

Elmer, Linda

From: Mahan, Steven
Sent: Friday, November 14, 2014 11:43 AM
To: Davis Sr., Joe
Cc: Perez, Jose; Stamper II, Russell; Wade, Willie; Zielinski, Tony; Elmer, Linda
Subject: RE: City Department Budgets for CDBG Funding request
Attachments: MHD_LEAD.pdf; DNS_ Neighborhood Cleanup_Code Enforcement.pdf; RACM_Admin.pdf

Alder Davis, your request to me was for current budget and descriptions for RACM Administration, Health Department - Lead Paint Prevention and Abatement, and Department of Neighborhood Services- Code Enforcement Inspectors Targeted Enforcement Program
Department of Neighborhood Services - Neighborhood Clean-up Program

These documents were delivered to the Common Council front desk in a CDGA envelope addressed to you on Tuesday, November 11th. See Attached I have requested the 2015 budgets from the Budget Office for City Departments and will forward them immediately upon receipt.

-----Original Message-----

From: Davis Sr., Joe
Sent: Friday, November 14, 2014 8:15 AM
To: Mahan, Steven
Cc: Perez, Jose; Stamper II, Russell; Wade, Willie; Zielinski, Tony; Elmer, Linda
Subject: City Department Budgets for CDBG Funding request

Dear Mr. Mahan,

I previously requested itemized budgets from City Departments that are recommended for 2015 funding of CDBG grants with no response from you. As you know, amendments to the administration's recommendations of the Funding Allocation Plan are due today at noon. I'll make my request this time in writing for the city departments itemized budgets for the proposed use of recommended funds for the year 2015.

Best regards,

Alderman Joe Davis, Sr.
Chairman, Community & Economic Development Committee

From: [Mahan, Steven](#)
To: [Davis Sr., Joe](#)
Cc: [Perez, Jose](#); [Stamper II, Russell](#); [Wade, Willie](#); [Zielinski, Tony](#); [Elmer, Linda](#)
Subject: RE: City Department Budgets for CDBG Funding request
Date: Friday, November 14, 2014 11:42:59 AM
Attachments: [MHD_LEAD.pdf](#)
[DNS_Neighborhood Cleanup Code Enforcement.pdf](#)
[RACM_Admin.pdf](#)

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Best regards,

Alderman Joe Davis, Sr.
Chairman, Community & Economic Development Committee

PROGRAM NARRATIVE

Milwaukee Health Department (In-House) Lead Paint Prevention/Abatement Program

1. **Households/Clients Served:** Describe the specific households/persons to be served, including target low income level and special needs populations, as applicable.

Low-income, very low-income and extremely low income households are the direct beneficiaries of the Lead Based Paint Prevention/Abatement Program which is implemented by the City of Milwaukee Health Department (MHD). Housing that was built prior to 1950, located within the Childhood Lead Poisoning Prevention Program target area, with an assessed property value of less than \$150,000 is targeted for participation. All rental properties must have low-income renters

2. **Outreach:** Indicate all of the methods that will be used to inform eligible persons about your program.

The outreach and marketing process includes community awareness via health fairs, community programs, housing resource fairs and partnerships with other community advocates who make regular referrals to the Program.

Additional methods include: 1) direct interface with rental property owners regarding enforcement of lead abatement work orders and making them aware of voluntary lead hazard reduction efforts which can be partially funded, 2) mass mailings to rental property owners, 3) collaborative relationships with other City of Milwaukee housing programs, 4) word of mouth, and 5) community-based health fairs.

3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the numeric goals of the program, method and the timetable for implementation.

Lead hazard reduction per Milwaukee's evidence-based lead safe housing standard will take place in 100 housing units. Lead hazard reduction includes window replacement or Milwaukee's double jamb liner treatment to high risk window components (approximately 13 windows per housing unit) and lead safe maintenance to other less risky but deteriorated painted surfaces. The cost of lead hazard controls including the abatement of window hazards is estimated at approximately \$5,000.00 per unit. Property owners are required to correct all outstanding building code violations, be current with their property taxes and conduct lead safe maintenance. Approximately 8-9 housing units will receive lead hazard reduction each month to successfully fulfill the annual goal of 100 housing units.

Method: Based on outreach efforts, property owners will submit applications. If they fulfill the eligibility criteria, all children under the age of six that reside at the property will be offered a blood lead test and education will be offered by a Public Health Services Assistant or Public Health Nurse. A MHD Lead Program Risk Assessor will conduct a lead based paint risk assessment and inspection of the property. Hazards will be indicated on the Scope of Work and will be paid for by the owner and the program. The lead abatement will be monitored for work quality and lead safe practices daily by the Risk Assessor. Upon completion, the Risk Assessor will conduct dust wipe clearance tests to assure lead safety. Contractors are paid by the MHD once lead abatement clearance is achieved.

4. **Program Outcomes:** The expected long term outcomes from CDGA's funded programs are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, Improve Quality of Life.** Towards this end, describe the short term and midterm outcomes (results, impact or change expected to come about as a result of your program).

The Lead Based Paint Prevention/Abatement Program will conduct lead hazard reduction in 100 high risk housing units within the lead program target area. In the short term this will increase property values, create and maintain jobs for lead abatement workers (increase economic vitality) and improve the quality of life for families residing in these properties. In the long term, this funding will assist in the eradicating childhood lead poisoning in the City of Milwaukee. Each year it is expected that lead poisoning prevalence rates will continue to decline as they have for the last 14 years:

YEAR	Prevalence rate	Numerator (children with lead levels > 10)	Denominator (children tested)
1997	31.9%	6550	20,506
1998	26.4%	5208	19,719
1999	23.5%	4198	17,883
2000	19.3%	3656	18,992
2001	16.5%	3563	21,565
2002	14.1%	3217	22,813
2003	11.3%	2586	22,815
2004	9.8%	2364	24,007
2005	8.3%	1865	22,510
2006	6.6%	1415	21,738
2007	5.9%	1393	23,716
2008	4.8%	1193	24,934
2009	4.4%	1194	27,047
2010	3.4%	1029	30,260
2011	3.2%	1018	31,509
2012	3.3%	974	29,276

5. If applicable, describe existing collaborations with other agencies, residents and/or other entities which are necessary for performance of the activity.

The success of this initiative is dependent on cooperation established by the MHD between property owners, tenants and lead abatement contractors. Additionally, the MHD Childhood Lead Poisoning Prevention Program has established relationship with many community and faith-based organizations and government housing agencies to assure identification and referral of high risk housing. Finally, inter-Department collaboration (with DNS, DCD and CDGA) and support has been instrumental in assuring the creation of lead-safe housing in Milwaukee.

