

(ATTACHMENT 2) ACTION ON A REQUEST TO ENTER INTO AN INTERGOVERNMENTAL COOPERATIVE AGREEMENT WITH THE CITY OF MILWAUKEE AND TO ENTER INTO AN AGREEMENT WITH BOYS & GIRLS CLUB OF GREATER MILWAUKEE FOR THE TRUANCY ABATEMENT AND BURGLARY SUPPRESSION (TABS) PROGRAM

Purchase Requisition Number: CR029150

Contract Number: C026212

Vendor Number: V0285730

**AGREEMENT BETWEEN
THE MILWAUKEE BOARD OF SCHOOL DIRECTORS
AND
THE BOYS AND GIRLS CLUB OF GREATER
MILWAUKEE, INC.**

THIS AGREEMENT is made by and between the Milwaukee Board of School Directors (hereinafter, "MPS"), 5225 West Vliet Street, P.O. Box 2181, Milwaukee, Wisconsin, 53201-2181, and Boys and Girls Club of Greater Milwaukee, Inc. (hereinafter "CLUB"), located at 1558 North 6th Street, Milwaukee, Wisconsin, 53212.

WHEREAS, in 1993 the Truancy Abatement Burglary Suppression Program (hereinafter "TABS" Program) was established to confront the issue of truancy and juvenile crime in the Milwaukee Community; and

WHEREAS, the TABS Program began as a collaborative effort between the City of Milwaukee (hereinafter "City"), MPS, CLUB, and the Milwaukee County Sheriff's Department (hereinafter "Sheriff's Department"); and

WHEREAS, prior to July 1, 1996, the TABS Program was funded by the State of Wisconsin; and

WHEREAS, 1995 Wis. Act 27 created Wis. Stat. § 119.55(2), which requires that, commencing on July 1, 1996, MPS shall assume certain financial responsibility for the TABS Program, including a sum sufficient to pay the costs of salaries and fringe benefits of four law enforcement officers to work on truancy abatement and burglary suppression on a full-time basis; and

WHEREAS, MPS is required by Wis. Stat. § 119.55(1)(a) & (b) to establish two youth service centers for the counseling of children who are taken into custody under Wis. Stat. § 938.19(1)(d)10 for being absent from school without an acceptable excuse under Wis. Stat. § 118.15, and to contract with CLUB for the operation of the established two youth service centers; and

WHEREAS, prior to the 2003-2004 school year, MPS entered into a contract with CLUB that required CLUB to enter into a contract with the Sheriff's Department for the provision of one deputy sheriff to be assigned at each of the two youth service centers; and

WHEREAS, subsequent to the execution of the August 2003 contract, the Sheriff's Department indicated it was no longer willing to provide services under the TABS Program; and

WHEREAS, pursuant to an Intergovernmental Agreement between the City and MPS, the City of Milwaukee Police Department has performed the services of these additional two officers that were previously performed by the Sheriff's Department in carrying out the TABS program; and

WHEREAS, the City and MPS will enter into an Intergovernmental Agreement for the 2017-2018 school year to provide for a total of six Milwaukee police officers to provide services to the TABS Program.

NOW, THEREFORE, the parties do hereby agree as follows:

I. CLUB'S RESPONSIBILITIES

A. CLUB SHALL:

1. Provide and maintain facilities to operate the TABS Program at two youth service centers: (1) The Boys and Girls Club, Mary Ryan Branch, 3000 North Sherman Boulevard, Milwaukee WI 53210; and (2) Don and Sallie Davis Boys and Girls Club, 1975 South 24th Street, Milwaukee WI 53204.
2. Operate each of the two youth service centers Monday through Friday between the hours of 8:00 A.M. and 4:30 P.M. and accept for servicing all youth brought into the two youth service centers between the hours of 8:30 A.M. and 2:00 P.M. Ensure that all persons working at the youth centers will remain on duty until all youths have been released from the youth centers. The two youth service centers shall be in operation between the dates of August 14, 2017 and June 8, 2018 on all days when MPS schools are in session.
3. Operate the two youth service centers in a safe, secure and healthful manner and comply with all applicable federal, state and local health and safety laws, codes and regulations.
4. Coordinate all facets of the TABS Program in accordance with the Truancy Abatement and Burglary Suppression Program Operations Manual, attached hereto as Appendix A and incorporated herein by reference, as may be amended from time to time.
5. Employ a Director of the TABS Program who is to be under the supervision of the Vice-President of Operations of CLUB and who is to be responsible for developing, implementing and directing all functions of the TABS Program and for performing all duties required of the Director as described in Appendix A, attached hereto and incorporated by reference, as may be amended from time to time.
6. Employ two TABS Program Site Coordinators/Case Managers who are to be under the supervision of the Director of the TABS Program and who are to be responsible for coordinating the day-to-day operations of each of the two youth service centers and for serving as the counselors of the youth service centers, and for performing all duties required of a Program Site Coordinators/Case Managers as described in Appendix A.

