



**AGENDA
BELOIT CITY COUNCIL
100 State Street, Beloit WI 53511
City Hall Forum – 7:00 p.m.
Monday, May 5, 2014**

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. SPECIAL ORDERS OF THE DAY/ANNOUNCEMENTS
 - a. Recognition of **Fair Housing Poster Contest** Award Winner (Downing)
 - b. Proclamation declaring May 11-17, 2014 as **National Police Week** (Jacobs)
 - c. Proclamation declaring May 18-24, 2014 as **Emergency Medical Services Week** (Liggett)
 - d. Proclamation declaring May 18-24, 2014 as **National Public Works Week** (Boysen)
4. PUBLIC HEARINGS
 - a. Proposed Ordinance amending **Zoning District Map** to change the zoning district classification of a portion of the property located at 312 West Grand Avenue from R-1B, Single-family Residential District, to C-1, Office District (Christensen)
Plan Commission recommendation for approval 4-0
First Reading, suspend rules for Second Reading
 - b. Resolution amending the **2014 Community Development Block Grant (CDBG) Action Plan and Budget** (Christensen)
Community Development Authority recommendation for approval 5-0
5. CITIZENS PARTICIPATION
6. CONSENT AGENDA

All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the General Order of Business and considered at this point on the agenda.

 - a. Approval of the **Minutes** of the Regular Meeting of April 21, 2014 (Ahrens)
 - b. Applications for **Renewal of Alcohol Beverage Licenses** for License Period July 1, 2014 – June 30, 2015 (Ahrens) Refer to ABLCC
 - c. Resolution authorizing **Final Payment** of Public Works Contract C09-16, Krueger-Haskell Storm Water Ponds (Boysen)
7. ORDINANCES – none
8. APPOINTMENTS – none

9. COUNCILOR ACTIVITIES AND UPCOMING EVENTS

10. CITY MANAGER'S PRESENTATION –none

11. REPORTS FROM BOARD AND CITY OFFICERS

- a. Resolution approving \$5,000 **Seat Belt Enforcement Grant** and \$10,000 **Speed Enforcement Grant** from the State of Wisconsin (Jacobs)
- b. Resolution approving Grants from the Wisconsin Department of Natural Resources for **Big Hill Park Trail Improvements** (Boysen)

12. ADJOURNMENT

** Please note that, upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511.

Dated: April 30, 2014
Jelene Ahrens, WCMC
City of Beloit Deputy City Clerk
www.beloitwi.gov

You can watch this meeting live on Charter PEG digital channel 992. Meetings are rebroadcast during the week of the Council meeting on Wednesday at 8:30 a.m. and Thursday at 9:00 a.m. and the following Monday at 8:00 p.m.

WHEREAS, police services provided in our City are an integral part of our citizens' everyday lives; and

WHEREAS, the men and women who protect us, defend us, and serve us on a daily basis are highly trained and dedicated; and

WHEREAS, the City of Beloit's Police Department is nationally recognized as an Accredited Law Enforcement Agency, upholding stringent standards of professionalism including stewardship, integrity, diversity, continuous improvement, and knowledge; and

WHEREAS, it is acknowledged that law enforcement is a hazardous profession that presents certain risks to those who are involved in the delivery of service and protection; and

WHEREAS, Police Officers recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and intimidation; and

WHEREAS, the support of an understanding, cooperative, and informed citizenry is vital to the efficient operation of police services and programs which are all guided by the Police Department's problem solving philosophy; and

WHEREAS, the health, safety, and quality of life in this community greatly depends on these programs, services, and employees providing them; and

WHEREAS, we recognize the sacrifices of present and past employees.

NOW, THEREFORE, THE CITY COUNCIL PRESIDENT OF THE BELOIT CITY COUNCIL does hereby proclaim the week of May 11 through May 17, 2014 as **"NATIONAL POLICE WEEK"** in the City of Beloit, and calls upon all citizens and civic organizations to appreciate the contributions which these officers make every day to our health, safety, and quality of life.

Presented this 5th day of May 2014

Mark Spreitzer
City Council President

ATTEST:

Jelene J. Ahrens, WCMC
Deputy City Clerk

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services teams consist of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators, and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; and

WHEREAS, the year 2014 marks the 40th Anniversary of the Paramedic program in the City of Beloit.

NOW, THEREFORE, THE COUNCIL PRESIDENT OF THE BELOIT CITY COUNCIL does hereby proclaim the week of May 18-24, 2014, as **EMERGENCY MEDICAL SERVICES WEEK** with the theme “EMS: Dedicated. For Life.” The City Council further encourages the community to observe this week with appropriate programs, ceremonies, and activities.

Presented this 5th day of May 2014.

BELOIT CITY COUNCIL

Mark Spreitzer, President

ATTEST:

Jelene J. Ahrens, WCMC
Deputy City Clerk

WHEREAS, public works infrastructure, facilities and services are of vital importance to having a sustainable community and to the health, safety and well-being of the people in the City of Beloit; and,

WHEREAS, such facilities and services could not be provided without the dedicated efforts of public works professionals including managers, supervisors, engineers and front line employees, who are responsible for planning, design, construction, operation, maintenance and protection of our community's critical infrastructure, facilities and systems, including transportation, drinking water, waste water, stormwater, mass transit, public buildings, structures, forestry, fleet services, engineering, parks and recreation services, solid waste and recycling, traffic safety, snow & ice control and emergency management services; and,

WHEREAS, the health, safety, and comfort of this community greatly depend on these facilities and services; and

WHEREAS, it is in the public interest for the citizens and civic leaders in the City of Beloit to gain knowledge of and to maintain an interest and understanding of the importance of public works and public works functions and programs in our community; and,

WHEREAS, this year's theme "**Building for Today, Planning for Tomorrow**" is a tribute to all Public Works employees who create the foundation of a stronger, more livable community; and,

WHEREAS, the year 2014 marks the 54th annual National Public Works Week sponsored by the American Public Works Association,

NOW, THEREFORE, THE COUNCIL PRESIDENT OF THE БЕЛОIT CITY COUNCIL does hereby proclaim the week of May 18 through May 24, 2014, as "**NATIONAL PUBLIC WORKS WEEK**" in the City of Beloit, and calls upon all citizens and civic organizations to acquaint themselves with the issues involved in providing public works related services and to recognize the substantial contributions which public works employees make every day to our health, safety, comfort, welfare and quality of life.

Presented this 5th day of May 2014.

Mark Spreitzer, President
Beloit City Council

Attest:

Jelene J. Ahrens, WCMC
Deputy City Clerk

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE
ZONING DISTRICT MAP OF THE CITY OF БЕЛОIT**

The City Council of the City of Beloit, Rock County, Wisconsin do ordain as follows:

Section 1. The Zoning District Map of the City of Beloit, mentioned in the Zoning Code, Chapter 19 of the Code of General Ordinances of the City of Beloit, is amended as follows:

The following described land, also known as “Parcel A” of 312 West Grand Avenue, is hereby changed from R-1B, Single-Family Residential District, to C-1, Office District:

Part of Lots 9 and 10 of Hackett’s Addition, situated in the City of Beloit, County of Rock, State of Wisconsin (also known as “Parcel A” of 312 West Grand Avenue, parcel number 13560415). Said parcel contains .2800 acre, more or less.

Section 2. This Ordinance shall take effect and be in force upon its passage and publication.

Adopted this 5th day of May 2014.

City Council of the City of Beloit

Mark Spreitzer, Council President

Attest:

Jelene J. Ahrens, WCMC
Deputy City Clerk

Published this ____ day of _____, 2014

Effective this ____ day of _____, 2014

01-611100-5231-_____

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Zoning Map Amendment Application for the property located at 312 West Grand Avenue

Date: May 5, 2014

Presenter(s): Julie Christensen

Department: Community Development

Overview/Background Information:

Alex Blazer has submitted an application for a Zoning Map Amendment to change the zoning district classification from R-1B, Single-Family District, to C-1, Office District, for "Parcel A" the property located at 312 West Grand Avenue.

Key Issues (maximum of 5):

- The applicant had a Plat of Survey recorded for this property in 2013. This moved "Parcel A" from his property at 308 West Grand Avenue to the subject property. "Parcel A" was zoned R-1B when it was part of 308 West Grand Avenue and needs to be rezoned to C-1 to match the zoning of the subject property.
- The Comprehensive Plan's Future Land Use Map recommends Office uses for the subject property.
- The C-1 district is intended to accommodate low- to moderate-intensity office development and personal service-oriented retail sales and service uses.
- This application is being considered in accordance with the Zoning Map Amendment procedures contained in Section 2-300 of the Zoning Ordinance.
- The Plan Commission reviewed this item on April 23, 2014 and voted unanimously (4-0) to recommend approval of this Zoning Map Amendment.

Consistency with Comprehensive Plan and Strategic Plan:

The Comprehensive Plan recommends Park and Open Space for the subject property. This proposed Zoning Map Amendment is consistent with the Comprehensive Plan, as required by Section 66.1001(3) of Wisconsin Statutes.

Consideration of this request supports City of Beloit Strategic Goal #5.

Sustainability: (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines)

- **Reduce dependence upon fossil fuels** – N/A
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – N/A
- **Reduce dependence on activities that harm life sustaining eco-systems** – N/A
- **Meet the hierarchy of present and future human needs fairly and efficiently** – N/A

Action required/Recommendation:

- City Council consideration and 1st and 2nd readings of the proposed Ordinance

Fiscal Note/Budget Impact: N/A

Attachments: Ordinance and Staff Report to the Plan Commission

CITY OF BELOIT

REPORT TO THE BELOIT CITY PLAN COMMISSION



Meeting Date: April 23, 2014

Agenda Item: 5

File Number: ZMA-2014-05

Applicant: Alex Blazer

Owner: Alex & Debra Blazer

Location: 312 West Grand Avenue,
"Parcel A"

Current Zoning: R-1B, Single-Family Residential District

Existing Land Use: Single-Family Residence

Total Area: .2800 Acre

Proposed Zoning: C-1, Office District

Request Overview/Background Information:

Alex Blazer has submitted an application for a Zoning Map Amendment to change the zoning district classification from R-1B, Single-Family Residential District, to C-1, Office District, for "Parcel A" of the property located at 312 West Grand Avenue.

The attached **Location & Zoning Map** shows the location of the subject properties and the zoning of the surrounding area. The adjacent zoning and land uses are as follows:

- North: C-1, Office District; Multi-Family Dwellings
- South: R-1B, Single-Family Residential District; Single-Family Dwelling
- East: R-1B, Single-Family Residential District; Vacant
- West: C-1, Office District; Single-Family Rental Dwelling

The Zoning Ordinance directs the Plan Commission to hold a hearing and make a recommendation regarding a Zoning Map Amendment when the specific site and context are suitable for the uses permitted in the proposed zoning district.

Key Issues:

- The applicant had a Plat of Survey approved for this property in 2013 subject to this rezoning. This moved "Parcel A" from his property at 308 West Grand Avenue to the subject property. "Parcel A" was zoned R-1B when it was part of 308 West Grand Avenue and needs to be rezoned to C-1 to match the zoning of the subject property.
- The Comprehensive Plan's Future Land Use Map recommends Office uses for the subject property.
- The C-1 district is intended to accommodate low- to moderate-intensity office development and personal service-oriented retail sales and service uses.
- Planning staff mailed the attached Public Notice to the owners of nearby properties. As of this writing, staff has not received any comments or concerns.
- This application is being considered in accordance with the Zoning Map Amendment procedures contained in Section 2-300 of the Zoning Ordinance.
- **Findings of Fact** - Based on Section 2-304 of the Zoning Ordinance, the Plan Commission shall make a recommendation based on the following considerations:
 - a. *The existing use of property within the general area of the subject property;*
 - The existing use of the property is compatible with the residential uses surrounding the subject property. The use of "Parcel A" will not change.
 - b. *The zoning classification of property within the general area of the subject property;*
 - The proposed C-1 zoning district is contiguous to an existing C-1 district and compatible with the surrounding R-1B zoning district.
 - c. *The suitability of the subject property for the uses permitted under the existing zoning classification;*
 - The parcel in question is currently being used as lawn area for the subject property. It is suitable for this use under the existing zoning classification. This zoning change is intended to create cohesive zoning throughout the subject property.
 - d. *The trend of development and zoning map amendments in the general area of the subject property.*
 - The subject property is in an established residential neighborhood inside the Bluff Street Historic District. This is a stable neighborhood with owner-occupied and rental properties, as well as institutional uses like churches and community centers.

Consistency with Comprehensive Plan and Strategic Plan:

The Comprehensive Plan recommends Office uses for the subject property. The proposed Zoning Map Amendment is consistent with the Comprehensive Plan, as required by Section 66.1001(3) of Wisconsin Statutes.

Consideration of this request supports City of Beloit Strategic Goal #5.

Sustainability: (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines)

- **Reduce dependence upon fossil fuels – N/A**
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature – N/A**
- **Reduce dependence on activities that harm life sustaining eco-systems – N/A**
- **Meet the hierarchy of present and future human needs fairly and efficiently – N/A**

Staff Recommendation:

Based upon the above Findings of Fact and the City's Comprehensive Plan, the Planning & Building Services Division recommends **approval** of a Zoning Map Amendment to change the zoning district classification from R-1B, Single-Family Residential District, to C-1, Office District, for "Parcel A" of the property located at 312 West Grand Avenue.

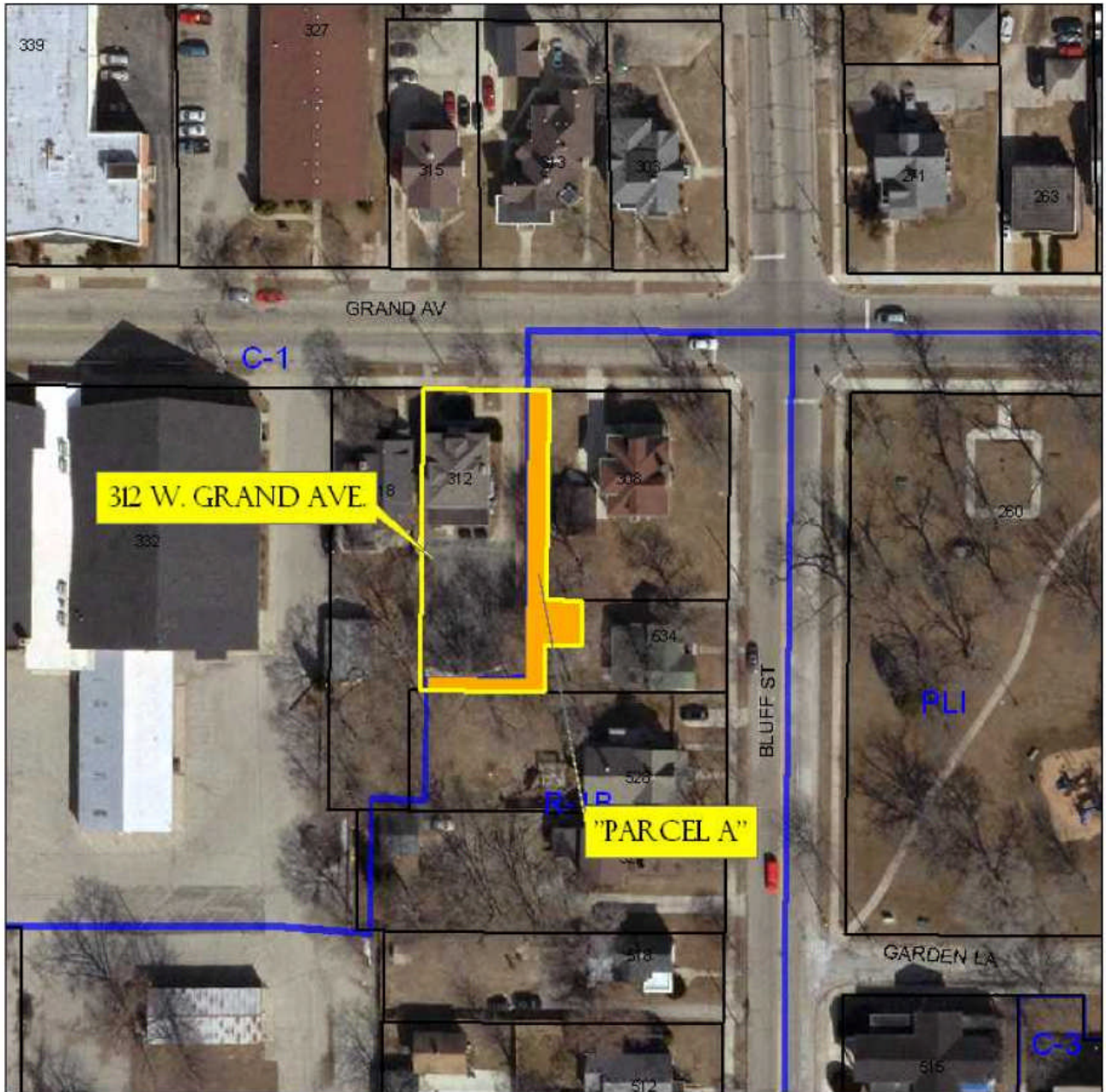
Fiscal Note/Budget Impact: N/A

Attachments: Location & Zoning Map, Application, Plat of Survey, Public Notice, and Mailing List.

Location & Zoning Map

312 West Grand Avenue

ZMA-2014-05



1 inch = 78 feet



Legend

- CQB Parcels
- 18 Zoning District

Map prepared by: Stephanie Hummel
Date: April 2014
For: City of Beloit Planning & Building Services
Date of Aerial Photography: March 2011

PLANNING & BUILDING SERVICES DIVISION

CITY of BELOIT

PLANNING & BUILDING SERVICES DIVISION

100 State Street, Beloit, WI 53511

Phone: (608) 364-6700

Fax: (608) 364-6609

Zoning Map Amendment Application Form

(Please Type or Print)

File No.: ZMA-2014-05

1. Address of subject property: 312 W GRAND Parcel 'A'

2. Legal description: Lot: 9 & 10 Block: Subdivision: HACKETT'S ADDITION
(If property has not been subdivided, attach a copy of the complete legal description from deed.)

Property dimensions are: feet by feet = square feet.

If more than two acres, give area in acres: acres.

3. Tax Parcel Number(s): 135600415

4. Owner of record: Alex & Debra Blazen Phone: 608-313-0007

312 W GRAND Beloit WI 53511
(Address) (City) (State) (Zip)

5. Applicant's Name: Alex Blazen

312 W. GRAND Beloit WI 53511
(Address) (City) (State) (Zip)

608 313 0007 1 608 290 6882 1 alexblazen @ Charter.net
(Office Phone #) (Cell Phone #) (E-mail Address)

6. **THE FOLLOWING ACTION IS REQUESTED:**

Change zoning district classification from: R1B to: C1

All existing uses on this property are: Residential

7. All the proposed uses for this property are:

Principal use(s): Residence

Secondary use(s): office

Accessory use(s):

8. I/we represent that I/we have a vested interest in this property in the following manner:

Owner

Leasehold, Length of lease: _____

Contractual, Nature of contract: _____

Other, explain: _____

9. Individual(s) responsible for compliance with conditions (if any), if request is granted:

Name(s): _____ Phone: _____

(Address)

(City)

(State)

(Zip)

The applicant's signature below indicates the information contained in this application and on all accompanying documents is true and correct.

I/we, the undersigned, do hereby respectfully make application for and petition the City Plan Commission and City Council to grant the requested action for the purpose stated herein. I/we represent that the granting of the proposed request will not violate any of the required standards of the Zoning Ordinance of the City of Beloit. I/we also agree to abide by all applicable federal, state and local laws, ordinances, rules, and regulations.


(Signature of Owner)

Alex Blazer
(Print name)

13-21-14
(Date)

(Signature of Applicant, if different)

(Print name)

(Date)

In order for your request to be heard and considered in a timely manner, you must submit the completed application and all accompanying documents to the Division for acceptance by the filing deadline date prior to a scheduled Plan Commission meeting. This application must be submitted with the \$275.00 application fee. Applicants will also be charged a fee for mailing public notices at the rate of \$0.50 per notice. An invoice for this fee will be sent to the applicant, and it is typically between \$5.00 and \$20.00.

To be completed by Planning Staff

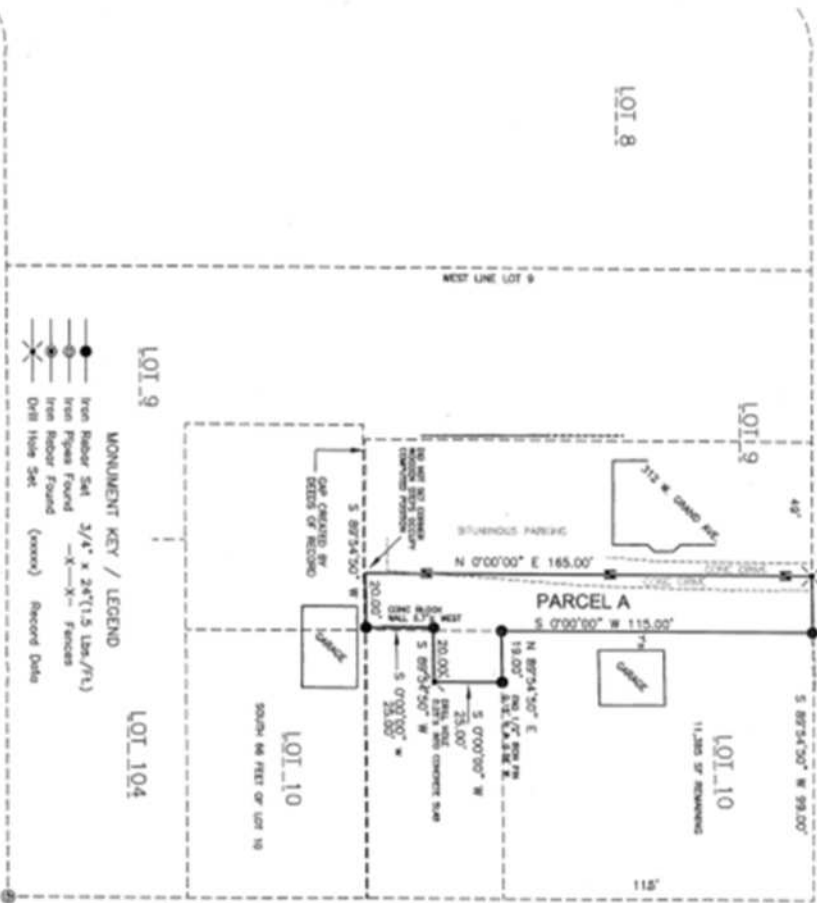
Filing Fee: \$275.00 Amount Paid: 275.00 Meeting Date: 4/23/14

Number of notices: _____ x mailing cost (\$0.50) = cost of mailing notices: \$ _____

Application accepted by:  Date: 3/21/14

Date Notice Published: _____ Date Notice Mailed: _____

WEST GRAND AVENUE



ORDER NO. 31524
FOR ALEX BLAZER

- MONUMENT KEY / LEGEND
- Iron Rebar Set, 3/4" x 24"(1.5 Lbs./Ft.)
 - Iron Pipe Found
 - Iron Rebar Found
 - Orb. Hole Set (xxxxx) Record Data



PLAT OF SURVEY OF

PART OF LOTS 9 AND 10 OF HACKETT'S ADDITION TO THE CITY BELOIT, ROCK COUNTY, WISCONSIN

RECORDED AS FOLLOWS:
 BEING THE SW CORNER of Lot 10, of parcel Thence South 07°00' West 115.00' feet to the West line of Lot 10, thence North 87°24'30" East parallel with the North line of Lot 10 a distance of 18.00 feet, thence South 23.00 feet, thence South 87°24'30" West 20.00 feet, thence North 07°00' East 103.00 feet to a point on the North line of Lot 5, of parcel, thence North 87°24'30" East 31.00 feet to the place of beginning. Containing 21315 square feet more or less.

NOTE: A SPREAD MARKER IS ON THE NORTH LINE OF PARCEL A AND ON THE WEST LINE OF THE SOUTHWEST CORNER OF PARCEL A AND TO THE EXISTING WOODEN STAKE.

THE PLAT OF SURVEY SHOWN HEREON IS FOR THE SALE OR EXCHANGE OF LAND, SPECIFICALLY, THE INTENT IS FOR PARCEL "A" HEREIN TO BE COMBINED WITH THE ADJOINING OWNER TO THE WEST.

IT IS NOT THE INTENT OF THIS SURVEY TO CREATE ANY SEPARATE BUILDABLE LOT. PARCEL "A" CANNOT BE SOLD AS A SEPARATE BUILDING SITE.

