



Department of Administration
Community Block Grant Administration

John O. Norquist
Mayor

David R. Riemer
Director

Juanita Hawkins
Administration—Block Grant Director

TO: Members of the Community Development Committee

FROM: Juanita Hawkins *Juanita Hawkins*
Director

DATE: September 26, 2001

RE: Resolution # 010775 - Termination of Contract for Cause - Right Alternative Family Services Center

Over the last four years, CBGA has worked with Right Alternative Family Services Center on various management and capacity issues including setting up realistic work out plans with a timetable for all actions that needed to be taken and providing additional funds to build organizational capacity.

Since 1998, it has become more difficult to get the organization to comply with a work out plan including submitting timely cost reports, performance reports, and other federal compliance documents as indicated in the 2001 City Contract. See attachments.

Despite repeated attempts requesting activity documentation and cost reports, it is CBGA's firm conclusion that the organization is unable or unwilling to perform any services under the 2001 CDBG contract. The executive director and the board of directors have failed to communicate with CBGA regarding this matter. Under these circumstances, CBGA recommends that the following 2001-funded programs be rescinded and funds in the amount of \$85,700 be transferred to the CDBG Contingency Account. The particular programs are:

Public Service - General	\$ 13,300
Public Service - Job Placement	22,800
Public Service - Community Organizing	49,600
	<hr/>
	\$ 85,700

The 2001 City of Milwaukee Contract, Article VIII outlines the reason for terminating the contract for cause:

TERMINATION OF CONTRACT FOR CAUSE ...If, through any cause, the CONTRACTOR shall fail to fulfill in timely and proper manner his obligations under this contract, the CITY shall thereupon have the right to terminate this contract by giving written notice to the CONTRACTOR of such termination and specifying the effective date thereof, at least five days before the effective date of such termination..."

Should the CD-Committee and the Common Council agree to terminate the 2001 contract for cause, the Community Block Grant Administration will provide written notice to Right Alternative Family Services of such termination in compliance with Article VIII of the City Contract.

Right Alternative Chronological Facts of Administrative Compliance Issues

- September 18, 2001 – Re: Rescission of YR 2001 Funds:**
- 1.) CBGA sent second notice to Right Alternative indicating that CBGA will recommend termination of 2001 contract.
- August 13, 2001 – Re: Rescission of YR 2001 Funds:**
- 1.) CBGA has not received a response from the June 29, 2001 letter.
 - 2.) Letter to Ms. Darden indicated that CBGA will recommend rescission of funds.
- June 29, 2001 – Re: YR 2001 Cost Reports and:
Activity Documentation**
- 1.) Violation of Contract; CBGA has not received a cost report for reimbursement for the 2001 program year.
- March 13, 2001 – Re: YR 2000 Accomplishment:**
- 1.) CBGA is requesting a written response for the lack of 2000 accomplishment with the Community Organizing activity documentation
- October 11, 2000 – Re: YR 2000 Cost Report
and Activity Reports:**
- 1.) CBGA has not received a cost report and activity documentation for the 2000 program year.
- August 10, 2000 – Re: YR 2000 Contract:**
- 1.) CBGA letter indicating the untimely submittal of documentation.
- June 29, 2000 – Re: NSP Project Activity Report:**
- 1.) Requesting Right Alternative to submit Appropriate NSP activity documentation.
- August 23, 1999 – Re: Follow-up Site Visit Letter:**
- 1.) CBGA has not received a response and request of compliance.
- July 29, 1999 – Re: Comptroller's Fiscal Site Review:**
- 1.) Concerns were issued of repeated instances of Non-compliance with CBGA administrative policies and numerous findings from the Comptroller's Office.
- July 22, 1999 – Re: Tax Delinquent Liabilities:**
- 1.) CBGA requests copies of satisfactions of tax owed.

September 15, 1998 – Re: Second Reminder:

- 1.) CBGA is still waiting on a response from the Aug. 24, 1998 letter. Again, requesting the submission of cost reports and other requested items.

August 24, 1998 – Re: 1998 Cost Report Submittal and Activity Documentation:

- 1.) Right Alternative has not drawn down any funds for the 1998 program year.
- 2.) Incomplete cost report submitted:

July 17, 1998 - Re: Project Contact Report:

- 1.) No cost reports have been received as of July 17, 1998.

April 24, 1998 – Re: Comptroller Fiscal Site Review:

- 1.) Agency has consistently failed to comply with the "Paid Costs" method of reimbursement.
- 2.) See attached copy of Fiscal Site Review

Other – State Tax Warrants:

- 1.) On September 20, 2001 the Department of Revenue has indicated that Right Alternative has had 5 tax warrants in 2000 and 8 tax warrants in 2001.



