



OPPORTUNITIES INDUSTRIALIZATION CENTER OF RACINE COUNTY, INC.  
1020 Washington Avenue, Racine, WI 53403-1762  
Phone: (262) 636-3818 • Fax: (262) 636-3922  
Website: www.oicracine.org/programs

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Claudius A. Adebayo  
Executive Director

February 27, 2007

Brian O'Connell  
Director of City Development  
City of Racine, Wisconsin  
Room 306 - City Hall  
730 Washington Ave.  
Racine, WI 53403

Dear Brian:

I am writing to request an extension of the contract for the CDBG Center Rehab Grant (Acct 894-030-581) until June 30, 2007. We made every effort to complete the project before the end of 2006, but some of our contractors told us that some warm weather projects were too late in the season to be implemented.

Although this did set our schedule back a bit, we are well on our way to accomplishing our goals, and with the extension of this contract we can continue to make progress.

I appreciate your assistance in this matter, Brian, and look forward to hearing from you soon.

Sincerely,

Claudius Adebayo  
Executive Director



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Brian O'Connell  
Director of City Development  
City of Racine, Wisconsin  
Room 306 - City Hall  
730 Washington Ave.  
Racine, WI 53403

Dear Brian:

This request is to seek your approval for a Scope of Work modification of the contract for the CDBG Center Rehab Grant (Acct 894-030-581). We currently have a balance of \$40,919, all under Contractual Services which comprised of projects that have to wait for warm weather, such as the roof, parking lot, landscaping and painting.

The modification, while still under the Contractual Services category will release the funds for us to replace our aging computer system in the Computer Lab and in some offices working directly with our youth programs. The current computers were purchased in 1998 with CDBG funds approved for the Community Technology Project. Currently, seven (7) of the ten (10) computers are not serviceable, another four (4) in various offices do not work and some others need expensive repairs that are not worth paying for. With the increase in the number of youth who need these computers everyday to complete their work, your approval will benefit all of our work in the community. The balance of our grant funds will be spent within six weeks of your approval of this modification.

Also, if this modification is approved, we will NOT seek funding from future CDBG for fixing the roof, resurfacing the parking lot and the other projects which would otherwise have been covered by this grant.

I thank you for your assistance in this matter.

Sincerely,

Claudius Adebayo  
Executive Director

# Center Rehab Project

## 1. STATEMENT OF WORK:

The Center Rehab Project will carry out the following project activities with the balance of its approved allocation:

- Acquire new computers to replace old, broken and unserviceable units in the OIC Computer Lab and some offices to improve the efficiency of OIC's construction programs and administrative work. By our 2006 Program Audit, Youthbuild Racine Project had a 76% use of the Computer Lab. The 2007 YouthBuild Racine Project plans to increase high quality homes for the low-income population of the City and train 28 youth ages 18 – 24 in high wage home construction occupations.
- Replace the 27-year old refrigerator in the kitchen with a new energy-efficient unit of the same size. The previous Scope of Work called for a re-wiring of the electrical system to prevent the constant circuit breaking when two or more appliances are on in the kitchen. After Van's Electric (Tiimothy Shea) analyzed the situation, he advised us that the problem would be better solved cost-effectively by changing the refrigerator to a new energy-efficient unit.

## 2. A LINE ITEM BUDGET: (See the attached budget sheet)

**OIC of Racine County, Inc.  
Center Rehab Budget  
December 31, 2006**

**REVENUES:**

|                                |                    |
|--------------------------------|--------------------|
| CDBG Award                     | \$ 75,000.00       |
| Last months YTD CD Receipts    | <u>\$30,560.93</u> |
| This months CD Request         | <u>\$3,520.00</u>  |
| Remaining unrequested CD funds | <u>\$40,919.07</u> |

**CASH:**

|                                  |                    |
|----------------------------------|--------------------|
| Cash balance at months start     | \$ -               |
| This months expenditures (Total) | <u>-\$3,520.00</u> |
| This months request (Total)      | <u>\$3,520.00</u>  |
| Projected Cash Balance           | \$ -               |

**EXPENSES:**

|                          | A                  | B                                    | C                            | D                        | E                             |
|--------------------------|--------------------|--------------------------------------|------------------------------|--------------------------|-------------------------------|
|                          | Total Grant        | Last<br>Months<br>Actual<br>Expenses | Last Months<br>Actual Y.T.D. | Current<br>Actual Y.T.D. | Remaining<br>Grant<br>Balance |
| Salaries:<br>Position    | <u>Budget</u>      | <u>Expenses</u>                      | <u>Actual Y.T.D.</u>         | <u>Actual Y.T.D.</u>     | <u>Balance</u>                |
| Salaries/Wages-Exec Dir  | \$1,950.00         | \$0.00                               | \$1,950.00                   | \$1,950.00               | \$0.00                        |
| Employee Benefits        | \$395.00           | \$0.00                               | \$395.00                     | \$395.00                 | \$0.00                        |
| Payroll Taxes            | \$172.00           | \$0.00                               | \$172.00                     | \$172.00                 | \$0.00                        |
| Rent                     | \$18,600.00        | \$0.00                               | \$18,600.00                  | \$18,600.00              | \$0.00                        |
| Audit Fees/Acct.         | \$1,220.00         | \$0.00                               | \$1,220.00                   | \$1,220.00               | \$0.00                        |
| Employee Training        | \$0.00             | \$0.00                               | \$0.00                       | \$0.00                   | \$0.00                        |
| Insurance                | \$200.00           | \$0.00                               | \$200.00                     | \$200.00                 | \$0.00                        |
| Telephone                | \$0.00             | \$0.00                               | \$0.00                       | \$0.00                   | \$0.00                        |
| Office Supplies          | \$0.00             | \$0.00                               | \$0.00                       | \$0.00                   | \$0.00                        |
| Postage                  | \$0.00             | \$0.00                               | \$0.00                       | \$0.00                   | \$0.00                        |
| Equipment Rental (list)  | \$0.00             | \$0.00                               | \$0.00                       | \$0.00                   | \$0.00                        |
| Work or Program Supplies | \$0.00             | \$0.00                               | \$0.00                       | \$0.00                   | \$0.00                        |
| Printing & Supplies      | \$0.00             | \$0.00                               | \$0.00                       | \$0.00                   | \$0.00                        |
| Travel                   | \$0.00             | \$0.00                               | \$0.00                       | \$0.00                   | \$0.00                        |
| Meeting Expense          | \$0.00             | \$0.00                               | \$0.00                       | \$0.00                   | \$0.00                        |
| Contracted Services      | \$52,463.00        | \$3,520.00                           | \$8,023.93                   | \$11,543.93              | \$40,919.07                   |
| Demolition               | \$0.00             | \$0.00                               | \$0.00                       | \$0.00                   | \$0.00                        |
| Engineering Drawing      | \$0.00             | \$0.00                               | \$0.00                       | \$0.00                   | \$0.00                        |
| Taxes, Licenses, Dues    | \$0.00             | \$0.00                               | \$0.00                       | \$0.00                   | \$0.00                        |
| Total                    |                    |                                      |                              |                          |                               |
| REQUEST AMOUNT           | <u>\$75,000.00</u> | <u>\$3,520.00</u>                    | <u>\$30,560.93</u>           | <u>\$34,080.93</u>       | <u>\$40,919.07</u>            |

\_\_\_\_\_  
Signature

Title: Executive Director

\_\_\_\_\_  
Date

\*\*Client incentives include rewards for grades, deposits into Opportunity Accounts and incidental expenses to keep students in school