7. Perform a name-based criminal information background check (hereinafter “background check”) is required for all persons, including volunteers participating in the TABS program, providing services under this Contract, that are anticipated to have, “direct, unsupervised contact” with MPS students. “Direct, unsupervised contact” means contact with students that provide the person opportunity and probability for personal communication or touch when not under direct supervision. Club shall not be required to perform background checks on individuals employed by Milwaukee County Sherriff’s Department, City of Milwaukee Police Department or MPS.
 - a. The purpose of these background checks is to ensure there is nothing that would render any person(s) unfit to perform services under this Contract where there is contact or access to MPS students. MPS will, in its sole discretion, determine whether there is anything in a background check that would render a person unfit to perform services with contact or access to MPS students.
 - b. Club must use the Wisconsin Department of Justice Crime Information Bureau (“CIB”) and, if necessary, other state and federal bureaus, to obtain background checks on the person(s) who will perform services under this Contract. Club must perform a background check in any state in which the individual in question resided for at least six months in the last five years and was 18-years-old or older at the time.
 - i. Upon receipt of the results from the CIB, Club has a duty to provide the results to MPS’s Department of Employment Relations (via mail to Milwaukee Public Schools Background Checks, Attn: Department of Employment Relations, Room 116, 5225 West Vliet Street, Milwaukee, WI 53208, or via email at 564@milwaukee.k12.wi.us), at least 10 days prior to beginning work under this Contract.
 - ii. Following the review thereof by MPS’s Department of Employment Relations, Club shall be notified of MPS’s determinations. MPS may determine in its sole discretion that any individual is unfit to perform services as outlined in this Contract and identify the same to Club. If, after such notification, Contractor allows that individual to perform services under this Contract, this Contract shall be subject to immediate termination at MPS’s sole discretion, with no liability for any payment hereunder. This right of termination shall also apply if Contractor allows any individual to perform services under this Contract who has not been subjected to a background check in accordance with this Contract.
 - iii. Club may choose to use previously-completed background checks which comply with the requirements of ¶ 7b if, and only if, those checks were completed no earlier than one year prior to the first date of the term of this Contract.
 - c. MPS will not be responsible for the payment of any services rendered by Club before background checks have been performed in accordance with this Contract. The performance of services by Club under this Contract before the results of background checks have been reviewed by MPS and MPS has made determinations, as identified above, is a cause for immediate termination of this Contract with no liability for payment.

8. Concurrently with signing this Contract, Club will provide MPS with a certification which certifies that neither Club nor its principals and its subcontractors nor their principals are listed as debarred or suspended in the System for Award Management (SAM), the government wide exclusion list maintained by the federal government. Provision of this certification is a material term of this Contract and condition precedent to any payment of compensation

If, during the term of this Contract, Club, its principals or its subcontractors, are listed on SAM, Club has a duty to inform MPS of the same, at which time MPS will have the right to immediately terminate this Contract. In the event of such a termination, MPS will only be liable for services rendered through the effective date of termination. MPS will not be liable for any uncompleted portion of this Contract or for any goods or services purchased or paid for by Club for use in completing the Contract.

9. Collect and evaluate all data and provide any and all records and reports as may be required by MPS to help MPS assess the effectiveness of the TABS Program. Coordinate a year-end evaluation of the effectiveness of the TABS Program as may be required by MPS. Provide such records and reports as may be required by MPS from time to time and assist MPS in auditing and monitoring the financial aspects of the program.
10. Both parties understand that the MPS is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Agreement are subject to and conditioned on the provisions of Wis. Stat. § 19.21, *et seq.* CLUB acknowledges that it is obligated to assist MPS in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of this Agreement, and that CLUB must defend and hold MPS harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this Agreement.
11. Comply with the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, 34 C.F.R. § 99.1 *et seq.* and the Wisconsin Pupil Records Law, Wis. Stat. § 118.125 (both laws regard the protection of pupil records).
12. In consideration of the funds paid under § II.A., CLUB shall defend, indemnify and hold harmless MPS, its agents, board members, officers, and employees (for the purposes of this paragraph, the "Indemnitee") from and against any and all actual or alleged claims, demands, actions, causes of action, damages and claims of any kind, including but not limited to bodily injuries, personal injuries, contingent liabilities or damages and reasonable attorney fees, arising out of or in any way related to or associated with or arising from the services rendered under this contract or the operation of the TABS Program, that are or may be brought or maintained by any individual or entity against the Indemnitee. This indemnification

