



August 28, 2012

Brian O'Connell, Director
Dept. of City Development
City of Racine
730 Washington Avenue, Room 102
Racine, WI 53403

RE: Launch Box CDBG Allocation
Account Number: 892.180.5580

Dear Mr. O'Connell:

The purpose of this correspondence is to request an amended to the Community Development Block Grant (CDBG) allocation awarded to Racine County Economic Development Corporation (RCEDC) for its Launch Box program for 2012.

This request does not involve a change in the amount of the allocation but rather a reallocation of budget line items. I have enclosed a revised budget worksheet for your information.

It is my understanding that this change will need the approval of the Community Development Committee. Please advise me of the date and time of this meeting and I will be available for presentation and questions.

Sincerely,

Kristin Niemiec

Kristin Niemiec
Launch Box Manager

Enclosure

Cc: Gordon Kacala, RCEDC
Milyn Vollmer, RCEDC

SECTION 5: BUDGET (PAGE ONE OF TWO PAGES)

EXHIBIT B

Show all revenues and expenses for the activity in whole dollars.

REVENUES:	
FUNDS REQUESTED FROM THE CDBG, HOME, OR ESG PROGRAM(S)	\$ 28,430.00
FUNDS FROM OTHER SOURCES:	\$ 69,400.00
TOTAL REVENUE	\$ 97,830.00

EXPENSES:				CDBG/HOME/	OTHER FUNDS	TOTAL
				ESG		
SALARIES:	Position *	#Hours	Rate	\$	\$	\$
	<u>Manager</u>	<u>40</u>	<u>\$30</u>	\$ <u>17,801.00</u>	\$ <u>44,599.00</u>	\$ <u>62,400.00</u>
	<u>Executive Director</u>	<u>1.57</u>	<u>\$70</u>	\$ <u>1,710.00</u>	\$ <u>3,990.00</u>	\$ <u>5,700.00</u>
				\$	\$	\$
EMPLOYEE BENEFITS (List Benefits)						
	<u>Health Insurance</u>			\$ <u>3,462.00</u>	\$ <u>8,078.00</u>	\$ <u>11,540.00</u>
	<u>Life Insurance</u>			\$ <u>123.00</u>	\$ <u>287.00</u>	\$ <u>410.00</u>
PAYROLL TAXES				\$ <u>1,524.00</u>	\$ <u>3,556.00</u>	\$ <u>5,080.00</u>
LICENSES, PERMITS, MEMBERSHIPS				\$ <u>75.00</u>	\$ <u>175.00</u>	\$ <u>250.00</u>
PROFESSIONAL FEES (accounting, attorney, etc.)				\$ <u>627.00</u>	\$ <u>1,463.00</u>	\$ <u>2,090.00</u>
AUDIT COMPLIANCE FEES				\$	\$	\$
INSURANCE				\$ <u>276.00</u>	\$ <u>644.00</u>	\$ <u>920.00</u>
EMPLOYEE TRAINING				\$ <u>216.00</u>	\$ <u>504.00</u>	\$ <u>720.00</u>
RENT or OCCUPANCY				\$ <u>1,137.00</u>	\$ <u>2,653.00</u>	\$ <u>3,790.00</u>
UTILITIES				\$	\$	\$
TELEPHONE				\$ <u>444.00</u>	\$ <u>1,036.00</u>	\$ <u>1,480.00</u>
OFFICE SUPPLIES				\$ <u>294.00</u>	\$ <u>686.00</u>	\$ <u>980.00</u>
POSTAGE				\$ <u>108.00</u>	\$ <u>252.00</u>	\$ <u>360.00</u>
EQUIPMENT PURCHASE *				\$	\$	\$
EQUIPMENT RENTAL (List)						
	<u>copier & fax</u>			\$ <u>48.00</u>	\$ <u>112.00</u>	\$ <u>160.00</u>
EQUIPMENT MAINTENANCE				\$	\$	\$
WORK OR PROGRAM SUPPLIES				\$	\$	\$
PRINTING AND PUBLICATIONS				\$ <u>216.00</u>	\$ <u>504.00</u>	\$ <u>720.00</u>
TRAVEL *				\$ <u>369.00</u>	\$ <u>861.00</u>	\$ <u>1,230.00</u>
MEETING EXPENSES *				\$	\$	\$
LIST ANY OTHER EXPENSES BELOW * :						
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
TOTAL EXPENSES				\$ <u>28,430.00</u>	\$ <u>69,400.00</u>	\$ <u>97,830.00</u>

* Provide detail on next page as indicated.