by GFC Leasing, a Division of the Gordon Flesch Company, in Madison, WI. All leases require 1st payment & security deposit in advance unless otherwise noted and agreed upon. 1st payment & security deposit would be considered two (2) advance payments. Signing this document does not obligate GFC Leasing or Platinum Systems, Inc. to enter into any lease. Leasing is subject to credit approval & all applicable taxes.

As an authorized agent for Platinum Systems, Inc., I accept this quote and authorize delivery of the above equipment and services. Hardware and pricing may be subject to change based on product availability. Customer approval will be required prior to making any changes. Items on this quote may be subject to shipping charges. Services and products not specifically outlined in this quote may be subject to additional charges. This includes but is not limited to the set up or configuration of additional workstations, printers, user accounts, phones, etc. Buyer assumes all responsibility for maintaining the integrity and security of their own network. Hardware and software purchases over \$1,000 require a prepayment on the entire hardware and software amount. Standard terms for labor charges are listed on the first page of this document. The buyer agrees to pay the total purchase price as specified. The buyer also agrees to pay any sales tax on any parts or services provided in accordance with the local state unless an exemption certificate is presented. Delinquent accounts may result in interruptions of service.

Signature _____

Date _____

**City of Kenosha
Community Development Block Grant Application
Fiscal Year 2017**

Applicant Women and Children's Horizons

Project Title Legal Program Manager

Category PUBLIC SERVICE
(This line will be completed by Community Development & Inspections Staff)

Application Addresses Consolidated Plan Priorities	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

(To be completed by Community Development & Inspections Staff)

Amount of CDBG Funds Requested \$ \$25,000.00

Person to Contact about this Application and Notify of Date, Time, and Location of Interview.

Name and Title Beth Ballo, Executive Director

Address 2525 63rd Street
Kenosha, Wisconsin 53143

Phone Number 262-656-3500

Cell Number 262-822-7230

E-Mail Address bballo@wchkenosha.org



9:39 A.M.

Section 1: Project Description

Please provide a narrative describing your project. The following must be addressed within this narrative:

➤ **Define what the problem is that your application will address.**

The central problem this project will address is the need to connect victims of domestic violence, sexual assault, and/or stalking with supportive services and community resources. Women and Children's Horizons (WCH) is seeking funding to support the legal advocacy program manager position.

The legal advocacy program manager provides advocacy services for victims of domestic and sexual violence/abuse, harassment and stalking. This position is based in the Kenosha County District Attorney's office and primarily serves victims involved with cases that are or will potentially be moving through the criminal justice system. The legal program manager has access to the police reports that are sent to the DA's office for review and possible prosecution. While victims are not required to report to law enforcement in order to participate in advocacy services, half of those served by the legal program manager were contacted because of police reports. The legal advocacy coordinator represents an important role at WCH by filtering referrals to other staff in order to connect victims to appropriate services within the agency.

Victims of domestic and sexual violence are often unfamiliar with advocacy services. Community-based advocates, such as those at WCH, offer free and confidential supportive services, including systems advocacy (assistance with the legal process, medical care, reporting to law enforcement), one on one support, group support, crisis intervention, shelter, and information and referrals to community resources. An advocate's role is to listen to victims, provide unbiased information and options about the different courses of action available, and support the victim's choices. Participation in the criminal justice process, filing a law enforcement report, and/or leaving one's abuser are not required in order to access advocacy services. WCH specializes in providing services for victims of domestic violence, sexual violence, and stalking and receives referrals from other community agencies including Kenosha Human Development Services, the Job Center, the Department of Corrections, and medical care providers.

Advocates in the legal program help victims better understand the complex judicial system with regard to their specific legal concerns in civil, family or criminal court. There are three primary roles within WCH's legal advocacy program. The restraining order advocate assists with the completion and filing of restraining order petitions through the civil court system. The legal advocate primarily helps victims through the family court process by providing assistance with divorce and child custody paperwork. The legal advocacy program manager supervises the restraining order and legal advocates and works with victims involved with the criminal justice system. It is not uncommon for a victim to have questions or concerns about multiple court systems, and it is a responsibility of the legal

advocacy program manager to identify other legal areas of need and refer victims to the appropriate resource.

The legal advocacy program manager goes to court with victims, offers one-on-one support, and safety plans with victims. She explains the different types of hearings and helps set realistic expectations with victims, such as how long the criminal process could take and how long the no contact orders could be in effect. If the victim indicates what they want to see happen, the legal advocacy program manager explains how the judge may consider the victim's request and any recommendations from the prosecutor, but ultimately the victim needs to understand that the judge makes the final decision. Additionally, the legal manager explains other internal agency and external community resources that may be beneficial to the victim. WCH believes by using the Trauma Informed Care Model, advocates are better equipped to interact with victims and it helps them identify other issues victims may encounter. When unaddressed, these issues can have a devastating impact on the victim for many years, and can interfere with their healing process.

Kenosha County relies on WCH's legal advocacy program to help victims navigate the criminal process, accompany victims to court, help them complete and file restraining order paperwork, and provide assistance to complete and file divorce, custody, placement and child support paperwork. Many victims of domestic violence, sexual violence, harassment, and/or stalking face obstacles when seeking assistance through the justice system. These obstacles include lack of experience and unfamiliarity with court processes, limited English proficiency, disabilities, and lack of resources to hire legal representation. To adequately assist these victims, it is necessary for advocates to be able to interact with victims in a way that allows them to identify all issues.

➤ Provide objective evidence to illustrate the problem. (i.e., How many homeless individuals are there and how long have they been homeless.)

In 2015, WCH advocates provided 1028 unduplicated clients with legal advocacy services. The legal advocacy coordinator provided advocacy services for 554 unduplicated clients, with 366 of these receiving a legal advocacy service.

The Kenosha County District Attorney's office serves around 1,000 reported cases of domestic abuse victims each year. Historically, we have learned that only a fraction of these incidents are reported to law enforcement and the numbers are actually much higher. Data maintained by victim services and legal services providers confirms that many of those requesting assistance have not reported the incident to law enforcement. There has not been a significant increase or drop in the number of domestic cases reported or the number of sexual assault cases that are reported. The legal advocacy program manager continues to serve an average of 50+ new and ongoing victims of harassment, stalking, domestic and/or sexual abuse each month. The manager attempts to make contact with as many domestic and sexual abuse victims possible that are reported through the District Attorney's office. There are additional victims she works with that have not been reported to

the District Attorney's office. The legal manager offers confidential support and information. Safety plans are discussed with victims along with any community resources they might need. Educational information is also provided and discussed in one-on-one meetings.