obligation shall include any actual or alleged claims or causes of action of any kind against the Indemnitee. This indemnification obligation shall not be reduced in any way by the existence or nonexistence, limitation, amount or type of damages, compensation or benefits payable under workers compensation laws or other insurance provisions. Under no circumstances is the Indemnitee's recovery limited due to the fact that MPS is named as an additional insured under any of CLUB's insurance policies. CLUB agrees to accept tender of the defense of any claim or action against the Indemnitee falling within the scope of this indemnity.

13. CLUB understands and agrees that financial responsibility for claims or damages to any person, or to CLUB employees and agents, shall rest with the CLUB. CLUB shall effect and maintain any insurance coverage, including, but not limited to Worker's Compensation, Employer's Liability, Commercial General Liability, Contractual Liability, Automobile Liability, Umbrella Liability, Fidelity Crime Insurance, and Professional Errors & Omissions or Directors and Officers Insurance to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non- existence, limitation, amount or type of damages, compensation or benefits payable under Worker's Compensation laws or other insurance provisions.

"The Milwaukee Board of School Directors" is to be named as an additional insured by separate endorsement under all of the following insurance coverage policies with the exception of Workers' Compensation. Evidence of all required insurances of CLUB shall be provided to MPS's Department of Procurement and Risk Management, either by Certificate of Insurance or by separate letter from the insurance agent or broker that there are no exclusions, sub-limits, or restrictions in coverage. The certificate of insurance or policies of insurance evidencing all coverages shall include a statement that MPS shall be afforded a 30 day written notice of cancellation, non-renewal or material change by any of CLUB insurers providing the coverage required by MPS for the duration of this contract. Insurance companies must be acceptable to MPS and must have a current A.M. Best rating of A-VII.

All certificates of insurance are to be provided within 30 days of final execution of this Agreement.

The minimum limits of insurance that MPS requires from CLUB shall be:

Worker's Compensation	Statutory Limits
Employer's Liability	\$100,000 per occurrence/\$500,000 limit

Workers' Compensation at Statutory limits and Employer's Liability at \$100,000 per occurrence or sufficient limits to meet Umbrella underlying insurance requirements. Coverage shall be modified to include a Waiver of Subrogation Endorsement in favor of "The Milwaukee Board of School Directors", including its directors, officers, agents, employees and volunteers.

Commercial General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Personal & Advertising Injury Limit	\$1,000,000
Products - Completed Operations	\$2,000,000
Aggregate	
Medical Expense	\$ 10,000

Commercial General Liability shall be on an occurrence form covering the risks associated or arising out of the services provided under this Agreement. This insurance is not to have any exclusions, sub-limits, or restrictions as respects coverage for sexual abuse and molestation, corporal punishment, athletic events, and use of gymnasium equipment.

Auto Liability \$1,000,000 per occurrence

Business Auto Liability insurance including, but not limited to, Uninsured Motorists, Underinsured Motorists, and contractual liability for risks assumed in this Agreement covering the use of any vehicle in an amount not less than \$1,000,000 per accident. (Verification of this coverage is needed only if vehicles will be used while providing services under this Agreement).

Umbrella (excess) Liability \$4,000,000 per occurrence

The Umbrella Liability insurance shall provide excess employer's liability, commercial general liability and auto liability coverage.

Fidelity Bond/Crime Insurance Value of the Agreement

*Crime Insurance, in the form of either a Commercial Crime Policy or Financial Institution Bond, providing coverage for Employee Dishonesty, On Premises, In Transit (Theft Disappearance and Destruction Coverage Form and Robbery and Safe Burglary Coverage Form), Forgery/Alteration, Computer and Funds Transfer Fraud shall be carried in the **amount of the total annual program costs**. Such insurance may be written with a deductible; however, such deductible shall not exceed \$10,000. "The Milwaukee Board of School Directors" shall be named as loss payee with respect to losses involving property or funds provided under this Agreement by MPS. This policy is to cover all employees, officers, and board members of CLUB and all of CLUB's contractors or subcontractors handling money, securities or other property of CLUB. Proof of such coverage shall be provided to MPS prior to payment becoming due under § II.A.*

**** Professional Errors & Omissions** \$1,000,000 per occurrence/\$2,000,000 aggregate

*** Director's and Officers insurance may be used in lieu of Professional Errors and Omissions provided that the Insurance Company shows proof that all employees and volunteers are protected by the coverage.*

All policies, with the exception of the Professional Errors & Omissions policy, shall be written on an occurrence form.