Department of Administration
Community Block Grant Administration

John O. Norquist
Mayor

David R. Riemer
Director

Juanita Hawkins
Administration—Block Grant Director

September 18, 2001

Deborah Darden
Right Alternative Family Service Center
4455 W. Congress Street
Milwaukee, WI 53218

Re: Termination of Contract for Cause

Dear Ms. Darden:

This letter is to notify you that I will recommend to the Community Development Committee, at its October 9th meeting, that the 2001 Contract for Services between the City of Milwaukee and the Right Alternative Family Services Center be terminated and all funds allocated to the following projects be rescinded.

Public Service General	\$13,300
Public Service - Job Placement	22,800
Public Service - Crime Prevention/Community Organizing/NSP	49,600
Total	<u>\$ 85,700</u>

You have failed to respond to CBGA's request to report activity under the contract and have not submitted any programmatic and cost documents, per your contract with the City. As of September 18, 200, CBGA cannot document and certify to the City and the Federal Government any contractual performance and will be unable to do so during the last three months of this program year.

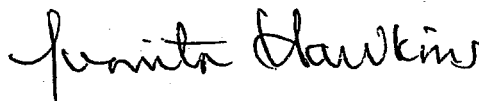
Article VIII of the Contract for Services states in part:

TERMINATION OF CONTRACT FOR CAUSE . . . If, through any cause, the CONTRACTOR shall fail to fulfill in timely and proper manner his obligations under this contract, the CITY shall thereupon have the right to terminate this Contract by giving written notice to the CONTRACTOR of such termination and specifying the effective date thereof, at least five days before the effective date of such termination . . . ”

Deborah Darden
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The CD Committee will meet October 9th at 1:30 p.m. in Room 301-B, City Hall. This is a public meeting; you and board members may appear at this meeting to speak directly to the Committee.

Sincerely,

A handwritten signature in cursive script that reads "Juanita Hawkins".

Juanita Hawkins
Director

cc: Board of Directors, Right Alternative
Anita Paretti, Comptroller's Office



Department of Administration
Community Block Grant Administration

John O. Norquist
Mayor

David R. Riemer
Director

Juanita Hawkins
Administration—Block Grant Director

File: Right Alt.
cc: J.H., H.W.,
N.R., J.S.

August 13, 2001

Ms. Deborah Darden
Right Alternative Family Services Center
4455 W. Congress Street
Milwaukee, WI. 53218

RE: Recission of Year 2001 CDBG Allocation
#CD4550052227
#CD4550050027
#CD4550052027

Dear Ms. Darden:

CBGA has not received a response to our June 29, 2001 letter to you regarding the submission of required compliance reports, activity and cost reports, per your Year 2001 contract with CBGA.

This is in violation of your CDBG contract which states that all cost and activity reports as well as other required compliance reports must be submitted to CBGA within 10 working days following the end of the month.

You may recall that these items were noted as concerns by CBGA in 1997, 1998, 1999 and 2000.

Due to a repeated failure by your agency to adhere to the CBGA contract conditions, CBGA will recommend to the Community Development Committee, at its September 17, 2001 meeting, a recission of your agency's Year 2001 award.

Should you have any questions regarding this matter, contact your Program Officer Nick Robertson at 286-2337.

Sincerely,

Juanita Hawkins
Director

cc: Board of Directors, Right Alternative
Comptroller's Office



Department of Administration
Community Block Grant Administration

John O. Norquist
Mayor

David R. Rierner
Director

Juanita Hawkins
Administration-Block Grant Director

File
cc: M.B.

June 29, 2001

Ms. Deborah Darden
Right Alternative Family Center
4455 W. Congress Street
Milwaukee, WI. 53218

RE: Year 2001 Cost Report Submittal

Dear Ms. Darden:

CBGA has not yet received a cost report for reimbursement for the 2001 program year.

This is in violation of Attachment "C" of your CDBG contract which states that all cost and activity reports must be submitted to CBGA within 10 working days following the end of each month and all other requested reports must be submitted to CBGA in a timely manner. This includes Activity and Direct Benefits Status Reports.

Within 10 days of receipt of this letter, inform CBGA as to when you will submit a cost report and if you are performing the funded activity.

If you have any questions, contact Program Officer Monica Brady at 286-3824.