In addition to providing direct client services, the legal advocacy program manager also attends weekly case staffing meetings with other WCH advocates and an attorney from Legal Action of Wisconsin. The legal advocacy program manager also meets with legal program staff on a regular basis to address questions, concerns, and changes in advocacy procedures.

Since 2014 the legal program, with the help of volunteers, and interns, has been promoting advocacy through community outreach. Posters with tear-offs have been distributed to social service agencies and businesses in order to advertise legal advocacy services. These posters are often placed in bathrooms or other areas where they are accessible but a person who would like to take the information can do so privately. Outreach materials are also distributed at law enforcement trainings so offices can provide information about advocacy services when responding to calls and taking reports.

➤ **What is the goal of this project?**

The goal of this project is to provide advocacy services and support for victims of domestic violence, sexual assault, and stalking who are involved with cases moving through the criminal justice system. Services include accompaniment to court, one-on-one support, help completing and filing restraining orders, safety planning, community resource information and allocating resources available for the Spanish speaking community. The legal advocacy program manager provides free and confidential advocacy services and can act as a liaison between victims and the District Attorney's office.

The legal manager accompanies victims wishing to speak with law enforcement when requested and provides on call advocacy at Kenosha-area hospitals and medical centers for victims of domestic or sexual abuse. Having an advocate available to work with victims through the criminal justice process is important due to the complexity of the system. Providing victims with an opportunity to speak freely and discuss their situation confidentially helps them with their healing process.

The legal advocacy program manager's role as an advocate is different from the role of the victim/witness coordinators who also work at the DA's office. Victim/witness coordinators work with all crime victims and witnesses. Due to the volume of cases, victim/witness staff is unable to attend all criminal court hearings. The legal manager tries to make contact with as many victims of misdemeanor domestic abuse and sexual assault as possible prior to charges being filed. Victims involved in felony cases also receive follow up services and are offered advocacy and support. Victims do not receive additional services from the victim/witness group unless they specifically call the DA's office themselves or request to confer

when they complete and return their victim/witness packets. Victims requesting to be notified of all hearings will receive notices, but the outcome of the hearings is not addressed without the victim's active follow up. Advocates will discuss legal advocacy services, such as court accompaniment or the option of having an advocate attend a hearing and/or provide victims with updates about the status of the criminal case and future hearings, if applicable. Advocates help victims increase their awareness of their surroundings by helping them develop safety plans. Many victims are secluded from external resources and are isolated from friends and family. They need the support and reassurance from advocates. Victims often find their voice with the help of advocates.

During 2017, the legal advocacy coordinator will serve 500 victims of domestic violence, sexual assault, and/or stalking. She will also continue working to strengthen the legal advocacy team, present at law enforcement trainings, and provide outreach within the community.

➤ How does this project benefit low to moderate income persons or eliminate slum and blight?

While WCH's victim advocacy services are free for victims of domestic violence, sexual assault, and/or stalking regardless of household income, the majority of those served are low income. In 2015, 95.8% of women who stayed at the shelter had household incomes under \$15,000 per year. The average household income was \$2517. 65% had no income. 77.1% of outreach (non-residential/shelter) clients had incomes under \$15,000 per year, with 59.3% reporting no income. The average household income for outreach clients was \$9659. As of September 30, 2016, 90% of clients served by the legal manager had incomes that fell in the zero to low categories of current income guidelines.

The legal advocacy program manager can reach many victims as a result of being located in the DA's office and having access to review victim files. If the coordinator receives a case where the person speaks Spanish, the information can be passed to one of WCH's Hispanic advocates. The advocate can work with or request the assistance of the agency's underserved populations advocate who works mainly with victims who are elderly and/or have a disability. The legal advocacy program manager attends preliminary hearings, plea, motion, judicial pre-trial and sentence hearings. The coordinator works internally with all WCH advocates and programs including the shelter and externally with the Kenosha Police Department and Kenosha County Sheriff's Department. She is working with the Child Advocacy Center, Legal Action of Wisconsin, and Sexual Assault Advisory Committee in addition to building the restraining order and legal advocacy programs at WCH.

Victims of domestic violence can remain in the low or moderate income bracket as a result of their controlling partner. Many are unable to seek employment or go to school to further their education. They may be unable to move forward or gain enough independence to reach personal goals. As time goes on, fewer choices are

available for victims and their self-esteem deteriorates. Advocates work with victims to gain strength and empower them to grasp some control in their life.

➤ **Who will benefit from this project?**

In 2015, 77.1% of clients served by the legal advocacy coordinator were from the city of Kenosha. Between January and September 2016, 76.2% of clients served by the legal advocacy coordinator were from the city of Kenosha. In 2015, 93.1% of clients served were female. 65.8% were between the ages of 20 and 39. 80% were primarily victims of domestic violence, though many may also have experienced sexual abuse at some point in their lives. The vast majority of victims are low to moderate income.

➤ **How do you expect to measure the success of the project? List the measurable outcomes of the project. (Required for Public Service and Economic Development activities.)**

During 2017, the legal advocacy program manager will serve 500 victims of harassment, stalking, domestic and sexual abuse. In addition, details about the number of cases reviewed, household income, and other demographic information are reported on a monthly basis to the program committee. Information on the agency and board initiatives, program accomplishments, service trends, changes or challenges are also included in the monthly report. This project will also provide 33 victims with financial assistance to pay for legal and/or attorney fees.

➤ **Where is the project located or where will the project take place?**

The project is located in the Kenosha County District Attorney's Office at 912-56th Street. This location provides the legal advocacy program manager access to the District Attorney's domestic abuse case files. The legal manager has the ability to speak with prosecutors about cases on a daily basis and is in close proximity to the Kenosha County Courthouse, Pre-Trial Intake Building, and the Public Safety Building.

3. Public Service Project:

a) What services does your Agency provide?

Women and Children's Horizons is the only agency in Kenosha County providing services to victims of domestic violence and sexual assault.

b) How will this project relate to these services?

Victims of violence are generally in trauma, needing advocacy to navigate the difficult legal system. WCH provides free services to all clients.

Yes No

- c) Is your project a continuation of a current activity? Yes No
- d) Is your project an expansion of a current activity? Yes No
- e) Have you received CDBG funding previously to operate this service? Yes No

If yes, please note year and amount awarded for the past six years:

Year	\$ Award	Year	\$ Award	Year	\$ Award
2016	\$20,000.00	2014	\$14,586.00	2012	\$20,000.00
2015	\$20,000.00	2013	\$17,327.00	2011	\$20,000.00

- f) If this project is not currently in operation, do you have staff to implement the project? Yes No
- g) Do you have office space to accommodate the proposed service? Yes No
- h) If funds are for non-administrative expenses, have you obtained three written estimates? Yes No
- i) Have you identified other funding sources?
(Please attach award letters and/or documentation you have applied for other funding. This attachment is labeled Attachment H.) Yes No

j) When will the project be implemented? 08/17 (mm/yy)

k) Please explain your plan to identify clients for this service.