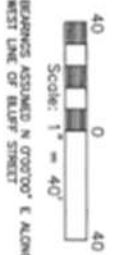
NOTE: THE PLAT OF SURVEY SHOWN HEREON IS FOR THE SALE OR EXCHANGE OF LAND BETWEEN ADJOINING OWNERS, CITY OF BELOIT SUPERVISION ORDINANCE 12.01 (4) (c) APPROVED THIS 16th DAY OF August, 2013 BY THE CITY OF BELOIT PLANNING AND BUILDING SERVICES

DIRECTOR OF PLANNING AND BUILDING SERVICES

Robert H. Leueberger

Robert H. Leueberger, R.L.S.
 Wisconsin Land Surveyor S-12444
 State of Wisconsin }
 County of Rock }

I hereby certify that I have supervised the survey of the property described above and to the best of my knowledge and belief, the plat herein drawn correctly represents said survey and its location.
 Given under my hand and seal this 12th day of August 2013 at Beloit, Wisconsin.



Batterman
 engineers surveyors planners
 2807 Branch Oak Beloit, Wisconsin 53511
 608.363.4554 www.batterman.com





NOTICE TO THE PUBLIC

April 11, 2014

To Whom It May Concern:

Alex Blazer has submitted an application for a Zoning Map Amendment to change the zoning district classification from R-1B, Single-Family Residential District, to C-1, Office District, for "Parcel A" of the property located at:

312 West Grand Avenue.

A plat of survey was done to move "Parcel A" from 308 West Grand Avenue to the subject property. This parcel must be rezoned to match the current zoning of the subject property, which is C-1.

The following public hearings will be held regarding this application:

City Plan Commission: Wednesday, April 23, 2014, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

City Council: Monday, May 5 2014, at 7:00 PM, or as soon thereafter as the matter can be heard in The Forum, Beloit City Hall, 100 State Street.

THE PUBLIC IS INVITED TO ATTEND THESE HEARINGS.

We are interested in your opinion.

Anyone bringing handouts to the Plan Commission meeting must bring ten (10) copies and submit them to the Recording Secretary before the meeting begins. Staff is unable to leave the meeting area to make copies.

For additional information, please contact Stephanie Hummel in the Planning & Building Services Division at (608) 364-6708 or hummels@ci.beloit.wi.us. Comments will be accepted via telephone, email, and U.S. Mail.

KEITH & MARY SEABERG
512 BLUFF ST
BELOIT, WI 53511

MARY BOURQUE
512 BLUFF ST
BELOIT, WI 535117456

JAGGER BAY PROPERTIES LLC
250 GARDEN LN STE 200
BELOIT, WI 53511

NEW COVENANT CHURCH
1750 ROYCE AVE
BELOIT, WI 53511

MICHAEL WORDEN
518 BLUFF ST
BELOIT, WI 53511

PEOPLES CHURCH OF BELOIT
340 W GRAND AVE
BELOIT, WI 53511

AMY TRUTTMANN
1149 EUCLID AVE
BELOIT, WI 535116008

BETH DOERRFELD
528 BLUFF ST
BELOIT, WI 535116102

CHARLES BUSCH
N6762 LAKE LORRAINE
DELAVAN, WI 531154282

FOR HIM INC
P O BOX 41
BELOIT, WI 53512

PROPERTY CONNECT LLC
711 ROLAND AVE
ROCKFORD, IL 61107

KEVIN KERWIN
623 BLUFF ST
BELOIT, WI 53511

DOUGLAS CASH
P O BOX 1317
BELOIT, WI 535121317

MARK GLAZER
P O BOX 932 RAVINIA STATION
HIGHLAND PARK, IL 60035

STATELINE PREGNANCY CLINIC INC
347 W GRAND AVE
BELOIT, WI 53511

JOSEPH MILLER
P O BOX 13123
MILWAUKEE, WI 532130123

ALEX & DEBRA BLAZER
312 W GRAND AVE
BELOIT, WI 53511

**RESOLUTION AMENDING THE 2014
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
ACTION PLAN AND BUDGET**

WHEREAS, the City of Beloit approved a CDBG budget with \$500,000 in new grant funds and \$362,000 in program income for a total budget of \$862,000 in 2014 Community Development Block Grant (CDBG) funds, and

WHEREAS, the Department of Housing and Urban Development has notified the City of Beloit that the City's grant award will be \$572,341, which is an increase of \$72,341 from the budgeted amount, and

WHEREAS, the amended budget has been recommended for approval by the Community Development Authority.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Beloit, Rock County, Wisconsin hereby amends the 2014 CDBG Budget and Annual Action Plan to increase the CDBG budget as indicated on the attached Exhibit A.

Adopted this 5th day of May, 2014.

BELOIT CITY COUNCIL

Mark Spreitzer, Council President

ATTEST:

Jelene J. Ahrens, Deputy City Clerk, WCMC

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL

Topic: Amendment of the 2014 Community Development Block Grant (CDBG) Action Plan and Budget

Date: May 5, 2014

Presenter(s): Julie Christensen

Department: Community Development

Overview/Background Information:

In November, the City Council approved the 2014 Community Development Block Grant (CDBG) budget. At the time the budget was prepared, staff estimated a 2014 grant amount of \$500,000. We were recently notified by the Department of Housing and Urban Development that we will receive \$572,341. Therefore, the City must amend its 2014 CDBG budget and Annual Action Plan to account for this increase.

Key Issues (maximum of 5):

1. The Community Development Authority recommended increasing the amounts approved for public service activities by approximately 20%. The Public Service Cap is calculated by adding together the 2014 grant and the 2013 program income and multiplying that by 15 percent. This gives us a cap of approximately \$156,099. City Council originally approved \$129,300 for public service activities.
2. The Community Development Authority also recommended allocating the remaining \$45,540 in grant funds to the City's Housing Rehab Revolving Loan Fund. The Housing Rehab Loan Program underwriting guidelines were recently revised to allow more families to qualify for the program. In addition, the City has been awarded a Lead Hazard Control grant in partnership with Rock County and the City of Janesville. Oftentimes, families need additional rehabilitation work not covered by the Lead Grant funding. These additional CDBG funds will allow more families to be assisted.
3. The recommendation includes no changes to the originally approved budget amounts for Fair Housing Activities, Program Administration, Code Enforcement, or Economic Development.
4. A notice was published in the Beloit Daily News notifying the public of the 30-day public comment period. No comments were received on this budget amendment.
5. Attached to this staff report is the amended budget as proposed by the Community Development Authority.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

- Consideration of this request supports Strategic Goal #4.
-

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels** – Not applicable
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – Not Applicable
- **Reduce dependence on activities that harm life sustaining eco-systems** – Not Applicable
- **Meet the hierarchy of present and future human needs fairly and efficiently** – The CDA has proposed funding projects which meet the present and future needs of our low and moderate income population.

Action required/Recommendation:

Approve the resolution amending the 2014 Annual Action Plan and Budget.

Fiscal Note/Budget Impact:

Attachments:

Proposed Amended Budget and Resolution



Fifth Program Year 2014 Action Plan

The CPMP 2014 Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. As of May 2006, the Executive Summary narratives are required.

Narrative Responses

GENERAL

GRANTEE: City of Beloit

CON PLAN PERIOD: 2010 to 2014

Executive Summary (92.220(b))

1. **The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.**

PY 2014 Action Plan Executive Summary:

Specific Housing Objectives

- Develop a variety of housing alternatives in order to satisfy a wider range of housing needs.
- Use the existing programs and resources to improve Beloit's older housing stock.
- Promote the conversion of rental to owner-occupied housing in neighborhoods with unusually high percentages of rental properties.
- Promote homeownership as an alternative to renting for qualified households.
- Support programs that enable homeowners to retain their homes, including foreclosure prevention programs.
- Support programs that enable elderly and disabled families to sustain and maintain homes.
- Support neighborhood revitalization efforts.

Evaluation of Past Performance

- The City of Beloit provided housing rehabilitation loans to low to moderate income homeowners and landlords renting to low to moderate income tenants. This program generates income and consequently continues to be available each year.
- The City of Beloit supported Neighborhood Housing Services' Foreclosure Prevention Program, which helps people stay in their homes.
- The City of Beloit supported the Senior Chore Service program and the Home Companion Registry which helps the elderly and disabled live independently in their homes.

Public Housing Strategies

- The BHA will work with Neighborhood Housing Services (NHS) to provide homeownership opportunities for its clients.
- The BHA will work with community partners to provide volunteer opportunities for BHA residents and applicants, which exposes the extremely low-income, low-income and moderate-income households to opportunities to increase their job training skills, people skills and self-esteem.
- The BHA will conduct strategic planning to address immediate capital needs with HUD's Capital Funds Program grant money. The BHA may have the opportunity to use other resources such as CDBG funds, HOPE VI funds, and WHEDA funds for longer-term projects such as the tax credit project now underway.
- The BHA will encourage extremely low-income, low-income and moderate-income families to utilize the least resistive housing opportunities available to them. They have a choice of programs that include public housing, Section 8 rental assistance, Section 8 homeownership and Family Self-Sufficiency.

Evaluation of Past Performance

- The Beloit Housing Authority has partnered with NHS over the past several years to provide training and education opportunities for its Family Self-Sufficiency and Homeownership Voucher program participants.
- The Beloit Housing Authority contracted with Voluntary Action Center to provide volunteer opportunities for its public housing residents.

Specific Homeless Strategies

- The City will continue to support and strengthen the limited resources of agencies that provide services and facilities for homeless persons in the City of Beloit.
- The City will continue to support Family Services Association and Community Action, Inc. and their transitional housing programs.

- The City will continue to support non-profits such as NHS and Family Services Association that provide programs to prevent foreclosures such as credit counseling and foreclosure prevention grants.
- The City will support programs that provide a comprehensive strategy to address clients' needs including case management, supportive housing, and client advocacy.
- Evaluation of Past Performance

The City of Beloit continued to provide CDBG funding to homeless programs and services that meet critical needs.

FY2014 CDBG Program Proposed Budget

PY 2014 CDBG Program Proposed Budget	2013 Award	2014 Allocation
Public Service		
Community Action - Fatherhood Initiative and Skills Enhancement	\$ 19,702	\$ 25,956
Family Services - The Key: Transitional Living Program	\$ 6,896	\$ -
Family Services - Beloit Domestic Violence Center: Emergency Housing	\$ 6,896	\$ 14,487
Family Services - Home Companion Registry for Senior Personal Care	\$ 14,692	\$ 18,109
Family Services - Homelessness Prevention and Rapid Rehousing Project	\$ 9,935	\$ -
Hands of Faith - Emergency Shelter for Homeless Families	\$ 7,388	\$ 11,469
Merrill Community Center - Youth and Senior Programs	\$ 19,702	\$ 25,956
NHS - Homeownership: The Solution to Eliminating Blight in the City of Beloit	\$ 19,007	\$ 25,956
Salvation Army: After School Programming	\$ -	\$ -
Stateline Literacy Council - Hispanic Outreach for Comprehensive Literacy	\$ 19,702	\$ 25,956
Voluntary Action Center - Beloit Senior Chore Service	\$ 6,896	\$ 8,209
Total Public Services	\$ 130,816	\$ 156,099
Planning and Program Administration		
Fair Housing Activities	\$ 15,000	\$ 5,000
Program Administration (No Application Needed)	\$ 118,247	\$ 125,000
Total Planning and Program Administration	\$ 133,247	\$ 130,000
Code Enforcement		
Community Development Dept. - Code Enforcement / Inspection Program	\$ 110,900	\$ 115,000
Total Code Enforcement	\$ 110,900	\$ 115,000
Housing Rehabilitation		
Community Development Dept. - Housing Rehabilitation Revolving Loan Program	\$ 177,950	\$ 171,242
Total Housing Rehabilitation	\$ 177,950	\$ 171,242
Economic Development		
Economic Development - Commercial and Industrial Revolving Loan Fund	\$ -	\$ -
Total Economic Development	\$ -	\$ -
GRAND TOTAL	\$ 552,913	\$ 572,341
CDBG Funds Available	\$ 552,913	\$ 572,341
Surplus/Deficit	\$ (0)	\$ (0)
	2013 Actual	2014 Projected
Estimated Program Income	Program Income	Program Income
Economic Development Revolving Loan Fund	\$ 223,681	\$ 39,000
Code Enforcement	\$ 60,613	\$ 60,000
Housing Rehabilitation Revolving Loan Fund	\$ 63,945	\$ 63,000
Neighborhood Housing Services	\$ 120,081	\$ 6,000
Total Estimated Program Income	\$ 468,320	\$ 168,000
Total CDBG Budget	\$ 1,021,233	\$ 668,000

Action Plan Required Elements:

Geographic Distribution/Allocation Priorities:

- 1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year.**

*Please note that maps or other attachments may be included as additional files within the CPMP Tool.

PY 2014 Action Plan Geographic Distribution/Allocation response:

CDBG programming will be provided City-wide, with priority given to areas with minority or low-income concentrations. Minority concentrations are census tracts in which the total percentage of minority households is higher than would be expected based upon average racial distributions. Census tracts 16, 17, 18 and 23 are classified as areas of minority concentration.

The 2005-2009 American Community Survey data shows low-income census tracts in the City of Beloit as 15, 16, 17, 18, and 21. All of these census tracts also have high concentrations of very-low income households. Roughly 26% of households in the City of Beloit are living at incomes at or below 30% of the County Median Income. However, the City will not be dedicating a set percentage of funds to any minority or low-income area.

- 2. Describe the reasons for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.**

PY 2014 Action Plan Geographic Distribution/Allocation response:

Priority is given to those serving minority or low-income populations. The City also attempts to fund activities each year in the City's targeted neighborhoods, which include the Near Westside, Merrill and Shore Drive neighborhoods. The relative priority of needs was determined based on public comment received over the past five years. The City will not be dedicating a set amount of funds to any geographic area of the City. The majority of the programs funded are provided on a City-wide basis.

- 3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.**

PY 2014 Action Plan Geographic Distribution/Allocation response:

One of the key obstacles to meeting the underserved needs in Beloit is lack of adequate funding or other non-financial resources to adequately address a particular problem. Insufficient funding precludes the City from appropriately addressing every worthy project and often includes allocating funding at less than an optimal amount. The City does not fund programs which duplicate the work of other programs.

Non-financial resource limitations include insufficient numbers of trained volunteers or staff to provide expertise and support for programs and language

barriers. The City will also partner with the non-profits and others to consolidate resources. The City is part of the Rock County Homeless Intervention Task Force which works to consolidate resources, financial and non-financial, to meet the needs of all of Rock County.

Sources of Funds:

4. **Identify the federal, state, and local resources the jurisdiction expects to receive to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan. (92.220(c)(1))**

PY 2014 Action Plan Sources of Funds response:

\$500,000 in Community Development Block Grant, \$137,673 in HOME Investment Partnerships program funds, approximately \$400,000 in Low Income Public Housing Operating Subsidy, \$3,135,000 in Housing Choice Voucher Housing Assistance Payment Subsidy, \$340,000 in Housing Choice Voucher Administrative Subsidy, and \$165,000 in Capital Fund Program dollars are expected to be available in 2014.

5. **If you plan to dedicate funds within a local targeted area, provide the boundaries of the targeted area and an estimate of the percentage of funds you plan to dedicate to target area(s). (91.220(f))**

PY 2014 Action Plan Sources of Funds response:

We do not intend to dedicate funds within a local targeted area in 2014.

6. **If your plan includes a Neighborhood Revitalization Strategy Area or Areas, please identify the census tracts for each NRSA and an estimate of the percentage of funds you plan to dedicate to the NRSA(s).**

PY 2014 Action Plan Sources of Funds response:

Our plan does not include a Neighborhood Revitalization Strategy Area.

7. **Explain how federal funds will leverage resources from private and non-federal public sources.**

PY 2014 Action Plan Sources of Funds response:

The Community Development Block Grant funds used by local agencies are only a small portion of their overall budgets. However, these funds allow them to leverage other local dollars, including United Way funds, and other state, federal and private funds.

8. **Provide a description of how matching requirements of HUD's programs will be satisfied.**

PY 2014 Action Plan Sources of Funds response:

There are no matching requirements for Community Development Block Grant Program. Janesville is the PJ for our HOME dollars, so the match requirements for the HOME program will be reflected in its Annual Action Plan. We do not receive any other federal funds with match requirements.

9. **If the jurisdiction deems it appropriate, indicate publicly owned land or property located within the jurisdiction that may be used to carry out the plan.**

PY 2014 Action Plan Sources of Funds response:

There is no publicly owned land or property which will be used to carry out the plan.

Managing the Process

10. **Identify the significant aspects of the process, by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.**

PY 2014 Action Plan Managing the Process response:

Preparation of the Consolidated Plan included meeting with a steering committee (the Consolidated Planning Committee) which included members of the following organizations:

Beloit Youth Place	Merrill Community Center
Caritas	Neighborhood Housing Services
Community Action, Inc.	Stateline Literacy Council
Habitat for Humanity	Stateline United Way
Homeless Intervention Task Force	Voluntary Action Center
Home Companion Registry	

The Committee met three times over a 10 week period to discuss informational needs, develop formal strategies, and discuss public meetings. The City also held public hearings and hosted public meetings.

For the Annual Plan, a public hearing was held on July 18 to solicit citizen input on community development, housing, public housing and homeless needs in the City of Beloit. A notice was published in the newspaper and a notice was mailed to the City's CDBG mailing list which includes service providers, citizens, neighborhood representatives, and business advocates. No one spoke at the public hearing.

11. **Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.**

PY 2014 Action Plan Managing the Process response:

The City is an active participant on several committees and boards including Neighborhood Housing Services of Beloit, African American Infant Mortality Coalition, Homeless Education Action Team, and the Homeless Intervention Task Force. Additionally, a City Council member is appointed to the Community Action Board. The City also has a good relationship with Rock County's

Community Development and Health departments, and the City Manager meets with Rock County officials on a regular basis.

Citizen Participation (91.220(b))

- 12. Provide a description of the process used to allow citizens to review and submit comments on the proposed consolidated annual plan, including how the plan (or a summary of the plan) was published for review; the dates, times and locations of a public hearing, or hearings; when and how notice was provided to citizens of the hearing(s); the dates of the 30 day citizen comment period, and if technical assistance was provided to groups developing proposals for funding assistance under the consolidated plan and how this assistance was provided.**

PY 2014 Action Plan Citizen Participation response:

The City of Beloit gave its citizens the opportunity to participate in an advisory role in planning, implementing, and assessing CDBG programs. Information about the goals of the CDBG program and the activities it funds was provided to all interested stakeholders. Public hearings were held to gauge the views of citizens.

The City held a public hearing on July 15, 2013 to give citizens an opportunity to identify issues which needed to be identified in the Annual Plan. A notice was published in the Beloit Daily News on July 13 and the Stateline News on July 14 notifying the public of that a public hearing would take place on July 15, 2013. Additionally, the City put the notice on the City's website on July 9, and the City Manager discussed the public hearing in his weekly e-newsletter to the citizens. The notice was also mailed to the CDBG mailing list, which includes the non-profit organizations and other interested agencies which provide services to low income people in Beloit.

The CDBG budget process began when notices were published on July 13 in the Beloit Daily News and July 14 in The Stateline News announcing that applications were available. A notice was also mailed to the CDBG mailing list on July 12, 2013 notifying agencies and interested parties that applications were available. Anyone needing assistance with filling out an application, determining the eligibility of a project or other CDBG assistance was helped.

The CDA reviewed the Annual Plan and budget on September 25, 2013 and recommended approval of both the plan and the budget. This meeting was provided to the media and posted on the City's website on September 20. A notice was published in the Stateline News on September 29, 2013 and in the Beloit Daily News on September 29, 2013 notifying the public of the 30-day public review period which began on October 1, 2013 and ended on October 31, 2013. This notice also notified the public that the plan and budget were available on the City's website, at City Hall and at the Beloit Public Library. It also informed the public that a public hearing would be held on October 21 and that final City Council action would take place on November 4, 2013. This notice was also mailed to the CDBG mailing list.

On October 21, a public hearing was held to give citizens an opportunity to comment on the proposed Annual Plan and proposed 2014 CDBG budget. On

November 4, the Annual Plan, and 2014 CDBG budget were reviewed and approved at a City Council meeting.

In April of 2014, HUD notified the City that Beloit's 2014 CDBG allocation would be in the amount of \$572,341. Originally the 2014 budget was prepared to reflect an estimated amount of \$500,000. The City of Beloit amended its Annual Plan to reflect this increase, which proposed to increase funding provided to each for public service agency by 20.7% and utilize the remaining \$45,542 in Housing Rehabilitation.

A public notice was published in the Beloit Daily News on March 29, 2014 to inform the public that a 30-day comment period on the proposed budget amendment began on March 31, 2014 and ended May 1, 2014. **There were no comments from the public.**

A public hearing on the proposed amendment was held on May 5, 2014 during a regularly scheduled City Council meeting to give citizens an opportunity to comment on the proposed Substantial Amendment to the 2014 Annual Action Plan and amended 2014 CDBG budget. **There were no comments from the public at the hearing. The Annual Plan and 2014 CDBG amended budget were reviewed and approved at this City Council meeting.**

The Beloit Daily News, Stateline News, City Hall, the Public Library, and the City of Beloit's website were also utilized to disseminate information to the public. Citizens were able to review the Annual Plan at City Hall or the Beloit Public Library, and it was also posted on the City's website. Staff was available to provide assistance to Spanish-speaking residents who were interested in the plan documents. The City has bi-lingual staff in the Department who can provide this assistance.

- 13. Provide a summary of efforts made to broaden public participation in the development of the consolidated annual plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.**

PY 2014 Action Plan Managing the Process response:

The annual plan was developed using the information and priorities established in the five-year plan. The process for developing the five-year plan included the establishment of a Steering Committee comprised of representatives from a range of homeless and minority programs.

Organizations which provide assistance to person with disabilities including Home Companion Registry, the Beloit Housing Authority, and Senior Chore Service were represented on the committee. Stateline Literacy Council which provides services to the growing Hispanic population was also involved in the process. Hands of Faith, an organization which provides services to homeless families, and Community Action, which provides a multitude of housing and homeless programs, was represented on the committee. For the 2014 Annual Plan, objectives and goals were reflective of the original five-year plan, which included input from a broad array of groups.

Staff was available to provide assistance to Spanish-speaking residents who were interested in getting involved in the planning process. The City has bilingual staff in the Department who can provide this assistance.

14. Provide a summary of citizen comments or views on the annual plan.

PY 2014 Action Plan Managing the Process response:

Marc Perry from Community Action Inc. spoke during the public hearing on July 15, 2013. He indicated that there is a tremendous need in housing and that sustaining housing is critical for the community. He said there is especially a need the area of rental assistance, long-term housing, transitional housing, and housing stability. A public hearing was also held on October 21, 2013. Nobody spoke during the public hearing. No written comments were filed.

15. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

PY 2014 Action Plan Managing the Process response:

All public comments are always accepted and reviewed for inclusion into the Strategic Plan and Annual Plan.

Institutional Structure

16. Describe actions that will take place during the next year to develop institutional structure.

PY 2014 Action Plan Institutional Structure response:

The City of Beloit will work with non-profits, public institutions and the private sector to implement the Consolidated Plan and Annual Plan. The City will continue to utilize the Community Development Authority (CDA) for review of the Consolidated Plan, annual action plans, proposed CDBG funding and any CDBG budget amendments.

The entire Community Development Department, including the Beloit Housing Authority, is now located on the third floor of City Hall. Therefore, the City and the Housing Authority are now able to work more closely together and are striving to partner, where it is appropriate.

Monitoring

17. Describe actions to be taken that will take place during the next year to monitor your performance in meeting goals and objectives set forth in your Consolidated Plan.

PY 2014 Action Plan Monitoring response:

On a quarterly basis, all CDBG applicants submit quarterly reports to the City, which are reviewed by City staff. Additionally, the City of Beloit will review the plan on a quarterly basis to ensure that goals and objectives are being addressed.

18. **Describe steps/actions to be taken during the next year to ensure compliance with program requirements, including requirements involving the timeliness of expenditures.**

PY 2014 Action Plan Monitoring response:

CDBG Subgrantees will continue to be required to submit quarterly reports, which contain information on the number of people served, progress made toward meeting their objectives and their financial status. Community Development staff will monitor the Subgrantees on an annual basis to ensure compliance with HUD regulations. Their financial reports are also reviewed at this time. Following these visits, letters are sent to Subgrantees when any problems are identified. Monitoring summaries are shared with the CDA and the City Council when they review and approve the CDBG budget.

On an annual basis, the City reviews the Consolidated Plan and Annual Action Plan to determine the progress made toward the goals, objectives and activities listed in the reports.

Mid-year, City staff reviews expenditure levels to ensure that caps are not exceeded. At this time, City staff also reviews current and prior year contracts to ensure that funds are expended in a timely manner.

The City of Beloit will monitor the progress of subgrantees throughout the year to ensure that they are expending their funds in a timely manner and providing the data required by the CDBG program. Additionally, the City will reallocate funds which are not being expended in a timely manner and/or work with subgrantees to ensure that funds are spent.

19. **Describe steps/action you will use to ensure long-term compliance with housing codes, including actions or on-site inspections you plan to undertake during the program year.**

PY 2014 Action Plan Monitoring response:

The City of Beloit has a construction specialist who monitors the housing rehab projects to ensure that all projects meet housing codes. Before any pay requests are processed for a grant, an on-site inspection is completed to ensure work is completed and housing codes are complied with. Additionally, construction work is always inspected by a building inspector.