6. Describe your agency's specific experience in providing the requested services, accomplishments and successes specific to the activity for which you are applying. Include staff expertise.

The MHD Childhood Lead Poisoning Prevention Program has been in existence since 1992. As of September 2013 16,590 lead-safe housing units have been produced as a result of voluntary participation or enforcement efforts. Thousands of residents each year are reached by MHD and community-based staff with education, blood lead testing and nursing services. The Lead Program Management Team is well-established and the 9 Lead Program Risk Assessors have multiple years of experience. The MHD Lead Program is recognized as a national model and has received several Best Practice awards from HUD and the National Association of City and County Health Officials (NACCHO), as well as a 2007 Distinction Award from the United Conference of Mayors Lead-safe for Kids Sake program.

7. Describe other resources leveraged for the activity for which you are applying.

The MHD's Childhood Lead Poisoning Prevention Program is largely funded by Federal and State grants to assure a comprehensive response to the problem of childhood lead poisoning, which in 2011 included the award of ~\$4,500,000.00 in lead abatement funding through the U.S. Department of Housing and Urban Development. The knowledge, capacity and infrastructure exist to solve this well understood and totally preventable problem. The MHD CLPPP primary prevention approach attracts private owners to enrolling properties in the program. MHD's strategy requires owners to conduct lead-safe maintenance as a condition of grant funding. MHD's current strategy results in a return of \$0.50 to \$1.00 private investment for every MHD dollar spent. Property taxes of properties receiving MHD funds must be current as well as any building inspection orders must be addressed prior to funding. As a result, owners pay off delinquencies and address building inspection orders to become eligible for lead abatement subsidy, which is a benefit to the City of Milwaukee

PROGRAM NARRATIVE

Milwaukee Health Department Lead Based Paint Prevention/Abatement Project (CDGA Housing Providers)

1. **Households/Clients Served:** Describe the specific households/persons to be served, including target low income level and special needs populations, as applicable.

Low-income, very low-income and extremely low income households are the direct beneficiaries of the homes made lead-safe as a result of the monitoring performed by the Lead Risk Assessors of the Milwaukee Health Department (MHD). MHD assures occupant safety through site monitoring and enforcement of HUD's Lead Safe Housing Rule. CDGA-funded housing agencies benefit from the scope of work reviews; site monitoring, final visual inspection and dust wipe clearance tests performed in accordance with federal guidelines. The beneficiaries are qualified by each of the agencies referring properties and projects to MHD for lead safe monitoring.

2. **Outreach:** Indicate all of the methods that will be used to inform eligible persons about your program.

Outreach is performed through the informational meetings held periodically throughout the year for the various housing agency partners as called by the MHD as the need arises.

3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the numeric goals of the program, method and the timetable for implementation.

The work to be performed is the daily monitoring for lead-safe work practices of federally assisted housing rehabilitation projects. The work includes the reviews of scopes of work and the tracking of projects to assure compliance with federal regulations. Daily inspections of housing rehabilitation projects across the entire CDGA target area are performed by Lead Risk Assessors trained according to federal guidelines and certified by the State of Wisconsin. When applicable, occupant's safety will be reviewed by MHD staff. Informal education takes place at each job site according to the specific needs identified. Lead risk assessors enforce Federal standards for working safely with lead through education, instruction and enforcement.

The goal for the program is to assure lead-safety in 100% of the projects completed by the CDGA-funded housing programs. The actual number of projects is determined by the activity expectations of CDGA for each of the funded housing programs. These numbers are forecast at the beginning of the year in consultation with the CDGA Program Officer. Monthly reports conveying completion activity are provided to CDGA. The activity is ongoing throughout the year due to the continuation of work started but not completed by the various housing organizations. The completion of the project is determined by the housing organization.

4. **Program Outcomes:** The expected long term outcomes from CDGA's funded programs are:
1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, Improve Quality of Life. Towards this end, describe the short term and midterm outcomes (results, impact or change expected to come about as a result of your program).

The short term impact of the program is lead hazard reduction through lead-safe work methods, the creation of skilled jobs for disadvantaged business enterprises, and successful completion of dust wipe clearance tests to assure reduction of lead hazards in the home environment. This, in turn, will increase property values, increase economic vitality for workers and improve the quality of life for families residing in these properties. The activity in low-income neighborhoods of the CDGA Target Area will increase the availability of lead-safe and habitable housing. Lead-safe housing improves the livability and marketability of neighborhoods. In the long term, this funding will assist in the eradicating childhood lead poisoning in the City of Milwaukee.

To reach this goal, the City of Milwaukee must accelerate production of lead-safe housing units over the next three years. Each year it is expected that lead poisoning prevalence rates will continue to decline as they have for the last 14 years:

YEAR	Prevalence rate	Numerator (children with lead levels > 10)	Denominator (children tested)
1997	31.9%	6550	20,506
1998	26.4%	5208	19,719
1999	23.5%	4198	17,883
2000	19.3%	3656	18,992
2001	16.5%	3563	21,565
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2007	5.9%	1393	23,716
2008	4.8%	1193	24,934
2009	4.4%	1194	27,047
2010	3.4%	1029	30,260

5. If applicable, describe existing collaborations with other agencies, residents and/or other entities which are necessary for performance of the activity.

Collaboration is truly the trademark of the City of Milwaukee Health Department's monitoring of federally assisted housing rehabilitation activity. MHD staff works collaboratively with community based organizations, each housing agency, each property owner and each contractor to assure compliance with federal regulations, while not being directly responsible for the completion of the job.

6. Describe your agency's specific experience in providing the requested services, accomplishments and successes specific to the activity for which you are applying. Include staff expertise.

As of December 2011 15,464 lead-safe housing units have been monitored for lead safe work practices and provided clearance at the completion of lead hazard control/abatement activities. MHD staff has many years of experience of increasingly professional monitoring and implementation of lead safe standards. The Childhood Lead Poisoning Prevention Program is funded independently to perform lead abatement and lead hazard reduction activity by HUD. This expertise is continually shared with CDGA to professionally monitor and assure compliance with federal regulations relating to lead-safe rehabilitation activity.

7. Describe other resources leveraged for the activity for which you are applying.

The MHD's Childhood Lead Poisoning Prevention Program is largely funded by Federal and State grants to assure a comprehensive response to the problem of childhood lead poisoning, which in 2011 included the award of \$4,500,000 in lead abatement funding through the U.S. Department of Housing and Urban Development. The knowledge, capacity and infrastructure exist to solve this well understood and totally preventable problem.