We receive referrals from community partners, primarily the Kenosha County District Attorney's office, where the Legal Program Manager is housed, law enforcement, the medical community and educational systems. Private referrals come as a result of community outreach efforts.

l) Number of (UNDUPLICATED) clients to be served by this activity. 500

m) Other information you wish to provide regarding the status of the project:

This service is part of a vital collaboration with the district attorney and other community partners which ensures safety planning and court accomi

Go to and complete pages 9-16

Section 4: Budget

Please complete the entire project budget and demonstrate the ability to cover the cost of implementing the entire project.
 (NOTE: THE ENTIRE BUDGET MUST BE SHOWN FOR THE ENTIRE PROJECT)

REVENUE:

<i>Funding Sources: (List all Funding Sources for the Project)</i>	<i>Amount</i>
Source: CDBG ENTER CDBG AMOUNT HERE	\$25,000.00
Source: State of WI Department of Children and Families Supportive Svc.	\$11,371.00
Source: Victims of Crime Act (VOCA)	\$9,683.00
Source:	
TOTAL REVENUE:	\$46,054.00

EXPENSES:

<i>Type of Expense (Salaries, Program Supplies, Utilities, etc.)</i>	<i>CDBG Funds</i>	<i>Other Funds</i>	<i>Total Amount</i>
Expense: Legal Program Manager salary/fring	\$20,000.00	\$21,054.00	\$41,054.00
Expense: Legal Fees	\$5,000.00		\$5,000.00
Expense:			\$0.00
TOTAL EXPENSES:	\$25,000.00	\$21,054.00	\$46,054.00

REVENUE MUST EQUAL EXPENSES

TOTAL REVENUE MUST EQUAL TOTAL EXPENSES

***** COST ESTIMATES REQUIRE A MINIMUM OF THREE (3) ESTIMATES *****

NOTE: CDBG WILL NOT FUND 100% OF PROJECT COSTS

Section 4: Budget Continued

1. If full funding is not received, please describe what can be accomplished with less funding.

Women and Children's Horizons will continue to serve victims of domestic violence and sexual assault, harassment, stalking and human trafficking through the services of the Legal Advocacy Program Manager. Without CDBG funding, the hours of service will diminish which will impact quality and types of service victims will receive.

2. If full funding is not received, will less service be provided?
If yes, please describe in detail.

Yes No

**WCH projects that 500 unduplicated clients will be served through this program.
If full funding is not received services will be impacted as follows:
a. safety planning and client interaction will be diminished.
b. collaboration with and review of criminal files from the District Attorney's office will be curtailed.
c. community outreach will be impacted.**

3. If full funding is not received, will additional funding from other sources be utilized?
If yes, please list the source and amount.

Yes No

Source	Amount

Section 5: Mission Statement Compliance

For Not-for-Profit Applicants:

Is the proposed project consistent with your Mission Statement?

Yes

No

(Please attach a copy of your Mission Statement. This attachment is labeled Attachment B.)

Briefly explain how the proposed project is or is not consistent with the Agency's Mission Statement.

The proposed project is consistent with the WCH Mission Statement in the following ways:

- a. Advocacy and support will be offered through the court process in criminal, civil and family courts by the legal program manager and staff.**
- b. Housing, educational, medical advocacy and assistance with access to community resources will be offered by WCH outreach staff through referral by legal staff.**
- c. Advocacy for elders, LGBTQ and people with disabilities is available through referral by legal staff.**
- d. Language line and in-house Hispanic Advocacy is available along with referrals concerning immigration and human trafficking.**

**WOMEN AND CHILDRENS HORIZONS MISSION
STATEMENT**

**Providing support, shelter, advocacy, education,
training and healing services to victims of sexual and
domestic abuse, their families and community**

Women and Children's Horizons

Board of Directors - Monthly Meeting Minutes August 17, 2016

Attending: Diane Walton, Sandy Riese, Leo Schuch, Marcy Hufendick, Gwen Perry-Brye, Fran Wargolet , Terri Schmidt, Pam Seidl, Eva Hoey, David Zoerner, E.D. Beth Ballo, Lori Hanson, Marketing Manager, Robert Hallisy, Betsy Anderson, Clara Tappa,

Absent: Erik Guttormsen, Sarah Harris, John Plous, Robert Pieroni, Eric Larsen, Helene Sobin and Lou Molitor

Call to order at 5:34 pm by: President Diane Walton

Motion to approve June minutes made by Bob H. and second by David Z.

Motion Passed unanimously.

- WCH will ask for \$25,000.00 from CDBG for **WCH Legal Program Manager position.. A motion was made by Marcy with a second by Bob H. to apply for this grant.**
- **A second motion was made by Clara and a second by Sandy for seeking \$30,000.00 from CDBG for rewiring and IT service.**
- **Diane called for a vote on both, they were unanimously approved.**

Section 7: Outcome Performance Measurement

This section must be completed in order to be considered for funding.

HUD is now requiring recipients of federal funding to assess the outcomes of the program in question. In 2007, the City of Kenosha initiated a new Performance Measurement System to establish and track measurable goals and objectives for the CDBG and HOME programs. All approved applicants are required to comply with the Performance Measurement System.

I. GOALS

The proposed activity meets which of the following goals: (Select only one)



Goal #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.



Goal #2 – Provides decent 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.



Goal #3 – Creates economic opportunities

This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

II. OBJECTIVES

Select the most appropriate objective for the proposed activity.



Improve availability/accessibility

This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.



Improve affordability

This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.



Improve sustainability

This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

III. OUTCOMES
(Goals and Objectives of Proposed Activity)

Check all outcome statements that apply to the proposed activity.

AVAILABILITY/ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
<input checked="" type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input checked="" type="checkbox"/> Enhance suitable living environment through new/improved accessibility
<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability
<input type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved accessibility

IV. PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

Examples: 52 households will have new access to public sewer for the purpose of creating a suitable living environment.

7 households have affordable housing through a down payment assistance program for the purpose of creating decent affordable housing.

50 persons have access to new jobs through extension of a water line to a business for the purpose of creating economic development.