The City also ensures that Neighborhood Housing Services obtains the required building permits for their new construction and housing rehab projects and provides on-site inspections of the projects. Additionally, the City has a fair housing code, and the Equal Opportunities and Human Relations Commission is responsible for any fair housing cases submitted to the City.

20. **Describe actions to be taken to monitor subrecipients (including sponsors or administering agents) during the next program year. This includes the monitoring of all programs, CDBG, HOME, ESG, or HOPWA, as applicable.**

PY 2014 Action Plan Monitoring response:

CDBG subgrantees will submit quarterly reports, which contain information on the number of people served, progress made toward meeting their objectives

and their financial status. Staff will review the quarterly reports and ensure that subgrantees are meeting the goals and objectives outlined in their contracts and completing the tasks in a timely basis. Community Development staff monitor the subgrantees on an annual basis to ensure compliance with HUD regulations. Their financial reports will also be reviewed at this time. Following these visits, letters will be sent to subgrantees when any problems are identified. Monitoring summaries will be shared with the Community Development Authority and the City Council when they review and approve the CDBG budget.

On an annual basis, the City reviews the Consolidated Plan and Annual Action Plan to determine the progress made towards the goals, objectives and activities listed in the reports.

The City receives its HOME dollars through the Rock County HOME Consortium. Janesville is the PJ for this consortium, so all HOME activities are reported through Janesville. The City does not receive ESG or HOPWA funds.

Description of Activities

**If not using the CPMP Tool: Complete and submit Table 3C*

**If using the CPMP Tool: Complete and submit the Projects Worksheets and the Summaries Table.*

21. **The action plan must provide a summary of the eligible programs or activities that will take place during the program year to address the priority needs and specific objectives identified in the strategic plan.**

PY 2014 Action Plan Description of Activities response: (Use of the Summaries Table and Project Worksheets or Table 3C/2A will be sufficient. No additional narrative is required.)

The Projects Worksheets and Summaries Table provide information on the proposed projects for the 2014 Program Year.

In the project worksheets, projects are grouped under five projects: Code Enforcement, Economic Development, Housing Rehabilitation, Planning-Program Administration, and Public Services. The Code Enforcement Project includes the City's Code Enforcement and systematic Rental Inspection program in our deteriorated and deteriorating areas. The Housing Rehabilitation project includes the City's Housing Rehabilitation Revolving Loan Fund. The Planning-Program Administration project includes program administration activities. Finally, the Public Services project includes the following activities:

- Community Action – Fatherhood Initiative and Skills Enhancement
- Domestic Violence Center – Emergency Housing for Homeless Victims of Domestic Violence
- Greater Beloit Home Companion Registry
- Hands of Faith – Emergency Shelter for Homeless Families
- Merrill Community Center – Youth and Senior Programs
- NHS – Homeownership

- Stateline Literacy Council – Hispanic Outreach for Comprehensive Literacy
- Beloit Senior Chore Service

Summary of Specific Annual Objectives and Outcome Measures

**If not using the CPMP Tool: Complete and submit Table 2C and Table 3A.*

**If using the CPMP Tool: Complete and submit the Summary of Specific Annual Objectives Worksheets or Summaries.xls*

22. Provide a summary of specific objectives that will be addressed during the program year. (91.220(c)(3))

PY 2014 Action Plan Summary of Specific Annual Objectives response:

(Use of the Summaries Table and Project Worksheets or Table 3C/2A will be sufficient. No additional narrative is required.)

A summary of the specific objectives is addressed in the Summaries Table and Project Worksheets

23. Describe the Federal Resources, and private and non-Federal public resources expected to be available to address priority needs and specific objectives during the program year.

PY 2014 Action Plan Summary of Specific Annual Objectives response:

(Use of the Summaries Table and Project Worksheets or Table 3C/2A will be sufficient. No additional narrative is required.)

A summary of the specific objectives is addressed in the Summaries Table and Project Worksheets

24. Describe the outcome measures for activities in accordance with Federal Register Notice dated March 7, 2006, i.e., general objective category (decent housing, suitable living environment, economic opportunity) and general outcome category (availability/accessibility, affordability, sustainability). 91.220(e)

PY 2014 Action Plan Summary of Objectives/Outcomes response: (Use of the Summaries Table or Table 2C/Table 3A will be sufficient. No additional narrative is required.)

This information is provided in the Summaries Table and Table 2C/3A.

HOUSING

Annual Affordable Housing Goals (91.220(g))

**If not using the CPMP Tool: Complete and submit Table 3B Annual Housing Completion Goals.*

**If using the CPMP Tool: Complete and submit the Table 3B Annual Housing Completion Goals.*

25. **Describe the one-year goals for the number of homeless, non-homeless, and special-needs households to be provided affordable housing using funds made available to the jurisdiction and one-year goals for the number of households to be provided affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units using funds made available to the jurisdiction. The term affordable housing shall be defined in 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership.**

PY 2014 Action Plan Annual Affordable Housing Goals response:
The information is provided in Table 3B.

Needs of Public Housing (92.220(b))

26. **Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.**

PY 2014 Action Plan Needs of Public Housing response:

The Beloit Housing Authority (BHA) will network with local agencies, departments and businesses to inform the public of available services for extremely low-income, low-income and moderate-income individuals.

- The BHA will partner with NHS to provide homeownership opportunities for its residents.
- The BHA will work with community partners to provide volunteer opportunities for BHA residents and applicants, which exposes the extremely low-income, low-income and moderate-income households to opportunities to increase their job training skills, people skills and self-esteem.
- The BHA will market available programs through local newspapers and radio stations. BHA staff will attend area Senior, Health, and Family events.
- The BHA will conduct strategic planning to address immediate capital needs with HUD's Capital Fund Program.
- The BHA will encourage extremely low-income, low-income and moderate-income families to utilize the least resistive housing opportunities available to them. They have a choice of programs that include public housing, Section 8 rental assistance, Section 8 homeownership and Family Self-Sufficiency.

The Housing Authority will also encourage residents to participate in the management of BHA through opportunities to serve on a resident council or the governing board, the CDA. There is currently one Section 8 participant on the CDA board who also purchased a home through the Homeownership Voucher program.

The Beloit Housing Authority maintains 131 public housing units and 598 Section 8 vouchers. As of October 2014, the waiting lists for housing were 405 for public housing and 488 for Section 8 vouchers.

There were 10 public housing units that converted to Project Based Section 8.

It is not expected that any units will be removed from the public housing inventory in the near future, but some were downsized due to the need of smaller units rather than the larger 4-bedroom units. Given the length of the waiting lists, we do not anticipate a decrease in the number of public housing units. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

PY 2014 Action Plan Needs of Public Housing response:

The Beloit Housing Authority is not a "troubled" public housing agency.

Antipoverty Strategy

27. **Briefly describe the actions that will take place during the next year to reduce the number of poverty level families (as defined by the Office of Management and Budget and revised annually), taking into consideration factors over which the jurisdiction has control.**

PY 2014 Action Plan Antipoverty Strategy response:

Through local partnerships, the City is increasing employment while educating citizens and providing life improvement skills.

- The City will support programs that provide assistance to persons to increase their job skills and marketability.
- The Beloit Housing Authority will continue its Family Self-Sufficiency Program in 2014.
- The Beloit Housing Authority will continue to provide homeownership opportunities to Section 8 participants in cooperation with NHS in 2014.
- The City will support non-profit organizations that provide assistance and advocacy to low- and moderate-income residents.
- The City will use the Economic Development Revolving Loan Fund to increase the number of living wage jobs to low- and moderate-income persons in the community.

The Housing Authority requires all public housing residents to perform 8 hours of community service per month when the participating adult is unemployed. By doing this, adults are learning new skills, acquiring self confidence and opening doors for new opportunities.

The Housing Authority offers intensive case management to families which includes budgeting classes, mentors, educational opportunities, and preferences

with local employers. Through local partnerships, the City is increasing employment while educating citizens and providing life improvement skills.

Barriers to Affordable Housing

28. Describe the actions that will take place during the next year to remove barriers to affordable housing.

PY 2014 Action Plan Barriers to Affordable Housing response:

1. The City updated its Analysis of Impediments to Fair Housing in January of 2012. The report concluded that the City has continues to meet the goals of affordable and fair housing.

City staff will continue enforcement activity in 2014.

The City's zoning and development regulations are comprehensive and progressive and pose no barrier to affordable and fair housing goals for the City.

29. Describe the actions that will take place during the next year to foster and maintain affordable housing.

PY 2014 Action Plan Barriers to Affordable Housing response:

The City of Beloit will ensure that the affordable rental units are decent, safe and sanitary and meet local codes through its systematic rental inspection program.

The City of Beloit will support efforts by others to rehabilitate current tax credit projects.

The City of Beloit will provide financial resources for owner-occupants to maintain their homes.

The City of Beloit will provide financial resources for landlords to upgrade their rental units.

Lead-based Paint

30. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

PY 2014 Action Plan Lead-based Paint response:

The Rock County Health Department will continue to refer families of children with high lead levels to the City of Beloit's program. We work jointly to solve these problems.

The City of Beloit will use its Lead Hazard Reduction Grant funds in concert with its housing rehabilitation funds. The lead funds will be used for the lead elements to make the house lead safe, and then the housing rehabilitation funds are used for other rehabilitation work needed to bring the home up to code. The

City received additional lead dollars in 2013, which will expire in November of 2016.

The City of Beloit Housing Services Division requires all contractors hired through the Housing Rehabilitation Loan program to be certified lead safe, ensuring all work completed in project homes is performed in a lead safe manner and with lead-free replacement products.

The City will continue to operate the Rental Inspection program. Every rental unit in the City is inspected at least once every three years by inspection officials who are trained as Lead Hazard Investigators to look for lead risk in all units. If orders are written to correct a lead hazard, information is sent explaining how to fix the problem in a lead safe manner, and the property owner is cited if the lead issue is not corrected.

HOMELESS

Specific Homeless Prevention Elements

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

31. **Please describe, briefly, the jurisdiction's plan for the investment and use of available resources and describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2014. Again, please identify barriers to achieving this.**

PY 2014 Action Plan Specific Homeless Prevention response:

The City will provide funding through the CDBG program to programs that help chronically homeless individuals and families move into permanent housing and assist with any other issues they may have. Specifically, the City will support programs that provide:

- Outreach and assessment
- Supportive services
- Long-term case management and client advocacy
- Transitional housing
- Stabilization strategies to move homeless individuals into economic independence

The Beloit Housing Authority has established a local preference for individuals and families who are participants in the transitional living program for housing rental assistance and those who are victims of domestic violence.

A potential barrier to accomplishing these activities would be the financial viability of the agencies which provide homeless programs. For example, the Domestic Violence Center has struggled over the past several years financially, and continuing the transitional portion of the program, which provides the longer-term support and ensures that people stop the homeless cycle, is

essential to achieving the goal of ending homelessness. Another barrier is the public support for these programs. If the public does not support these programs, the City Council could quit funding these programs with CDBG funds.

32. **Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.**

PY 2014 Action Plan Specific Homeless Prevention response:

The City will continue to fund programs that provide financial assistance to individuals and families to prevent them from becoming homeless such as foreclosure prevention and emergency rental assistance identified through supportive case management.

The City will continue to support programs that provide rental assistance and supportive services to homeless persons or persons at risk of becoming homeless, such as Hands of Faith and Community Action.

The City will continue to support programs that provide credit counseling and foreclosure prevention programs.

The City will also continue serving on the Homeless Intervention Task Force Displacement Action Response Team, which provides a planned emergency response to mobilize resources in the event of a mass displacement of residents due to unfit conditions or condemnations.

33. **Discharge Coordination Policy—The jurisdiction must certify it established a policy for discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care, or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. (91.225 (c)(10))**

PY 2014 Action Plan Specific Homeless Prevention response:

The City will continue its involvement in the Homeless Intervention Task Force and its Resources Subcommittee, which continually addresses coordination of services and discharge as well as promotes the implementation of universal forms and participation in the State's homeless database, WI ServicePoint.

Emergency Shelter Grants (ESG)

34. **If applicable, describe how the ESG matching requirements will be met.**

PY 2014 Action Plan ESG response:

This is not applicable. The City of Beloit does not received ESG dollars.

35. **(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.**

PY 2014 Action Plan ESG response:

Not Applicable.

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

**If not using the CPMP Tool: Complete and submit Table 1B.*

**If using the CPMP Tool: Complete and submit Needs Table/Non-Homeless Needs.*

36. **Please describe any supportive housing activities being undertaken to address the priority housing needs of persons who are not homeless (elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, persons with alcohol or other substance abuse problems).**

PY 2014 Action Plan Non-homeless Special Needs response:

The City will continue to support programs for seniors such as the Home Companion Registry, Senior Chore Service and Grinnell Hall.

The City will provide deferred housing rehab loans to special needs populations.

The Beloit Housing Authority has 41 housing units for the elderly and disabled, and has established a local preference for elderly and disabled residents.

The City will make special needs issues a priority when budgeting CDBG funds. The Beloit Housing Authority will continue to use its funds to provide services and housing to these populations.

COMMUNITY DEVELOPMENT

Community Development Block Grant

**If not using the CPMP Tool: Complete and submit Table 2B, Table 1C Summary of Specific Objectives.*

**If using the CPMP Tool: Complete and submit the Needs Worksheets/Non-Housing Community Development and Summary of Specific Annual Objectives Worksheets or Summaries.xls*

37. **Identify the estimated amount of CDBG funds that will be used for activities that benefit persons of low- and moderate-income (an amount generally not to exceed ten percent of the total available CDBG funds may be excluded from the funds for which eligible activities are described if it has been identified as a contingency for cost overruns.)**

PY 2014 Action Plan Community Development response:

\$500,000 in 2014 new grant dollars and an estimated \$346,188 in program income will be used for activities that benefit person of low- and moderate-income. \$60,000 of this is generated from LMI rental properties in the City-wide Rental Dwelling Permit program. This program requires all rental units to be inspected on a three year cycle to ensure the properties are maintained to the minimum standards outlined in the City's Property Maintenance Code.

38. CDBG resources must include the following in addition to the annual grant:

a. **Program income expected to be received during the program year, including:**

i. **The amount expected to be generated by and deposited to revolving loan funds;**

PY 2014 Community Development response:

\$60,000 is expected to be generated by and deposited to revolving loan funds.

The total amount expected to be received during the current program year from a float-funded activity described in a prior statement or plan.

PY 2014 Community Development response:

No funds are expected to be received during the program year from a float-funded activity described in a prior statement or plan.

b. **Program income received in the preceding program year that has not been included in a statement or plan;**

PY 2014 Community Development response:

There is not any program income that has been received in the preceding program year that has not been included in a statement or plan.

c. **Proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives in its strategic plan;**

PY 2014 Community Development response:

The City of Beloit does not have any Section 108 loan guarantees.

d. **Surplus funds from any urban renewal settlement for community development and housing activities; and**

PY 2014 Community Development response:

The City of Beloit does not have any surplus funds from an urban renewal settlement.

e. **Any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.**

PY 2014 Community Development response:

The City of Beloit does not have any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.

41. NA If a jurisdiction intends to carry out a new CDBG float-funded activity, the jurisdiction's plan must include the following information:

- a. **For the program income included in 1(b) above, the jurisdiction should identify the month(s) and year(s) in which the program income will be received; and which of the following options it will take for each float-funded activity to address the risk that the activity may fail to generate adequate program income:**
 - i. **amend or delete activities in the amount equal to any amount due from default or failure to produce sufficient income in a timely manner. (If this option is chosen, the action plan must include a description of the process it will use to select activities to be amended or deleted and how it will involve citizens in that process), OR**
 - ii. **obtain an irrevocable line of credit from a commercial lender for the full amount of the float-funded activity. (If this option is chosen, information on the float-funded activity in the action plan must include the lender and the terms of the irrevocable line of credit), OR**
 - iii. **agree to transfer general local government funds to the CDBG line of credit in the full amount of any default or shortfall within 30 days of the float-funded activity's failure to generate projected program income on schedule.**

PY 2014 Community Development response:

The City of Beloit is not carrying out any float-funded activities.

39. **Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs, public facilities, public improvements, public services and economic development. (Use of Table 2B or the Community Development Needs Table is sufficient, additional narrative is not required)**

- a. **For activity for which the jurisdiction has not yet decided on a specific location, such as when a jurisdiction is allocating an amount of funds to be used for making loans or grants to businesses or for residential rehabilitation, provide a description of who may apply for the assistance, the process by which the grantee expects to select who will receive the assistance (including selection criteria), and how much and under what terms the assistance will be provided.**

PY 2014 Community Development response:

Economic Development Revolving Loan Fund: This loan fund provides loans to for-profit commercial, industrial or service sector businesses that will locate or expand in the City of Beloit by creating or retaining jobs.

Program funds are used to assist a business to finance exterior and interior building improvements, purchase land and building, new construction, purchase of machinery and equipment, land improvements, demolition, and leasehold improvements.

The program will loan a business up to 30 percent of the total project cost. The interest rate is as follows:

- If loaned in conjunction with a bank loan, 75 percent of the bank rate.
- Stand alone loans will be set at 75 percent of the Wall Street Prime rate at time of loan approval for projects with loan term greater than 10 years. 65 percent of Wall Street Prime rate for 1-10 year loan term.

The repayment terms are up to 25 years for land and buildings and 10 years for machinery and equipment.

The criteria used are the following:

- Ratio of Program dollars to the number of full-time equivalent (FTE) jobs created or retained, not to exceed \$35,000 per job. For FTE calculations, a full-time position will be employed 35 hours per week.
- At least 51 percent of the jobs created or retained must be available for low- to moderate-income persons.
- Ratio of Program dollars to private dollars in a project cannot be less than two private dollars for each Program dollar.
- Only those expenditures made within 18 months after approval of the Program loan shall be counted in the public/private dollar match.
- Applicant must contribute at least 10 percent equity into the project.

Housing Rehab Revolving Loan Fund: Housing rehab loans are available to any low- to moderate-income homeowner in the City of Beloit and any investor-owned rental units in the City of Beloit which is occupied by a low- to moderate-income family.

Additional Criteria: For homeowner loans, applicants must have equity in their homes, be free and clear of any judgments, and be current with their property taxes, with no delinquencies.

The individual loans available to owner-occupied properties are tailored to meet the applicant's financial needs and resources. Owner-occupied interest rates are 0 percent deferred payment loans or a 3 percent amortized loan. Investment property loans are offered at a fixed 3 percent rate.

The maximum loan amount for rehabilitation loans is \$20,000 for one dwelling unit, \$25,000 for two units and \$8,000 for additional dwelling units.

Owner-occupied property loans are available up to a 15-year term or can be deferred as long as the owner occupies the home. Investment property loans are available for ten years.

The Housing Rehab program consists of four loan programs: Owner-occupied Low Interest and Deferred Payment Loans, Rental Housing Rehab Program, Distressed Property Loan Program, and Construction Loan Program.

40. **Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.**

(Use of Table 2B or the Community Development Needs Table and Summaries Table is sufficient, additional narrative is not required)

PY 2014 Community Development response:

This information is provided in Table 2B.

41. **An “urgent need” activity may be included in the action plan only if the jurisdiction certifies that the activity is designed to meet other community development needs having a particular urgency because existing conditions pose a serious and imminent threat to the health or welfare of the community and other financial resources are not available.**

PY 2014 Community Development response:

The City of Beloit is not providing any funding for “urgent needs”.

HOME/ American Dream Down payment Initiative (ADDI)

NA

42. **Describe other forms of investment not described in § 92.205(b).**

PY 2014 Action Plan HOME/ADDI response:

Not applicable.

43. **Describe how HOME matching requirements will be satisfied?**

PY 2014 Action Plan HOME/ADDI response:

Not applicable.

44. **If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.**

PY 2014 Action Plan HOME/ADDI response:

Not applicable.

45. **Describe the policy and procedures the PJ will follow to affirmatively market housing containing five or more HOME-assisted units.**

PY 2014 Action Plan HOME/ADDI response:

Not applicable.

46. **Describe actions to be taken to establish and oversee a minority outreach program within the jurisdiction to ensure inclusion, to the maximum extent possible, of minority and women, and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking, underwriters, accountants, and providers of legal services, in all contracts, entered into by the PJ with such persons or entities, public and private, in order to facilitate the activities of the PJ to provide affordable housing under the HOME program or any other Federal housing law applicable to such jurisdiction.**

PY 2014 Action Plan HOME/ADDI response:

Not applicable.

47. **NA If you intend to use HOME funds for Tenant-Based Rental Assistance, describe the local market conditions that led to the use of the HOME funds for a tenant-based rental assistance program.**

PY 2014 Action Plan HOME/ADDI response:

Not applicable.

48. **NA If the TBRA program will target or provide preference for a special needs group, identify that group from the Consolidated Plan as having an unmet need and show that the preference is needed to narrow the gap in benefits and services received by that population?**

PY 2014 Action Plan HOME/ADDI response:

Not applicable.

49. **NA If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:**

- a. **Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.**
- b. **Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.**
- c. **State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.**
- d. **Specify the required period of affordability, whether it is the minimum 15 years or longer.**

- e. **Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.**
- f. **State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.**

PY 2014 Action Plan HOME/ADDI response:
Not applicable.

50. **NA** **If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:**
- a. **Describe the planned use of the ADDI funds.**
 - b. **Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.**
 - c. **Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.**

PY 2014 Action Plan HOME/ADDI response:
Not applicable

Housing Opportunities for People with AIDS **NA**

**If not using the CPMP Tool: Complete and submit Table 1B.
If using the CPMP Tool: Complete and submit Needs Table/HOPWA.

51. **Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.**

PY 2014 Action Plan HOPWA response:
Not applicable.

52. **Specify the one-year goals for the number of low-income households to be provided affordable housing using HOPWA funds for short-term rent, mortgage, and utility payments to prevent homelessness; tenant-based rental assistance, units provided in housing facilities that are being developed, leased, or operated.**

PY 2014 Action Plan HOPWA response:
Not applicable.

53. **Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional**

information regarding the administration of services to people with HIV/AIDS.

PY 2014 Action Plan HOPWA response:
Not applicable.

54. **Identify the method for selecting project sponsors (including providing full access to grassroots, faith-based and other community organizations).**

PY 2014 Action Plan HOPWA response:
Not applicable.

55. **Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.**

PY 2014 Action Plan HOPWA response:
Not applicable.

Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.

The City of Beloit's Equal Opportunities and Human Relations Commission (EOHRC) adopted an Annual Strategy for 2013 to Address Impediments to Fair Housing at its October 15, 2012 meeting. This strategy outlines specific actions the City is to conduct in order to address each of the impediments identified in its most recent Analysis of Impediments to Fair Housing.

Below is a summary of specific actions have been taken, and will continue to be taken into 2014 in order to address these impediments and affirmatively further fair housing.

Inconsistent Administration of the Fair Housing Code: The constant change in staff liaison has resulted in much confusion by the public and City staff regarding where to direct Fair Housing complaints.

- The City's EOHRC has been developing by-laws that would codify procedures for administration of the City's Fair Housing Code. The by-laws are expected to be completed and adopted by City Council by December 2013.
- The City of Beloit partnered with the City of Janesville, the Beloit Property Manager's Association, the Janesville area Rental Property Association, and the Wisconsin Apartment Association to conduct an 8-week series of educational seminars regarding tenant / landlord law, which includes a session on Fair Housing. These trainings provide information on how and where to file fair housing complaints.

- City staff to the EOHRC hired an intern who provided educational seminars to various Community not-for-profit agencies including Community Action Inc. of Rock and Walworth Counties, Beloit Domestic Violence Center, Stateline Literacy Council, Property Manager's Association, and the local Continuum of Care Homeless Intervention Task Force (HITF). Brochures and flyers were distributed at each session regarding where to file complaints with the EOHRC and their procedures.

Lack of Bi-Lingual City Staff for Housing Programs: The Hispanic population of the City has grown 800% over the last ten years. Specific concern is with the lack of bi-lingual staff in the housing related divisions, such as the Housing Authority, Code Enforcement, and the Housing Loan Programs.

- Neighborhood Housing Services has provided homebuyer classes in Spanish and English since 2004. Their bilingual staff also provides credit counseling, homebuyer education, foreclosure prevention, and loan modification assistance. Fair lending is discussed as a part of their homebuyer education classes.
- The Equal Opportunities and Human Relations Commission's (EOHRC) brochure on fair housing has been available in both English and Spanish since 2004 in an attempt to reach out to all populations in Beloit. This brochure has recently been updated and has been disseminated to many social service agencies where diverse populations may frequent.
- The City's Equal Opportunities and Human Relations Commission (EOHRC) staff liaison has performed outreach and educational seminars on Fair Housing in both English and Spanish.
- City staff liaison to the EOHRC is bi-lingual and available to accept Fair Housing Complaints in person or over the phone during regular business hours. City staff liaison also assists complainants in completing the complaint form and will also accept complaints via email.
- Blackhawk Bank has two bi-lingual loan officers to assist Spanish-speaking people with obtaining mortgage loans.