Combined Budget

Organization: HEALTH DEPARTMENT
 Account #: CD1175141340/CD1200141240
 Budget \$: \$1,358,000
 Program Year: 2014 CDBG

YEAR 2014 COMMUNITY DEVELOPMENT
 GRANTS ADMINISTRATION
 2013 NOV 25 PM 3:40
 ORGANIZATION BUDGET/FORECAST

Original X
 Amendment Number _____

ENTERED
 11/20/13

Organization Signature: *[Signature]* Date: 11/25/2013
 Accepted By: (CDGA): *[Signature]*
 Reviewed By: (Comp): *[Signature]* 11/20/14

Cost Category	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Personnel	57,304	57,304	57,304	57,304	57,304	57,304	57,304	57,304	57,304	57,304	57,304	57,298	687,642
Fringe Benefits	26,933	26,933	26,933	26,933	26,933	26,933	26,933	26,933	26,933	26,933	26,933	26,929	323,192
General Services	663	667	667	667	667	667	667	667	667	667	667	667	8,000
Office Supplies	822	822	821	821	821	821	821	821	821	821	821	821	9,954
Equipment Purchase	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment Rental	0	0	0	0	0	0	0	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Costs	27,441	27,441	27,443	27,443	27,443	27,443	27,443	27,443	27,443	27,443	27,443	27,443	329,312
PERIOD TOTALS	113,163	113,167	113,168	113,168	113,168	113,168	113,168	113,168	113,168	113,168	113,168	113,158	1,358,000
CUMULATIVE TOTALS	113,163	226,330	339,498	452,666	565,834	679,002	792,170	905,338	1,018,506	1,131,674	1,244,842	1,358,000	1,358,000

**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
BUDGET JUSTIFICATION
PERSONNEL**

Project Name:

City Cost Category: **PERSONNEL**

MANDATORY DATA					
Number of Positions	Position Title, Employee Name Address, City, State <i>(If vacant please indicate)</i>	Average Salary Range	Total Salary	Percent CDBG Funded	Total Cost to Project
1.0	Home Environmental Health Manager Lisa Acheson 214 S 62nd Street Milwaukee, WI 53214	77,432	77,432	10%	7,743
1.0	Lead Program Information Specialist Robert Colla 2525 S. Shore Dr., #8F Milwaukee, WI 53207	58,113	58,113	100%	58,113
1.0	Project Manager Eric Yanke 3002 S. 9th Place Milwaukee, WI 53215	56,533	52,041	100%	52,041
4.0	Lead Risk Assessor II Denise Anderson 1715 W Galena Street Milwaukee, WI 53205	43,910	53,352	100%	53,352
	Mary Francis Williams 7918 W. Denver Ave. Milwaukee, WI 53223	43,910	53,352	100%	53,352
	Diana Lopez 2546 S. 16th Street Milwaukee, WI 53215	43,910	52,850	100%	52,850
	Melen Dogan 4871 S. 22nd Place Milwaukee, WI 53221	43,910	53,352	100%	53,352
1.0	Lead Education Assistant VACANT	36,461	36,714	100%	36,714
2.0	Program Assistant II Patricia Wilson 7740 N. Highview Drive Milwaukee, WI 53223	41,368	45,888	100%	45,888
	Jodi Wingers 5803 W. Holt Ave.	41,368	47,680	100%	47,680

1.0	Milwaukee, WI 53219 Office Assistant III VACANT	33,355	38,026	100%	38,026
1.0	Office Assistant II Linda Wabanimkee 4161 S. 5th Street Milwaukee, WI 53207	30,568	34,374	50%	17,187
1.0	Chemist Elizabeth Zembrowski 1101 S 24 Street Milwaukee, WI 53204	51,356	57,136	100%	57,136
2.0	Public Health Nurse Cynthia Birts 7446 N 42 nd Street Milwaukee, WI 53209	51,743	57,315	100%	57,315
	Margo Manassa 3897 N. 3rd Street Milwaukee, WI 53212	51,743	56,893	100%	56,893
	CDGA RESIDENCY REQUIREMENT Organizations receiving funding from the Grant Programs administered by the Community Development Grants Administration must have adopted a written policy that, "effective January 1, 1996, all persons holding any of the grant funded staff positions administered by the Community Development Grants Administration shall be, and remain, residents of the City of Milwaukee".				0
TOTAL					687,642

**COMMUNITY DEVELOPMENTS GRANTS ADMINISTRATION
BUDGET JUSTIFICATION
FRINGE BENEFITS**

Project Name: Lead Prevention/Lead Abatement	City Cost Category: FRINGE BENEFITS
Description:	Total Costs:
<p style="margin-left: 40px;">Social Security</p> <p style="margin-left: 40px;">Medicare</p> <p style="margin-left: 40px;">Unemployment Compensation</p> <p style="margin-left: 40px;">Worker's Compensation</p> <p style="margin-left: 40px;">Health and Dental</p> <p style="margin-left: 40px;">Retirement</p> <p style="margin-left: 40px;">Disability Insurance</p> <p style="margin-left: 40px;">Life Insurance</p> <p style="margin-left: 40px;">Other (Specify): <u>City Fringe Benefits (47%)</u></p>	<p style="text-align: right; margin-top: 200px;">323,192</p>
TOTAL	323,192

Fringe Benefits Rate includes Social Security Tax (Employer's Share), Pension, Employer's Share of Employees' Annuity Payments, Workmen's Compensation, and Health, Life, and Unemployment Insurance.

**COMMUNITY DEVELOPMENTS GRANTS ADMINISTRATION
BUDGET JUSTIFICATION
GENERAL SERVICES**

Project Name: Lead Prevention/Lead Abatement	City Cost Category: GENERAL SERVICES
Description:	Total Costs:
<p style="margin-left: 40px;">Travel (for employees only): IN-CITY MILEAGE</p> <p style="margin-left: 40px;">In-State</p> <p style="margin-left: 40px;">Out-of-State (requires prior written Grant Monitor approval)</p> <p style="margin-left: 40px;">Staff Training (out-of-state requires prior written Grant Monitor approval)</p> <p style="margin-left: 40px;">Office Rent (mortgage + interest payments are not eligible)</p> <p style="margin-left: 40px;">Utilities</p> <p style="margin-left: 40px;">Telephone</p> <p style="margin-left: 40px;">Office Cleaning</p> <p style="margin-left: 40px;">Printing</p> <p style="margin-left: 40px;">Advertising</p> <p style="margin-left: 40px;">Banking Fees</p> <p style="margin-left: 40px;">Memberships (Specify):</p> <hr style="margin-left: 40px;"/> <p style="margin-left: 40px;">Other (Specify):</p> <hr style="margin-left: 40px;"/> <hr style="margin-left: 40px;"/>	<p>8</p> <p>12,000</p>
TOTAL	<p>8</p> <p>12,000</p>

All materials publicizing or resulting from grant activities shall contain an acknowledgement of CDBG assistance. An acknowledgement of support shall be made through use of the following footnote: "Funded in part (or in whole) by a City of Milwaukee grant of Community Development Block Grant funds", OR, the project shall display the official CDBG LOGO in connection with the activities sponsored by the grant. In this respect, the LOGO shall appear in a separate space, apart from any other symbol or credit. Project shall provide a copy of all materials publicizing or resulting from grant activities with reimbursement requests.