500 unduplicated victims of sexual assault and domestic violence will receive services allowing them greater access to the criminal justice system.

a. victims will receive court accompaniment,

b. victims will receive access to community resources including medical, mental health and housing.

c. will receive referral to support group services and follow-up

Section 8: Application Submission Checklist

The following items are required. Please make sure all attachments are labeled:

- Completed application (including budget and signed checklist)
- Outcome Performance Measurement Document
- Map with geographic location and service area (if necessary)
- Latest audited financial statements
- Endorsing resolution
- List of Board of Directors
- Current Agency Plan; date of Plan 3/16/2013
- Non-Profit's most recent Annual Report

The following items are also required unless submitted as part of the 2015 Application Process. Please make sure all attachments are labeled.

- Non-Profit Certificate of Incorporation and By-Laws
- Non-Profit 501C(3) Certification
- Non-Profit Mission Statement; date of Mission Statement 1/2016

The following items may be applicable to your application. Please submit if appropriate. Please make sure all attachments are labeled.

- Low to Moderate Income Surveys
- Funding Sources Support Letters and/or Documentation of Application for Other Funding
- Site Plan/Schematic Design
- Cost Estimates

We certify the application submitted is accurate and complete: (Two signatures are required.)

Diane Walton
Signature of Authorizing Official

Diane Walton, Board President
Typed Name and Title of Authorizing Official

10/17/2016
Date

262-656-3500
Phone

Beth Ballo
Signature of Authorizing Official

Beth Ballo, Executive Director
Typed Name and Title of Authorizing Official

10/17/2016
Date

262-656-3500
Phone

WOMEN AND CHILDREN'S HORIZONS

Advocating for Victims of Domestic and Sexual Violence

2016 Board of Directors

Last Name	First Name	Position in Community
Anderson	Betsy	Community Volunteer
Ballo	Beth	Executive Director
Guttormsen	Erik	Attorney
Hallisy	Robert	Kenosha County Sheriff's Department
Harris	Sarah	Carthage College
Hoey	Eva	Kenosha Area Convention & Visitors Bureau
Hufendick	Marcy	UW-Parkside
Larsen	Eric	Kenosha Police Department
Molitor	Lou	Kenosha Area Chamber of Commerce
Perry-Brye	Gwendolyn	Kenosha County Department of Health
Pieroni	Robert	Banking
Plous	John	Retired Court Commissioner
Riese	Sandra	Retired Hospital Administrator
Schmidt	Terri	Certified Public Accountant
Schuch	Leo	Realtor
Seidl	Pam	Insurance Agent
Sobin	Helene	Marketing & Consulting
Tappa	Clara	Chief Administrative Officer-United Communications Corp.
Walton	Diane	Adult Protective Services
Wargolet	Fran	Retired Banker
Zoerner	David	Kenosha County Sheriff's Department

Officers

Diane Walton, President

John Plous, Vice President

Terri Schmidt, Treasurer

Eva Hoey, Secretary

Women and Children's Horizons, Inc. 2525 63rd Street, Kenosha, WI 53143
Administrative and Support Services: (262) 656-3500 / Fax: (262) 656-3402
wchkenosha.org



Part of the National Network of Women's Centers



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

BRAD D. SCHIMEL
ATTORNEY GENERAL

Andrew C. Cook
Deputy Attorney General

114 East, State Capitol
P.O. Box 7857
Madison, WI 53707-7857
608/266-1221
TTY 1-800-947-3529

October 5, 2016

Beth Ballo
Executive Director
Women & Children's Horizons, Inc.
2525 63rd Street
Kenosha, WI 53143-4333

RE: **VOCA Grant**
DOJ Grant Number: 2015-VO-01-11925

Dear Beth Ballo:

The Wisconsin Department of Justice (DOJ), Office of Crime Victim Services (OCVS) has approved a grant award to Women & Children's Horizons, Inc. in the amount of \$383,868. This amount incorporates the agency's continuation and competitive applications for VOCA. These funds are from DOJ's Victim of Crime Act (VOCA) grant available through the U.S. Department of Justice. This grant supports Women & Children's Horizons, Inc.'s VOCA Program.

To accept this award, have the authorized official sign the *Signatory Page, Certified Assurances, and Lobbying and Debarment Forms* (four separate forms) and initial the bottom right corner of Attachment A and B, if enclosed. The Project Director should sign the Acknowledgement Notice. **One of the two award packets enclosed should be returned to DOJ within 30 days.** The other should be maintained for your records. Funds cannot be released until all signed documents are received.

As project director, you will be responsible for reporting all requirements outlined in the grant award and ensuring that funds are administered according to the approved application materials and certifications. Please contact Amanda Powers at powersal@doj.state.wi.us or (608) 267-2251 with any questions regarding this grant. We look forward to a collaborative working relationship with you. I appreciate the valuable service that your agency provides to citizens in your community who have been victimized by crime. Congratulations on the receipt of this grant award.

Very truly yours,

Brad D. Schimel
Attorney General of Wisconsin

BDS:ap
Enclosures
cc: Diane Walton



WISCONSIN DEPARTMENT OF
CHILDREN AND FAMILIES



WANDA

Wisconsin Application for
Non-profit Domestic
Abuse Agencies

2017 Application (2106) Confirmation For Women And Childrens Horizons (5)

Agency Messages

Contract Signee Title ok.
Contract Signee Name ok.

Application Messages

Client Definition ok.
Program Description ok.

Budget Messages

Budget amounts for Grant funds for Basic Services ok.
Budget amounts for Matching funds for Basic Services ok.

Budget amounts for Grant funds for Support Services ok.
Budget amounts for Matching funds for Support Services ok.

Application submitted successfully!

**City of Kenosha
Community Development Block Grant Application
Fiscal Year 2017**

Applicant City of Kenosha

Project Title Elimination of Blighted Structures

Category HOUSING, NEIGHBORHOOD
IMPROVEMENT/ ECONOMIC
DEVELOPMENT

(This line will be completed by Community Development & Inspections Staff)

Application Addresses Consolidated Plan Priorities	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

(To be completed by Community Development & Inspections Staff)

Amount of CDBG Funds Requested \$ \$100,000.00

Person to Contact about this Application and Notify of Date, Time, and Location of Interview.

Name and Title Tony Geliche

Address 625-52nd Street Room 308
Kenosha, WI. 53140

Phone Number 653-4030

Cell Number _____

E-Mail Address tgeliche@kenosha.org



2017 CDBG Application – Narrative Statements

1. Define what the problem is that your application will address.

The City of Kenosha has seen an increase in the number of dilapidated housing and commercial structures. By providing funding for the acquisition (if necessary) and demolition of those structures, the City can continue to address these structures.

2. Provide objective evidence to illustrate the problem (i.e., How many homeless individuals are there and how long have they been homeless.)

The City will demolish 8 properties in 2016 utilizing CDBG and other funds, with an inventory of ten potential properties.