Limited Number of Housing Choice Vouchers (Section 8): The Beloit Housing Authority has 598 Section 8 Vouchers and consistently has a waiting list of over 500 applicants. The focus group indicated there is a great preference in the community for Section 8 vouchers because unlike other subsidized housing, the participant has a choice in where to live.

- Since the number of Housing Choice Vouchers is set by formula by HUD, the Beloit Housing Authority is exploring other options to increase its capacity in Beloit.
- The Housing Authority continues its Family Self-Sufficiency program which helps Section 8 tenants move off the program and into self-sufficiency. This will create movement in the long waiting list.

- The Housing Authority also continues its Homeownership Voucher program. This program requires participants work at least 30 hours per week, which decreases the Housing Authority payment. The vouchers in this program are also temporary, which means they will become available to other participants as homeowners move off the program.
- Some Public Housing units have been converted to Project Based Section 8.

Low Payment Standards for Housing Choice Vouchers (Section 8):

Beloit Housing Authority payment standards are lower than the other Section 8 program operating in the community, and are lower than the amount of rent a landlord could receive if they were to rent to non-Section 8 families. This is resulting in a drop in landlord participation in the program, which reduces the number of units available to persons seeking housing. Low payment standards also limit the choice in location of housing for households on this program.

- The Beloit Housing Authority has adjusted its payment standards within the restrictions of the program.
- The Beloit Housing Authority continues to explore other options to increase its capacity in Beloit.

Supply of Subsidized and Rental Housing: The primary concerns in Beloit seem to be that the City carries a disproportionate number of the County's subsidized households.

- The City supports the development of affordable housing.
- The City provides funding to agencies such as Neighborhood Housing Services and Community Action that acquire and rehabilitate houses. Community Action offers some of these homes as rentals to low-moderate income households at Fair Market Rent. Both agencies sell these homes to low-moderate income households, which oftentimes results in mortgage payments that are less than current rents in the area.

Origination and Denial Rates: Loan origination rates are lower in census tracts 15, 17, 18, and 23 where non-white populations exceed 25%.

- The City of Beloit has supported funding agencies that provide outreach and education in the area of lending to LMI individuals and protected populations. The City has provided CDBG funding to Neighborhood Housing Services (NHS) and Community Action, Inc. to provide credit and homeownership counseling.

- NHS has provided down payment assistance and credit counseling to LMI individuals since 2004 to help them strengthen their credit in order to get approved for a first mortgage.
- NHS has put into place an underwriting policy that prohibits providing down payment assistance and does not allow mortgage subordinations for lending products with predatory characteristics. NHS also actively educates LMI households about predatory loans in their homebuyer classes.
- Community Action Inc. has increased the number of self-sufficiency programs that educate participants to increase earned income, repair credit, and choose housing options that are financially viable including homeownership. Community Action Inc. also provides credit and homeownership counseling. Community Action also enrolls participants in financial literacy classes conducted by Neighborhood Housing Services.
- The Beloit Housing Authority (BHA) began participating in the Housing Choice Voucher Homeownership program 2005. Eighteen of their 598 voucher can be used to assist LMI families with subsidies for mortgage payments. The Housing Authority employed a staff person until 2010 who was certified in Homebuyer Education and Credit Counseling resulting in ten participants purchasing homes. BHA now works with NHS of Beloit's credit counseling program to assist participants in improving credit to obtain a mortgage under this program.

Language Barriers: Limited English Proficiency (LEP) has come to the forefront of housing issues with the recent increase in Beloit's Latino population. Many of these people face language barriers regarding the ability to read and understand leases and mortgage documents and they may not realize if they are facing a fair housing issue.

- The EOHRC provided Fair Housing seminars in Spanish to participants participating in English Language classes at the Stateline Literacy Council. This agency provides English classes to Spanish speaking individuals and also houses the Latino Service Providers coalition. Brochures and complaint forms were placed at the agency.
- City staff liaison to the EOHRC has provided on-site outreach to vulnerable populations such as Beloit's Domestic Violence shelters. Complaint forms and informational brochures are disseminated at the time of outreach.
- The Fair Housing Investigator gives complainants the option to either meet at their residence or at a public location of complainant's choice, for completion of the complaint form.
- The EOHRC's brochure on fair housing has been translated into Spanish to reach out to the City's Latino populations. This brochure is placed at many social service agencies where protected populations may visit.

- The City staff liaison to the EOHR provided educational presentations to the County's Homeless Intervention Task Force (HITF) and other social service agencies in order to bring awareness and resources to case workers who work closely with underserved and protected populations. This helps caseworkers recognize discriminatory behavior and provides tools to assist their clients in filing a complaint if needed.
- Fair Housing informational flyers and brochures are placed in public areas of City Hall for the public to take.

Resident Opposition: There were two proposed housing developments that received major resident opposition since 2004.

- In its Annual Strategy to Address Impediments to Fair Housing, the EOHR has committed to reach out to agencies and provide materials so agencies and residents have practical resources to reference when needed. This will allow the City to provide education to the community, public officials, relevant boards, and developers when a tax credit or low/mixed income project is moving forward.
- City staff to the EOHR has provided educational seminars to various Community not-for-profit agencies including Community Action Inc. of Rock and Walworth Counties, Beloit Domestic Violence Center, Stateline Literacy Council, Property Manager's Association, and the local Continuum of Care Homeless Intervention Task Force (HITF). Brochures and flyers are distributed at each session.

Lack of Community Advocacy Groups for Disabled Persons and Persons with HIV: The City of Beloit's previous AI reported that persons with HIV were reported as having difficulties finding housing. However, attempts to reach out to the local AIDS Network were made by phone, email, and mail to participate in the focus group for this AI with no response.

- City staff to the EOHR has provided educational seminars to various Community not-for-profit agencies including Community Action Inc. of Rock and Walworth Counties, Beloit Domestic Violence Center, Stateline Literacy Council, Property Manager's Association, and the local Continuum of Care Homeless Intervention Task Force (HITF). Brochures and flyers are distributed at each session.
- The City of Beloit has provided CDBG funding to agencies that advocate for and offer services to the elderly and disabled populations, such as Family Services Home Companion Registry, Beloit Senior Chore Service, and Merrill Center Senior Program.
- The City of Beloit invited disability advocacy groups to the AI focus group meetings including, Rock County Community Support Program, Rock County Council on Aging, Rock County Long Term Support, the local chapter of National Alliance on Mental Illness (NAMI) for input regarding

possible discriminatory practices and suggestions on how to reach these individuals. Any comments or suggestions are incorporated into this AI.

- The Merrill Community Center children have participated in the annual Statewide Fair Housing Poster contest over the last three years. The Merrill Community Center also serves senior citizens.
- The Beloit Housing Authority has conducted outreach efforts with local agencies and social groups to increase accessibility to under-served populations.
- The City of Beloit's Fair Housing intern developed a Fair Housing lobby display that contains informational flyers, brochures, FAQ's, and the City's Fair Housing complaint form. This display is located in the Community Development Department lobby on the third floor of City Hall.

In addition, the City of Beloit's Economic Development Loan Program activities related to affirmatively furthering fair housing include job creation for LMI individuals.

Economic Development Revolving Loan Fund provides loans to for-profit commercial, industrial or service sector businesses that will locate or expand in the City of Beloit by creating or retaining jobs.

Program funds are used to assist a business to finance exterior and interior building improvements, purchase land and building, new construction, purchase of machinery and equipment, land improvements, demolition, and leasehold improvements.

Participant businesses must meet the following criteria to qualify for a loan:

- Ratio of Program dollars to the number of full-time equivalent (FTE) jobs created or retained, not to exceed \$35,000 per job. For FTE calculations, a full-time position will be employed 35 hours per week.
- At least 51 percent of the jobs created or retained must be available for low- to moderate-income persons.
- Ratio of Program dollars to private dollars in a project cannot be less than two private dollars for each Program dollar.
- Only those expenditures made within 18 months after approval of the Program loan shall be counted in the public/private dollar match.
- Applicant must contribute at least 10 percent equity into the project.

The program will loan a business up to 30 percent of the total project cost. The interest rate is as follows:

- If loaned in conjunction with a bank loan, 75 percent of the bank rate.

- Stand-alone loans will be set at 75 percent of the Wall Street Prime rate at time of loan approval for projects with loan term greater than 10 years. 65 percent of Wall Street Prime rate for 1-10 year loan term.

The repayment terms are up to 25 years for land and buildings and 10 years for machinery and equipment.

Attachment A

	2013 Award	2014 Council Approved	Proposed Increase	\$ Change	% Change
Public Service: 15% cap =			\$156,099	New Cap	
\$129,300					
1 Community Action - Fatherhood Initiative and Skills Enhancement	\$ 19,702	\$ 21,500	\$ 25,956	4,456	20.7%
2 Family Services - The Key: Transitional Living Program	\$ 6,896	\$ -	\$ -	-	
3 Family Services - Beloit Domestic Violence Center: Emergency Housing	\$ 6,896	\$ 12,000	\$ 14,487	2,487	20.7%
4 Family Services - Home Companion Registry for Senior Personal Care	\$ 14,692	\$ 15,000	\$ 18,109	3,109	20.7%
5 Family Services - Homelessness Prevention and Rapid Rehousing Project	\$ 9,935	\$ -	\$ -	-	
6 Hands of Faith - Emergency Shelter for Homeless Families	\$ 7,388	\$ 9,500	\$ 11,469	1,969	20.7%
7 Merrill Community Center - Youth and Senior Programs	\$ 19,702	\$ 21,500	\$ 25,956	4,456	20.7%
8 NHS - Homeownership: The Solution to Eliminating Blight in the City of Beloit	\$ 19,007	\$ 21,500	\$ 25,956	4,456	20.7%
9 Salvation Army: After School Programming	\$ -	\$ -	\$ -	-	
10 Stateline Literacy Council - Hispanic Outreach for Comprehensive Literacy	\$ 19,702	\$ 21,500	\$ 25,956	4,456	20.7%
11 Voluntary Action Center - Beloit Senior Chore Service	\$ 6,896	\$ 6,800	\$ 8,209	1,409	20.7%
Total Public Services	\$ 130,816	\$ 129,300	\$ 156,099	26,799	20.7%
Planning and Program Administration: 20% cap =			\$ 148,068	New Cap	
\$133,600					
12 Fair Housing Activities	\$ 15,000	\$ 5,000	\$ 5,000	\$ -	0.0%
13 Program Administration (No Application Needed)	\$ 118,247	\$ 125,000	\$ 125,000	\$ -	0.0%
Total Planning and Program Administration	\$ 133,247	\$ 130,000	\$ 130,000	\$ -	0.0%
Code Enforcement				\$ -	
14 Community Development Dept. - Code Enforcement / Inspection Program	\$ 110,900	\$ 115,000	\$ 115,000	\$ -	0.0%
Total Code Enforcement	\$ 110,900	\$ 115,000	\$ 115,000	\$ -	0.0%
Housing Rehabilitation				\$ -	
15 Community Development Dept. - Housing Rehabilitation Revolving Loan Program	\$ 177,950	\$ 125,700	\$ 171,242	\$ 45,542	36.2%
Total Housing Rehabilitation	\$ 177,950	\$ 125,700	\$ 171,242	\$ 45,542	36.2%
Economic Development				\$ -	
16 Economic Development - Commercial and Industrial Revolving Loan Fund	\$ -	\$ -	\$ -	\$ -	0.0%
Total Economic Development	\$ -	\$ -	\$ -	\$ -	0.0%
GRAND TOTAL	\$ 552,913	\$ 500,000	\$ 572,341	\$ 72,341	14.5%
CDBG Funds Available	\$ 552,913	\$ 500,000	\$ 572,341	\$ 72,341	14.5%
Surplus/Deficit	\$ -	\$ -	\$ (0)	\$ (0)	
Estimated Program Income	2013 Actual Program Income	2014 Projected Program Income	No Change		
17 Economic Development Revolving Loan Fund	\$ 223,681	\$ 39,000			
18 Code Enforcement	\$ 60,613	\$ 60,000			
19 Housing Rehabilitation Revolving Loan Fund	\$ 63,945	\$ 63,000			
20 Neighborhood Housing Services	\$ 120,081	\$ 6,000			
Total Estimated Program Income	\$ 468,320	\$ 168,000			
Total CDBG Budget	\$1,021,233	\$ 668,000			

	OLD	NEW	\$ Change	% Change
Pub Service Cap = (2014 Grant + 2013 PI) x 15%	129,300	\$ 156,099	\$ 26,799	20.7%
Planning Cap = (2014 Grant + 2014 PI) x 20%	133,600	\$ 148,068	\$ 14,468	10.8%



PROCEEDINGS OF THE BELOIT CITY COUNCIL
100 State Street, Beloit WI 53511
Monday, April 21, 2014

Presiding: Mark Spreitzer
Present: Sheila De Forest, Ana Kelly, Chuck Kincaid, Kevin Leavy, and David F. Luebke
Absent: Charles M. Haynes

1. The meeting was called to order at 7:04 p.m. in the Forum at Beloit City Hall.
2. PLEDGE OF ALLEGIANCE
3. SPECIAL ORDERS OF THE DAY/ANNOUNCEMENTS
 - a. Councilor Luebke presented a proclamation declaring April 25, 2014 as **Arbor Day** to Mike Ferger, City of Beloit Forestry Supervisor. Mr. Ferger thanked the Council for the proclamation and said that this is the City's 26th year of being designated as a Tree City USA. He invited the Council and the public to attend an Arbor Day Celebration in Horace White Park on Friday, April 25th at 10:00 a.m. File 7148
4. PUBLIC HEARINGS
 - a. Community Development Director Julie Christensen presented a resolution authorizing an amended **Planned Unit Development (PUD) Master Land Use Plan** for the property located at 1877 Madison Road (Woodman's Food Market). It was noted that the Plan Commission recommended approval 5-0. Councilor Spreitzer opened and closed the public hearing without participation. Councilor Leavy made a motion to adopt the resolution, and Councilor De Forest seconded. Councilor Kincaid asked if the City Council and the Plan Commission would review the building elevations. Philip Weightman, representing Building Systems General Corp. and Woodman's, presented building elevations for the proposed project. Councilor Kincaid asked about the additional truck bays and if there has been a traffic analysis. Ms. Christensen said that the Engineering Division has reviewed the site plans with regard to truck traffic and storm water detention. Ms. Christensen said that truck access was originally proposed from Woodman Lane but proved unworkable and was removed. The motion carried 6-0. File 7614
5. CITIZENS PARTICIPATION
 - Rachel Patete, 1514 Kenwood Avenue, spoke on behalf of Jeremy Toubl, Jagger Bay Tanning Company, to request a change to an ordinance to allow Jagger Bay to host two outdoor vending events without requiring that each vendor obtain an Outdoor Vendor's Permit.
6. CONSENT AGENDA

Councilor Leavy made a motion to adopt the Consent Agenda, which consists of items 6.a. through 6.j. Councilor Kincaid seconded, and the motion that carried that the Consent Agenda be accepted, approved, adopted, or referred and acted upon as required by state and local codes by a vote of 6-0.

 - a. The **Minutes** of the Regular Meeting of April 7, 2014, the Special Meeting of April 10, 2014, and the Organizational Meeting of April 15, 2014 were approved.
 - b. The report of the **Municipal Board of Canvassers** from the April 1, 2014 Spring Election was accepted. File 6384

- c. The resolution approving a **Class “A” Beer License** for Casey’s Marketing Company, d/b/a Casey’s General Store #3316, located at 2350 Cranston Road, Nancy Gollmer, Agent, was adopted. File 8590
- d. The resolution approving a **Change of Agent** for Walgreen Co., d/b/a Walgreens #06096, located at 1901 Prairie Avenue, from Jessica Reavis to Jacqueline Shaffer, was adopted. File 8590
- e. The resolution approving a **Change of Agent** for Beloit Professional Baseball Association, Inc., d/b/a Beloit Snappers, located at 2301 Skyline Drive, from Matthew R.C. Bosen to Seth E. Flolid, was adopted. File 8590
- f. The resolution approving a **Change of Agent** for Board of Trustees of Beloit College, d/b/a Beloit College – Pearsons Hall, located at 700 College Street, from Peter J. Kraemer to John F. Winkelmann III, was adopted. File 8590
- g. The resolution approving a **Change of Agent** for CVS Pharmacy, LLC, d/b/a CVS Pharmacy #8534, located at 1063 Fourth Street, from Judy A. Thomas to Nancy Klatt, was adopted. File 8590
- h. The application for a **Class “B” Beer and “Class C” Wine License** for Royal Enterprizes, LLC, d/b/a Mama Lou’s Shrimp & BBQ Smokehouse, located at 315 State Street, James Bennett, Agent, was referred to the ABLCC. File 8645
- i. The application for a **Zoning Map Amendment** to change the zoning district classification of the property located at 1601 Gateway Boulevard from R-1A, Single-family Residential District, to PLI, Public Lands and Institutions District, and the property located at 1801 Gateway Boulevard from R-1A, Single-family Residential District, to C-1, Office District, was referred to the Plan Commission. File 8642
- j. The application for a **Zoning Map Amendment** to change the zoning district classification of a portion of the property located at 312 West Grand Avenue from R-1B, Single-family Residential District, to C-1, Office District, was referred to the Plan Commission. File 8643

7. ORDINANCES

- a. Assistant to the City Manager Beth Jacobsen presented a proposed ordinance to repeal and recreate Section 18.02(15) of the Code of General Ordinances of the City of Beloit authorizing **Outdoor Vending for Certain Events in City Parks**. Ms. Jacobsen said that the ordinance change is to allow a Summer Gospel Jam annually in Riverside Park starting in the summer of 2015. She said that this is a new event that will feature outdoor vending. Councilor Luebke made a motion to suspend the rules and offer a second reading of the ordinance. Councilor De Forest seconded, and the motion carried 6-0. On the merits of the ordinance, Councilor De Forest made a motion to enact, and Councilor Luebke seconded. The motion carried 6-0. File 3505 Ordinance 3531

8. APPOINTMENTS

- a. President Spreitzer presented the following City Council **Committee/Board/Commission Appointments**:
 - Alcohol Beverage License Control Committee – Councilor Kincaid
 - Appointment Review Committee – Councilors Spreitzer and Haynes
 - Business Improvement District (Downtown Beloit Association) – Councilor Luebke
 - Community Action, Inc. of Rock and Walworth Counties – Councilor Spreitzer
 - Community Development Authority – Councilors Leavy and Kelly
 - Convention and Visitors Bureau Board of Directors – Councilor Spreitzer
 - Equal Opportunities Commission – Councilor De Forest
 - Landmarks Commission – Councilor Haynes
 - Metropolitan Planning Organization – Councilor Kelly
 - Park, Recreation & Conservation Advisory Commission – Councilor De Forest
 - Plan Commission – Councilor Kincaid
 - Traffic Review Committee – Councilor Luebke
- b. President Spreitzer announced the openings and submitted the following appointments to the City Committees, Boards, and Commissions for approval. Councilor Leavy made a motion to approve the appointments, and Councilor Luebke seconded. The motion carried 6-0.

- **Board of Ethics:** Philip R. Shields for a term ending December 31, 2015. File 6049
- **Municipal Golf Committee:** Noah Scharmer to fill the position of “Youth Representative” for a term ending December 31, 2014. File 7382
- **Plan Commission:** James Faragher for a term ending April 30, 2017; Matthew L. Finnegan for a term ending April 30, 2016; and Donald J. Tinder for a term ending April 30, 2015. File 6064
- **Police and Fire Commission:** Craig W. Zastrow for a term ending April 30, 2019. File 6114

9. COUNCILOR ACTIVITIES AND UPCOMING EVENTS

- Councilor De Forest said that she is excited to attend the Arbor Day Celebration on Friday and the Earth Day Festival, El Dia De Nino, and the Beloit Public Library Fundraiser on Saturday. She welcomed newly-elected Councilor Ana Kelly to the Council.
- Councilor Kelly noted that several of her family members have recently purchased homes in Beloit. She encouraged the public to attend and participate in the Adult Spelling Bee at La Casa Grande at 6:00 p.m. on Wednesday to support the Beloit Public Library.
- Councilor Leavy welcomed Councilor Kelly to the Council and congratulated Councilor Spreitzer on his election to President.
- Councilor Kincaid said that he is pleased to attend a Rock County Youth to Youth event and to be appointed as the Council representative to the Alcohol Beverage License Control Committee.
- Councilor Spreitzer said that he is looking forward to attending the upcoming Rock County Youth to Youth Community Forum.

10. CITY MANAGER’S PRESENTATION – none

11. REPORTS FROM BOARD AND CITY OFFICERS

- a. City Manager Larry Arft presented a resolution awarding the sale of \$1,120,000 **General Obligation Promissory Notes, Series 2014A**. Dawn Gunderson, Ehlers, presented information regarding the sale of the promissory notes and the bonds. Councilor Luebke made a motion to adopt the resolution, and Councilor De Forest seconded. The motion carried 6-0 by roll call vote. File 8618
- b. Mr. Arft presented a resolution awarding the sale of \$8,165,000 **General Obligation Corporate Purpose Bonds, Series 2014B**. Ms. Gunderson noted that these bonds represent borrowing for projects that have a longer life expectancy and that the bulk of the borrowing is for refinancing debt from 2007 at a better interest rate for significant savings. Councilor Kincaid made a motion to adopt the resolution, and Councilor De Forest seconded. The motion carried 6-0 by roll call vote. File 8618
- c. Ms. Christensen presented a resolution approving Visit Beloit’s request to **Display Public Works of Art** on Fourteen (14) City-Owned Properties. It was noted that the Plan Commission recommended approval 5-0 and the Parks, Recreation & Conservation Advisory Commission recommended approval 6-0. Ms. Christensen stated that this project is part of the “Come and Knock on Our Doors” campaign through Visit Beloit. Monica Krysztopa, Visit Beloit, said that this campaign features 43 artists who are painting doors, which will be displayed on public and private property throughout the City. She said that Hendricks Commercial Properties and CCI donated the doors and that RH Batterman & Co. donated the expertise to develop a mounting system to ensure safety. Ms. Krysztopa said that Beloit College, Beloit Memorial High School, and the Middle Schools have contributed to the project as well. Councilor De Forest expressed concerns about the safety of the doors, and Ms. Krysztopa said that Visit Beloit is working with RH Batterman & Co. and City Engineering staff to develop a system to safely install the doors. Councilor De Forest also noted that all mountings should be removed at the same time as the doors when the campaign is over. She also asked what will be done if the doors are vandalized. Ms. Krysztopa said that the artist would be contacted to see if the door could be saved and that if the door was vandalized beyond saving, it would be removed. She indicated that Visit Beloit has a marketing and social media plan in place for the campaign that will foster Visit Beloit’s goals of “heads in beds.” Councilor Leavy asked how or if the door will be used after the campaign, and Ms. Krysztopa said that the doors will be stored and that there may be another organization

interested in re-purposing the doors in the future. Councilor De Forest thanked Ms. Krysztopa for bringing creative and refreshing ideas to the City. Councilor Leavy made a motion to adopt the resolution, and Councilor Luebke seconded. The motion carried 6-0. File 8635

- d. Public Works Director Greg Boysen presented a resolution supporting Beloit Gateways to Opportunity **Tiger 2014 Grant Application**. Mr. Boysen indicated that the City is applying for a grant for the same project as in 2013, which includes infrastructure improvements to Willowbrook Road, Colley Road, and Milwaukee Road associated with the proposed Ho Chunk Nation casino project. He said that staff has made enhancements to the grant application and that there is a greater chance that the City may receive funding for the project this year. Councilor Kincaid made a motion to adopt the resolution, and Councilor Kelly seconded. The motion carried 6-0. File 8525
- e. Ms. Jacobsen presented a resolution approving the Melrose Pyrotechnics, Inc. Agreement for **July 4, 2014 Fireworks Display**. She indicated that Visit Beloit has signed the contract in the past but does not fund the display. Ms. Jacobsen said that the City will go back to administering the contract but that Visit Beloit will continue to be involved in fundraising efforts and in promoting the event. Councilor De Forest asked if the City is responsible for paying for any portion of the contract that is not raised through fundraising efforts, and Ms. Jacobsen said that the City will have to pay any difference but that has not happened in many years. Councilors De Forest and Leavy requested that this contract be bid through a Request for Proposals in the future to offer other companies and opportunity to bid and to avoid possible cost creep. Councilor Luebke made a motion to adopt the resolution, and Councilor Kelly seconded. The motion carried. 6-0. File 8644

12. At 8:00 p.m., Councilor Kelly made a motion to adjourn the meeting, and Councilor De Forest seconded. The motion carried 6-0.

Rebecca Houseman LeMire, City Clerk

www.beloitwi.gov

Date approved by Council:

NOTICE

APPLICATIONS FOR BEER/LIQUOR LICENSES 2014-2015

CLASS "B" BEER AND "CLASS B" LIQUOR

Adiktion – HRNS V Entertainment (Edgardo Garrido, Agent) Business Address: 1310 Cranston Rd., Home Address: 2506 N. Pontiac Dr., Janesville, WI

Alarm Box - Kathleen A. Davis, Business Address: 925 Fourth St., Home Address: 1326 Hackett St.