**COMMUNITY DEVELOPMENTS GRANTS ADMINISTRATION
BUDGET JUSTIFICATION
OFFICE SUPPLIES**

Project Name: Lead Prevention/Lead Abatement	City Cost Category: OFFICE SUPPLIES
Description:	Total Costs:
General Office Products and Consumable Supplies Lead Program	4,854
Postage	
Printing and Copying Supplies	
Computer Supplies	2,000
Cleaning Supplies	3,000
Publications & Periodicals	
Subscriptions/Books	
Other (Specify):	

TOTAL	9,854

**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
BUDGET JUSTIFICATION
EQUIPMENT PURCHASE**

Project Name: Lead Prevention/Lead Abatement		City Cost Category: EQUIPMENT PURCHASE		
CHECK APPROPRIATE BOX: Personal Property <input type="checkbox"/> Real Property <input type="checkbox"/>				
Number of Items	Description	Unit Costs	Percent CDBG-Funded	Total CDBG Costs
	<p>CDGA Procurement policies must be adhered to when soliciting for these services.</p>			0
TOTAL				0

CDGA MUST PREAUTHORIZE PROPERTY EQUIPMENT OF \$300.00 OR MORE (OR, IF LESS THAN \$300.00, DETERMINED BY CDGA). A PROPERTY RECORD FORM AND THE VENDOR INVOICE MUST ACCOMPANY THE REIMBURSEMENT REQUEST (CDA-76).

CDGA MUST PREAUTHORIZE ALL PROPERTY/EQUIPMENT WITH A UNIT COST OF \$1,000.00. WE REQUIRE YOU TO FILE A UCC FINANCING STATEMENT THAT THE STATE, GIVING THE CITY OF MILWAUKEE A PRIORITY SECURITY INTEREST IN THE EQUIPMENT/PROPERTY. A PROPERTY RECORD FORM, THE VENDOR INVOICE AND THE ACKNOWLEDGEMENT COPY OF THE UCC-1 FINANCING STATEMENT SHOWING THAT THE STATE HAS FORMALLY EXECUTED THE DOCUMENT MUST ACCOMPANY THE REIMBURSEMENT REQUEST. SEE CONTRACT FOR REFERENCE.

FILE THE UCC-1 FINANCING STATEMENT WITH THE DEPARTMENT OF FINANCIAL INSTITUTIONS, UCC DIVISION, P.O. BOX 7847, MADISON WISCONSIN 53707. THE UCC-1 STATEMENT IS OBTAINABLE FROM THE DFI WEBSITE AT: WWW.WDFI.ORG

**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
BUDGET JUSTIFICATION
EQUIPMENT RENTAL**

Project Name: Lead Prevention/Lead Abatement		City Cost Category: EQUIPMENT RENTAL	
CHECK APPROPRIATE BOX: Personal Property <input type="checkbox"/> Real Property <input type="checkbox"/>			
Number of Rental Units	Description	Total Rental Costs	Total CDBG Costs
TOTAL			0

**COMMUNITY DEVELOPMENTS GRANTS ADMINISTRATION
BUDGET JUSTIFICATION
CONTRACTUAL SERVICES**

Project Name: Lead Prevention/Lead Abatement	City Cost Category: CONTRACTUAL SERVICES
Description:	Total Costs:
<p>Accounting</p> <p>Audits- costs are only allowed if total federal funding exceed \$500,000</p> <p>Legal</p> <p>Insurance</p> <p>Consulting Services- All consulting agreements must be pre-authorized by CDGA <i>before</i> the organization enters into a third-party contractual relationship. Submit a draft agreement for pre-authorization and, if approved by CDGA, a final copy of the executed agreement with the reimbursement request. All contractual services are subject to competitive bidding annually.</p> <p>Other Costs (Specify):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>CDGA Procurement policies must be adhered to when soliciting for services in this category.</p>	
Total	0

**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
BUDGET JUSTIFICATION
OTHER COSTS**

Project Name: Lead Prevention/Lead Abatement		City Cost Category: OTHER COSTS	
CATEGORY ITEM:			
Number	Description	Costs	Costs
	Lead Abatement Contractors	329,312	329,312
TOTAL		329,312	329,312

**Staff Roster for Agencies with Grant Administered by the
Community Development Grants Administration**

Organization Name: City of Milwaukee Health Department

Date Completed: November 25, 2012

Program Year: 2014

NAME & TITLE	RACE	ADDRESS-INCLUDE CITY, STATE & ZIP
NAME: Lisa Acheson	Caucasian	214 S. 62 nd Street Milwaukee, WI 53214
TITLE: Home Environmental Health Manager		
NAME: Robert Colla	Caucasian	2525 South Shore Drive, #8F Milwaukee, WI 53207
TITLE: Lead Program Information Specialist		
NAME: Eric Yanke	Caucasian	3002 S. 9 th Place Milwaukee, WI 53215
TITLE: Lead Project Coordinator		
NAME: Denise Anderson	African- American	1715 W. Galena Street Milwaukee, WI 53205
TITLE: Lead Risk Assessor II		
NAME: Mary Frances	Caucasian	7918 W. Denver Ave. Milwaukee, WI 53223
TITLE: Lead Risk Assessor II		
NAME: Diana Lopez	Caucasian Hispanic	2546 S. 16 th Street Milwaukee, WI 53215
TITLE: Lead Risk Assessor II		
NAME: Melen Dogan	Caucasian	4871 S. 22 nd Place Milwaukee, WI 53221
TITLE: Lead Risk Assessor II		
NAME: Jodi Wingers	Caucasian	5803 W. Holt Ave. Milwaukee, WI 53219
TITLE: Program Assistant II		
NAME: Patricia Wilson	African- American	7740 N. Highland Drive Milwaukee, WI 53223
TITLE: Program Assistant II		

Organizations receiving funding from Grant Programs administered by the Community Development Grants Administration must have adopted a written policy that, "effective January 1, 1996, all persons holding any of the grant funded staff positions administered by the Community Development Grants Administration shall be, and remain, residents of the City of Milwaukee".