3. What is the goal of the project?

The goal of the project would be to eliminate the properties that are contributing to the decline of the neighborhoods.

4. How does this project benefit low to moderate income persons or eliminate slum and blight?

The removal of substandard property will eliminate blight in the neighborhoods.

5. Who will benefit from this project?

The residents of the City will benefit from the removal of the blighting influences within their neighborhoods.

6. How do you expect to measure the success of the project? List the measurable outcomes of the project (Required for Public Service and Economic Development activities.)

Success will be measured by the increase in property values in the neighborhood, a decrease in code violations reported in the area and the improvement of the appearance of the area affected.

7. Where is the project located or where will the project take place?

Properties are located throughout the City.

Section 2: Project Development

This question is designed to help determine the readiness of your project.

1. Housing Project:

a) Describe the impact/benefit this project will have on the area:

Removal of substandard structures will provide for increased economic viability.

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

To stabilize the neighborhoods in which blighted properties are located.

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

Elimination of blighted structures this year and the construction of single-family housing has helped stabilize the neighborhoods.

d) Will a review of your project be required by:

Community Development & Inspections

City Plan Commission

Zoning Board of Appeals

Other (Specify)

Yes . No

e) Who will be responsible for the oversight of this project?

Community Development and Inspections staff

f) Other information you wish to provide regarding the status of the project:

Go to and complete pages 9-16

2. Public Improvement Project:

Yes No

a) Have you retained the services of a consultant?

Yes No

If yes, check appropriate box:

Engineer Landscape Architect
 Architect Planner

Was a Request for Proposal (RFP) used?

Yes No

b) Do you have completed architectural drawings?

Yes No

c) Do you have completed bid documents?

Yes No

d) Will a review of your project be required by:

Community Development & Inspections

Yes No

City Plan Commission

Yes No

Zoning Board of Appeals

Yes No

Other (specify) _____

Yes No

e) Are you aware of any other current or proposed projects that may affect the timing of your project?

Yes No

If yes, please list the project(s), estimated date(s) of construction, and agency(ies) responsible for the project:

f) Who will be responsible for the implementation?

Community Development and Inspections Staff

g) List the time frame for the project.

Structures would be identified and demolished by the end of 2017.

Go to and complete pages 9-16

Section 4: Budget

Please complete the entire project budget and demonstrate the ability to cover the cost of implementing the entire project.

(NOTE: THE ENTIRE BUDGET MUST BE SHOWN FOR THE ENTIRE PROJECT)

REVENUE:	
<i>Funding Sources: (List all Funding Sources for the Project)</i>	<i>Amount</i>
Source: CDBG ENTER CDBG AMOUNT HERE	\$100,000.00
Source: City of Kenosha Capital Improvement Plan	\$100,000.00
Source:	
TOTAL REVENUE:	\$200,000.00

EXPENSES:			
<i>Type of Expense (Salaries, Program Supplies, Utilities, etc.)</i>	<i>CDBG Funds</i>	<i>Other Funds</i>	<i>Total Amount</i>
Expense: Demolition/Possible Acquisition	\$100,000.00	\$100,000.00	\$200,000.00
Expense:			\$0.00
TOTAL EXPENSES:	\$100,000.00	\$100,000.00	\$200,000.00

REVENUE MUST EQUAL EXPENSES

TOTAL REVENUE MUST EQUAL TOTAL EXPENSES

*** COST ESTIMATES REQUIRE A MINIMUM OF **THREE (3)** ESTIMATES ***

NOTE: CDBG WILL NOT FUND 100% OF PROJECT COSTS

Section 4: Budget Continued

1. If full funding is not received, please describe what can be accomplished with less funding.

With less funding, fewer blighted properties will be removed.

2. If full funding is not received, will less service be provided?
If yes, please describe in detail.

Yes No

**Yes, less services will be provided.
It is anticipated that funding from the CIP and CDBG will provide enough funding to address the blighted properties located within the City of Kenosha.**

3. If full funding is not received, will additional funding from other sources be utilized?
If yes, please list the source and amount.

Yes No

Source

Amount

Section 7: Outcome Performance Measurement

This section must be completed in order to be considered for funding.

HUD is now requiring recipients of federal funding to assess the outcomes of the program in question. In 2007, the City of Kenosha initiated a new Performance Measurement System to establish and track measurable goals and objectives for the CDBG and HOME programs. All approved applicants are required to comply with the Performance Measurement System.

I. GOALS

The proposed activity meets which of the following goals: (Select only one)



Goal #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.



Goal #2 – Provides decent 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.



Goal #3 – Creates economic opportunities

This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

II. OBJECTIVES

Select the most appropriate objective for the proposed activity.



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

IV. PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

Examples: 52 households will have new access to public sewer for the purpose of creating a suitable living environment.

7 households have affordable housing through a down payment assistance program for the purpose of creating decent affordable housing.

50 persons have access to new jobs through extension of a water line to a business for the purpose of creating economic development.

Three to four blighted structures will be removed.

Section 8: Application Submission Checklist

The following items are required. Please make sure all attachments are labeled:

- Completed application (including budget and signed checklist)
- Outcome Performance Measurement Document
- Map with geographic location and service area (if necessary)
- Latest audited financial statements
- Endorsing resolution
- List of Board of Directors
- Current Agency Plan; date of Plan _____
- Non-Profit's most recent Annual Report

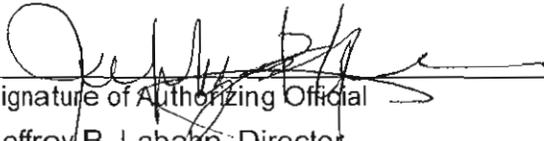
The following items are also required unless submitted as part of the 2015 Application Process. Please make sure all attachments are labeled.

- Non-Profit Certificate of Incorporation and By-Laws
- Non-Profit 501C(3) Certification
- Non-Profit Mission Statement; date of Mission Statement _____

The following items may be applicable to your application. Please submit if appropriate. Please make sure all attachments are labeled.

- Low to Moderate Income Surveys
- Funding Sources Support Letters and/or Documentation of Application for Other Funding
- Site Plan/Schematic Design
- Cost Estimates

We certify the application submitted is accurate and complete: **(Two signatures are required.)**

 _____ Signature of Authorizing Official Jeffrey B. Labahn, Director _____ Typed Name and Title of Authorizing Official	10/17/2016 _____ Date 262.653.4030 _____ Phone
 _____ Signature of Authorizing Official Frank J. Pacetti, City Administrator _____ Typed Name and Title of Authorizing Official	10/17/2016 _____ Date 262.653.4000 _____ Phone

**City of Kenosha
Community Development Block Grant Application
Fiscal Year 2017**

Applicant City of Kenosha

Project Title Section 108 Loan Repayment

Category HOUSING, NEIGHBORHOOD
IMPROVEMENT/ ECONOMIC
DEVELOPMENT

(This line will be completed by Community Development & Inspections Staff)

Application Addresses Consolidated Plan Priorities	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
(To be completed by Community Development & Inspections Staff)		

Amount of CDBG Funds Requested \$ **\$260,000.00**

Person to Contact about this Application and Notify of Date, Time, and Location of Interview.