Sincerely,

Juanita Hawkins,
Director

cc: Board President



Department of Administration
Community Block Grant Administration

John O. Norquist
Mayor

David R. Riemer
Director

Juanita Hawkins
Administration-Block Grant Director

cc: J.H. H.W.,
G.M.
Files: 2000 +
2001

March 13, 2001

Deborah Darden
Right Alternative Family Center
4455 W. Congress Street
Milwaukee, WI 53218-5262

RE: YR 2000 Accomplishment
Acct # CD4550050926

Dear Ms. Darden:

Right Alternative Family Service Center was awarded \$25,000 in CBGA funds to implement community organizing activity in NSP Area 1 for the 2000 funding cycle. The planned goal for this activity was to train 10 leaders. Our records show a final accomplishment of zero leaders trained for this activity.

In an effort to assure quality service to Area 1 residents and to your organization, please submit to CBGA within 5 days of the date of this letter a written plan explaining this lack of accomplishment.

If you or your staff are in need of technical assistance, Program Officer Glen Mattison, is available by calling 286-3760.

Sincerely,

Juanita Hawkins
Block Grant Director

CC: file
G. Mattison



Department of Administration
Community Block Grant Administration

John O. Norquist
Mayor

David R. Riemer
Director

Juanita Hawkins
Administration—Block Grant Director

cc: J.H.
H.W.
S.M.
file

October 11, 2000

Ms. Deborah Darden
Right Alternative Family Center
4455 W. Congress Street
Milwaukee, WI 53218

Re: Year 2000 Reimbursement
#CD4550050926-G001
#CD4550180426-G001
#CD4550210326-G001

Dear Ms. Darden:

CBGA has not yet received a cost report for reimbursement for the 2000 program year.

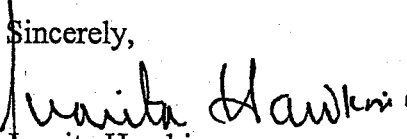
This is in violation of your contract, which states that all cost and activity reports must be submitted to CBGA within 10 working days following the end of each month.

You may recall that these items were noted as concerns following the CBGA formal site reviews on March 19, 1997, August 24, 1998 and May 20, 1999.

Within 10 days of receipt of this letter, submit to CBGA missing cost reports and activity for months January through October 2000 or CBGA will request rescission of funds by the Community Development Committee.

If you have any questions, contact Program Officer, Steven L. Mahan at 286-3824.

Sincerely,


Juanita Hawkins
Director

cc: Project file
Alderman Marvin Pratt



Department of Administration
Community Block Grant Administration

John O. Norquist
Mayor

David R. Riemer
Director

Juanita Hawkins
Administration—Block Grant Director

CC: J.H.
H.W.
S.M.
Fik

August 10, 2000

Ms. Debra Darden, Executive Director
Right Alternative Family Service Center
4455 West Congress Street
Milwaukee, WI 53218

Re: Year 2000 Contract

Dear Ms. Darden:

Community Block Grant Administration has tracked the progress of Right Alternative Family Service Center (RAFSC) year 2000 contract execution. The sequence of events are as follows:

- ▶ 11/19/99 CBGA mailed the 2000 Award Letter to RAFSC(\$119,858).
- ▶ 12/13/99 CBGA received RAFSC's 2000 Budget and Activity documentation.
- ▶ 01/19/00 CBGA mailed a request letter to RAFSC for a 2000 Budget amendment to restore the original budget to its full allocation.
- ▶ 02/07/00 CBGA returned to RAFSC's the 2000 Budget and Activity documentation along with a Budget Review form detailing errors and missing documentation.
- ▶ 02/08/00 CBGA mailed a request letter asking RAFSC for missing Board Roster and Insurance documentation.
- ▶ 08/02/00 CBGA received corrected 2000 Budget and Activity documentation.
- ▶ 08/04/00 CBGA processed and submitted RAFSC's 2000 Budget documentation to City Comptroller.
- ▶ 08/09/00 City Comptroller approved RAFSC's original 2000 Budget.

Currently CBGA is assembling the year 2000 contract for RAFSC's signature. The contract must be returned within 5 days upon receipt. Once the contract has been executed a budget amendment must be completed and returned to CBGA within 5 days, thereby restoring RAFSC to their full allocation.

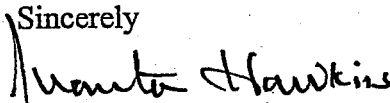
Ms. Debra Darden
August 10, 2000
Page 2

As clearly indicated in the "Administrative Policies and Procedures" Attachment B of all CDBG contracts, the agencies must provide the necessary documentation to CBGA within 90 days of the grant award. Failure to comply may result in revocation of the award by the Community Development Committee. Your agency did not comply with this time line.

In the future, it is imperative that your agency adhere to deadlines and request for corrections, as established by CBGA. This will ensure timely processing of your annual contract.

It is apparent that your Year 2000 activities will be affected by this delay. This will be evident to the Community Development Committee upon close-out of the year 2000 award and will require an explanation.