Alumni House - MTT Enterprises, Ltd. (Teresa L. Grooms, Agent) Business Address: 863 Fifth St., Home Address: 104 S. Wright St., Orfordville, WI

Applebee's Neighborhood Grill & Bar - The Bloomin' Apple Beloit, LLC (Joshua Siebel, Agent) Business Address: 2680 Cranston Rd., Home Address: 334 S. Randall Ave., Janesville, WI

Bagels and More – Bagels & More, LLC (David J. Siekierski, Agent) Business Address: 324 State St., Home Address: 1632 Garfield Ave.

Beloit College - Pearsons Hall – Board of Trustees of Beloit College (John Winkelmann III, Agent) Business Address: 700 College St., Home Address: 626 Church St.

Beloit Snappers - Beloit Professional Baseball Association, Inc. (Seth E. Flolid, Agent) Business Address: 2301 Skyline Dr., Home Address: 220 W. Grand Ave.

Bitters Pub – Ming Fong, Business Address: 1309 Madison Rd., Home Address: 1841 Garfield Ave.

The Bop – Sicilians Restaurant & Pizzeria, Inc. (Daniel Ainger, Agent) Business Address: 530 East Grand Ave., Home Address: 2774 Boulder Ct.

The Brass Rail – CPRTB, LLC (Ryan Roberts, Agent) Business Address: 646 Fourth Street, Home Address: 2228 E. West Hart Rd.

Bucky's Bunker – D&D Buck LLC (Daniel B. Bucholtz, Agent), Business Address: 1611 Hackett St., Home Address: 3430 S. Prairie Ave.

Bushel and Peck's – Jacqueline Gennett & Richard Horbaczewski, Business Address: 328 State St., Home Address: W8473 Smock Valley Rd., Monroe, WI

Carom Room – Dave Coles, Inc. (David L. Coles, Sr., Agent) Business Address: 614 East Grand Ave., Home Address: 942 Division St.

Cartunes Grill & Bar - Cartunes Grill & Bar, LLC (Janet Lynn Keesey, Agent) Business Address: 2640 Prairie Ave., Home Address: 3045 South Petunia Lane

Clara Bo and Gatsby Wine Bar – The Hideout LLC (Scott Murray, Agent) Business Address: 1901 Liberty Ave., Home Address: 1517 Parker Ct., Janesville

Club Ballyhoo – Tilley’s Pizza House, Inc. (Teresa M. Donovan, Agent) Business Address: 900 Fourth St., Home Address: 17137 Avon Townline Rd., Brodhead, WI

Club Impulse - Aquarius Management Corporation (Wayne J. Pratt, Agent) Business Address: 132 West Grand Ave., Home Address: 838 Hackett St.

Coyotes Bar and Banquet – Coyotes of Rock Co. LLC (Brad Lawver, Agent) Business Address: 107 Dearborn St., Home Address: 711 Azalea Terr.

Deb’s Town Club – Peterson’s Town Club LLC, Debra E. Peterson, Business Address: 1900 St. Lawrence Ave., Home Address: 1925 Vernon Ave.

Diamond Lanes – Diamond Lanes, LLC (Daniel B. Bucholtz, Agent) Business Address: 1218 Cranston Rd., Home Address: 3430 S. Prairie Ave.

Domenico’s - Domenico’s Pizza and Restaurant, Inc. (Nathan D. Lipps, Agent) Business Address: 547 East Grand Ave., Home Address: 1105 Emerson St. **NEW AGENT**

Eagles Club - Fraternal Order of Eagles Beloit 557, Inc. (Ronald Minnick, Agent) Business Address: 302 State St., Home Address: 1944 Cottage Avenue

End Zone Bar & Grill - Sandra Manning-Brown, Business Address: 616 Fourth St., Home Address: 1127 Ridgeway St.

The Filling Station – Gopher’s Filling Station, LLC (Wendy Talignani, Agent) Business Address: 1414 Cranston Rd., Home Address: 1738 Dell Dr.

Grand Slam - Ruckert Investments, Inc. (Thomas A. Ruckert, Agent) Business Address: 173 West Grand Ave., Home Address: 2440 S. Clover Ln.

Holiday Inn Express – Beloit Express, Inc. (Liza Carrasco, Agent) Business Address: 2790 Milwaukee Rd., Home Address: 671 Yates Ave. **NEW AGENT**

Jersey’s Bar & Grill – Jerseys, Inc. (Tiffany Abraham, Agent) Business Address: 2770 Milwaukee Rd., Home Address: 1725 Burton St.

The Last Lap - Last Lap, Inc. (James W. Sandmire, Agent) Business Address: 1028 Mary St., Home Address: 1206 Townline Ave.

Merrill & Houston’s Steak Joint – Merrill & Houston’s Steak Joint, LLC (Jayme Braatz, Agent) Business Address: 500 Pleasant St., Home Address: 2220 E. Easy St.

Mike’s Roadhouse – Cupcake Investments, LLC (Michael J. Fink, Agent) Business Address: 614 Broad St., P. O. Box 272, Home Address: 1940 Fairfax Ave.

The Mouse Tavern & Restaurant - Mickey Mouse Tavern, Inc. (Thomas R. Roehl, Agent) Business Address: 1408 Madison Rd., Home Address: 755 Petunia Ln.

Patti’s Road Dawg Pub – PRD Saloon of Beloit, Inc. (Patti Vance, Agent) Business Address: 2956 Milwaukee Rd., Home Address: 5133 E. County Rd. S.

Pitchers Mound – Pitchers Mound LTD LLC (Robert Lee Lewis, Agent) Business Address: 2745 Prairie Ave., Home Address: 1924 Grandview Dr.

Pizza Hut – Rockford Pizza, LLC (Juan Mendoza Ochoa, Agent) Business Address: 2787 Prairie Ave., Home Address: 1527 Tamarack Lane, Janesville

The Rock Bar & Grill - Hospitality on the Rock, Inc. (Jason A. Agate, Agent) Business Address: 101 Maple Ave., Home Address: 2734 Park Avenue

Rooney's Pub & Grub - Kline's Club 88, Inc. (Kim Eggers, Agent) Business Address: 65 Portland Ave., Home Address: 1746 Moore St.

Sara's Pub – Sara's Pub, Inc. (Shpezime Fadilovski, Agent) Business Address: 1565-1567 Madison Rd., Home Address: 3605 Eagles Ridge Dr.

The 615 Club – P and G of Beloit, Inc. (Gregory L. Hatley, Agent) Business Address: 615 Broad St., Home Address: 1710 Morgan Terr.

Suds O'Hanaahan's Irish Pub – Suds O'Hanahan's, Irish Pub, Inc. (Thomas L. Hankins, Agent) Business Address: 433, 435 East Grand Ave., Home Address: 1804 Henderson Ave.

Thirsty Badger Bar & Grill – Draeving Companies (Michael Draeving, Sr., Agent) Business Address: 2683 Prairie Ave., Home Address: 11836 S. Co. Rd. H, Beloit (Not issued to date)

Turtle Tap - Turtle Tap, LTD (Curtis Brannon, Agent) Business Address: 1344 East Grand Ave., Home Address: 2108 East Ridge Rd.

VFW Club – Mead-Allen Post #2306 Veterans of Foreign Wars of the United States (Ronald J. Becker, Agent) Business Address: 2711 Afton Rd., Home Address: 1735 S. River Rd., Janesville. **NEW AGENT**

CLASS "B" BEER AND RESERVE "CLASS B" LIQUOR

Alibi Bar & Grill – BRBK LLC, (Bonnie R. Kunde, Agent) Business Address: 1180 Madison Road, Home Address: 2480 Riverside Dr.

The Castle – Hourglass Media, LLC, (John Wittnebel, Agent) Business Address: 501 Prospect St., Home Address: 10320 W. County Rd. K, Beloit

Center Court – Kandu Industries, Inc. (Rodney Oksuita, Agent) Business Address: 100 Eclipse Center, Home Address: 4500 Indian Lake Dr., Janesville

The Cheese People of Beloit – The Cheese People of Beloit LLC, Andrea Levine, Agent, Business Address: 431 E. Grand Ave., Home Address: 950 ½ Sherwood Dr., NE

Clancy's Sports Lounge & Grill – Clancy L. Smith, Business Address: 201 Short Street, Home Address: 204 Middle Street **NEW TRADE NAME**

La Casa Grande - Casa Grande, Inc. (Andrew Boros-Kazai, Agent) Business Address: 618 Fourth St., Home Address: 917 Bushnell St.

CLASS "A" BEER AND "CLASS A" LIQUOR

Aldi #48 - Aldi, Inc. (James Crouch, Agent) Business Address: 2780 Milwaukee Rd., Home Address: 946 Elm St.

Badger Spirits – Badger Spirits LTD (Alice Blue, Agent) Business Address: 2621 Prairie Ave., Home Address: 2077 S. Pow Wow Trail

Beloit Mobil on the Run – NDGAS LLC (Syed Hussaini, Agent) Business Address: 2883 Milwaukee Rd., Home Address: 7819 W. State Rd., 81, Beloit.

Cornellier Superstore - Cornellier Limited (Brad Lee Lawver) Business Address: 2909 Ford St., Home Address: 711 Azalea Terrace

CVS Pharmacy #8534 – Wisconsin CVS Pharmacy, LLC. (Nancy Klatt, Agent) Business Address: 1063 Fourth St., Home Address: 1746 Dell Dr.

CVS Pharmacy #5600 – Wisconsin CVS Pharmacy, LLC (Andrew Moyer, Agent) Business Address: 2149 Prairie Ave., Home Address: 916 Grant St. **NEW AGENT**

Madison Road BP – Beloit Enterprises, Inc. (Gary O. Shoemaker, Agent) Business Address: 1343 Madison Road, Home Address: 14402 W. State Rd. 81, Brodhead

Piggly Wiggly – Guzman’s Supermarket, LLC (Miguel Guzman, Sr., Agent) Business Address: 1827 Prairie Avenue, Home Address: 5989 St. Lawrence Avenue

Tobacco Shack – Akshar Brahma, Inc. (Jignesh DeSai, Agent) Business Address: 1212 Cranston Rd., Home Address: 2777 N. Robinson Dr., #3

Wal-Mart Supercenter #2532 - Wal-Mart Stores East, LP (Michael A. Lane, Jr., Agent) Business Address: 2785 Milwaukee Rd., Home Address: 773 Oak St., Neenah, WI 54956

Walgreens #06096 – Walgreen Co. (Jacqueline Shaffer, Agent) Business Address: 1901 Prairie Ave., Home Address: 2229 S. Marion Ave., Janesville

Walgreens #12136 – Walgreen Co. (Jennifer Boyle, Agent) Business Address: 910 Broad St., Home Address: 945 Benton Ave., Janesville

Walgreens #11528 – Walgreen Co. (Tammy Patterson, Agent) Business Address: 1531 Madison Rd., Home Address: 1969 Virginia St.

Woodman’s Food Market - Woodman’s Food Market, Inc. (Peter J. Mentele, Agent) Business Address: 1877 Madison Rd., Mailing Address of Corporation: 2631 Liberty Lane, Janesville 53545-0741, Home Address: 2701 S. Paddock Rd.

CLASS "A" BEER

Beloit Citgo – Profuel Seven (Akhir Kang, Agent) Business Address: 1888 Shopiere Rd., Home Address: 2764 Kadlec Dr.

Beloit Mobil – Samra & Singh, Inc. (Harjinder S. Samra, Agent) Business Address: 1902 Shopiere Rd., Home Address: 1985 Pebble Dr.

Casey's General Store #3316 – Casey's Marketing Company (Nancy Gollmer, Agent) Business Address: 2350 Cranston Rd., Home Address: 135 Sunset Terr., Darlington, WI

Clark Gas Station – Bindi R Inc. (Jay Gravitt, Agent) Business Address: 903 Broad St., Home Address, 424 Prospect St.

Liberty Mobil – S & S Express Mart, Inc. (Harjinder Samra, Agent) Business Address: 1407 Liberty Ave., Home Address: 1985 Pebble Dr.

Pilot Travel Center #289 – Pilot Travel Centers LLC (David Hauck, Agent) Business Address: 3001 Milwaukee Rd., Home Address: 949 Central Ave.

Rollette Oil #1 - Rollette Oil Co., Inc. (Paul R. Simon, Agent) Business Address: 1451 Madison Rd., Home Address: 911 Suffolk Dr., Janesville

Speedway #2086 - Speedway LLC Owned by MPC Investment LLC (Ann M. Edgecomb, Agent) Business Address: 1107 Liberty Ave., Home Address: 2185 Linway Dr.

Speedway #4087 - Speedway LLC Owned by MPC Investment LLC (Susan Keough, Agent) Business Address: 148 Liberty Ave., Home Address: 825 Carolyn Dr., East. **NEW AGENT**

Speedway #4293 - Speedway LLC Owned by MPC Investment LLC (Sheryl LaTronico, Agent) Business Address: 2781 Milwaukee Rd., Home Address: 1931 Harrison Ave.

Star Quick Mart (Pradip Patel, Agent) Business Address: 2158 Prairie Ave., Home Address: 1896 Murphy Woods Rd.

Tex's Grocery – Tex's Grocery, LLC (Fred Papendorf, Agent) Business Address: 1909 St. Lawrence Ave., Home Address: 6395 W. Cleophas Rd.

CLASS "B" BEER

Beloit College Coughy Haus - Beloit College (Steven Oliveri, Agent) Business Address: 708 Clary St., Home Address: 700 College St., Box 203.

Taqueria Azteca – Ruben Rosas, Business Address: 1910 Shopiere Rd., Home Address: 2543 Sunshine Ln.

Tony & Maria's - Antonino Piccione, Jr., Business Address: 1181 Madison Rd., Home Address: 1201 Madison Rd.

The Turtle Tap, LTD - Turtle Baseball Association, Inc. (Curtis Brannon, Agent) Business Address: 136 Dearborn Ave., Home Address: 2108 E. Ridge Rd.

CLASS "B" BEER AND "CLASS C" WINE

Beloit Fine Arts Incubator – Beloit Fine Arts Incubator, Inc. (Ben Henthorn, Agent) Business Address: 520 East Grand Ave., Home Address: 1113 B Bushnell St.

Little Mexico of Beloit, LLC, (Fernando Garcia, Agent), Business Address, 2787 Milwaukee Rd., Home Address: 1984 Mason Rd.

Restaurant La Fuente, Jesus Garcia, Business Address: 946 Wisconsin Ave., Home Address: 946 ½ Wisconsin Ave.,

Vince's Pizza - Vince's Pizza, Inc. (Vincenzo Gabriele, Agent) Business Address: 1050 Hackett St., Home Address: 1560 Cleveland St.

RESOLUTION
AUTHORIZING FINAL PAYMENT FOR PUBLIC WORKS CONTRACT C09-16
KRUEGER-HASKELL STORM WATER PONDS

WHEREAS, this project constructed four storm water retention ponds at the Krueger-Haskell Golf Course to remove total suspended solids and total phosphorous from the storm water runoff; and

WHEREAS, work under this contract has been completed satisfactorily and in conformance with the requirements of the contract; and

WHEREAS, the city engineer, comptroller, and attorney recommend final payment to the contractor.

NOW, THEREFORE, BE IT RESOLVED, by the City of Beloit City Council that Iverson Construction, LLC Cottage Grove, Wisconsin be, and hereby is, paid \$10,000.00 for the final payment for Public Works Contract C09-16 Krueger-Haskell Storm Water Ponds.

Dated at Beloit, Wisconsin, this 5th day of May 2014.

BELOIT CITY COUNCIL

Mark Spreitzer, President

ATTEST:

Jelene J. Ahrens, WCMC
Deputy City Clerk

CITY OF BELOIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Final Pay for C09-16, Krueger-Haskell Storm Water Ponds

Date: May 5, 2014

Presenter(s) Greg Boysen, Public Works Director

Department(s): Public Works/Engineering

Overview/Background Information:

Iverson Construction, LLC has completed construction of project C09-16 Krueger-Haskell Storm Water Ponds, and has submitted all of the required paperwork. Final payment now needs to be issued.

This project constructed four storm water retention ponds at the golf course. The ponds are used to remove total suspended solids and total phosphorus from the storm water.

Key Issues (maximum of 5):

1. Iverson Construction, LLC was the low bidder for this project, and they have completed construction to the satisfaction of Engineering.
2. The contractor is due \$10,000.00 for the completion of the project.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- Reduce dependence upon fossil fuels
N/A
- Reduce dependence on chemicals and other manufacturing substances that accumulate in nature
N/A
- Reduce dependence on activities that harm life sustaining eco-systems
N/A
- Meet the hierarchy of present and future human needs fairly and efficiently
N/A

If any of the four criteria are not applicable to your specific policy or program, an N/A should be entered in that space.

Action required/Recommendation:

The Engineering Division recommends approval of the final payment to Iverson Construction, LLC for \$10,000.00

Fiscal Note/Budget Impact:

Funds are available in the 2013 CIP budget.

CITY OF BELOIT
DEPARTMENTAL CORRESPONDENCE

TO: Michael Flesch, City Engineer

FROM: Bill Frisbee, Storm Water Engineer

DATE: April 15, 2014

SUBJECT: Final Payment Contract C09-16
Krueger-Haskell Storm Water Ponds

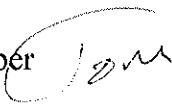
The work on this project was completed on November 8, 2012. I have inspected the work and find it to be satisfactory and in compliance with the requirements of the contract. The contractor has asked for final payment. The project was inspected by city staff. The final payment quantities have been approved by the contractor.

The original contract amount was for \$880,619.31, and the final contract amount is \$1,006,063.45 which is a 14.24% increase. The increase in cost was primarily due to the addition of sod restoration and changes necessary to restore the irrigation system. Payments to date under this contract total \$996,063.45. All lien waivers from subcontractors are on file.

Therefore, I recommend a final payment in the amount of \$10,000.00 be made to Iverson Construction, LLC.

CITY OF BELOIT
DEPARTMENTAL CORRESPONDENCE

TO: Bill Frisbee

FROM: Thomas R. Casper 

DATE: April 25, 2014

SUBJECT: **Final Payment Public Works Contract C09-16**
Krueger-Haskell Storm Water Ponds
Iverson Construction, LLC

I have reviewed the materials you sent over for final payment approval on the above contract. Everything appears in order and you may process the matter in your normal fashion.

/tdh
encs.

**RESOLUTION APPROVING
\$5,000 SEAT BELT ENFORCEMENT GRANT AND
\$10,000 SPEED ENFORCEMENT GRANT
FROM THE STATE OF WISCONSIN**

WHEREAS, the State of Wisconsin Bureau of Transportation Safety has awarded the City of Beloit traffic safety grants for seat belt and speed enforcement with a \$5,000 seat belt enforcement grant and a \$10,000 speed enforcement grant; and

WHEREAS, said grants require a 25% local match and the City of Beloit Police Department is prepared to meet the match requirements through in-kind services; and

WHEREAS, these grants will assist the City of Beloit Police Department in maintaining its goals related to traffic safety and the community.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Beloit, Rock County, Wisconsin, does hereby approve the attached grant agreements regarding seat belt enforcement and speed enforcement.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Police Chief of the City of Beloit is hereby authorized to execute said grants and to execute future seat belt and speed enforcement grants from the State of Wisconsin Bureau of Transportation Safety, providing there are no substantive changes in the terms and conditions thereof other than the amount of the grant award.

Adopted this 5th day of May 2014.

City Council of the City of Beloit

Mark Spreitzer, President

Attest:

Jelene J. Ahrens WCMC, Deputy City Clerk

CITY OF БЕЛОIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Approval of two non-competitive traffic enforcement grants awarded to the Beloit Police Department by the State of Wisconsin – Bureau of Transportation Safety for a total of \$15,000.00.

Date: May 5, 2014

Presenter(s): William Tyler

Department(s): Police

Overview/Background Information:

The department received two non-competitive Bureau of Transportation Safety traffic grants for Seatbelt and Speed Enforcement. The \$5,000.00 Click-it or Tick-it (CIOT) Enforcement Grant and the \$10,000.00 Speed Enforcement Grant will be expended within grant award enforcement period in 2014. The agreement remains consistent with the previous Bureau of Transportations grant awards.

Key Issues (maximum of 5):

1. There is a 25% soft match with this grant award that is the responsibility of the local community.
2. The department has received and managed these kinds and types of grants for many years.
3. These grants assist the department in maintaining its goals related to traffic safety in the community.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

1. Proactively partner with individuals and businesses to promote a safe and healthy community, minimize personal injury, prevent loss of life, and protect property and natural resources.
2. Communicate and partner with other jurisdictions and organizations to coordinate effective and efficient service delivery and stimulate regional prosperity.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- Reduce dependence upon fossil fuels N/A
- Reduce dependence on chemicals and other manufacturing substances that accumulate in nature N/A
- Reduce dependence on activities that harm life sustaining eco-systems N/A
- Meet the hierarchy of present and future human needs fairly and efficiently N/A

If any of the four criteria are not applicable to your specific policy or program, an N/A should be entered in that space.

Action required/Recommendation:

Approval of the resolution authorizing the Police Chief to accept the grant award on behalf of the City of Beloit. Staff recommends that the Police Chief be authorized to execute future traffic grants related to Speed, Seatbelt, and OWI enforcement that are awarded on a non-competitive basis by the Bureau of Transportation Safety to local law enforcement agencies.

Fiscal Note/Budget Impact:

Proposed Project Title: Seat Belt Enforcement
Type of Municipality: City
Applicant Agency/County: Rock County

Enforcement Area: City of Beloit
Agency Federal Employer ID (FEIN): 3960025397
DUNS Number: 07-385-9266

Agency Head or Authorizing Official

First Name: Norman
Last Name: Jacobs
Title: Chief of Police
Address: 100 State St.
City: Beloit
State: Wisconsin
Zip Code: 53511

Project Coordinator

First Name: Mark
Last Name: Franseen
Title: Sergeant
Address: 100 State St.
City: Beloit
State: Wisconsin
Zip Code: 53511
Phone: 608-364-5710
Fax: 608-364-6608
E-mail Address: Franseen@CI.BELOIT.WI.US

In 2011, 52% of persons killed and 25% of persons sustaining incapacitating injuries in Wisconsin crashes were NOT wearing safety belts. Many of these people were ejected from their vehicle. Statewide safety belt use was 79.2% in 2010, however Wisconsin safety belt use still remains about six percentage points lower than the national average. It has been estimated that safety belt use by motor vehicle occupants in Wisconsin prevents more than 200 traffic related fatalities and more than 8,000 serious injuries annually (2011 data is preliminary).

Click-it or Ticket (CIOT) Enforcement Grant Recipients are targeted based upon seatbelt usage. The intention is to encourage extraordinary seat-belt enforcement in areas of the state with low seatbelt usage.

Additional Justification

\$5,000 available for Q1 & Q2 (March through August).

✓ I agree to the terms and conditions above.

1. To increase the percentage of vehicle occupants wearing safety belts within the municipality. (Pre - surveys will be completed just prior to the National CIOT Mobilization.) Post Survey results will be completed just after the National CIOT Mobilization, and the information entered in the 2013 CIOT Funded Agency CIOT Report.

CIOT Enforcement Grantees will complete both the pre CIOT-observational survey and the post CIOT-observational surveys, and enter the survey information in the space provided on the Funded Agency Activity Report form. Please use whole numbers only.

Evaluation: Agency Safety Belt Observational Surveys – Pre/Post Enforcement Mobilization (CIOT only)

2. To adopt a zero tolerance policy for unrestrained occupants during all motor vehicle stops.

Evaluation: Activity Report - Citations

3. During past deployments, Grantees have typically initiated a recorded traffic stop about every 45 minutes. To maintain or exceed historical activity levels during grant-funded activity Grantee will, on average, initiate a recorded traffic stop every 45 minutes.

Evaluation: Activity Report - Contacts

4. During past grant-funded deployments, Grantees typically maintain an agency ratio of three citations to one written warning.

Evaluation: Activity Report - Citations/Warnings

5. To make contacts with local media, community groups or other groups to increase public awareness of information related to crashes, and subsequent enforcement efforts. This should be done a minimum of once during every quarter of grant approval. Creating partnerships with public and private community groups to enforce public awareness of this campaign is strongly encouraged.

An Agencies failure to meet project Objectives may affect their consideration for future grant awards.

Objectives/Evaluation

I agree to the terms and conditions above.

All policies listed below should be made available to the Bureau of Transportation Safety upon request.

1. Biased-Based Policing Policy:

Grantee agency certifies that it has a written departmental policy on biased based policing or that it will initiate development of one during the grant period.

2. IACP Pursuit Policy:

Grantee agency certifies that it has a written departmental policy on pursuits that is in compliance with the IACP's policy, or that it will initiate development of one during the grant period.