Name and Title Tony Geliche

Address 625-52nd Street Room 308
Kenosha, WI. 53140

Phone Number 653-4030

Cell Number _____

E-Mail Address tgeliche@kenosha.org



2017 CDBG Application – Narrative Statements

1. Define what the problem is that your application will address.

The original use of the Section 108 Loan Guarantee will address the need to consolidate Fire and EMS services through the construction of a Fire Station. The City of Kenosha will utilize the funds to make a payment on the Section 108 Loan Guarantee that will provide funds for the construction of the Fire Station.

2. Provide objective evidence to illustrate the problem (i.e., How many homeless individuals are there and how long have they been homeless.)

The Fire Department Command Staff professionals with over 100 years of service to the Department developed the Plan to build a new Fire Station and repurpose the old stations.

3. What is the goal of the project?

The goal of the project would be to make payments on the Section 108 Loan Guarantee

4. How does this project benefit low to moderate income persons or eliminate slum and blight?

22,350 persons will benefit from the construction of the fire station, 15,260 of which are low-to moderate income (62.28%)

5. Who will benefit from this project?

The residents of the City will benefit from the use of these funds.

6. How do you expect to measure the success of the project? List the measurable outcomes of the project (Required for Public Service and Economic Development activities.)

Success will be measured by the improvement of the services to the public.

7. Where is the project located or where will the project take place?

Construction of the Fire Station will occur on the Old Bain School site (22nd Avenue and 52nd Street)

2. Public Improvement Project:

Yes No

- a) Have you retained the services of a consultant?
If yes, check appropriate box:

Yes No

Engineer Landscape Architect
 Architect Planner

Was a Request for Proposal (RFP) used?

Yes No

- b) Do you have completed architectural drawings?

Yes No

- c) Do you have completed bid documents?

Yes No

- d) Will a review of your project be required by:

Community Development & Inspections

Yes No

City Plan Commission

Yes No

Zoning Board of Appeals

Yes No

Other (specify) _____

Yes No

- e) Are you aware of any other current or proposed projects that may affect the timing of your project?

Yes No

If yes, please list the project(s), estimated date(s) of construction, and agency(ies) responsible for the project:

- f) Who will be responsible for the implementation?

City staff (Public Works/Fire Department)

- g) List the time frame for the project.

**Section 108 LOan application currently under review by HUD.
Construction - Fall 2017
Completion Summer 2018**

Go to and complete pages 9-16

Section 3: Historic Preservation Considerations

Listed below are historic preservation questions relevant to all **construction projects** for which CDBG funds are requested and received. Check the boxes applicable to your project.

1. Is the proposed project adjacent to or will it involve or impact buildings or districts eligible for or listed in the National or State Register of Historic Places? Yes No
-

a) If yes, which buildings or districts?

b) Describe the impact of the proposed project on these buildings or districts.

2. Are any of the buildings adjacent to, involved in, or affected by, the proposed project locally designated as individual landmarks, or as part of a local historic district? Yes No
-

a) If yes, which buildings?

b) Describe the impact of the proposed project on the locally designated buildings.

Section 4: Budget

Please complete the entire project budget and demonstrate the ability to cover the cost of implementing the entire project.

(NOTE: THE ENTIRE BUDGET MUST BE SHOWN FOR THE ENTIRE PROJECT)

REVENUE:	
<i>Funding Sources: (List all Funding Sources for the Project)</i>	<i>Amount</i>
Source: CDBG ENTER CDBG AMOUNT HERE	\$260,000.00
Source:	
TOTAL REVENUE:	\$260,000.00

EXPENSES:			
<i>Type of Expense (Salaries, Program Supplies, Utilities, etc.)</i>	<i>CDBG Funds</i>	<i>Other Funds</i>	<i>Total Amount</i>
Expense: Section 108 Loan Repayment	\$260,000.00		\$260,000.00
Expense:			\$0.00
TOTAL EXPENSES:	\$260,000.00	\$0.00	\$260,000.00

REVENUE MUST EQUAL EXPENSES

TOTAL REVENUE MUST EQUAL TOTAL EXPENSES

*** COST ESTIMATES REQUIRE A MINIMUM OF **THREE (3)** ESTIMATES ***

NOTE: CDBG WILL NOT FUND 100% OF PROJECT COSTS

Section 4: Budget Continued

1. If full funding is not received, please describe what can be accomplished with less funding.

Full funding will be needed to repay the Section 108 Loan Guarantee from HUD

2. If full funding is not received, will less service be provided?
If yes, please describe in detail.

Yes No

It is estimated that \$260,00 per year is needed for 20years to repay the Section 108 Loan Guarantee

3. If full funding is not received, will additional funding from other sources be utilized?
If yes, please list the source and amount.

Yes No

Source

Amount

_____	_____
_____	_____
_____	_____

Section 7: Outcome Performance Measurement

This section must be completed in order to be considered for funding.

HUD is now requiring recipients of federal funding to assess the outcomes of the program in question. In 2007, the City of Kenosha initiated a new Performance Measurement System to establish and track measurable goals and objectives for the CDBG and HOME programs. All approved applicants are required to comply with the Performance Measurement System.

I. GOALS

The proposed activity meets which of the following goals: (Select only one)



Goal #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.



Goal #2 – Provides decent 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.



Goal #3 – Creates economic opportunities

This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

II. OBJECTIVES

Select the most appropriate objective for the proposed activity.



Improve availability/accessibility

This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.



Improve affordability

This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.



Improve sustainability

This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

III. OUTCOMES
(Goals and Objectives of Proposed Activity)

Check all outcome statements that apply to the proposed activity.

AVAILABILITY/ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
<input checked="" type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility
<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved availability
<input type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved accessibility

IV. PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

Examples: 52 households will have new access to public sewer for the purpose of creating a suitable living environment.

7 households have affordable housing through a down payment assistance program for the purpose of creating decent affordable housing.

50 persons have access to new jobs through extension of a water line to a business for the purpose of creating economic development.

22,350 persons (15,260 low-to moderate income persons) will be provided with improved Fire/EMS services.