Sincerely



Juanita Hawkins
Director

cc: Steven L. Mahan, Grant Monitor
Project File



Department of Administration
Community Block Grant Administration

John O. Norquist
Mayor

David R. Riemer
Director

Juanita Hawkins
Administration—Block Grant Director

CC: JH
HW
NR
File

June 29, 2000

Debra Darden
Executive Director
Right Alternative Family Service Center
4455 West Congress Street
Milwaukee, WI 53218

Re: NSP Project Activity Reports

Dear Ms. Darden:

Community Block Grant Administration is inquiring about delinquent Neighborhood Strategic Planning project activity reports. As of June 29, 2000, no project activity reports have been reported.

Nick Robertson, the NSP Program Officer, has contacted your organization in regards to this issue and has not received a response from the responsible staff. CBGA is requesting that you submit the appropriate material to ensure compliance with the award of Community Block Grant funds. Please respond to CBGA in writing within 10 days of the date of this letter.

CBGA appreciates your cooperation in this matter. If you have any questions on this issue, please feel free to contact me or Nick Robertson, NSP Program Officer, on this matter.

Sincerely,

Juanita Hawkins
Director



Department of Administration
Community Block Grant Administration
August 23, 1999

John O. Norquist
Mayor
David R. Riemer
Administration Director
Michael J. Soika
Administration—Block Grant Director

CC: MS
JH
HW
file
P.3

Ms. Deborah Darden
Right Alternative Family Service Center
4455 W. Congress Street
Milwaukee, Wi. 53218

RE: Monitoring Review
Right Alternative Family Service Center
#CD4550180425
#CD4550210325
#CD4550050925

Dear Ms. Darden:

This is a follow-up to the monitoring review of the Right Alternative Family Service Center on May 20, 1999 and July 2, 1999.

A number of Concerns and Findings were issued in the monitoring letter regarding outstanding tax liabilities, project performance, recordkeeping and reporting requirements and administrative policies and procedures.

CBGA has not yet received a response and requests immediate compliance.

All future cost reports will not be processed until CBGA receives proof of satisfaction of taxes owed by the agency to the Wisconsin Department of Revenue.

Should you have any questions regarding this matter, contact your Grant Monitor, Hettie White, at 286-8146.

Sincerely,

Michael J. Soika
Block Grant Director

cc: Comptroller
Board Members



Department of Administration
Community Block Grant Administration
July 22, 1999

John O. Norquist
Mayor
David R. Riemer
Administration Director
Michael J. Soika
Administration—Block Grant Director

cc: MS
JH
HW
file

1400
P. 3

Ms. Deborah Darden
Right Alternative Family Service Center
4455 W. Congress Street
Milwaukee, WI 53218

RE: Right Alternative Family Service Center
CD4550180425
#CD4450210325
#CD4550050925

Dear Ms. Darden:

CBGA is in receipt of your response regarding delinquent tax liabilities for the Right Alternative Family Service Center.

However, the information provided does not include amounts paid or detail on the time periods for taxes owed.

Please submit to CBGA copies of satisfaction of taxes owed so that this issue may be resolved as quickly as possible.

Should you have any questions, please feel free to contact me or your Program Officer, Hettie White at 286-8146.

Sincerely,

Michael J. Soika
Block Grant Director

cc: Board Members
Comptroller's Office
Alderman Fred Gordon



Department of Administration
Community Block Grant Administration

John O. Norquist
Mayor
David R. Riemer
Administration Director
Michael J. Soika
Administration—Block Grant Director

MS
JH
HW
RTE

August 24, 1998

Ms. Deborah Darden
Right Alternative Family Center
4455 W. Congress Street
Milwaukee, WI. 53218

Dear Ms. Darden:

According to our records, your agency has not drawn down any funds for the 1998 program year. Your agency is funded to perform four(4) activities. While you have submitted activity reports through May and June '98, CBGA wants to know how employees are being paid and how you are able to pay CBGA operational expenses? Please provide a written explanation to this inquiry.

In addition, CBGA is still awaiting the following requested reports:

- 1) **Direct Benefits Status form, (CDA 35)**, for persons placed in job training. The activity report you submitted indicates 35 persons were placed in training through June 30, 1998.
- 2) **Direct Benefits Status form, (CDA 35)**, for families that received case management. The activity report you submitted indicates 9 families were served through May 31, 1998.
- 3) **Job Placement reporting form** for one(1) individual that was placed in a job.

Enclosed are the Direct Benefits and Job Placement Reporting form for your use.

CBGA awaits your response and is willing to assist you regarding these matters. Please contact your Program Officer, Hettie White at 286-8146 to discuss these matters further.

Sincerely,

Michael J. Soika
Director

cc: Flossie Grant, Board President