

**RACINE KENOSHA  
COMMUNITY ACTION AGENCY, INC.**

2113 North Wisconsin Street, Racine, WI 53402  
Phone: (262) 637-8377

2000 63<sup>rd</sup> Street, Kenosha, WI 53143  
Phone: (262) 657-0840

[www.rkcaa.org](http://www.rkcaa.org)



May 22, 2014

City of Racine  
Department of City Development  
Ms. Diana Schulz  
730 Washington Avenue  
Racine, Wisconsin 53403

RE: TBRA Project Funding

Thank you for the consideration you have given to the TBRA program. We accept your suggested proposal modifications to extend the TBRA program through November 2014 with \$3,115 Rent/Utilities/Supplies to be allocated from the \$180,000 rental assistance contract and \$13,200 Case Manager wage and fringe to be allocated from the Local Option/Contingency Fund.

RKCAA is pleased to continue our partnership with the City of Racine. We thank you for the opportunity to extend the TBRA program and allow us to coordinate resources to enable eligible households achieve economic independence and self-sufficiency.

Sincerely,

Sharon Schulz  
Executive Director  
Racine Kenosha Community Action Agency Inc.



Department of City Development

Brian F. O'Connell, AICP  
Director

Matthew G. Sadowski, AICP  
Assistant Director/Principal Planner



Room 102 - City Hall  
730 Washington Avenue  
Racine, Wisconsin 53403  
262 636-9151  
Fax: 262 635-5347

May 13, 2014

Kenosha Racine Community Action Agency, Inc.  
2113 N Wisconsin St.  
Racine, WI 53402

**COPY**

**RE: RKCAA Tenant Based Rental Assistance Program**

Dear Ms. Schulz:

Thank you for your request, which we formally received on May 12, 2014, to the City of Racine Local Option/Contingency Fund for an additional \$30,982.00 in funds to finalize the Tenant Based Rental Assistance (TBRA) program. The City of Racine very much values your interest in making sure that this program is finalized by November of 2014 in a responsible manner that protects the low-income individuals and families that participate in the TBRA program.

As you may be aware the Local Option/Contingency Fund is also limited to a 15% cap on funds for Public Service. The Local Option/Contingency Fund has a balance of \$19,835.00 to use for Public Service. These funds must be used in a fiscally responsible manner to cover all CDBG Public Service entities.

After reviewing the request for \$30,982.00 in additional funding from the Local Option Contingency Fund, we suggest the following modifications to your proposal:

- The original proposal from RKCAA for HOME administration dollars for \$28,000.00 in 2012 did not include "Other Administrative Expenses." The Local Option/Contingency Fund can only be used for requests previously approved by Common Council. City staff can not include this request to the Local Option/Contingency Fund.
- Rent/Utilities/Supplies in the amount of \$445.00 per month for a total request of \$3,115.00 can be allocated as costs to the already approved HOME TBRA rental assistance contract of \$180,000.00 that was recently extended until November of 2014.
- At the meeting of May 1, 2014 between RKCAA and City of Racine staff, RKCAA staff provided a TBRA discharge report that showed on a monthly basis from August until November the number of participants and their month of discharge. The numbers provided are as follows:

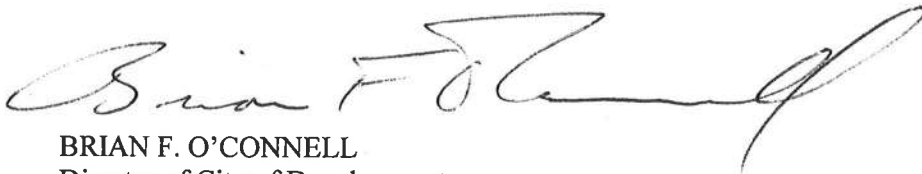
Month	Number of Participants
August	9
September	6
October	1
November	2

RKCAA requested \$2,400.00 per month for "Case Manager wage and fringe" for a total request of \$16,800.00. As was explained by RKCAA staff at the May 1, 2014 meeting with City of Racine staff, comprehensive case management services are provided to each tenant on an every other month basis. With diminishing numbers of participants and the diminishing need for case management services in the months of September, October and November the City of Racine believes that a reduced request of \$1,200.00 per month is reasonable. This would reduce the request to \$13,200.00 for "Case Manager wage and fringe."