Section 8: Application Submission Checklist

The following items are required. Please make sure all attachments are labeled:

- Completed application (including budget and signed checklist)
- Outcome Performance Measurement Document
- Map with geographic location and service area (if necessary)
- Latest audited financial statements
- Endorsing resolution
- List of Board of Directors
- Current Agency Plan; date of Plan _____
- Non-Profit's most recent Annual Report

The following items are also required unless submitted as part of the 2015 Application Process. Please make sure all attachments are labeled.

- Non-Profit Certificate of Incorporation and By-Laws
- Non-Profit 501C(3) Certification
- Non-Profit Mission Statement; date of Mission Statement _____

The following items may be applicable to your application. Please submit if appropriate. Please make sure all attachments are labeled.

- Low to Moderate Income Surveys
- Funding Sources Support Letters and/or Documentation of Application for Other Funding
- Site Plan/Schematic Design
- Cost Estimates

We certify the application submitted is accurate and complete: **(Two signatures are required.)**



Signature of Authorizing Official
John M. Antaramian, Mayor

Typed Name and Title of Authorizing Official

10/17/2016

Date
262.653.4000

Phone



Signature of Authorizing Official
Frank J. Pacetti, City Administrator

Typed Name and Title of Authorizing Official

10/17/2016

Date
262.653.4000

Phone

**City of Kenosha
Community Development Block Grant Application
Fiscal Year 2017**

Applicant City of Kenosha - Public Works

Project Title Street Improvements

Category HOUSING, NEIGHBORHOOD
IMPROVEMENT/ ECONOMIC
DEVELOPMENT

(This line will be completed by Community Development & Inspections Staff)

Application Addresses Consolidated Plan Priorities	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

(To be completed by Community Development & Inspections Staff)

Amount of CDBG Funds Requested \$ \$260,000.00

Person to Contact about this Application and Notify of Date, Time, and Location of Interview.

Name and Title Shelly Billingsley, Director

Address 625-52nd Street - Room 305
Kenosha, Wi. 53140

Phone Number 653-4050

Cell Number _____

E-Mail Address sbillingsley@kenosha.org



*City of Kenosha – Department of Public Works
Street Improvements*

- The goal of this project is to improve the condition of several roads in the City of Kenosha that are located within low-to moderate income Census Tract/Block Groups.
- This project benefits low to moderate income persons by addressing the deteriorated road conditions that exist outside of their front door. The roads targeted for improvement are neighborhood roads utilized by the residents of the neighborhoods.
- The success of this project will be measured by the linear feet that are improved through the use of the CDBG funds.

2017 CDBG Requested Roadways

Cost Analysis

Location	Length (ft)	Cost / LF	Total
24 th Avenue from 43 rd Street to 41 st Street	1,100	\$190.00	\$209,000.00
10% Contingency			\$20,900.00
5% Design/Engineering			\$10,450.00
			\$240,350.00
 38 th Avenue from 67 th Street to 71 st Street	 1,480	 \$190.00	 \$281,200.00
10% Contingency			\$28,120.00
5% Design/Engineering			\$14,060.00
			\$323,380.00
			Total \$563,730.00

Low-to Moderate Income Area Benefit Analysis (Must be at least 51% LMI)

Location	Census Tract/Block Group	LMI Population	Total Population	Percent LMI
24 th Avenue from 43 rd Street to 41 st Street	8/1	625	1,020	61.27%
38 th Avenue from 67 th Street to 71 st Street	15/4	405	650	62.31%
		1,030	1,670	61.68%

2. Public Improvement Project:

Yes No

a) Have you retained the services of a consultant?
If yes, check appropriate box:

Yes No

- Engineer Landscape Architect
 Architect Planner

Was a Request for Proposal (RFP) used?

Yes No

b) Do you have completed architectural drawings?

Yes No

c) Do you have completed bid documents?

Yes No

d) Will a review of your project be required by:

Community Development & Inspections

Yes No

City Plan Commission

Yes No

Zoning Board of Appeals

Yes No

Other (specify) _____

Yes No

e) Are you aware of any other current or proposed projects that may affect the timing of your project?

Yes No

If yes, please list the project(s), estimated date(s) of construction, and agency(ies) responsible for the project:

f) Who will be responsible for the implementation?

Department of Public Works Staff

g) List the time frame for the project.

2017 Construction Season

Go to and complete pages 9-16

Section 4: Budget

Please complete the entire project budget and demonstrate the ability to cover the cost of implementing the entire project.

(NOTE: THE ENTIRE BUDGET MUST BE SHOWN FOR THE ENTIRE PROJECT)

REVENUE:	
<i>Funding Sources: (List all Funding Sources for the Project)</i>	<i>Amount</i>
Source: CDBG ENTER CDBG AMOUNT HERE	\$260,000.00
Source: City of Kenosha Capital Improvement Plan (CIP)	\$2,368,000.00
Source:	
TOTAL REVENUE:	\$2,628,000.00

EXPENSES:			
<i>Type of Expense (Salaries, Program Supplies, Utilities, etc.)</i>	<i>CDBG Funds</i>	<i>Other Funds</i>	<i>Total Amount</i>
Expense: Street Improvements	\$260,000.00	\$2,368,000.00	\$2,628,000.00
Expense:			\$0.00
TOTAL EXPENSES:	\$260,000.00	\$2,368,000.00	\$2,628,000.00

REVENUE MUST EQUAL EXPENSES

TOTAL REVENUE MUST EQUAL TOTAL EXPENSES

*** COST ESTIMATES REQUIRE A MINIMUM OF **THREE (3)** ESTIMATES ***
 NOTE: CDBG WILL NOT FUND 100% OF PROJECT COSTS

Section 4: Budget Continued

1. If full funding is not received, please describe what can be accomplished with less funding.

Less work will be performed.

Yes No

2. If full funding is not received, will less service be provided?
If yes, please describe in detail.

Cost is determined on a lineal foot basis, less funding will result in fewer linear feet paved.

3. If full funding is not received, will additional funding from other sources be utilized?
If yes, please list the source and amount.

Yes No

Source

Amount

Section 7: Outcome Performance Measurement

This section must be completed in order to be considered for funding.

HUD is now requiring recipients of federal funding to assess the outcomes of the program in question. In 2007, the City of Kenosha initiated a new Performance Measurement System to establish and track measurable goals and objectives for the CDBG and HOME programs. All approved applicants are required to comply with the Performance Measurement System.

I. GOALS

The proposed activity meets which of the following goals: (Select only one)

Goal #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.

Goal #2 – Provides decent 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.

Goal #3 – Creates economic opportunities

This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

II. OBJECTIVES

Select the most appropriate objective for the proposed activity.