NOTE: THIS FORM MUST BE SUBMITTED WHENEVER THERE ARE STAFF CHANGES.

CDGA FILE _____
COMPTROLLER _____

**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
BUDGET JUSTIFICATION
PERSONNEL**

PROJECT NAME: RACM ADMINISTRATION		CITY COST CATEGORY: PERSONNEL			
NUMBER OF POSITIONS	MANDATORY DATA * POSITION TITLE, EMPLOYEE NAME, ADDRESS, CITY STATE IF VACANT INDICATE	AVERAGE SALARY RANGE	TOTAL SALARY	PERCENT CDBG FUNDED	TOTAL COST TO PROJECT
1	BOB EFINGER ACCOUNTING II	2DN	\$46,347	50%	\$23,174 ³
1	JAYNE GARCIA-LARA PURCHASING AGENT SR	2EX	\$57,856	100%	\$57,856
1	MELISSA FULGENZI GRANT BUDGET ANALYST, SR	2JX	\$79,608	70%	\$55,726
1	LORI SCHMIDT ACCOUNTING MANAGER - SR	1GX	\$85,936	25%	\$21,484
1	MARLYNE LAUGHLIN OFFICE ASSISTANT IV	6HN	\$39,566	100%	\$39,566
	KEITH BAILEY REAL ESTATE COORDINATOR II	2DN	\$42,500	50%	\$21,250
TOTAL					\$219,055

* ORGANIZATIONS RECEIVING FUNDING FROM GRANT PROGRAMS ADMINISTERED BY THE COMMUNITY BLOCK GRANT ADMINISTRATION MUST HAVE ADOPTED A WRITTEN POLICY THAT, "EFFECTIVELY JANUARY 1, 1996, ALL PERSONS HOLDING ANY OF THE GRANT FUNDED STAFF POSITIONS ADMINISTERED BY COMMUNITY BLOCK GRANT ADMINISTRATION SHALL BE, AND REMAIN, RESIDENTS OF THE CITY OF MILWAUKEE".

**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
BUDGET JUSTIFICATION
FRINGE BENEFITS**

PROJECT NAME: RACM ADMINISTRATION		CITY COST CATEGORY: FRINGE BENEFITS *
DESCRIPTION	TOTAL COSTS	
SOCIAL SECURITY		
MEDICARE		
UNEMPLOYMENT COMPENSATION		
WORKER'S COMPENSATION		
HEALTH AND DENTAL		
RETIREMENT		
DISABILITY INSURANCE		
LIFE INSURANCE		
OTHER (SPECIFY):		
	CITY RATE 47%	\$102,956
	TOTAL	\$102,956

FRINGE BENEFITS

* FRINGE BENEFIT RATE INCLUDES SOCIAL SECURITY TAX (EMPLOYER'S SHARE), PENSION, EMPLOYER'S SHARE OF EMPLOYEES' ANNUITY PAYMENTS, WORKMEN'S COMPENSATION, AND HEALTH, LIFE AND UNEMPLOYMENT INSURANCE.

**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
BUDGET JUSTIFICATION
GENERAL SERVICES**

PROJECT NAME:	RACM ADMINISTRATION	CITY COST CATEGORY: GENERAL SERVICES
DESCRIPTION	TOTAL COSTS:	\$17,774
TRAVEL --for employees only-- IN-STATE PARKING & MILEAGE OUT-OF-STATE - requires prior monitor approval		
STAFF TRAINING --out of state requires prior monitor approval--		
PARKING & MILEAGE		\$13,474
UTILITIES		
TELEPHONE		\$2,300
OFFICE CLEANING		
PRINTING AND COPYING		\$2,000
ADVERTISING		
LIABILITY INSURANCE		
MEMBERSHIPS (specify) NAHRO		
OTHER (specify)		
TOTAL		\$17,774

All materials publicizing or resulting from grant activities shall contain an acknowledgment of CDBG assistance. An acknowledgment of support shall be made through use of the following footnote: "funded in part (or in whole) by a City of Milwaukee grant of Community Development Block Grant funds; OR the project shall display the official CDBG LOGO in connection with the activities sponsored by the grant. In this respect, the LOGO shall appear in a separate space, apart from any other symbol or credit. Project shall provide copy of all materials publicized or resulting from grant activities with reimbursement request.

**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
BUDGET JUSTIFICATION
OFFICE SUPPLIES**

PROJECT NAME:	RACM ADMINISTRATION	CITY COSY CATEGORY: OFFICE SUPPLIES
DESCRIPTION	TOTAL COSTS:	\$4,127
GENERAL OFFICE PRODUCTS AND CONSUMABLE SUPPLIES		\$1,000
POSTAGE		\$2,132
PRINTING AND COPYING SUPPLIES		\$995
COMPUTER SUPPLIES		
CLEANING SUPPLIES		
PUBLICATIONS AND PERIODICALS		
SUBSCRIPTIONS/BOOKS		
OTHER (SPECIFY) _____		
	TOTAL	\$4,127

**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
BUDGET JUSTIFICATION
CONTRACTUAL SERVICES**

PROJECT NAME:	RACM ADMINISTRATION	CITY COST CATEGORY:	CONTRACTUAL SERVICES
DESCRIPTION	TOTAL COSTS:	\$11,000	
ACCOUNTING			
AUDITS - audit costs are only allowed if total federal funding exceeds \$300,000			
LEGAL			
INSURANCE		\$11,000	
CONSULTING SERVICES			
<p>ALL CONSULTING AGREEMENTS MUST BE PREAUTHORIZED BY CBGA BEFORE THE ORGANIZATION ENTERS INTO THIRD-PARTY CONTRACTUAL RELATIONSHIPS. SUBMIT A DRAFT AGREEMENT FOR PRE-AUTHORIZATION AND, IF APPROVED BY CBGA, A FINAL COPY OF THE EXECUTED AGREEMENT WITH THE REIMBURSEMENT REQUEST. ALL CONTRACTUAL SERVICES ARE SUBJECT TO COMPETITIVE BIDDING ANNUALLY.</p>			
OTHER COSTS (SPECIFY) _____			
TOTAL		\$11,000	

CDBG PROGRAM NARRATIVE
Department of Neighborhood Services

**Code Enforcement Inspectors Targeted Enforcement Program
PROGRAM YEAR 2014**

The Targeted Enforcement Program has three basic activity measurements as per discussions between DNS and CBGA staff. These are:

- Exterior Inspections for the Citywide Housing Coalition and other Community Groups
- Inspections in designated NIDC Targeted Investment Neighborhood (TIN) areas
- "Targeted" Inspections of historically non-compliant properties
- Landlord Training Program

A Special Enforcement Inspector has been assigned to the BI Liaison/Citywide Housing Coalition/Community Groups. The Inspector does "walk throughs" with representatives of these groups, writes up repair orders or processes the necessary paperwork for court action when owners fail to address previously issued unabated orders. This is done in conjunction with the survey process funded by CBGA as the BI Liaison program.