14. CLUB shall comply with all fiscal requirements set forth below:
 - a. Expend and account for funds in a manner consistent with the provisions of this Agreement, the 2017-2018 TABS Program Annual Budget set forth in Appendix B, and for allowable costs as defined in 14 C.F.R., Part 80.22 - OMB Circular A-87. CLUB shall obtain written approval from MPS before any change is made to the 2017-2018 TABS Program Annual Budget set forth in Appendix B.
 - b. Complete and provide MPS with one copy of the annual single audit report performed according to the statutory requirements and provisions required by P.L. 98-502 and in accordance to the requirements of Federal Circular A-128 and A-110, 133, regardless of the portion of federal funds received from MPS.
 - c. Maintain adequate source records, including, but not limited to, invoices, payroll records, time sheets and receipts.
 - d. Use appropriate cash management procedures, so that the public funds dispersed under this Agreement are discernible from other funds. Maintain cash disbursement obligations directly associated with this Agreement in a segregated account documented by ledger entries.
 - e. Complete and provide MPS with a TABS Program Request for Funds Form, attached hereto and incorporated herein by reference as Appendix D, in order to claim payment for services performed in operating the TABS Program in accordance with the payment schedule set forth in § II.A. of this Agreement.
 - f. No later than April 1, 2018, deliver to MPS a semi-annual financial report, covering the period from July 1, 2017 through December 31, 2017 showing budgeted expenses vs. actual expenses in the format set forth in Appendix C.
 - g. No later than July 31, 2018, deliver to MPS an annual final financial report covering the period from July 1, 2017 through June 30, 2018 showing budgeted expenses vs. actual expenses in the format set forth in Appendix C.
 - h. Expend a minimum of 80% of funds provided under this Agreement on direct educational costs associated with direct student support and a maximum of 20% of program funds on indirect costs, as defined in 34 C.F.R., Part 74, Subpart Q, App. D - OMB Circular A-87 and as set forth in the 2017-2018 TABS Program Annual Budget in Appendix B.
 - i. Provide MPS with a budget that identifies any other sources from which

CLUB and any of CLUB's subcontractors receive funds for the operation of the TABS Program.

- j. Incur all costs associated with this Agreement within the applicable term of this Agreement and make payment for such costs no later than October 1, 2018.
 - k. Assume liability for any costs disallowed to MPS because of violations of provisions in applicable federal and state laws, regulations, and rules. MPS reserves the right to withhold payment under this Agreement and/or to terminate this Agreement if CLUB fails to comply with the provisions of this Agreement.
 - l. Grant MPS or any authorized MPS representative the right to review the financial and audit records of CLUB and all CLUB subcontractors for a period of up to three years following the expiration of this Agreement. If CLUB fails to allow a full and complete financial and compliance audit, this Agreement shall become null and void and all funds advanced under this Agreement shall be due and owing from CLUB to MPS. If the audit by MPS identifies costs as inappropriate, MPS shall be entitled to recover any payments to CLUB made under this Agreement for such costs.
15. Club agrees and stipulates that in performing this Contract, it is acting as an Independent Contractor and that no relationship of employer & employee, partnership or joint venture is created. Except as mutually agreed to by the parties and necessary for the provision of services under this Contract, as set forth herein, Club has sole control over the means, work hours, location, and other details regarding the performance of the services provided under this Contract. MPS's sole interest is to ensure that services are performed and rendered in a competent, safe, efficient, timely and satisfactory manner in accordance with the terms of this Contract.

Club agrees that it has the sole obligation to provide for and pay any contribution or taxes required by federal, state or local authorities imposed on or measured by income.

Club specifically covenants not to file any complaint, charge, or claim with any local, state or federal agency or court in which Club claims to be or to have been an employee of MPS during the term of this Contract and that, if any agency or court assumes jurisdiction of any complaint, charge or claim against MPS on Club's behalf, Club will promptly request such agency or court to dismiss such matter.