Please understand that the City of Racine values the services RKCAA has provided to participants involved in the TBRA program. It is as you note in your letter a challenging time and the services RKCAA have provided through the TBRA program have made an impact.

We look forward to your timely response on this matter. If you have any questions or concerns, please feel free to contact me by phone at (262) 636-9151.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian F. O'Connell". The signature is fluid and cursive, with a large, stylized initial "B".

BRIAN F. O'CONNELL  
Director of City of Development

BFO:dls:1

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May 5, 2014  
City of Racine  
Department of City Development  
Ms. Diana Schulz  
730 Washington Ave.  
Racine, WI 53403

RECEIVED

MAY 12 2014

RE: TBRA Project Funding

The mission of the Racine Kenosha Community Action Agency (RKCAA) is to provide resources to enable low-income individuals, in rural and urban areas, to attain the skills, knowledge and motivation to achieve self-sufficiency. This organization is engaged in an anti-poverty strategy for community change. These are challenging times for Racine and Kenosha, it is more important than ever that our programs focus on customer service, delivering quality and ensuring that we are efficient in the provision of our services. We also want to learn from and work with our program participants and community residents, policy makers and stakeholders to promote healthier communities for all of us, but in particular the most vulnerable of our community.

RKCAA entered into a pilot project with the City of Racine to provide housing assistance in a more comprehensive way for the Community. The purpose of the Tenant-Based Rental Assistance Program (TBRA) is to promote the development of local strategies to coordinate the use of HOME funding and other resources to enable households eligible to receive assistance under this program to achieve economic independence and self-sufficiency. The objective of the TBRA Program is to assist at least twenty households. Assistance to the household will include providing a monthly rent subsidy and the execution of successful case management services. RKCAA is currently maintaining a case load of 20 families.

The TBRA Program links households to high-quality, comprehensive supportive services including housing counseling, comprehensive case management, financial education, asset building, high school or post-secondary education, job skills and training and other forms of social service assistance necessary to achieve self-sufficiency. Each case requires a significant investment of time for the case manager to partner with our clients. The goal is to extend the program through November 2014. The original funding for the project allocated \$180,000 for Project Delivery and Administration during the start up period bringing the 20 families on board and for direct assistance to the 20 families. The original funding also allocated \$28,000 for ongoing administration and case management. While RKCAA has sufficient funding to continue the direct assistance through November 2014, we do not have sufficient funding to cover the cost of the case manager who is responsible for working with the 20 families on an ongoing basis.



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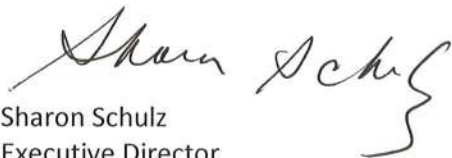
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The cost to administer the program consists of the case manager, related rent/utilities/supplies and other administrative support. These costs can be summarized as follows:

	Per Month	May – November (7 months)
Case Manager wage and fringe	\$2,400	\$16,800
Rent/Utilities/Supplies	\$ 445	\$ 3,115
Other Administrative Support	<u>\$1,581</u>	<u>\$11,067</u>
Total Needs	\$4,426	\$30,982

We are in need of funds immediately and running through November. That is a total of \$30,982 (May – Nov). We respectfully request an allocation of Local Option Contingency Funds in order to maintain this program that is showing demonstrable impacts (see attached success story narratives).

RKCAA appreciates your consideration of this request.



Sharon Schulz  
Executive Director  
Racine Kenosha Community Action Agency Inc.



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**Program Success Story Overview**

To date, two program participants have been successfully discharged, and three individuals secured employment. The agency collaborates with various community partners. As a result of referring clients to Greenpath Debt Solution, one program participant consolidated student loans, and one individual developed a plan to pay off debt which resulted in a credit score increase of 76 points.

Other successes include one program participant currently working with the Division of Vocation Rehabilitation to identify job skills, another person has a pending disability hearing before the Administrative Law Judge, and a program participant has been referred to the RKCAA's Skills Enhancement Program in an effort to assist the client in securing employment as she works toward obtaining her GED.

During the course of the program, many landlords have contacted the agency inquiring how the program can be of assistance to his or her renter. This communication is valuable as many times, housing providers are reluctant to participant in government funded programs. The agency has also experienced great success by aiding landlords and program participants in resolving disputes.