DNS believes the closer link with these groups has benefited neighborhoods and empowered citizens to take stronger actions when it comes to distressed properties. It should be noted that nearly 100% of the effort is focused in the CDBG target area. What's more, the DNS Court Section has been sharing pending court dates with these groups for the opportunity to submit Impact Statements to Municipal Court Judges regarding the negative influences deteriorated structures have on a neighborhood. Unfortunately, at this juncture (court action), owners have failed to respond to formal DNS orders.

It should be noted, however, that over 50% of the properties identified by the community groups affect repairs before any DNS action is needed. Owners ignoring Housing Coalition letters (letters are sent-postage paid by DNS) to make repairs are turned over to the Special Enforcement Inspector for formal action. Approximately 70% of those properties are repaired after formal orders are written.

NIDC TIN areas also receive special treatment from this initiative. Each year, as part of the annual Operation Clean Sweep, DNS Inspectors inspect these areas for abandoned or inoperable vehicles, garbage and debris violations, residential code violations and graffiti. According to MPD statistics, this joint effort that includes MFD, DPW, MPD, DNS, Community Partners and other neighborhood groups has impacted positively in the TIN areas as evidenced by decreased crime statistics following Operation Clean Sweep. Of course, for DNS, this is truly a year round effort as part of the Targeted Enforcement Program.

A substantial number of investment properties are held by a handful of owners that have a reputation of slow compliance or non-compliance resulting in pronounced DNS and Municipal court involvement. This process can lead to costly monthly re-inspections if the court action still fails to produce compliance.

In the preceding situation, four of the Special Enforcement Inspectors are assigned to these owners. The intent is to focus on these owners with a limited number of Inspectors who are aware of negative property management histories to better deal with the compliance situations.

Additionally, DNS has forged an agreement with DCD/RACM regarding In Rem (Tax Foreclosed) properties they sell. The agreement is for a Special Enforcement Inspector to survey the properties scheduled to be sold by the RACM real estate staff. They then share the results of these inspections with prospective buyers, including repair estimates.

In some cases, repair estimates can deem the parcel condemnable, however, RACM staff must also agree that razing is the most feasible avenue for all concerned. In the past, many properties that could have been razed were sold to persons without the means to renovate the structure. We are hopeful this joint effort will minimize that eventuality to the benefit of neighborhoods. RACM staff ensures that buyers fill out Code Compliance applications to satisfy real estate sales Ordinance requirements previously described.

DNS believes that the approaches described above have a positive impact on our neighborhoods and has allowed this department to better manage its responsibilities and focus its resources more efficiently. The closer relationship with concerned citizens and community groups has created a clearer picture of the challenges faced while promoting stability with the housing stock, helping ensure a more positive quality of life in our neighborhoods.

The Landlord Training Program invites existing landlords of residential income property, new residential income property owners, duplex as a starter home, and tenants to attend the program. These households are identified through the database created by D.N.S.'s Property Recording Ordinance, MPROP and the database of the Tax Assessors Office. Community Based Organizations will provide us with a list of names and addresses of landlords to invite to the program from their areas.

Currently there are 12 banks that require or strongly encourage clients who want an income property mortgage loan to attend the program. Section 8, for the City of Milwaukee, requires completion of the program for landlords who want to participate in Section 8. Both of these groups are a referral source for the program. NIDC requires attendance and certification from the Landlord Training Program for anyone participating in the Rent Rehab., CDBG, and Home funds.

The Landlord Training Program is a requirement for purchases of duplexes for many homeownership initiatives, including:

- * First-time homebuyer, affordable mortgage programs by many Milwaukee-area banks
- * Fannie Mae and Freddie Mac "My Community" and Community Gold" mortgage initiatives
- * State of Wisconsin "HODAP" downpayment and closing cost grant program
- * The City of Milwaukee's American Dream Downpayment Initiative (ADDI)
- * The Chicago Federal Home Loan Bank Affordable Homeownership Program subsidies (AHP)

In 2012 the Landlord Training Program held 19 training sessions. Each session is 5 hours long and comes with a 100-page manual. The program for 2012 trained 741 people.

A schedule is developed and made available to numerous sources, through emails, newsletters, posted information on the City of Milwaukee's Home Page, and targeted mailings. The program is also available through the public library system on DVD and videotape. These reproductions are outdated and our supply has dwindled.

The Landlord Training Program continually seeks to improve and stay relevant. We have an evaluation that landlords complete immediately after the presentation. The data collected from these evaluations are

tabulated for our information and for numerous reporting requirements. This post evaluation also seeks information from landlords regarding the census tract location of their rental properties. This information is collected and shared with our reporting agency.

The Landlord Training Program further does a 6-month follow up evaluation with past attendees. This data is tabulated and the results are noted in our various reports, information pieces available to other municipalities, and for further improvement to the program.

The Landlord Training Program is an important part of the City of Milwaukee's crime prevention efforts. The Landlord Training Program also provides tenant/landlord law training for new police recruit classes, as a problem-solving tool to be used in the neighborhoods.

The Landlord Training Program, in the past, has assisted other organizations and City Departments to get the "word" out on their programs. For example we have assisted S.D.C. "The Energy House" identify landlords in certain zip codes whom may be able to take advantage of their weatherization programs. We have assisted the TIN/NIDC in identifying and inviting landlords in the TIN areas to our program.

We have enlisted the assistance of US Bank, Select Milwaukee, Southside Organizing Committee (SOC), the Milwaukee Police Department, North Shore Bank, and a private attorney to help us provide the program in Spanish.

The program also provides assistance to the Common Council members, the Mayor's Office, the police department and their Nuisance and Drug Abatement efforts, the Health Departments Lead Abatement program, Municipal Court referrals, the Anti-Graffiti program, various other city departments, individual citizens and community groups, in their crime prevention efforts. Further, the program receives numerous calls seeking help and information regarding rights and responsibilities from landlords, tenants, the Assistant District Attorneys working out of the Milwaukee Police District Stations, and other citizens.