MPS will not be charged any obligation or responsibility whatsoever of extending any fringe benefits to Club or its officers, employees or agents which may be extended to MPS employees, including any insurance or pension plans.

16. In the performance of work under this Contract, Club will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. This action and prohibition of discrimination includes, but is not limited to: employment; promotions, demotions and transfers; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships.

If MPS determines, in its sole discretion, Club has violated this non-discrimination policy, MPS may terminate this Contract without liability for undelivered services or goods. MPS may also deem Contractor ineligible to participate in future contracts with MPS.

II. MILWAUKEE PUBLIC SCHOOL RESPONSIBILITIES

A. MPS SHALL:

1. Inservice TABS staff employed by CLUB on the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g and the Wisconsin Pupil Records Law, Wis. Stat. § 118.125, regarding the confidentiality of pupil records by September 30, 2017.
2. Install and maintain computers at each youth service center that provide access to pupil information pertaining to MPS pupils. CLUB shall be responsible for any damage to said computers unless said damage is caused solely by the result of MPS or its employees.
3. Employ and assign two employees in the positions of MPS TABS Liaisons who are to be under the supervision of the MPS Office of Family Services and who are to be responsible for accessing the MPS pupil information, contacting parents and requesting parents to come to the centers to pick up their children, contacting a child's school to advise as to the presence of the child at the youth service center and to alert the school of the need for follow-up counseling from MPS social workers, working with other employees at the center to counsel and to facilitate referral to appropriate MPS educational programs, entering all student information data after a youth has been processed and maintaining student files in an orderly and professional manner, and performing such other duties as described in Appendix A.
4. Make payment to CLUB for costs of the TABS Program in an amount not to exceed \$219,726.00 in accordance with the following payment schedule:
 - a. \$109,863.00 upon execution of this Agreement, provided MPS receives a properly completed Request for Funds Form attached hereto as Appendix

D, and provided that CLUB has supplied MPS with proof of a valid occupancy permit for school usage, completion of asbestos management plan and proof of insurance as required in § I.A.12.

- b. \$82,397.25 upon receipt and approval by MPS of the Semi-Annual Budget Expenditure Report in Appendix C covering the period of July 1, 2017 through December 31, 2017, but in no event prior to January 1, 2018.
 - c. \$27,465.75, or remainder of total, by June 1, 2018.
5. MPS may suspend any payments otherwise due under this Agreement if MPS determines that CLUB is in violation of any provisions of this Agreement or the regulations governing this Agreement until such time as MPS determines CLUB has remedied said violation(s).
6. MPS may recover any funds paid by MPS to CLUB which are not expended in a manner consistent by this Agreement and the CLUB Annual Budget set forth in Appendix B.

III. TERM AND TERMINATION

- A. The term of this Agreement is July 1, 2017 to June 30, 2018. This Agreement shall automatically terminate in the event the Milwaukee Board of School Directors fails to appropriate sufficient funds to continue this Agreement.
- B. This Agreement is contingent on the approval of the Milwaukee Board of School Directors and may be amended only upon the written Agreement of MPS and CLUB with the approval of the Milwaukee Board of School Directors.

IV. APPENDICES

The following documents are hereby made part of this Agreement and the CLUB agrees to abide by all the terms and conditions therein:

Appendix A: Truancy Abatement and Burglary Suppression Program Operations Manual 2017-2018

Appendix B: 2017-2018 TABS Program Annual Budget

Appendix C: 2017-2018 TABS Program Semi-Annual Budget Expenditures Report

Appendix D: TABS Program Request for Funds Form

In the event an inconsistency exists between this Agreement and an appendix, this Agreement shall be controlling.

APPROVED:
BOYS & GIRLS CLUB OF
GREATER MILWAUKEE, INC.

APPROVED:
MILWAUKEE BOARD
OF SCHOOL DIRECTORS

AUTHORIZED REPRESENTATIVE

DARIENNE B. DRIVER, Ed.D.
Superintendent of Schools

Date: _____

Date: _____

MARK A. SAIN, President
Milwaukee Board of School Directors

Date: _____

KARI H. RACE, J.D., Acting Director
Procurement and Risk Management

Date: _____

Budget Code: STV-0-0-TAB-DW-ECTS

Reviewed by Risk Management as to insurance requirements

By: _____

Date: _____

APPENDIX A

**Truancy Abatement and Burglary Suppression Program
Operations Manual 2017-2018**

APPENDIX B

2017-2018 TABS Program Annual Budget

For Academic Year

TABS Program

Proposed

Modified

FTE Positions	Proposed Budget	Modified Budget	Other Sources	Total Planned Expenditures
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Leadership