3. Fatal Crash Driver BAC Testing Policy:

Grantee agency certifies that it has a written departmental policy on the BAC testing of all drivers involved in alcohol-related, fatal vehicle crashes, or that it will initiate one during the grant period. Currently all killed drivers in fatal crashes are required to be tested under s.346.71 (2). Surviving drivers involved in fatal crashes can be tested if there exists probable cause to suspect drug / alcohol impairment [s.343.305 (3) (a) and (am)], the driver is operating a CMV (FMCSR 382.303), or if conditions exist that are pursuant to Act 413 [343.305 (3) (ar)]. Agencies will encourage all surviving drivers to willingly submit to a BAC test regardless of circumstance.

4. Fleet Safety Belt Use Policy:

Grantee agency certifies that it has a written departmental policy on the use of safety belts by employees, or that it will initiate development of one during the grant period.

5. Title VI Compliance:

Grantee must comply with Title VI of the Civil Rights Act of 1964 and Presidential Executive Order 13166 regarding language access and "Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons".

6. Additional Requirements

✓ I agree to the terms and conditions above.

Federal Grant Period:

Grant activities are funded for one federal fiscal year. Funded fiscal year 2014 activities may begin no earlier than **October 1, 2013** and end no later than **September 30, 2014**.

1. Work Plan /Calendar:

The Work Plan/Calendar contained within this contract is a term of the contract. It describes timing and level of enforcement activity. At a minimum, during the term of this contract:

A. Grantee will implement at least one deployment each month within the specified grant period as planned in the Work Plan/Calendar.

The Agencies must participate in Highly Visible Enforcement (HVE) saturation patrols during the timeframes listed below if within specified grant period. HVE saturation patrols must be in high risk locations, supported by publicity and may be a collaborative effort with other LEAs.

- December 7th – 16th, 2012 (Booze and Belts)
- March 4th – 20th, 2013 (St Patrick's Day)
- May 20th – June 2nd, 2013 (CIOT National Mobilization – minimum of 4 deployments)
- July 1st – 17th, 2013 (Summer Heat)
- Aug 16th – Sept 2nd, 2013 (Alcohol Crackdown – minimum of 4 deployments)

NOTE:

During CIOT, Grantees will schedule a minimum of 50% of the hours of enforcement at night during each of the four (4) mandatory deployments, with a minimum of 4-hour shifts.

NHTSA Grant Funds dictate that during Alcohol Enforcement, Grantees must perform enforcement during the hours of 6:00pm and 4:30am.

If grantee cannot perform the planned patrols, BOTS must be notified. Failure to perform planned activity may be considered grounds for terminating the grant.

2. Work Plan Amendments:

If the work plan or other documentation must be changed after the contract is signed, Grantee must submit an amendment request via the WISE Grants System. Amended activity may not commence prior to BOTS approval. **Amendments will not be considered after July 1 of the fiscal year during which the project is commenced.**

WORK PLAN/CALENDAR

Month	Enforcement Type	(A) Deployments	(B) Hours per Deployment	(C) Officers per Deployment	(D) Total Officer Hours (AxB)xC = D
October	Saturation/HVE	0	0	0	0
November	Saturation/HVE	0	0	0	0
December	Booze & Belts HVE	0	0	0	0

	OTHER	0	0	0	0
January	Saturation/HVE	0	0	0	0
February	Saturation/HVE	0	0	0	0
March	St. Patrick's HVE	0	0	0	0
	OTHER	0	0	0	0
April	Saturation/HVE	2	4	2	16
May	CIOT HVE	1	4	3	12
	OTHER	2	4	2	16
June	CIOT HVE	0	0	0	0
	OTHER	2	4	2	16
July	Summer Heat HVE	1	4	3	12
	OTHER	1	4	2	8
August	Alcohol Crackdown HVE	1	4	3	12
	OTHER	0	0	0	0
September	Alcohol Crackdown HVE	0	0	0	0
	OTHER	0	0	0	0
TOTAL		10	28	17	92

WORK PLAN ITEMS – Required:

1. Saturation Patrols and Sustained Enforcement Deployments:

Grantee will assign only sworn, SFST-trained officers in patrols. Part-time officers may be assigned only if the grant funded activity and their resulting weekly total hours do not exceed 39 hours.

2. Total Hours: Grantee agrees to implement 10 deployments for a total of 92 enforcement hours.

3. Grant Reimbursable Hours & Rate: Grantee's estimate of funded reimbursable hours is based upon an estimated average hourly wage/fringe rate of \$54.99

4. State / National Mobilization Activity/Crackdown Reports: Grantee will complete the Activity Reports and submit them to the Grantor no later than the 15th of the month following the mobilization:

- “Booze & Belts Mobilization Activity Report due by Jan 15.
- “St Patrick’s Day Mobilization Activity Report due by Mar 15.
- “Click It or Ticket” Safety Belt Mobilization Activity Report due by June 15.
- “Summer Heat” Mobilization Activity Report due by July 15.
- Alcohol Crackdown Activity Report due by Sept 15.

5. Additional Items:

✓ I agree to the terms and conditions above.

1. Budget Plan:

The Budget spreadsheet within this contract is a term of the contract. Eligible cost items for this project include: Wage, Fringe, Low-cost Equipment and High-cost Equipment. Grantee must complete the Federal Share AND Estimated Local Match columns.

2. Equipment Purchase:

The Equipment Purchase Form within this contract is a term of this contract, if either High-cost or Low-cost Equipment is purchased. "High-cost" Equipment is defined in the General Terms; other equipment is considered 'low-cost'.

3. Budget/Equipment Amendments:

If the work plan or other documentation must be changed after the contract is signed, Grantee must submit an amendment request via the WISE Grants System. Amended activity may not commence prior to BOTS approval.

Amendments will not be considered after July 1st of the fiscal year during which the project is commenced.

Budget Item	Federal Grant	Local Match	Totals
Wage/Fringe	\$5,059.08	\$824.85	\$5,883.93
Travel/Mileage	Ineligible	\$533.60	\$533.60
Training	Ineligible		\$0
Contractual Services	Ineligible		\$0
Equipment	\$0	\$0	\$0
Materials & Supplies	Ineligible		\$0
Other	Ineligible		\$0
Total	\$5,059.08	\$1,358.45	\$6,417.53

My admin time 54⁹⁹ per hr x 5 hrs x 3 hrs per month

Sqd mileage 2 cts per hour x 5 miles per est estimate x .58 per mile 42 hours total in work plan

1. Relationship to work plan:

All budget items must relate to activities described in the Work Plan. Reimbursement will be based on actual costs, NOT budgeted rates. Only project activities and expenses described in the approved work plan and budget, incurred during the grant period, are eligible for reimbursement. Expenses incurred that are not specified in the budget or work plan will not be reimbursed.

2. Document Requirements:

Grantee will document hours, wage and fringe rate, and all match costs. Fringe benefit shall be actual costs. Payment for salaries and wages shall be supported by a time and attendance report, or equivalent records, which shall be kept on file at the agency for three years from the date the project closes. Grantor reserves the right to perform monitoring activities, to include ongoing review and audit of department records.

3. Match Requirements:

A local match of at least 25% of the grant total is required. The match budget line may consist of estimates of program match.

Equipment Purchase *not allowed in this grant*

Item	Federal Grant	Local Match	Totals
NONE			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total	\$0	\$0	\$0

4. Equipment Requirements:

Grantee must specify make, model, quantity and purchase price of each type of equipment to be purchased.

No more than one-half (50% Rule) of the grant funds may be allocated to equipment, **not to exceed \$4,999.00. If equipment costs exceed the cap of \$ 4,999.00, NHTSA approval would need to be obtained prior to purchase, and any amount in excess of \$4,999.00 would be Local Match.** Grantor will mark the equipment and maintain a proprietary interest until the total equipment value falls below \$4,999.00.

Note: The 50% Rule relates to reimbursed grant funds, not to the initial grant award.

For example: The Grantee receives a grant of \$10,000.00 and budgets \$5,001.00 for Wage and Fringe and \$4,999.00 for Equipment. The Grantee utilizes only \$2,500.00 for Wage and Fringe. Then, the total grant amount is reduced to \$5,000.00, of which no more than 50%, or \$2,500.00 (not \$4,999.00) can be used to purchase said equipment.

Important!

While equipment may be ordered/purchased once the Grant is approved by BOTS, actual reimbursement for said equipment will not occur until grantee has worked the minimum hours needed to insure that the 50% rule is met.

For example: An Agency budgets \$15,000.00 for enforcement and \$4,500.00 for Equipment, \$4,500.00 in Enforcement must take place before the equipment purchase will be reimbursed.

Grantor reserves the right to monitor the use of all equipment purchased using Highway Safety Funds.

Grantee will make the equipment available for viewing by grantor upon notice.

Approved Equipment:

Alcohol/drug-testing, and alcohol enforcement devices must comply with standards and specifications established by NHTSA or

other nationally recognized standard-setting agencies.

NOTE: No equipment will be allowed on Seat Belt Enforcement Grants.

NHTSA Guidelines do not allow the purchase of Speed Enforcement Equipment with Alcohol Grant Funds

5. Signatures:

The signature of agency head or authorizing official must be emailed to DOTsafetygrants@dot.wi.gov. An electronic grant submission through the WISE-Grants System will initiate the grant approval process, but no reimbursement will be made until the signature page is received.

✓ I agree to the terms and conditions above.

This Grant Agreement ("Agreement"), entered into by and between the Bureau of Transportation Safety ("BOTS") and _____ ("Grantee"), is executed pursuant to terms that follow.

1. Purpose of this Agreement

The Bureau of Transportation Safety, housed within the Wisconsin Department of Transportation's Division of State Patrol, serves as the administering agency for state and federal grants relating to transportation safety. The purpose of this Agreement is to enable BOTS to award grant funding to Grantee for eligible costs of the Grant Project ("Grant") undertaken as outlined in the project narrative and work plan. The funds shall be used exclusively in accordance with the provisions of this Agreement, as well as applicable federal and state laws and regulations.

2. Term

Work conducted under this Grant must occur within the federal fiscal year: October 1 to September 30. This Agreement expires September 30 of the fiscal year during which the Grant is conducted.

3. Implementation

Grantee shall be solely responsible for the design and implementation of the Grant as described in the project narrative and work plan. Grantee agrees to conduct the Grant in accordance with these plans as approved by BOTS.

Modification of the Grant shall require prior approval of BOTS. Any change in project coordinator, financial officer, authorizing official, addresses, or telephone numbers requires written notification to BOTS. If the work plan or other documentation must be changed after the contract is signed, Grantee must submit an amendment request via the WISE Grants System. Amended activity may not commence prior to BOTS approval. Amendments will not be considered after July 1 of the fiscal year during which the project is commenced.

Failure to perform planned activity may be considered grounds for termination of funding.

4. Audit and Maintenance of Records

Grantee government subdivisions are responsible for obtaining audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-8507) and revised OMB Circular A-133. If grantee government subdivision is subject to an AB-133 audit, BOTS must be notified of the audit and subsequent results. BOTS may take corrective action within six months and may require independent auditors to have access to grantee's records and financial statements. Note: Circular A-133 may be obtained by contacting the Financial Standards and Reporting Branch, Office of the Federal Financial Management, Office of Management and Budget, Washington, DC 20503, telephone, (202) 395-3993.

Documentation of costs shall be maintained for three years following final reimbursement. Reimbursement claim cost detail shall include a list of all personnel whose time is claimed; current billing period and year-to-date wages and fringe benefits paid to each person listed; all travel listed individually and broken out by transportation/mileage, meals, lodging, and related costs; all materials and supplies and contractual services, itemized, required to complete project activity. Employee time records for actual hours worked or percent of time dedicated to project activity are to be maintained by Grantee and made available to BOTS upon request with reasonable notice. Each budget item identified as "Other" shall be claimed separately.

5. Monitoring by the State

Grantee consents to monitoring by BOTS staff to ensure compliance with applicable state and federal regulations. Monitoring may occur on-site and will require access to original versions of employee payroll information, citations, and other materials related to

the implementation of this grant.

6. Payment of Funds by the State

All highway safety projects are funded on a cost reimbursement basis. State or local funds shall be expended before federal reimbursement is made.

BOTS shall reimburse Grantee only for the actual hours worked, and for other eligible costs, and only if the costs are incurred in performing tasks identified in the Project Narrative or Work Plan. Personnel costs shall be reimbursed on the basis of hourly salary and fringe rate(s) that have been verified and approved by BOTS, or on the basis of percentage of annual salary and fringe dedicated to project activity as described in the Project Narrative or Work Plan. All expenses for which Grantee seeks reimbursement must be documented in Project Activity Reports.

7. Equipment

Tangible, non-expendable personal property having an acquisition cost of \$5,000 or more, with a useful life of greater than two years, that is purchased in whole or in part by Grantee using funds awarded as part of this Agreement must be justified in the project narrative or work plan and approved by the NHTSA Regional Office in writing. Each item shall be tagged, inventoried, and monitored until the federal interest is released.

Tangible, non-expendable personal property having an acquisition cost of less than \$5,000, and budgeted as materials and supplies, will also be monitored. Grantee must inform BOTS when equipment is no longer used for the purpose for which it was acquired.

8. Print and Audio Visual Materials

Grantee shall submit all materials developed under this Agreement to BOTS for approval of content and style prior to final production and release. All video materials intended for general public viewing must be close-captioned. Grantee shall credit the Wisconsin Department of Transportation Bureau of Transportation Safety and the National Highway Traffic Safety Administration on all such materials. Grantee may not copyright any portion of materials produced under this Agreement.

9. Program Income

Program income is gross income derived by Grantee from grant-supported activities. Grantee will report program income on reimbursement claims, stating whether the income is retained or credited as a reduction in federal share of project expenditures. If retained, such income may be used only for highway safety activities and is subject to audit by BOTS.

10. Additional Requirements Where Funds Are Expended on Law Enforcement

Grantee agency certifies that it has a written departmental policy on biased based policing, or that it will initiate development of one during the grant period.

A. Grantee agency certifies that it has a written departmental policy on pursuits or that it will initiate development of one during the grant period. The policy should conform to the guidelines of IACP or a similar pursuit policy.

B. Grantee agency certifies that it has a written departmental policy on the BAC testing of all drivers involved in fatal vehicle crashes involving alcohol, or that it will initiate one during the grant period. Grantee agency will require a test of all killed drivers and will encourage all surviving drivers to consent to a test.

C. Grantee agency certifies that it has a written departmental policy on the use of safety belts by employees, or that it will initiate

development of one during the grant period.

D. Grantee must comply with Title VI of the Civil Rights Act of 1964 and Presidential Executive Order 13166 regarding language access and "Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons".

11. Supplanting

The replacement of routine or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is prohibited.

12. Nondiscrimination

Grantee agrees that it shall not discriminate against any employee or applicant for employment relating to this Grant because of the employee or applicant's: race, color, national origin, ancestry, religion, sex, age, disability, status as a veteran, or any other characteristic protected by federal, state, or local law.

13. Debarment and Suspension

Grantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this Grant by any federal agency, or by any department, agency, or political subdivision of the state. For purposes of this grant, "principal" includes an officer, director, owner, partner, or other person with primary management and supervisory responsibilities, or a person who has critical influence on or substantive control over the operations of Grantee.

14. Political Activities

Grantee certifies that Grant funding shall not be used to further any type of political or voter activity. Grantee further agrees to comply with the applicable provisions of the Hatch Act, 5 USC 1501-1508 and 7324-7326, which limit political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

15. Lobbying Activities

Grantee assures that no federally appropriated funds have been paid, or will be paid, by or on behalf of Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with the awarding of any federal grant, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant, loan, or cooperative agreement.

Grantee assures that no Grant funds will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. This prohibition includes both direct and indirect lobbying activities. This prohibition does preclude routine direct communication with state or local legislative officials, as necessary for performance of job duties, even if such communication relates to specific pending legislative proposals.

16. Buy America Act

Grantee agrees to comply with the provisions of the Buy America Act, 23 USC 101, which includes the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with federal funds unless the

Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project Grant by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

17. Termination

This grant may be terminated upon BOTS' determination that Grantee has materially failed to comply with terms of this Agreement. Termination may be considered among the criteria for subsequent grant awards.

18. Correspondence

All correspondence with BOTS regarding this project shall include the Grant Number, and shall be submitted to the following address:

Wisconsin State Patrol

BOTS

P.O. Box 7936

Madison, WI 53707

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

INSTRUCTIONS FOR CERTIFICATION:

1. By signing and submitting this proposal, the prospective low tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which the transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion –Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transaction. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that

the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement list.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this on, in addition to other remedies available to the Federal government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participants shall attach an explanation to this proposal.

SIGNED:

[Signature] 3-21-14 Beloit Police
(Agency Head or Authorizing Official), (Date), (Agency Name)

(Director, Bureau of Transportation Safety), (Date)

Proposed Project Title: SPEED ENFORCEMENT
Type of Municipality: City
Applicant Agency/County: Rock County

Enforcement Area: City of Beloit
Agency Federal Employer ID (FEIN): 396005397
DUNS Number: 07-385-9266

Agency Head or Authorizing Official

First Name: Norm
Last Name: Jacobs
Title: Chief of Police
Address: 100 State St
City: Beloit
State: Wisconsin
Zip Code: 53511

Project Coordinator

First Name: Matthew
Last Name: Donovan
Title: Sergeant
Address: 100 State St
City: Beloit
State: Wisconsin
Zip Code: 53511
Phone: 608-364-5717
Fax: 608-364-6608
E-mail Address: donovanm@beloitwi.gov

In Wisconsin during 2011, speed-related crashes were listed as a contributing factor in 16.3% of all crashes, and almost 27.1% of all fatal crashes. 160 people died in these crashes. Excessive speed is often associated with other high-risk behaviors that increase the likelihood of a crash and of significant injury or death occurring; these include following too closely and failure to wear safety belts.

Enforcement Area (Targeting): All alcohol and speed-related crash data from the three previous years for every jurisdiction in Wisconsin were analyzed, from those involving property damage through all ranges of injuries to those that resulted in death. This data was scientifically weighted, following established statistical protocol. From this work, the Bureau identified those places in Wisconsin with the largest number of crashes due to excess alcohol use or speed. Upon factoring in each location's population density, a snapshot of the state's most likely places for similar crashes per capita was established. Source: BOTS Analysis (2011 data is preliminary)

Additional Justification

Speed Grant: Quarter 2, Equipment yes (if equipment are laptops contact PRM for possible Tracs grant); Grant amount \$10,000.00

I agree to the terms and conditions above.*

1. To adopt a zero tolerance policy for speed and aggressive driving during all motor vehicle stops.

Evaluation: Activity Report – Citations

2. To adopt a zero tolerance policy for unrestrained occupants during all motor vehicle stops.

Evaluation: Activity Report - Citations

3. During past deployments, Grantees have typically initiated a recorded traffic stop about every 45 minutes. To maintain or exceed historical activity levels during grant-funded activity Grantee will, on average, initiate a recorded traffic stop every 45 minutes.

Evaluation: Activity Report - Contacts

4. During past grant-funded deployments, Grantees typically maintain an agency ratio of three citations to one written warning.

Evaluation: Activity Report - Citations/Warnings

5. To make contacts with local media, community groups or other groups to increase public awareness of information related to crashes, and subsequent enforcement efforts. This should be done a minimum of once during every quarter of grant approval. Creating partnerships with public and private community groups to enforce public awareness of this campaign is strongly encouraged.

An Agencies failure to meet project Objectives may affect their consideration for future grant awards.

Objectives/Evaluation

I agree to the terms and conditions above.*

All policies listed below should be made available to the Bureau of Transportation Safety upon request.

1. Biased-Based Policing Policy:

Grantee agency certifies that it has a written departmental policy on biased based policing or that it will initiate development of one during the grant period.

2. IACP Pursuit Policy:

Grantee agency certifies that it has a written departmental policy on pursuits that is in compliance with the IACP's policy, or that it will initiate development of one during the grant period.

3. Fatal Crash Driver BAC Testing Policy:

Grantee agency certifies that it has a written departmental policy on the BAC testing of all drivers involved in alcohol-related, fatal vehicle crashes, or that it will initiate one during the grant period. Currently all killed drivers in fatal crashes are required to be tested under s.346.71 (2). Surviving drivers involved in fatal crashes can be tested if there exists probable cause to suspect drug / alcohol impairment [s.343.305 (3) (a) and (am)], the driver is operating a CMV (FMCSR 382.303), or if conditions exist that are pursuant to Act 413 [343.305 (3) (ar)]. Agencies will encourage all surviving drivers to willingly submit to a BAC test regardless of circumstance.

4. Fleet Safety Belt Use Policy:

Grantee agency certifies that it has a written departmental policy on the use of safety belts by employees, or that it will initiate development of one during the grant period.

5. Title VI Compliance:

Grantee must comply with Title VI of the Civil Rights Act of 1964 and Presidential Executive Order 13166 regarding language access and "Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons".

6. Additional Requirements

I agree to the terms and conditions above.

Federal Grant Period:

Grant activities are funded for one federal fiscal year. Funded fiscal year 2014 activities may begin no earlier than **October 1, 2013** and end no later than **September 30, 2014**.

1. Work Plan /Calendar:

The Work Plan/Calendar contained within this contract is a term of the contract. It describes timing and level of enforcement activity. At a minimum, during the term of this contract:

A. Grantee will implement at least one deployment each month within the specified grant period as planned in the Work Plan/Calendar.

The Agencies must participate in Highly Visible Enforcement (HVE) saturation patrols during the timeframes listed below if within specified grant period. HVE saturation patrols must be in high risk locations, supported by publicity and may be a collaborative effort with other LEAs.

- December 7th – 16th, 2012 (Booze and Belts)
- March 4th – 20th, 2013 (St Patrick’s Day)
- May 20th – June 2nd, 2013 (CIOT National Mobilization – minimum of 4 deployments)
- July 1st – 17th, 2013 (Summer Heat)
- Aug 16th – Sept 2nd, 2013 (Alcohol Crackdown – minimum of 4 deployments)

NOTE:

During CIOT, Grantees will schedule a minimum of 50% of the hours of enforcement at night during each of the four (4) mandatory deployments, with a minimum of 4-hour shifts.

NHTSA Grant Funds dictate that during Alcohol Enforcement, Grantees must perform enforcement during the hours of 6:00pm and 4:30am.

If grantee cannot perform the planned patrols, BOTS must be notified. Failure to perform planned activity may be considered grounds for terminating the grant.

2. Work Plan Amendments:

If the work plan or other documentation must be changed after the contract is signed, Grantee must submit an amendment request via the WISE Grants System. Amended activity may not commence prior to BOTS approval. **Amendments will not be considered after July 1 of the fiscal year during which the project is commenced.**

WORK PLAN/CALENDAR

Month	Enforcement Type	(A) Deployments	(B) Hours per Deployment	(C) Officers per Deployment	(D) Total Officer Hours (AxB)xC = D
October	Saturation/HVE	0	0	0	0
November	Saturation/HVE	0	0	0	0
December	Booze & Belts HVE	0	0	0	0

	OTHER	0	0	0	0
January	Saturation/HVE	0	0	0	0
February	Saturation/HVE	0	0	0	0
March	St. Patrick's HVE	0	0	0	0
	OTHER	0	0	0	0
April	Saturation/HVE	0	0	0	0
May	CIOT HVE	0	0	0	0
	OTHER	0	0	0	0
June	CIOT HVE	0	0	0	0
	OTHER	6	4	2	48
July	Summer Heat HVE	4	4	3	48
	OTHER	3	4	2	24
August	Alcohol Crackdown HVE	3	4	3	36
	OTHER	3	4	2	24
September	Alcohol Crackdown HVE	0	0	0	0
	OTHER	0	0	0	0
TOTAL		19	20	12	180

WORK PLAN ITEMS – Required:

1. Saturation Patrols and Sustained Enforcement Deployments:

Grantee will assign only sworn, SFST-trained officers in patrols. Part-time officers may be assigned only if the grant funded activity and their resulting weekly total hours do not exceed 39 hours.

2. Total Hours: Grantee agrees to implement 19 deployments for a total of 180 enforcement hours.

3. Grant Reimbursable Hours & Rate: Grantee's estimate of funded reimbursable hours is based upon an estimated average hourly wage/fringe rate of \$54.99

4. State / National Mobilization Activity/Crackdown Reports: Grantee will complete the Activity Reports and submit them to the Grantor no later than the 15th of the month following the mobilization:

- “Booze & Belts Mobilization Activity Report due by Jan 15.
- “St Patrick’s Day Mobilization Activity Report due by Mar 15.
- “Click It or Ticket” Safety Belt Mobilization Activity Report due by June 15.
- “Summer Heat” Mobilization Activity Report due by July 15.
- Alcohol Crackdown Activity Report due by Sept 15.

5. Additional Items:

✓ I agree to the terms and conditions above.

2014 Speed Enforcement Grant

Chief Jacobs
Capt. Molland,

When reviewing this document, please note that only the "Work Plan" and "Budget and Equipment Request" pages are the portions of the grant that I can effect. The rest of the document is language I simply clicked "yes" to agree.