The Landlord Training Program has also assisted Community Development Block Grant address concerns raised in "The City of Milwaukee Analysis of Impediments to Fair Housing Report" dated August 2005, submitted by Metropolitan Milwaukee Fair Housing Council. The Executive Summary of that report stated, "The City should continue to include MMFHC fair housing presentations as part of its citywide training for rental housing providers."

The Landlord Training Program has worked in collaboration with the Metropolitan Milwaukee Fair Housing Council in previous years. MMFHC has made presentations at our Annual Refresher Program. This provided an opportunity for landlords and property managers to learn more about the fair housing law. The Landlord Training Program will continue to provide information on Fair Housing throughout the presentation. Currently, this program is the only city agency providing this important information to the landlords, tenants, new owners, and the police department..

The Landlord Training Program has been in existence since June of 1993. To date we have trained 22,905 landlords representing over 315,178 rental units.

The program has won numerous prestigious awards including; the "1995 Innovations in American Government" – a program of the Ford Foundation and the Kennedy School of Government at Harvard University- Semifinalist. In 1995 the Institute for Real Estate Management awarded the program their "Education Award". In 1996- Public Policy Forum awarded the program their "Innovation Award for Large Government Units". Further, there have been numerous published articles that have appeared in the *Wall Street Journal*, *Public Policy Review Magazine*, and *Governing Magazine* covering the City of Milwaukee's Landlord Training Program.

CDGA COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
 ORGANIZATION BUDGET/FORECAST
 JANUARY - DECEMBER
 2013 NOV 25 PM 2:35

Organization: DNS-Code Enforcement Targeted
 Account #: 1125 Budgets
 Budget \$: 1,342,150
 Program Year: 2014 - CDBG (Yr 40)

Original: X
 Amendment #: _____
 12/13/13

Authorized Signature: [Signature] Date: 12/14/13
 Accepted By (CDGA): [Signature]
 Reviewed By (Compt): [Signature] 12/13/13

COST CATEGORY	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
	Personnel	70,268	70,268	70,268	70,268	70,268
Fringe Benefits	30,285	30,285	30,285	30,285	30,285	30,285
General Services	626	626	626	626	626	626
Office Supplies	83	83	83	83	83	83
Equipment Purchase	-	-	-	-	-	-
Equipment Rental	375	375	375	375	375	375
Contractual Services	10,208	10,208	10,208	10,208	10,208	10,208
Other	-	-	-	-	-	-
TOTALS	111,845	111,845	111,845	111,845	111,845	111,845
CUMULATIVE	111,845	223,690	335,535	447,380	559,225	671,070

**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
BUDGET JUSTIFICATION
PERSONNEL**

Project Name: DNS-Code Enforcement Targeted	City Cost Category: PERSONNEL
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- PERSONNEL COSTS -

Number of Positions	MANDATORY DATA Position Title, Employee Name, Address, City, State (if vacant please indicate)	Average Salary Range	Total Salary	Percent CDGB Funded	Total Cost To Project
4	TARGETED ENFORCEMENT Special Enforcement Inspector Gary Armstrong, 4041 N 71st St (16) Joshua Stouff, 3854 S 19th St (21) Willis Neal, 4911 N 61st St (18) Greg Zyszkiewicz, 3540 S Pine Av (07)	57,000	\$ 57,000	100%	\$ 228,000
8	Code Enforcement Intern Steven Wasechek, 3754 S Clement Av (07) Kim Lewis, 2430 W Vine St (05) Ernest Martin Jr, 5645 W Valley Forge Dr #2, (13) Tiffany Faulkner, 6507 N 54th St (23) LaTasha Gordon, 4682 N Parkway Av (09) Charles Randolph, 2106 W State St (33) Ann Petersen, 901 W Winnegabo St #120 (05) Vacant	26,609	\$ 26,609	100%	\$ 212,872
1	Office Assistant III Kim Kellbach, 2118 S 32nd St (15)	34,373	\$ 34,373	100%	\$ 34,373
1	Customer Service Representative II Rondee Wellman, 7312 W. Burdick (19)	39,547	\$ 39,547	100%	\$ 39,547
1	Residential Codes Enforcement Supervisor Angela Ferrill, 4140 N 70th St (16)	62,653	\$ 62,653	100%	\$ 62,653
1	Special Enforcement Manager Clyde Hutchinson, 10936 W. Bradley Road (24)	83,833	\$ 83,833	100%	\$ 83,833
1	Office Assistant II (0.5 FTE) Jan Racer, 2844 S. 53rd Street (19)	35,042	\$ 35,042	50%	\$ 17,521
1	Landlord Training & Development Manager Regina Sims, 9541 W Rio St (25)	54,322	\$ 54,322	100%	\$ 54,322
1	Program Assistant I Lakisha Bridges, 4602 N 39th St (09)	40,100	\$ 40,100	100%	\$ 40,100
5	NEIGHBORHOOD CLEANUPS Nuisance Control Officer* (15 Pay Periods) <small>* Temporary positions are not subject fringe benefit costs.</small>	17,500	\$ 17,500	80%	\$ 70,000
CDGB RESIDENCY REQUIREMENT Organizations receiving funding from the Grant Programs administered by the Community Development Grants Administration must have adopted a written policy that, effective January 1, 1996, all persons holding any of the grant funded staff positions administered by the Community Development Grants Administration shall be, and remain, residents of the City of Milwaukee".					

TOTAL	\$ 843,221
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CDBG PROGRAM NARRATIVE
Department of Neighborhood Services

NEIGHBORHOOD CLEAN-UP PROGRAM
PROGRAM YEAR 2014

This program is aimed at reducing the amount of garbage and debris that is illegally placed and littered on private property. The program also targets nuisance vehicles that constitute health and safety threats and provides services throughout the City. The Department of Neighborhood Services becomes aware of the presence of debris nuisances and nuisance vehicles in a variety of ways including:

- Aldermanic Service Requests
- Citizen complaints (usually telephonically)
- Referrals from other City agencies (Sanitation, Police, et al)
- Referrals from non-profit community groups
- Inspector initiated surveys of neighborhoods (alley or block surveys)

DNS Nuisance Control Officers conduct inspections to determine if a debris nuisance or nuisance vehicle exists (as defined in the Milwaukee Code of Ordinances). When a debris nuisance is substantiated, the violation is documented on an order to correct conditions. A copy of the order is posted on the house so the resident or owner has an opportunity to take immediate action. Another copy of the order is mailed to the owner of record. The inspector will also attempt to telephone the owner to advise that a violation exists. The purpose for using a variety of communications is to achieve voluntary compliance with the order by the resident or owner. Voluntary compliance is achieved in roughly 75% of the debris orders issued by DNS.