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

IV. PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

Examples: 52 households will have new access to public sewer for the purpose of creating a suitable living environment.

7 households have affordable housing through a down payment assistance program for the purpose of creating decent affordable housing.

50 persons have access to new jobs through extension of a water line to a business for the purpose of creating economic development.

1,670 individuals (1,030 low-to moderate income individuals) will have access to better quality roads.

Section 8: Application Submission Checklist

The following items are required. Please make sure all attachments are labeled:

- Completed application (including budget and signed checklist)
- Outcome Performance Measurement Document
- Map with geographic location and service area (if necessary)
- Latest audited financial statements
- Endorsing resolution
- List of Board of Directors
- Current Agency Plan; date of Plan _____
- Non-Profit's most recent Annual Report

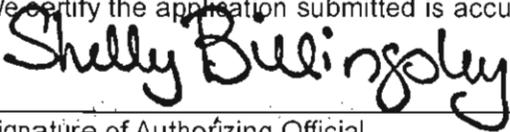
The following items are also required unless submitted as part of the 2015 Application Process. Please make sure all attachments are labeled.

- Non-Profit Certificate of Incorporation and By-Laws
- Non-Profit 501C(3) Certification
- Non-Profit Mission Statement; date of Mission Statement _____

The following items may be applicable to your application. Please submit if appropriate. Please make sure all attachments are labeled.

- Low to Moderate Income Surveys
- Funding Sources Support Letters and/or Documentation of Application for Other Funding
- Site Plan/Schematic Design
- Cost Estimates

We certify the application submitted is accurate and complete: **(Two signatures are required.)**

 _____ Signature of Authorizing Official	10/17/2016 _____ Date
Shelly Billingsley, Director _____ Typed Name and Title of Authorizing Official	262.653.4050 _____ Phone
 _____ Signature of Authorizing Official	10/17/2016 _____ Date
Frank J. Pacetti, City Administrator _____ Typed Name and Title of Authorizing Official	262.653.4000 _____ Phone

**City of Kenosha
Community Development Block Grant Application
Fiscal Year 2017**

Applicant City of Kenosha

Project Title Program Administration/Comprehensive Planning

Category PLANNING / MANAGEMENT
(This line will be completed by Community Development & Inspections Staff)

Application Addresses Consolidated Plan Priorities	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
(To be completed by Community Development & Inspections Staff)		

Amount of CDBG Funds Requested \$ **\$188,557.00**

Person to Contact about this Application and Notify of Date, Time, and Location of Interview.

Name and Title Tony Geliche

Address 625-52nd Street Room 308
Kenosha, WI. 53140

Phone Number 653-4030

Cell Number _____

E-Mail Address tgeliche@kenosha.org



6. Planning/Management Project (Plans/Studies):

a) Describe the impact this project will have on the community:

**Administration of the CDBG Program is required.
Comprehensive Planning efforts allow for the undertaking of neighborhood plans, small area plans and development of the CIP.**

b) Describe the stage or phase this project is in:

On-going

c) Have you retained the services of a consultant?

Yes No

If yes, check appropriate box:

If no, will the services be retained?

Engineer

Landscape Architect

Architect

Planner

d) Will a review of your project be required by:
Community Development & Inspections

City Plan Commission

Zoning Board of Appeals

Other (Specify) _____

e) Who will be responsible for the oversight of this project?

Community Development and Inspections staff.

Go to and complete pages 9-16

Section 4: Budget

Please complete the entire project budget and demonstrate the ability to cover the cost of implementing the entire project.

(NOTE: THE ENTIRE BUDGET MUST BE SHOWN FOR THE ENTIRE PROJECT)

REVENUE:	
<i>Funding Sources: (List all Funding Sources for the Project)</i>	<i>Amount</i>
Source: CDBG ENTER CDBG AMOUNT HERE	\$188,557.00
Source: City Tax Levy/HOME Program	
Source:	
TOTAL REVENUE:	\$188,557.00

EXPENSES:			
<i>Type of Expense (Salaries, Program Supplies, Utilities, etc.)</i>	<i>CDBG Funds</i>	<i>Other Funds</i>	<i>Total Amount</i>
Expense: CDI Operating	\$188,557.00	\$2,156,526.00	\$2,345,083.00
Expense:			\$0.00
TOTAL EXPENSES:	\$188,557.00	\$2,156,526.00	\$2,345,083.00

REVENUE MUST EQUAL EXPENSES

TOTAL REVENUE MUST EQUAL TOTAL EXPENSES

*** COST ESTIMATES REQUIRE A MINIMUM OF **THREE (3)** ESTIMATES ***

NOTE: CDBG WILL NOT FUND 100% OF PROJECT COSTS

Section 4: Budget Continued

1. If full funding is not received, please describe what can be accomplished with less funding.

The same level of service will be provided.

2. If full funding is not received, will less service be provided?
If yes, please describe in detail.

Yes No

3. If full funding is not received, will additional funding from other sources be utilized?
If yes, please list the source and amount.

Yes No

Source	Amount
City Tax Levy/HOME Program	\$2,156,526.00

Section 8: Application Submission Checklist

The following items are required. Please make sure all attachments are labeled:

- Completed application (including budget and signed checklist)
- Outcome Performance Measurement Document
- Map with geographic location and service area (if necessary)
- Latest audited financial statements
- Endorsing resolution
- List of Board of Directors
- Current Agency Plan; date of Plan _____
- Non-Profit's most recent Annual Report

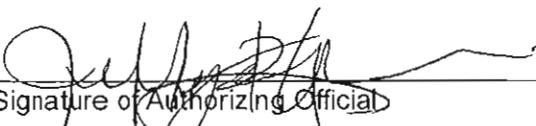
The following items are also required unless submitted as part of the 2015 Application Process. Please make sure all attachments are labeled.

- Non-Profit Certificate of Incorporation and By-Laws
- Non-Profit 501C(3) Certification
- Non-Profit Mission Statement; date of Mission Statement _____

The following items may be applicable to your application. Please submit if appropriate. Please make sure all attachments are labeled.

- Low to Moderate Income Surveys
- Funding Sources Support Letters and/or Documentation of Application for Other Funding
- Site Plan/Schematic Design
- Cost Estimates

We certify the application submitted is accurate and complete: **(Two signatures are required.)**



 Signature of Authorizing Official
 Jeffrey B. Labahn, Director

 Typed Name and Title of Authorizing Official

10/17/2016

 Date
 262.653.4030

 Phone



 Signature of Authorizing Official
 Frank J. Pacetti, City Administrator

 Typed Name and Title of Authorizing Official

10/17/2016

 Date
 262.653.4000

 Phone