The grant breakdown is as follows:

\$10,000 pre-approved grant with up to

Work Plan as follows:

\$54.99 Average hourly pay/fringes
x 180 Work hours funded
\$9,898.20 Total Grant Re-imburement

The match amounts are as follows:(25% required of Total Grant)

\$387.00 Admin time Sgt. Donovan
\$999.00 Mileage from Deployments
\$1500.00 Training
\$2886.00 Total

Mileage is figured as follows:

180 hours
x 2 (2 citations per hour)
360
x 5 (mile ave per citation)
1800
x \$.555 (Cost per mile)
\$999.00

Admin Time by Sgt. Donovan

3 hours per month
x 3 months
9 hours
x \$43.00 (wage and \$6.50 per hour fringe)
\$387.00

This Grant Agreement ("Agreement"), entered into by and between the Bureau of Transportation Safety ("BOTS") and Beloit Police Department ("Grantee"), is executed pursuant to terms that follow.

1. Purpose of this Agreement

The Bureau of Transportation Safety, housed within the Wisconsin Department of Transportation's Division of State Patrol, serves as the administering agency for state and federal grants relating to transportation safety. The purpose of this Agreement is to enable BOTS to award grant funding to Grantee for eligible costs of the Grant Project ("Grant") undertaken as outlined in the project narrative and work plan. The funds shall be used exclusively in accordance with the provisions of this Agreement, as well as applicable federal and state laws and regulations.

2. Term

Work conducted under this Grant must occur within the federal fiscal year: October 1 to September 30. This Agreement expires September 30 of the fiscal year during which the Grant is conducted.

3. Implementation

Grantee shall be solely responsible for the design and implementation of the Grant as described in the project narrative and work plan. Grantee agrees to conduct the Grant in accordance with these plans as approved by BOTS.

Modification of the Grant shall require prior approval of BOTS. Any change in project coordinator, financial officer, authorizing official, addresses, or telephone numbers requires written notification to BOTS. If the work plan or other documentation must be changed after the contract is signed, Grantee must submit an amendment request via the WISE Grants System. Amended activity may not commence prior to BOTS approval. Amendments will not be considered after July 1 of the fiscal year during which the project is commenced.

Failure to perform planned activity may be considered grounds for termination of funding.

4. Audit and Maintenance of Records

Grantee government subdivisions are responsible for obtaining audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S. C. 7501-8507) and revised OMB Circular A-133. If grantee government subdivision is subject to an AB-133 audit, BOTS must be notified of the audit and subsequent results. BOTS may take corrective action within six months and may require independent auditors to have access to grantee's records and financial statements. Note: Circular A-133 may be obtained by contacting the Financial Standards and Reporting Branch, Office of the Federal Financial Management, Office of Management and Budget, Washington, DC 20503, telephone, (202) 395-3993.

Documentation of costs shall be maintained for three years following final reimbursement. Reimbursement claim cost detail shall include a list of all personnel whose time is claimed; current billing period and year-to-date wages and fringe benefits paid to each person listed; all travel listed individually and broken out by transportation/mileage, meals, lodging, and related costs; all materials and supplies and contractual services, itemized, required to complete project activity. Employee time records for actual hours worked or percent of time dedicated to project activity are to be maintained by Grantee and made available to BOTS upon request with reasonable notice. Each budget item identified as "Other" shall be claimed separately.

5. Monitoring by the State

Grantee consents to monitoring by BOTS staff to ensure compliance with applicable state and federal regulations. Monitoring may occur on-site and will require access to original versions of employee payroll information, citations, and other materials related to

the implementation of this grant.

6. Payment of Funds by the State

All highway safety projects are funded on a cost reimbursement basis. State or local funds shall be expended before federal reimbursement is made.

BOTS shall reimburse Grantee only for the actual hours worked, and for other eligible costs, and only if the costs are incurred in performing tasks identified in the Project Narrative or Work Plan. Personnel costs shall be reimbursed on the basis of hourly salary and fringe rate(s) that have been verified and approved by BOTS, or on the basis of percentage of annual salary and fringe dedicated to project activity as described in the Project Narrative or Work Plan. All expenses for which Grantee seeks reimbursement must be documented in Project Activity Reports.

7. Equipment

Tangible, non-expendable personal property having an acquisition cost of \$5,000 or more, with a useful life of greater than two years, that is purchased in whole or in part by Grantee using funds awarded as part of this Agreement must be justified in the project narrative or work plan and approved by the NHTSA Regional Office in writing. Each item shall be tagged, inventoried, and monitored until the federal interest is released.

Tangible, non-expendable personal property having an acquisition cost of less than \$5,000, and budgeted as materials and supplies, will also be monitored. Grantee must inform BOTS when equipment is no longer used for the purpose for which it was acquired.

8. Print and Audio Visual Materials

Grantee shall submit all materials developed under this Agreement to BOTS for approval of content and style prior to final production and release. All video materials intended for general public viewing must be close-captioned. Grantee shall credit the Wisconsin Department of Transportation Bureau of Transportation Safety and the National Highway Traffic Safety Administration on all such materials. Grantee may not copyright any portion of materials produced under this Agreement.

9. Program Income

Program income is gross income derived by Grantee from grant-supported activities. Grantee will report program income on reimbursement claims, stating whether the income is retained or credited as a reduction in federal share of project expenditures. If retained, such income may be used only for highway safety activities and is subject to audit by BOTS.

10. Additional Requirements Where Funds Are Expended on Law Enforcement

Grantee agency certifies that it has a written departmental policy on biased based policing, or that it will initiate development of one during the grant period.

A. Grantee agency certifies that it has a written departmental policy on pursuits or that it will initiate development of one during the grant period. The policy should conform to the guidelines of IACP or a similar pursuit policy.

B. Grantee agency certifies that it has a written departmental policy on the BAC testing of all drivers involved in fatal vehicle crashes involving alcohol, or that it will initiate one during the grant period. Grantee agency will require a test of all killed drivers and will encourage all surviving drivers to consent to a test.

C. Grantee agency certifies that it has a written departmental policy on the use of safety belts by employees, or that it will initiate

development of one during the grant period.

D. Grantee must comply with Title VI of the Civil Rights Act of 1964 and Presidential Executive Order 13166 regarding language access and "Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons".

11. Supplanting

The replacement of routine or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is prohibited.

12. Nondiscrimination

Grantee agrees that it shall not discriminate against any employee or applicant for employment relating to this Grant because of the employee or applicant's: race, color, national origin, ancestry, religion, sex, age, disability, status as a veteran, or any other characteristic protected by federal, state, or local law.

13. Debarment and Suspension

Grantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this Grant by any federal agency, or by any department, agency, or political subdivision of the state. For purposes of this grant, "principal" includes an officer, director, owner, partner, or other person with primary management and supervisory responsibilities, or a person who has critical influence on or substantive control over the operations of Grantee.

14. Political Activities

Grantee certifies that Grant funding shall not be used to further any type of political or voter activity. Grantee further agrees to comply with the applicable provisions of the Hatch Act, 5 USC 1501-1508 and 7324-7326, which limit political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

15. Lobbying Activities

Grantee assures that no federally appropriated funds have been paid, or will be paid, by or on behalf of Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with the awarding of any federal grant, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant, loan, or cooperative agreement.

Grantee assures that no Grant funds will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. This prohibition includes both direct and indirect lobbying activities. This prohibition does preclude routine direct communication with state or local legislative officials, as necessary for performance of job duties, even if such communication relates to specific pending legislative proposals.

16. Buy America Act

Grantee agrees to comply with the provisions of the Buy America Act, 23 USC 101, which includes the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with federal funds unless the

Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project Grant by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

17. Termination

This grant may be terminated upon BOTS' determination that Grantee has materially failed to comply with terms of this Agreement. Termination may be considered among the criteria for subsequent grant awards.

18. Correspondence

All correspondence with BOTS regarding this project shall include the Grant Number, and shall be submitted to the following address:

Wisconsin State Patrol

BOTS

P.O. Box 7936

Madison, WI 53707

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

INSTRUCTIONS FOR CERTIFICATION:

1. By signing and submitting this proposal, the prospective low tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which the transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion –Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transaction. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that

the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement list.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this on, in addition to other remedies available to the Federal government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participants shall attach an explanation to this proposal.

SIGNED:

(Agency Head or Authorizing Official), (Date), (Agency Name)

(Director, Bureau of Transportation Safety), (Date)

1. Budget Plan:

The Budget spreadsheet within this contract is a term of the contract. Eligible cost items for this project include: Wage, Fringe, Low-cost Equipment and High-cost Equipment. Grantee must complete the Federal Share AND Estimated Local Match columns.

2. Equipment Purchase:

The Equipment Purchase Form within this contract is a term of this contract, if either High-cost or Low-cost Equipment is purchased. "High-cost" Equipment is defined in the General Terms; other equipment is considered 'low-cost'.

3. Budget/Equipment Amendments:

If the work plan or other documentation must be changed after the contract is signed, Grantee must submit an amendment request via the WISE Grants System. Amended activity may not commence prior to BOTS approval.

Amendments will not be considered after July 1st of the fiscal year during which the project is commenced.

Budget

Item	Federal Grant	Local Match	Totals
Wage/Fringe	\$9,898.20	\$387.00	\$10,285.20
Travel/Mileage	Ineligible	\$999.00	\$999.00
Training	Ineligible	\$1,500.00	\$1,500.00
Contractual Services	Ineligible	\$0	\$0
Equipment	\$0	\$0	\$0
Materials & Supplies	Ineligible	\$0	\$0
Other	Ineligible	\$0	\$0
Total	\$9,898.20	\$2,886.00	\$12,784.20

1. Relationship to work plan:

All budget items must relate to activities described in the Work Plan. Reimbursement will be based on actual costs, NOT budgeted rates. Only project activities and expenses described in the approved work plan and budget, incurred during the grant period, are eligible for reimbursement. Expenses incurred that are not specified in the budget or work plan will not be reimbursed.

2. Document Requirements:

Grantee will document hours, wage and fringe rate, and all match costs. Fringe benefit shall be actual costs. Payment for salaries and wages shall be supported by a time and attendance report, or equivalent records, which shall be kept on file at the agency for three years from the date the project closes. Grantor reserves the right to perform monitoring activities, to include ongoing review and audit of department records.

3. Match Requirements:

A local match of at least 25% of the grant total is required. The match budget line may consist of estimates of program match.

Equipment Purchase

Item	Federal Grant	Local Match	Totals
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total	\$0	\$0	\$0

4. Equipment Requirements:

Grantee must specify make, model, quantity and purchase price of each type of equipment to be purchased.

No more than one-half (50% Rule) of the grant funds may be allocated to equipment, **not to exceed \$4,999.00. If equipment costs exceed the cap of \$ 4,999.00, NHTSA approval would need to be obtained prior to purchase, and any amount in excess of \$4,999.00 would be Local Match.** Grantor will mark the equipment and maintain a proprietary interest until the total equipment value falls below \$4,999.00.

Note: The 50% Rule relates to reimbursed grant funds, not to the initial grant award.

For example: The Grantee receives a grant of \$10,000.00 and budgets \$5,001.00 for Wage and Fringe and \$4,999.00 for Equipment. The Grantee utilizes only \$2,500.00 for Wage and Fringe. Then, the total grant amount is reduced to \$5,000.00, of which no more than 50%, or \$2,500.00 (not \$4,999.00) can be used to purchase said equipment.

Important!

While equipment may be ordered/purchased once the Grant is approved by BOTS, actual reimbursement for said equipment will not occur until grantee has worked the minimum hours needed to insure that the 50% rule is met.

For example: An Agency budgets \$15,000.00 for enforcement and \$4,500.00 for Equipment, \$4,500.00 in Enforcement must take place before the equipment purchase will be reimbursed.

Grantor reserves the right to monitor the use of all equipment purchased using Highway Safety Funds.

Grantee will make the equipment available for viewing by grantor upon notice.

Approved Equipment:

Alcohol/drug-testing, and alcohol enforcement devices must comply with standards and specifications established by NHTSA or

other nationally recognized standard-setting agencies.

NOTE: No equipment will be allowed on Seat Belt Enforcement Grants.

NHTSA Guidelines do not allow the purchase of Speed Enforcement Equipment with Alcohol Grant Funds

5. Signatures:

The signature of agency head or authorizing official must be emailed to DOTsafetygrants@dot.wi.gov. An electronic grant submission through the WISE-Grants System will initiate the grant approval process, but no reimbursement will be made until the signature page is received.

✓ I agree to the terms and conditions above.

Forms: Forms will only be accepted through the WISE-Grants. Questions about grant submissions should be referred to either the State Program Manager, or the Regional Program Manager.

1. **Project Match Report:**

Grantee will complete the Final Project Match Report form provided by Grantor AFTER all project activity is complete, but no later than **November 1st of the fiscal year during which the project is commenced.**

2. **Earned Media Event Documentation:**

Documentation (hard-copy, faxed and/or electronic copies of media materials) of each earned media event must be submitted to BOTS. An electronic link to a print article, news online or other format is acceptable documentation.

3. **Place of Delivery:**

All Electronic Project Deliverables shall be submitted via the WISE-Grants System

Signature Pages shall be e-mailed to DOTsafetygrants@dot.wi.us

Questions about the Traffic Safety Program or this project should be addressed to the State Program Manager or the Regional Program Manager.

Mailing Address:

Wisconsin State Patrol, BOTS

P.O. Box 7936

MADISON, WI 53707-7936

FAX: (608) 267-0441

Additional Deliverables:

I agree to the terms and conditions above.

This Grant Agreement ("Agreement"), entered into by and between the Bureau of Transportation Safety ("BOTS") and _____ ("Grantee"), is executed pursuant to terms that follow.

1. Purpose of this Agreement

The Bureau of Transportation Safety, housed within the Wisconsin Department of Transportation's Division of State Patrol, serves as the administering agency for state and federal grants relating to transportation safety. The purpose of this Agreement is to enable BOTS to award grant funding to Grantee for eligible costs of the Grant Project ("Grant") undertaken as outlined in the project narrative and work plan. The funds shall be used exclusively in accordance with the provisions of this Agreement, as well as applicable federal and state laws and regulations.

2. Term

Work conducted under this Grant must occur within the federal fiscal year: October 1 to September 30. This Agreement expires September 30 of the fiscal year during which the Grant is conducted.

3. Implementation

Grantee shall be solely responsible for the design and implementation of the Grant as described in the project narrative and work plan. Grantee agrees to conduct the Grant in accordance with these plans as approved by BOTS.

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BOTS shall reimburse Grantee only for the actual hours worked, and for other eligible costs, and only if the costs are incurred in performing tasks identified in the Project Narrative or Work Plan. Personnel costs shall be reimbursed on the basis of hourly salary and fringe rate(s) that have been verified and approved by BOTS, or on the basis of percentage of annual salary and fringe dedicated to project activity as described in the Project Narrative or Work Plan. All expenses for which Grantee seeks reimbursement must be documented in Project Activity Reports.

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Program income is gross income derived by Grantee from grant-supported activities. Grantee will report program income on reimbursement claims, stating whether the income is retained or credited as a reduction in federal share of project expenditures. If retained, such income may be used only for highway safety activities and is subject to audit by BOTS.

10. Additional Requirements Where Funds Are Expended on Law Enforcement

Grantee agency certifies that it has a written departmental policy on biased based policing, or that it will initiate development of one during the grant period.

A. Grantee agency certifies that it has a written departmental policy on pursuits or that it will initiate development of one during the grant period. The policy should conform to the guidelines of IACP or a similar pursuit policy.

B. Grantee agency certifies that it has a written departmental policy on the BAC testing of all drivers involved in fatal vehicle crashes involving alcohol, or that it will initiate one during the grant period. Grantee agency will require a test of all killed drivers and will encourage all surviving drivers to consent to a test.

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development of one during the grant period.

D. Grantee must comply with Title VI of the Civil Rights Act of 1964 and Presidential Executive Order 13166 regarding language access and "Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons".

11. Supplanting

The replacement of routine or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is prohibited.

12. Nondiscrimination

Grantee agrees that it shall not discriminate against any employee or applicant for employment relating to this Grant because of the employee or applicant's: race, color, national origin, ancestry, religion, sex, age, disability, status as a veteran, or any other characteristic protected by federal, state, or local law.

13. Debarment and Suspension

Grantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this Grant by any federal agency, or by any department, agency, or political subdivision of the state. For purposes of this grant, "principal" includes an officer, director, owner, partner, or other person with primary management and supervisory responsibilities, or a person who has critical influence on or substantive control over the operations of Grantee.

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Grantee certifies that Grant funding shall not be used to further any type of political or voter activity. Grantee further agrees to comply with the applicable provisions of the Hatch Act, 5 USC 1501-1508 and 7324-7326, which limit political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

15. Lobbying Activities

Grantee assures that no federally appropriated funds have been paid, or will be paid, by or on behalf of Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with the awarding of any federal grant, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant, loan, or cooperative agreement.

Grantee assures that no Grant funds will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. This prohibition includes both direct and indirect lobbying activities. This prohibition does preclude routine direct communication with state or local legislative officials, as necessary for performance of job duties, even if such communication relates to specific pending legislative proposals.

16. Buy America Act

Grantee agrees to comply with the provisions of the Buy America Act, 23 USC 101, which includes the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with federal funds unless the

Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project Grant by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

17. Termination

This grant may be terminated upon BOTS' determination that Grantee has materially failed to comply with terms of this Agreement. Termination may be considered among the criteria for subsequent grant awards.

18. Correspondence

All correspondence with BOTS regarding this project shall include the Grant Number, and shall be submitted to the following address:

Wisconsin State Patrol

BOTS

P.O. Box 7936

Madison, WI 53707

✓ I agree to the terms and conditions above. *

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

INSTRUCTIONS FOR CERTIFICATION:

1. By signing and submitting this proposal, the prospective low tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which the transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transaction. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that

the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement list.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this on, in addition to other remedies available to the Federal government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participants shall attach an explanation to this proposal.

SIGNED:

(Agency Head or Authorizing Official), (Date), (Agency Name)

(Director, Bureau of Transportation Safety), (Date)

**RESOLUTION APPROVING GRANTS
FROM THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES
FOR BIG HILL PARK TRAIL IMPROVEMENTS**

WHEREAS, the Wisconsin Department of Natural Resources (“WDNR”) has awarded the City of Beloit stewardship grants for the trail improvement project in Bill Hill Park; and

WHEREAS, the total project cost is \$286,319.72 with the project involving both the Goose Creek Bridge structure and the pathway to the top of Big Hill Park; and

WHEREAS, the Goose Creek Bridge is to receive a \$45,000.00 grant and the pathway is to receive \$98,159.00; and

WHEREAS, the local match for the grants is 50%, or \$143,159.86, with approximately \$15,000 of said matching funds to be obtained from existing donations and the balance to be budgeted for in the 2015 CIP; and

WHEREAS, the overall project will be part of the trail linkage from Beloit to Janesville and will complete the City’s portion of this trail system.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Beloit, Rock County, Wisconsin, does hereby approve the attached WDNR grants and authorizes the City Manager to execute the same and to do all other things necessary to implement the purposes hereof.

Adopted this 5th day of May 2014.

City Council of the City of Beloit

Mark Spreitzer, President

Attest:

**Jelene J. Ahrens, WCMC
Deputy City Clerk**

CITY OF БЕЛОIT

REPORTS AND PRESENTATIONS TO CITY COUNCIL



Topic: Resolution authorizing the City Manager to enter into Grant Agreements with the Wisconsin Department of Natural Resources for Trail Improvements in Big Hill Park

Date: May 5, 2014

Presenter(s): Greg Boysen

Department(s): Public Works/Engineering

Overview/Background Information:

The City of Beloit applied for Stewardship Grants in 2013 from the Wisconsin Department of Natural Resources for a total project cost of \$286,319.72. Two contracts are included for the one grant to allow for the faster implementation of the Goose Creek Bridge structure while the design begins for the path to the top of Big Hill Park.

Key Issues (maximum of 5):

1. The grant contracts must be executed prior to any work starting on the project.
 2. The two projects will be part of the overall linkage from Beloit to Janesville and completes the City's portion of this trail system.
 3. The local match for the entire project is \$143,159.86 with approximately \$15,000 of the match as donations and the balance to be budgeted for in the 2015 CIP.
-

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.):

1. Develop a high quality community through the responsible stewardship and enhancement of City resources to further Beloit's resurgence as a gem of the Rock River Valley.
-

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels** - The pathways and bridge are for bicycle and pedestrian use and will reduce the use of fossil fuels.
 - **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** - N/A
 - **Reduce dependence on activities that harm life sustaining eco-systems** - N/A
 - **Meet the hierarchy of present and future human needs fairly and efficiently** - These improvements will meet the future needs of the traveling public on bicycles and by foot between Beloit and Janesville.
-

If any of the four criteria are not applicable to your specific policy or program, an N/A should be entered in that space.

Action required/Recommendation:

The Engineering Division recommends approving the resolution authorizing the City Manager to enter into the Grant Agreements with the Wisconsin Department of Natural Resources.

Fiscal Note/Budget Impact:

The City of Beloit will need to budget in the 2015 CIP for the local match requirements.

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



April 4, 2014

► **REQUIRES IMMEDIATE ACTION** ◀
Acquisition and Development of Local Parks
Grant# S-ADLP3-14-1199 (RTA)
Grant Amount: \$98,159.00

Michael Flesch, City Engineer
City of Beloit
2400 Springbrook Court
Beloit, WI 53511

Dear Mr. Flesch:

Congratulations! On behalf of the Governor, we are pleased to forward to you a grant contract for financial assistance for the following project: *City of Beloit - Big Hill Park Trail Development*

Please review the contract. Both copies should be **signed by an authorized official and notarized**. Please return one original signed contract **within 30 days of this letter's date** to Cheryl Housley at the South Central Region, 3911 Fish Hatchery Rd, Fitchburg, WI 53711. Funds will be encumbered when the signed contract is returned. **The second signed and notarized copy of the contract should be recorded in the Office of the Register of Deeds**. Please send Cheryl a copy of the recorded contract before final reimbursement is requested.

Please read the items checked below. They apply to your project and grant award.

Grant Award Time Period: April 4, 2014 through June 30, 2016. All project activities must occur within this time period to be eligible costs for reimbursement.

Advance or Reimbursement Check: Your advance or reimbursement check will be mailed to City of Beloit, Michael Flesch, 2400 Springbrook Ct, Beloit, WI 53511. This is the check recipient that appears in our records.

Changes to the approved project scope may not be made without prior approval from the Department.

You are entitled to a project advance of: \$49,079.50

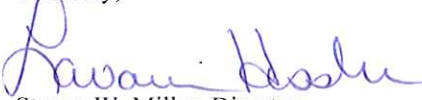
This advance payment is made available to you to cover costs you may incur in the initial stages of your project. The advance payment is equal to 50% of the state cost sharing assistance. *If you wish to request the advance payment, please check the box provided on the last page of the contract.*

Please check your local procedures to insure you comply with all applicable state laws regarding competitive bidding and awarding. DNR guidance on this topic can be found by going to: <http://dnr.wi.gov/Aid/documents/ProcurementGuide.pdf>

IMPORTANT: This entire grant contract must be recorded on the deed in order to process your final reimbursement request.

If not enclosed, reimbursement claim forms and/or financial administration information can be found by going to: <http://dnr.wi.gov/Aid/forms.html>. Please submit reimbursement claim forms for your project to Cheryl. Feel free to contact Cheryl at 608-275-3218, if you have any questions about your grant award or the reimbursement procedures. You may be contacted by the Office of the Governor or your state Legislator concerning the issuance of a press release to publicize the grant award. We are pleased to have the opportunity to participate with you on this project.

Sincerely,

for

Steven W. Miller, Director
Bureau of Facilities and Lands

Enclosure(s)

C: Cheryl Housley – SCR

This document drafted by:
 State of Wisconsin
 Department of Natural Resources
 P.O. Box 7921
 Madison WI 53707-7921

**OUTDOOR RECREATION AIDS
 GRANT CONTRACT**
 Form 8700-065c (8/12)

Notice
 Collection of this information is authorized under ss. 23.09(11), 23.09(26), 350.12(4), 23.33, and 30.92, Wis. Stats., and chs. NR 7, NR 50, NR 51, and NR 64, Wis. Admin. Code. Personally identifiable information collected will be used for program administration and may be made available to requesters as required under Wisconsin's Open Records Law [ss.19.31 - 19.39, Wis. Stats].

Sponsor: City of Beloit	Project Number: S-ADLP3-14-1199 (RTA)
-----------------------------------	---

Project Title:
 City of Beloit - Big Hill Park Trail Development

Program Name:
 Knowles-Nelson Stewardship Program - Acquisition and Development of Local Parks

Payment Period: *(Period during which grant funds will be encumbered and available for payment to the Sponsor under this Outdoor Recreation Aids Grant Contract, hereinafter referred to as the "Contract".)*
 April 4, 2014 through June 30, 2016

Project Scope:
 Acquisition and Development of Local Parks subprogram funds are awarded to the City of Beloit to develop a 1.06 mile, 3.5 acre section of bike trail through Big Hill Park, part of the Janesville to Beloit trail. This section of the trail crosses Goose Creek, an abandoned rail bed and will take the trail off Afton Road. Portions of the trail run along Rock River for fishing and boat access. Project items included are: Engineering; Site preparation; Trail Construction; Hard Surfacing; and Bridge.