In instances when voluntary compliance is not achieved at the reinspection (about a week from the initial inspection) the inspector documents the condition of the property with photographs and refers the debris nuisance for clean-up. The violations are packaged into geographically similar groups and are sent to Sanitation for abatement whether by sanitation or contractor. The direct clean-up charges along with an administrative charge (to cover the City's costs) are applied to the tax rolls.

The process of addressing nuisance vehicles is very similar to that of clean-up orders. The differences are that instead of posting a copy of an order on the house, the vehicle itself is posted by placing a placard directly on the vehicle (usually a window). A written attempt is also made to contact the vehicle owner using the Vehicle Identification Number (VIN) or license plate.

**COMMUNITY BLOCK GRANT ADMINISTRATION
BUDGET JUSTIFICATION
FRINGE BENEFITS**

Project Name: DNS-Code Enforcement Targeted		
	FRINGE BENEFITS	
Description:	47%	Total Costs
Social Security		
Medicare		
Unemployment Compensation		
Health and Dental		
Disability Insurance		
Life insurance		
Other (Specify): Fringe		
<u>City rate is 47% of salary</u>		

TOTAL	\$	363,414

**COMMUNITY BLOCK GRANT ADMINISTRATION
BUDGET JUSTIFICATION
GENERAL SERVICES**

Project Name: DNS-Code Enforcement Targeted	
	GENERAL SERVICES
Description:	Total Costs
Travel (for employees only):	
In-state travel, parking and mileage reimbursement (Mileage reimbursement for 12 individuals)	\$ 7,515
Out-of-State (Requires prior written monitor approval)	\$ -
Staff Training (Out-of-state requires prior written monitor approval):	
Fair Housing Training	
Refresher course-LLT	
(Intern Schooling Costs) - 6 Interns	
(Building Code Update Training) - 11 staff	
Telephone	
Printing	
Mail Services	
Advertising	
Banking Fees	
Memberships (Specify):	

Other (Specify):	
Clothing Allowance (17 staff)	
Data Cards for 13 Laptop computers @ \$600	
Juneteenth Day	
Temporary Help	
Other miscellaneous	
LLTP Manuals	
<p>All materials publicizing or resulting from grant activities shall contain an acknowledgment of CDBG assistance. An acknowledgment of support shall be made through use of the following footnote: "Funded in part (or in whole) by a City of Milwaukee grant of Community Development Block Grant Funds", OR, the project shall display the official CDBG LOGO in connection with the activities sponsored by the grant. In this respect, the LOGO shall appear in a separate space, apart from any other symbol or credit. Project shall provide a copy of all materials publicizing or resulting from grant activities with reimbursement request.</p>	
	Total: \$ 7,515

**COMMUNITY BLOCK GRANT ADMINISTRATION
BUDGET JUSTIFICATION
OFFICE SUPPLIES**

Project Name: DNS-Code Enforcement Targeted	
	OFFICE SUPPLIES
Description:	Total Costs
General Office Products and Consumable Supplies	\$ 1,000
Postage	
Printing and Copying Supplies	
Computer Supplies	\$ -
Cleaning Supplies	\$ -
Publications & Periodicals	\$ -
Subscriptions/Books	
Other (Specify)	\$ -

TOTAL	\$ 1,000

**COMMUNITY BLOCK GRANT ADMINISTRATION
BUDGET JUSTIFICATION
EQUIPMENT PURCHASE**

Project Name: DNS-Code Enforcement Targeted				
				EQUIPMENT PURCHASE
CHECK APPROPRIATE BOX: <input type="checkbox"/> PERSONAL PROPERTY <input type="checkbox"/> REAL PROPERTY				
Number of Items	Description:	Unit Costs	Percent CDBG-Funded	Total CDBG Costs
			100%	\$ -
			100%	\$ -
			100%	\$ -
CDGA procurement policies must be adhered to when soliciting for these services.				
TOTAL		\$ -		

CDGA MUST PREAUTHORIZE PROPERTY EQUIPMENT OF \$300.00 OR MORE (OR, IF LESS THAN \$300.00, DETERMINED BY CDGA). A PROPERTY RECORD FORM AND THE VENDOR INVOICE MUST ACCOMPANY THE REIMBURSEMENT REQUEST (CDA-76).

CDGA MUST PREAUTHORIZE ALL PROPERTY/EQUIPMENT WITH A UNIT COST OF \$1,000.00. WE REQUIRE YOU TO FILE A UCC FINANCING STATEMENT WITH THE STATE, GIVING THE CITY OF MILWAUKEE A PRIORITY SECURITY INTEREST IN THE EQUIPMENT/PROPERTY. A PROPERTY RECORD FORM, THE VENDOR AND THE ACKNOWLEDGMENT COPY OF THE UCC-1 FINANCING STATEMENT SHOWING THAT THE STATE HAS FORMALLY EXECUTED THE DOCUMENT MUST ACCOMPANY THE REIMBURSEMENT REQUEST. SEE CONTRACT FOR REFERENCE.

FILE THE UCC-1 FINANCING STATEMENT WITH THE DEPARTMENT OF FINANCIAL INSTITUTIONS, UCC DIVISION, P.O. BOX 7847, MADISON WISCONSIN 53707. THE UCC-1 FINANCING STATEMENT IS OBTAINABLE FROM THE DFI WEBSITE AT: WWW.WDFI.ORG.

**COMMUNITY BLOCK GRANT ADMINISTRATION
BUDGET JUSTIFICATION
EQUIPMENT RENTAL**

Project Name: DNS-Code Enforcement Targeted		EQUIPMENT RENTAL	
CHECK APPROPRIATE BOX: <input checked="" type="checkbox"/> PERSONAL PROPERTY <input type="checkbox"/> REAL PROPERTY			
Number of Rental Items	Description:	Total Rental Cost	Total CDBG Costs
1	Ricoh Copier/Printer/Fax/Scanner	\$ 4,500	\$ 4,500
		TOTAL	\$ 4,500

**COMMUNITY BLOCK GRANT ADMINISTRATION
BUDGET JUSTIFICATION
CONTRACTUAL SERVICES**

Project Name: DNS-Code Enforcement Targeted	
	CONTRACTUAL SERVICES
Description:	Total Costs
Accounting	
Audits (costs are only allowed if total federal funding exceeds \$300,000)	
Legal	
Insurance	
Consulting Services	
Other (Specify)	
Community Advocates (subcontract) Landlord/Tenant Compliance Program 2012	\$ 122,500
TOTAL	\$ 122,500