Program Director/Principal

Assistant Administrator

Leadership Subtotal

School Facilities

Rents

Utilities

Telephone

Maintenance Services

Maintenance Equipment

Maintenance Supplies

Facilities Subtotal

Business Services

Accounting Services

Secretary

Office Supplies

Office Equipment

Postage

Equipment Maintenance

Business Services Subtotal

Insurance

Fidelity Bond

Workers Compensation

Bodily Injury

General Liability

Insurance Subtotal

Leadership, Business and Facilities Staff Benefits

Pensions

Social Security

Staff Benefits Subtotal

Total Indirect Cost

APPENDIX B

Instruction

Agency Teacher(s)				
Substitutes				
Paraprofessionals				
Aides				
Instruction Subtotal				

Classroom Materials

Instructional Supplies				
Textbooks				
Media Rental				
Tests				
Classroom Equipment				
Computer Equipment				
Software				
Materials Subtotal				

Pupil Support

Counselor				
Media Equipment				
Library Books				
Extracurricular activities				
Social Worker				
Field trips				
Instructional Support Subtotal				

Teacher Support

Staff Development				
Car allowance				
Contracted Services				
Teacher Support Subtotal				

Instruction and Support Staff Benefits

Pensions				
Social Security				
Staff Benefits Subtotal				
Total Direct Cost				

TOTAL PROGRAM BUDGET

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MPS USE ONLY

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APPENDIX C

2017-2018 TABS Program Semi-Annual Budget Expenditures Report

For Period Ending
TABS Program

Semiannual
Annual

	FTE Positions	Proposed Budget	Modified Budget	Other Sources	Total Planned Expenditures
Leadership					
Program Director/Principal					
Assistant Administrator					
Leadership Subtotal					
School Facilities					
Rents					
Utilities					
Telephone					
Maintenance Services					
Maintenance Equipment					
Maintenance Supplies					
Facilities Subtotal					
Business Services					
Accounting Services					
Secretary					
Office Supplies					
Office Equipment					
Postage					
Equipment Maintenance					
Business Services Subtotal					
Insurance					
Fidelity Bond					
Workers Compensation					
Bodily Injury					
General Liability					
Insurance Subtotal					
Leadership, Business and Facilities Staff Benefits					
Pensions					
Social Security					
Staff Benefits Subtotal					
Total Indirect Cost					

APPENDIX C

Instruction

Agency Teacher(s)
 Substitutes
 Paraprofessionals
 Aides

Instruction Subtotal

Classroom Materials

Instructional Supplies
 Textbooks
 Media Rental
 Tests
 Classroom Equipment
 Computer Equipment
 Software

Materials Subtotal

Pupil Support

Counselor
 Media Equipment
 Library Books
 Extracurricular activities
 Social Worker
 Field trips

Instructional Support Subtotal

Teacher Support

Staff Development
 Car allowance
 Contracted Services

Teacher Support Subtotal

Instruction and Support Staff Benefits

Pensions
 Social Security

Staff Benefits Subtotal

Total Direct Costs

TOTAL PROGRAM BUDGET

APPENDIX D

**TABS PROGRAM
Request for Funds Form**

INVOICE NUMBER _____

CONTRACT PERIOD _____

AMOUNT REQUESTED _____

ADDRESS CHECK SHOULD
BE MAILED TO:

CONTRACTOR'S NAME

Boys & Girls Clubs of Greater
Milwaukee _____

PART A: FUND REQUEST:

Total Contract Amount \$ 219,726.00

Current Request for Funds:

\$109,863.00 on or after July 31, 2017 for services performed on or after July 1, 2017, provided MPS receives a properly completed Request for Funds Form (Appendix D), and provided that CLUB has supplied proof of a valid occupancy permit for school usage, completion of asbestos management plan and proof of insurance as required in § I.A.12.

\$ 109,863.00

\$82,397.25 upon receipt and approval by MPS of the Semi-Annual Budget Expenditure Report in Appendix C covering the period of July 1, 2017 through December 31, 2017.

\$ 82,397.25

\$27,465.75, or remainder of total, by June 1, 2018.

\$ 27,465.75

TOTAL CASH REQUEST

\$ _____

Contract Balance to Date

\$ _____

PART B: CERTIFICATION:

I certify that the data reported above is correct and that all amounts are in accordance with the contract agreement.

Typed Name and Title

Signature Date