Recording Area
 Name and Return Address

Parcel Identification Number (PIN)

Legal Description (hereinafter referred to as Property):

Township 1 North, Range 12 E, City of Beloit, Rock County:

A 10.0' wide recreational trail as located in the SE1/4 of Section 10, and the W1/2 of Section 11. The centerline of said trail is specifically located and described on the attached Exhibit A, as prepared by the Sponsor.

All obligations, terms, conditions and restrictions imposed by this Contract shall be deemed to be covenants and restrictions running with the Property, shall be limit the use and development of the Property from the date of this Contract, and shall bind the parties hereto and their respective personal representative, successors, and assigns, in perpetuity. The rights herein conveyed are subject to the interests of the State of Wisconsin and the Department of Natural Resources Stewardship Program under Chapter 23, Wisconsin Statutes and Chapter NR 51 of the Wisconsin Administrative Code.

By acceptance of this Contract the Sponsor, for itself, its successors and assigns, hereby covenants and agrees not to convey, sell, lease, assign, mortgage or otherwise encumber the Property or convert it to uses or purposes inconsistent with the Stewardship Program and this Contract without the prior written approval of the Wisconsin Department of Natural Resources.

Project Financial Assistance Summary	
Total Project Cost	\$286,319.72
Cost-Share Percentage	50%
State Aid Amount	\$98,159.00
Project Sponsor Share	\$188,160.72

The following documents are hereby incorporated into and made part of this Contract:

1. Chapter 23, Wis. Stats.
2. Chapter NR 51, Wisconsin Administrative Code
3. Charter NR 52, Wisconsin Administrative Code
4. Grant Application, attachments, and addendums

A. General Conditions:

1. The State of Wisconsin Department of Natural Resources (Department) and the Sponsor mutually agree to perform this Contract in accordance with the Acquisition and Development of Local Parks and with the project proposal, application, terms, promises, conditions, plans, specifications, estimates, procedures, maps and also any assurances attached and made a part of this Contract.
2. This Contract, together with any referenced parts and attachments, shall constitute the entire Contract and previous communications, understandings, representations or contracts pertaining to the subject matter of this Contract are superseded. Any revisions, including cost adjustments, shall be made by a written amendment to this Contract, signed by both parties prior to the termination date of the Contract. Time extensions and scope changes to the Contract may be granted to the Sponsor by the Department in writing without the requirements of Sponsor signature.
3. Failure by the Sponsor to comply with the terms of this Contract may not cause the suspension of all obligations of the State if, in the judgment of the Secretary of the Department, such failure was not the fault of the Sponsor. In such case, any amount required to settle at minimum costs any irrevocable obligations properly incurred shall be eligible for assistance under this Contract, at the Department's discretion.

The Project Sponsor:

4. Agrees to comply with all applicable state, local and federal statutes and regulations in fulfilling terms of this Contract, including but not limited to, general and special zoning, land use permit requirements, disability access, environmental quality, historical and archeological preservation. In particular, the Sponsor agrees to comply with the provisions of Chapter NR 51, Wis. Adm. Code, as well as comply with all applicable local and state contract and bidding requirements. The Sponsor should consult its legal counsel with questions concerning Contracts and bidding.
5. May decline the offer of financial assistance provided through this Contract, in writing, at any time prior to the starting of the project and before expending any funds. After the project has been started or funds expended, this Contract may be rescinded, modified, or amended only by mutual written agreement of the parties.
6. Agrees, to save, keep harmless, defend and indemnify the Department and all its officers, employees and agents, from and against any and all liability claims, costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this Contract or omissions of Sponsor's employees, agents or representatives.
7. Agrees to reimburse the Department of any and all funds the Department deems appropriate in the event the Sponsor fails to comply with the conditions of this Contract or project proposal as described, or fails to provide public benefits as indicated in the project application, proposal description or this Contract. In addition, should the Sponsor fail to comply with the conditions of this Contract, fail to progress due to non-appropriation of funds, or fail to progress with or complete the project to the satisfaction of the Department, all obligations of the Department under this Contract may be terminated, including further project cost payment.
8. Agrees, in connection with the performance of work under this Contract, not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Status, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Sponsor further agrees to take affirmative action to ensure equal employment opportunities, as required by law. The Sponsor agrees to post in conspicuous places available, for employees and applicants for employment, notices to be provided by the Contracting officer setting forth the provisions of the nondiscrimination clause.
9. Agrees not to discriminate against any person in the use and enjoyment of the property on the basis of age, race, creed, color, handicap, marital status, conviction record, arrest record, sex, national origin, ancestry, sexual orientation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state.
10. Agrees that reasonable entrance, service or user's fees may be charged and retained by the Sponsor to defray operation and maintenance costs subject to Department review and approval. If such fees do not exceed the fees charged for daily entrance to state parks, Department fee approval is not required.
11. Agrees that income accruing to the Property shall be used to further the objectives of the project as stated in this Contract or to further the objectives of another Stewardship project. However, if the Property is entered into the County Forest Law Program, income derived from that program shall be distributed according to s. 28.11 Wis. Stats.
12. Shall maintain financial and accounting records for the grant in accordance with generally accepted accounting principles and practices. These records may be reviewed by state officials.
13. Shall display a sign at the property acknowledging funding through the Knowles-Nelson Stewardship Program and Wisconsin Department of Natural Resources.

The Department:

14. Promises, in consideration of the covenants and Contracts made by the Sponsor, to obligate for the Sponsor the amount of \$98,159.00, and to tender to the Sponsor that portion of the obligation which is required to pay the Department's share of the costs based upon the state providing 50 percent of eligible project costs. The Sponsor promises, in consideration of the promises made by the Department, to execute the project described in accordance with this agreement.
15. Agrees that the Sponsor shall have sole control of the method, hours worked, and time and manner of any performance under this agreement other than as specifically provided in this document. The Department reserves the right only to inspect the job site or premises for the sole purpose of insuring that the performance is progressing or has been completed in compliance with the agreement. The Department takes no responsibility of supervision or direction of the performance of the agreement to be performed by the Sponsor or the Sponsor's employees or agents. The Sponsor is an Independent Contractor for all purposes, not an employee or agent of the Department. The Department further agrees that it will exercise no control over the selection and dismissal of the Sponsor's employees or agents.

B. Special Conditions:

- a. Property acquired or developed with assistance from this program shall not be converted to uses inconsistent with public outdoor recreation without the prior written approval of this Department.
- b. Total cost sharing provided through any combination of state and federal funds shall not exceed 100% of all eligible costs.
- c. All wetland permits may be required prior to construction. Please contact Chris Pracheil (608)275-3213. Clear span bridge permit has been issued (GP-SC-2013-54-00499)
- d. Construction storm site water discharge permit is necessary. Please contact Dan Betka (608) 275-3201.
- e. All applicable permits, licenses and approvals, including water and wetland regulatory permits and approvals, required by federal, state or local agencies must be obtained prior to project construction and complied with fully during project construction and the life of the project.
- f. Erosion control will be accomplished using the guidelines in the Wisconsin Construction Site Best Management Practice Handbook. Construction sites associated with land disturbing activities over one acre within 500 feet of a surface water body require an erosion control plan prepared by the Sponsor, to be submitted to the Department of Natural Resources for approval. Surface bodies include permanent flowing streams, ponds and lakes. Construction sites disturbing more than five acres of land require a permit for stormwater discharges from construction sites to be issued by the Department of Natural Resources.
- g. All existing overhead utility services if feasible shall be buried and any new utility services provided through this project must be installed underground.
- h. Stormwater permits are required if grading >1 acre, and filling or grading in wetlands requires a Corps of Engineers and Department permits.
- i. Development plans must be submitted to the Department for approval prior to any construction.
- j. All facilities constructed with assistance from this program must be accessible to persons with disabilities. All facilities developed with these grant funds shall be connected by linkage trails to a main walkway and/or parking lot.
- k. State Endangered Yellow Giant Hyssop and Wood Spurge, a special concern species are found in the proximity of the project and to avoid impacts a habitat assessment at the site must be done by DNR staff prior to construction. If habitat for these species is not found on site, there will be no project restrictions related to this species. However, if habitat assessments are conducted and ideal conditions exist, a species survey will need to be completed. If survey reveals that these species or other protected species exists at the site, all impacts to the species must be avoided; if take cannot be avoided an incidental take permit/authorization should be applied for. Survey results should be submitted to the Endangered Resources Review Program.
- l. If unique natural communities are found in the proximity, to lessen impacts the sponsor will implement the following practices: **Southern Dry-Mesic Forest and Southern Mesic Forest** may occur within the project site. A community is an assemblage of plant and animal species within a specific habitat. Natural communities may contain rare or declining species and their protection should be incorporated into the project design as much as possible. We recommend minimizing impacts to and/or incorporating buffers along the edges of the **Southern Dry-mesic Forest and Southern Mesic Forest**.

Check here if you request advance payment totaling \$49,079.50

The person(s) signing for the Sponsor represents both personally and as an agent of his or her principal that he or she is authorized to execute this Contract and bind his or her principal, either by a duly adopted resolution or otherwise.

Signed this _____ day of _____, 20_____.

CITY OF BELOIT

Signature of Sponsor Representative

Typed or Printed Name of Sponsor Representative

STATE OF WISCONSIN)
) ss.
_____ COUNTY)

Personally came before me this _____ day of _____, 20____, the above named _____ to me known to be the person who executed the foregoing instrument and acknowledged the same.

Signature of Notary Public

Typed or Printed Name of Notary Public

Notary Public, State of Wisconsin
My Commission (expires)(is) _____

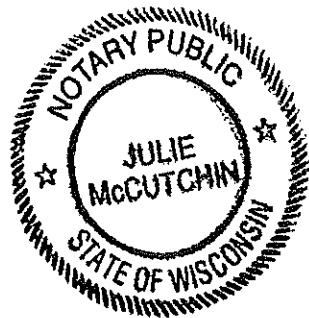
Signed this 4 day of April, 2014.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

BY Lavane Hessler
Lavane Hessler, Stewardship Grant Manager
Bureau of Facilities and Lands

STATE OF WISCONSIN)
) ss.
DANE COUNTY)

Personally came before me this 4th day of April, 2014, the above named Lavane Hessler to me known to be the person who executed the foregoing instrument and acknowledged the same.



Julie McCutchin
Signature of Notary Public

Julie McCutchin
Typed or Printed Name of Notary Public

Notary Public, State of Wisconsin
My Commission (expires)(is) 8-25-2017

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



April 4, 2014

► REQUIRES IMMEDIATE ACTION ◀

Recreational Trails Act
Grant# RTA-649-14
Grant Amount: \$45,000.00

Michael Flesch, City Engineer
City of Beloit
2400 Springbrook Court
Beloit, WI 53511

Dear Mr. Flesch:

Congratulations! On behalf of the Governor, we are pleased to forward to you a grant agreement for financial assistance for the following project: *City of Beloit - Big Hill Park Trail System Improvements*

Please review the agreement and return the original signed by the authorized official **within 30 days of this letter's date** to Cheryl Housley at the South Central Region, 3911 Fish Hatchery Rd, Fitchburg, WI 53711. The second copy is for your file. Funds will be encumbered when the signed agreement is returned. Please read the items checked below. They apply to your project and grant award.

Grant Award Time Period: April 4, 2014 through June 30, 2016. All project activities must occur within this time period to be eligible costs for reimbursement.

Reimbursement Check: When you submit your request for reimbursement the check will be mailed to City of Beloit, Michael Flesch, 2400 Springbrook Ct, Beloit, WI 53511. This is the check recipient that appears in our records.

Changes to the approved project scope may not be made without prior approval from the Department.

If not enclosed, reimbursement claim forms and/or financial administration information can be found by going to: <http://dnr.wi.gov/Aid/forms.html>. Please submit reimbursement claim forms for your project to Cheryl. Feel free to contact Cheryl at 608-275-3218, if you have any questions about your grant award or the reimbursement procedures. You may be contacted by the Office of the Governor or your state Legislator concerning the issuance of a press release to publicize the grant award. We are pleased to have the opportunity to participate with you on this project.

Thank you for your continuing efforts to enhance recreational opportunities for Wisconsin citizens in our Natural Resources.

Sincerely,

Mary Rose Teves, Director
Bureau of Community Financial Assistance

Enclosure(s)

C: Cheryl Housley – SCR

State of Wisconsin
 Department of Natural Resources
 P. O. Box 7921
 Madison, WI 53707-7921

OUTDOOR RECREATION AIDS GRANT AGREEMENT
 Form 8700-065 Rev. 01-10

Notice: Collection of this information is authorized under ss. 23.09(11), 23.09(26), 350.12(4), 23.33, and 30.92, Wis. Stats., and chs. NR 7, NR 50, NR 51, and NR 64, Wis. Admin. Code. Personally identifiable information collected will be used for program administration and may be made available to requesters as required under Wisconsin's Open Records Law [ss.19.31 - 19.39, Wis. Stats].

Grantee/Project Sponsor City of Beloit	Project Number RTA-649-14								
Project Title Big Hill Park Trail System Improvements									
Period Covered by This Agreement April 4, 2014 Through June 30, 2016	Name of Program Recreational Trails Act								
Project Scope and Description of Project City of Beloit will develop a 1.06 mile, 3.5 acre section of bike trail through Big Hill Park, part of the Janesville to Beloit trail. This section of the trail crosses Goose creek, an abandoned rail bed and will take the trail off Afton Road. Portions of the trail run along Rock River for fishing and boat access.									
PROJECT FINANCIAL ASSISTANCE SUMMARY:	The following documents are hereby incorporated into and made part of this agreement:								
<table border="0"> <tr> <td>Total Project Cost</td> <td style="text-align: right;">\$284,319.72</td> </tr> <tr> <td>Cost-Share Percentage</td> <td style="text-align: right;">50%</td> </tr> <tr> <td>State Aid Amount</td> <td style="text-align: right;">\$45,000.00</td> </tr> <tr> <td>Project Sponsor Share</td> <td style="text-align: right;">\$239,319.72</td> </tr> </table>	Total Project Cost	\$284,319.72	Cost-Share Percentage	50%	State Aid Amount	\$45,000.00	Project Sponsor Share	\$239,319.72	<ol style="list-style-type: none"> 1. <i>Chapter NR 50 & 51, Wisconsin Administrative Code</i> 2. <i>Application Dated</i>
Total Project Cost	\$284,319.72								
Cost-Share Percentage	50%								
State Aid Amount	\$45,000.00								
Project Sponsor Share	\$239,319.72								

A. General Conditions:

1. The State of Wisconsin Department of Natural Resources (Department) and the Sponsor mutually agree to perform this agreement in accordance with the Recreational Trails Act and with the project proposal, application, terms, promises, conditions, plans, specifications, estimates, procedures, maps and also any assurances attached and made a part of this agreement.
2. This agreement, together with any referenced parts and attachments, shall constitute the entire agreement and previous communications or agreements pertaining to the subject matter of this agreement are superseded. Any revisions, including cost adjustments, must be made by an amendment to this agreement or other written documentation, signed by both parties, prior to the termination date of the agreement. Time extensions and scope changes to the agreement may be granted to the Sponsor by the Department in writing without the requirements of Sponsor signature.
3. Failure by the sponsor to comply with the terms of this agreement shall not cause the suspension of all obligations of the State if, in the judgment of the Secretary of the Department, such failure was due to no fault of the Sponsor. In such case, any amount required to settle at minimum costs any irrevocable obligations properly incurred shall be eligible for assistance under this agreement, at the Department's discretion.

The Project Sponsor:

4. Agrees to comply with all applicable Wisconsin Statutes and Wisconsin Administrative codes in fulfilling terms of this agreement. In particular, the Sponsor agrees to comply with the provisions of Chapter NR 50 & 51, Wis. Adm. Code, as well as comply with all applicable local and state contract and bidding requirements. The sponsor should consult its legal counsel with questions concerning contracts and bidding.
5. May decline the offer of financial assistance provided through this agreement, in writing, at any time prior to the starting of the project and before expending any funds. After the project has been started or funds expended, this agreement may be rescinded, modified, or amended only by mutual agreement in writing.
6. Agrees, to save, keep harmless, defend and indemnify the Department and all its officers, employees and agents, against any and all liability claims, costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this agreement or omissions of Sponsor's employees, agents or representatives.
7. Agrees to reimburse the Department of any and all funds the Department deems appropriate in the event the Sponsor fails to comply with the conditions of this agreement or project proposal as described, or fails to provide public benefits as indicated in the project application, proposal description or this agreement. In addition, should the Sponsor fail to comply with the conditions of this agreement, fail to progress due to non-appropriation of funds, or fail to progress with or complete the project to the satisfaction of the Department, all obligations of the Department under this agreement may be terminated, including further project cost payment.
8. Agrees, in connection with the performance of work under this agreement, not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Status, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Sponsor further agrees to take affirmative action to ensure equal employment opportunities, as required by law. The Sponsor agrees to post in conspicuous places available, for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

The Department:

9. Promises, in consideration of the covenants and agreements made by the Sponsor, to obligate for the Sponsor the amount of \$45,000.00, and to tender to the Sponsor that portion of the obligation which is required to pay the Department's share of the costs based upon the state providing 50 percent of eligible project costs. The Sponsor promises, in consideration of the promises made by the Department, to execute the project described in accordance with this agreement.
10. Agrees that the Sponsor shall have sole control of the method, hours worked, and time and manner of any performance under this agreement other than as specifically provided in this document. The Department reserves the right only to inspect the job site or premises for the sole purpose of insuring that the performance is progressing or has been completed in compliance with the agreement. The Department takes no responsibility of supervision or direction of the performance of the agreement to be performed by the Sponsor or the Sponsor's employees or agents. The Sponsor is an Independent Contractor for all purposes, not an employee or agent of the Department. The Department further agrees that it will exercise no control over the selection and dismissal of the Sponsor's employees or agents.

B. Special Conditions:

The following special project terms and conditions were added to this agreement before it was signed by the parties hereto:

1. STATE SINGLE AUDIT GUIDELINES. Grantees shall comply with annual Single Audit requirement as specified in OMB Circular A-133 "Audit of States, Local Governments, and Non-Profit Organizations" and the Wisconsin State Single Audit Guidelines found at: <http://www.doa.state.wi.us/section.asp?linkid=81&locid=167> issued by the Wisconsin Department of Administration (DOA), State Controller's Office.
2. Wetland permits may be required prior to construction. Contact Chris Pracheil (608)275-3213. A clear span bridge permit has been issued (GP-SC-2013-54-00499)
3. A construction storm site water discharge permit is necessary. Contact Dan Betka (608)275-3201
4. This grant is funded through a grant from the US Department of Transportation, Federal Highway Administration under the Recreational Trails Program authorized under Section 1112 of the Transportation Efficiency Act for the 21st Century which amended 23 USC 206. This procurement will be subject to regulations set forth in (1) Title 23, U.S. Code, Highways, (2) the Regulations issued pursuant thereto and, (3) the policies and procedures promulgated by the Federal Highway Administrator relative to the above designated project. This procurement shall be subject to the regulations contained Section 20.219, Recreational Trails Program, of the Catalog of Federal Domestic Assistance, <http://www.cfda.gov>. The grantee shall maintain the financial information and dated records used in the preparation or support of the cost submission for the grant in effect on the date of execution for this grant until three years after the final voucher has been approved by the Federal Highway Administration. The department, US Department of Transportation, or their agents, or any of their duly authorized representatives, shall have access to such books, records, documents, and other evidence for the purpose of inspection, audit and copying. The grantee shall provide proper facilities for such access and inspection. In addition, they shall have access to all records which relate to any dispute, appeal, or litigation, or the settlement of claims arising out of such performance, or costs or items to which an audit exception has been taken.
5. Stormwater permits are required if grading >1 acre, and filling or grading in wetlands requires a Corps of Engineers & DNR permits.
6. The sponsor shall implement and maintain proper soil erosion and sediment control best management (BMPs) practices during construction of the project. Erosion and sediment control BMPs shall be accomplished using the guidelines in the Wisconsin Stormwater Technical Standards available via the internet at <http://dnr.wi.gov/runoff/stormwater/techstds.htm>. BMPs shall be properly installed, and maintained to function as intended until the project site is stabilized. All temporary erosion and sediment control practices (e.g. silt fence, etc.) shall be removed once the construction site has undergone final stabilization. Construction sites associated with land disturbing activities over one acre and grading sites of 10,000 sq. ft., or more on the bank of a navigable waterway require an erosion control and stormwater management plan prepared by the sponsor. Construction sites disturbing one or more acres of land require coverage under a construction site stormwater discharge permit prior to commencing any land disturbing construction activity.
7. All regulatory permits and approvals, including water and wetland regulatory permits and approvals, required by federal, state or local agencies must be obtained prior to project construction and complied with fully during project construction.
8. State Endangered Yellow Giant Hyssop and Wood Spurge, a special concern species are found in the proximity of the project and to avoid impacts a habitat assessment at the site must be done by DNR staff prior to construction. If habitat for these species is not found on site, there will be no project restrictions related to this species. However, if habitat assessments are conducted and ideal conditions exist, a species survey will need to be completed. If survey reveals that these species or other protected species exists at the site, all impacts to the species must be avoided; if take cannot be avoided an incidental take permit/authorization should be applied for. Survey results should be submitted to the Endangered Resources Review Program.
9. If unique natural communities are found in the proximity, to lessen impacts the sponsor will implement the following practices: **Southern Dry-Mesic Forest and Southern Mesic Forest may occur within the project site.** A community is an assemblage of plant and animal species within a specific habitat. Natural communities may contain rare or declining species and their protection should be incorporated into the project design as much as possible. We recommend minimizing impacts to and/or incorporating buffers along the edges of the **Southern Dry-mesic Forest and Southern Mesic Forest.**

The persons signing for the Sponsor represents both personally and as an agent of his or her principal that he or she is authorized to execute this agreement and bind his or her principal, either by a duly adopted resolution or otherwise.


STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
FOR THE SECRETARY

By _____
(Signature)

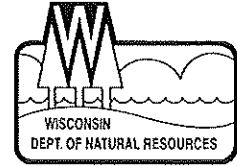
(Title)

(Date)

By 
Mary Rose Teves, Director
Bureau of Community Financial Assistance



(Date)



April 4, 2014

RTA-649-14

Michael Flesch, City Engineer
City of Beloit
2400 Springbrook Court
Beloit, WI 53511

Subject: City of Beloit – Big Hill Park Trail System Improvement

Dear Mr. Flesch:

As you are aware, the acceptance of a federal grant such as the Recreation Trails Program grant entails a number of federal requirements that are broader or more targeted than state grant requirements. One of these requirements is the role of the project sponsor in achieving goals for the involvement of Disadvantaged Business Enterprises (DBE) in grant project activities.

We are approaching this requirement by relying on voluntary actions of project sponsors. In brief what we are asking is for project sponsors to demonstrate that they have taken affirmative steps to make DBE enterprises aware of project activities that are subject to public bidding or request for proposals (RFP) for professional services. The current DBE eligibility directory is found on the Wisconsin Department of Transportation's webpage at the following address:

<http://www.dot.state.wi.us/business/engrserv/dbe-firms.htm>

With regard to RFPs for professional services such as engineering or design, we would encourage you to consider making appropriate DBE enterprises aware of your professional service needs.

With regard to project activities that require public bidding, we are requesting that you undertake two actions: (1) when you put together the bid specifications that you encourage general contractors to use DBE enterprises as subcontractors where appropriate, and (2) when you are going to publicize bid specifications for any portion of your RTA grant, that you review the eligibility directory for appropriate DBE contractors and provide the bid announcement to them by direct mail. There will be no additional requirements regarding the normal review and selection of the lowest responsible bidder.

Depending on the nature of the project you can indicate your affirmative actions through the following items that would be appropriate:

- Copies of correspondence that indicate DBE enterprises that were involved in the RFP process for professional services
- Copy of the bid specifications that indicate your encouragement of general contractors utilizing DBE contractors as subcontractors.

- Copies of the direct mail letters to DBE contractors announcing the opportunity to provide a bid on the project construction activity
- Copies of DBE Contact Summary indicating DBE contractors solicited and contractor follow-up (a copy of the summary is enclosed)

If a DBE contractor is selected for rendering professional services or as the lowest responsible bidder, then it should be so noted as part of the project claim documentation. We will rely on the project billing submission as the appropriate point to report on DBE participation.

We are hopeful that through the voluntary steps you take that DBE enterprises may successfully compete in the public bidding process.

Thank you for your cooperation in this matter.

Sincerely,



Mary Rose Teves, Director
Bureau of Community Financial Assistance

Enclosures: DBE Contract Summary
Cheryl Housley - SCR